

**The Besom in Cambridge**

**Safeguarding Policy**

***(updated October 2022)***

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# Definitions

Besom Network The network, in aggregate, of all the local Besom groups, all of whom are stand-alone charities in their own right

Recipients Those people who Besom help

Core Group Those identified to have a leadership role in a Besom

Core Group Members Regular Time Givers who are members of the Core Group of a Besom

DBS Disclosure and Barring Service.

DSO Designated Safeguarding Officer *(as described in Section 3.1)*

DDSO Deputy DSO *(as described in Section 3.1)*

Frequent Four or more days in a 30 day period

GDPR General Data Protection Regulation

Minor A person who is under 18 years of age

Project Group A group of Time Givers who volunteer for a Project, supervised by a

Project Group Leader

Project Group Leader Person who leads a group of time givers for a one-off project, from a church or group of churches

Project Group Member Person from a church who gives time to help on one-off projects

Referrer Person in an official capacity of support to an individual or family (e.g. Social Worker, Support Worker), who brings a request to Besom on behalf of their client

Regular Time Giver Person who volunteers on a weekly or Frequent basis for example on van deliveries or office or warehouse work

Time Givers Any individuals who give time to work with Besom

Trustees Trustees of the local Besom

Vulnerable Adult Vulnerable Adults are 18 years of age or older who are unable to provide for their own needs and protect themselves against abuse or serious exploitation due to impairment of mental, physical and emotional function.

1. **Purpose of this policy**

The Besom Network is committed to working in a safe way with our Recipients and to safeguarding and promoting the welfare of children, young people and adults who may be at risk of harm. The charity expects all time givers to share this commitment and comply with this Safeguarding Policy.

Trustees are responsible for ensuring that there is a policy in place to deal with the prevention of abuse of vulnerable people and to report abuse where it is encountered. It is necessary for the Trustees to demonstrate that the policy is being implemented to the best of their ability. This policy seeks to address these requirements.

This Policy is relevant to the following people who undertake any time giving in any capacity that is linked to the work of Besom:

* Trustees
* Core Team Members
* Leaders and helpers
* Project Group leaders
* Time Givers

1. **Introduction**

As a Christian charity, we seek to follow the example of Jesus and love our neighbours, whoever and wherever they are; to do less than this is not honouring to God. In fact, how we treat those with whom we work and those whom we meet will say a lot about us as individuals and Besom as an organisation.

This means that we want to operate in a way which keeps both our Recipients and our Time Givers safe. This is the heart of safeguarding. Safeguarding is broader than protection as it includes prevention. It is not enough to have a process which deals with problems which arise but to have a robust policy which seeks to be proactive in preventing problems from occurring.

Some adults, and all children under the age of 18 (with permitted exception for those aged 16 and 17 years old in work), are classed as being vulnerable and must be treated with particular respect and care.

Not every adult will be classed as being vulnerable, but every person can, because of illness or for emotional or other reasons, be classed as vulnerable at some time(s) in their lives. For this reason, Trustees or other representatives are obliged by law to have and to implement a policy which will cover their day to day interaction with such vulnerable adults and children.

This policy and the principles and practices that flow from it will guide all the safeguarding work in our various activities.

In summary, we will:

* We make every effort to be open and transparent, respectful, ready to listen, and to demonstrate integrity in all that we do, and promote a culture of safeguarding.
* We will actively manage risks, ensure clear and appropriate accountability.
* We are committed to the prevention of abuse, through collaboration with key statutory authorities and other partners, including the use of professional safeguarding advice and support. We will encourage informed vigilance in recognising and reporting any abuse that we may encounter during our work with Recipients.
* We will be aware of the various forms of abuse. This document sets out how to recognise and report these, if seen. *(See Appendix A)*

The Legislative Framework that underpins the guidance in this policy is as follows:

* The Children Act 1989 and 2005
* Working Together to Safeguard Children 2018
* The Care Act 2014
* Human Rights Act 1998
* Mental Capacity Act 2005
* Deprivation of Liberty Safeguards 2014

1. **Managing Safeguarding**

# 3.1 Safeguarding Officer

The Besom in Cambridge has a Designated Safeguarding Officer (“DSO”) to oversee safeguarding matters, and a Deputy DSO.

The role of the DSO is to:

* Act as an advocate for children, young people and adults who may be at risk of harm and who have contact with the Besom through their work in the community.
* Ensure that the safeguarding policy is shared, adhered to, reviewed and revisions adopted.
* Organise training for all those who work with children or adults at risk and provide advice and support to their Besom.
* Receive and report any concerns or allegations of abuse, liaising with statutory agencies, to safeguard and support children, young people and adults who may be at risk of harm.
* Advise the Besom on matters of good practice in relation to safeguarding.
* To organise Disclosure and Barring Service (DBS) checks for regular Time Givers, where appropriate.
* Oversee the keeping of safeguarding records.
* Work alongside regular Time Givers to ensure that they are supported in leading their teams and that they discuss safeguarding matters or concerns as a regular part of team meetings.

# 3.2 Contact details for DSO, Deputy Safeguarding Officer and Trustees

| **Position** | **Name** | **Phone Number** | **Email** |
| --- | --- | --- | --- |
| DSO | Felix Hearn | 07789 185706 | safeguarding.besomincam@gmail.com |
| Deputy DSO (DDSO) | Mark Harbour | 07419 788171 | mark@cambridgevineyard.org.uk |
| Lead Recruiter | Felix Hearn | 07789 185706 | safeguarding.besomincam@gmail.com |
| Assistant Recruiter | (no one currently) |  |  |
| Trustee One (Chair) | Debbie Hawker | 07935 932184 | debbiehawker@gmail.com |
| Trustee Two | John Cooper | 07984 790752 | johnecooper84@gmail.com |
| Trustee Three | Mark Harbour | 07419 788171 | mark@cambridgevineyard.org.uk |
| Trustee Four | Debbie Kisekka | 07765 243132 | debkisekka@gmail.com |

There is a separate email for safeguarding concerns: [safeguarding.besomincam@gmail.com](mailto:safeguarding.besomincam@gmail.com) The only people who have access to this are the DSO, DDSO, and Lead Recruiter.

See *Section 6* below for external contact details for Social Care.

# 3.3 Recruitment and Training of Regular Time Givers

The appointment process for all applicants for regular Time Giver roles at Besom includes the following steps:

* Interview with two appointed team members and/or Trustees
* Completion of application form
* Reading of Besom policies and guidelines
* Provision of two referees, and the Besom taking up two references
* Undertake online Church of England safeguarding training, Level C1 *(see below)*
* Completion of self-declaration form
* Obtain DBS check if appropriate *(see Section 3.4)*
* Practical orientation with a member of the Core Team
* Review with a member of the Core Team after 3 months

All regular Time Givers will undertake, and demonstrate that they have passed, appropriate safeguarding training: either the online Church of England safeguarding training at Level C1, or an equivalent or higher level of training. It is recommended that the training is refreshed by repeating the course every three years. Informal training may also be provided at team meetings.

Time Givers who have concerns relating to safeguarding awareness should discuss their concerns with the DSO.

# 3.4 Disclosure and Barring Service (DBS) checks for new recruits

Due to the sensitive nature of our work with vulnerable people, it is critical that Besom takes steps to ensure that it is aware of any safeguarding issues which may present a risk to Recipients or regular Time Givers. One element of this is to assess whether the role requires that the regular Time Giver should undergo a criminal records check with the Disclosure and Barring Service (DBS). The DBS helps employers and charities make safer recruitment decisions by processing and issuing DBS checks.

A DBS check is **not** a legal requirement for Besom regular Time Givers, since although they may have “frequent” contact (“Frequent” is on four or more days in a 30-day period) with Recipients who are vulnerable, their role is not to provide social care, personal support or advice to the Recipient and so is not “Regulated Activity” (see the Safer Recruitment Policy for details). For the activities which the Besom in Cambridge undertakes, the DBS check will therefore likely be a Basic level disclosure without a check of barred activities.

Anyone whose role **requires** them to undergo a DBS check should do so before they undertake the role; however for most of our roles (where it is not required but is recommended), the DBS check may be done at the end of the person’s 3 month induction period, during which time they will be working alongside other team members.

DBS checks will be administered by the DSO or DDSO or Lead Recruiter, via Thirtyone:eight.

Where a DBS check is returned with a concern, a risk assessment will be carried out in conjunction with the DSO and Trustees. An individual who has committed an offence against a child/adult at risk or who, for any other reason, is considered by the Trustees as unsuitable to work with these groups, will not be allowed to continue as a regular Time Giver.

The Besom will comply with the policies required by the DBS in relation to the secure storage and handling of information disclosed during the DBS process. This means that no physical copies of electronically returned disclosures will be kept, but a record will be kept of the date and level of DBS check that has been completed for each person for the Besom.

New Time Givers are also asked to complete a Declaration of Suitability form, as part of the application process before they start, so that any issues that may be relevant to their suitability can be discussed, confidentially, with the DSO.

# 3.5 Thirtyone:eight

The Besom uses the services of Thirtyone:eight to assist them with their safeguarding responsibility, to process online DBS applications, and for advice and support as required.

The fee charged for processing an individual DBS check is (from April 2022): Basic level disclosure £30.25, or Enhanced level £12.25. The Besom pays this fee, but individual applicants may choose to contribute to all or part of this cost by giving to the Besom in Cambridge.

***3.6*** ***Recruitment of Project Group Leaders and Members***

Those wishing to lead a group of time givers for a one-off project, from a church or group of churches, are treated as Project Group Leaders who are not working with Besom on a Frequent basis. They will require a reference from their church leader. If they have an existing satisfactory DBS check through their membership of their church, the church leader will be asked to confirm this on the reference form, as an additional safeguard. The role of Project Group Leader, will not be eligible for a DBS check so no new DBS checks will be done solely for the role.

The Project Group Leader will be provided with a copy of this Safeguarding Policy prior to the project being undertaken and is expected to be familiar with its contents. A summary of the duties of the Project Group Leader, and a summary of the safeguarding information which they need to know and make their project team aware of, is included on the Project Form which will be completed for each project.

Project Group Members who participate in a project will not require a reference or DBS check as they will be supervised on a continuous basis by the Project Group Leader. If a Project Group Member is not known by the Project Group Leader, for example if they are from another church, a reference is obtained from this person’s church leader. If any Project Group Member is under age 18 their Parent or Guardian will be asked to complete a Consent Form. The Project Group Leader will brief the Project Group Members on safeguarding matters.

At the end of the project, the Project Group Leader should give the Recipient a visiting card. This emphasises to the Recipient that the Project Group Members will not call individually or in groups without the prior approval of their support worker. This is a key protection against Project Group Members making repeat visits to the Recipient without the knowledge of Besom.

1. **Good Working Practice**

Time Givers should work in pairs for their accountability and protection. The Recipient will generally be referred to Besom by the local authority social services or other key worker or support worker (the Referrer). At the discretion of the referrer, it may be appropriate for the referrer to be present at the first meeting with the Recipient. If this is the case, the referrer may be met outside the property prior to entry. For subsequent visits it is advised that two people are present on each occasion so that no one is left alone with the Recipient. (*See points f) and g) in 4.1 below.)*

Contact with the Recipient by Time Givers from the Besom Core Group or a Project Group is recorded in a log (on the master spreadsheet) and contact details of Clients and Time Givers protected (see GDPR policy).

Any Time Giver who is a Minor (aged under 18), should be accompanied by a person known to them. The Besom Time Giver in charge of the visit should have undergone a satisfactory Enhanced DBS check in their church or through Besom beforehand; if this is not the case then the minor must be accompanied by a parent or Guardian.

# General

You may be shocked by what you see and experience being a Time Giver, and it is important to feel able to talk about what you experience. Seek support from each other and if you see a specific need, check that the Besom is aware and praying for that need to be provided for.

The following guidance applies to working with all vulnerable people, both adults and Minors:

1. When visiting a Recipient, be non-judgmental and aware that differing standards of care, self-hygiene and family values do not necessarily equate to abuse or neglect. Irrespective of differing standards, Besom Time Givers should always provide the best quality service to bring value and worth to Recipients.
2. If, while in the home of a Recipient, you have any concern for the safety or wellbeing of a vulnerable adult, Minor, or a Besom Time Giver: if you are part of a project team you must share this with your Project Group Leader and he or she will report these concerns to the DSO; or if you are a regular Time Giver you must share this with the DSO straight away upon your return from a visit. You may be asked to complete a report form detailing your observations and concerns. *(See Section 5 below.)*
3. If a Recipient or Minor discloses abuse or neglect to you, you must not promise to keep this confidential, and you must tell your Project Group Leader or the DSO immediately. Record information accurately as you may need to give a statement. Any information given directly by the Recipient should be listened to and recorded carefully, using the person’s own words.
4. Be mindful of what you disclose about yourself, for example your address or that you are a local social worker.
5. When you visit a Recipient, you are a representative of Besom. Conduct yourself well and avoid any indiscrete or bad language.
6. Do not make any promises to return to a home or to meet up with vulnerable adults or children separately. As a group it will be necessary to talk and pray about the level of involvement with any Recipient after the project has ended. Any follow-up should be made with full consultation of the Besom and it may also be necessary to check with the Recipient’s referrer or social worker.
7. Where a Time Giver(s) wishes to continue a relationship with a Recipient, then this should be done with the permission of the Referrer, who will take on the responsibility for ensuring the safety of their client, as this is extended work outside of the normal remit of the Besom.

# 4.2 Working with Children

The following guidelines will help to ensure that your visit to a Recipient ensures good safeguarding practise with children:

* Resist intervening if a child is distressed or misbehaving. Encourage the parent/carer to deal with the issues and ask them to think about what has worked in the past; and encourage them to manage the issue using their own tactics.
* You must remember not to allow yourself to be alone with a child or young person. This is as much for your own self-protection as it is about protecting an already-vulnerable young person or child. Vulnerable young people may for all sorts of reasons make false accusations – do not allow the opportunity for this to arise.
* Besom may have obtained formal permission from the recipient of the service to take photographs of the project. Any photographs should be shown to and offered to the Recipient and only used for the benefit of Besom if the Recipient agrees to this. On no account must you use a personal mobile phone for photographs and only the nominated person should take pictures on a camera provided for that purpose. Do not photograph Minors even if they ask you to.
* If a child or young person initiates physical contact with you or any member of the team you must remove yourself from this as soon as possible in a gentle but firm manner. Distraction is a good way to deal with this should it arise.
* Please ask parental permission from parents or carers before sharing any food or drink with children of the Recipient because children could have an allergy or sweets could at some point in the past have been used as a bribe for affection or sexual favours.
* Children who have experienced neglect or where the parent is ill or unable to interact, may crave interaction with adults and be keen to impress you, but remember you are there to assist the Recipient by undertaking a project. Be kind to the child but remain focused on the task in hand.

# 4.3 Working with Vulnerable Adults

A vulnerable adult is a person over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself from significant harm or exploitation.

* You must remember not to allow yourself to be alone with a Recipient. This is as much for your own self-protection as it is about protecting an already vulnerable person. Vulnerable adults may for all sorts of reasons make false accusations – do not allow the opportunity for this to arise.
* If a recipient initiates physical contact with you or any member of the team, you must remove yourself from this as soon as possible in a gentle but firm manner.
* It is important to be aware that the recipient may not engage or interact with you while you undertake the project. Vulnerable adults may have a range of challenges which may influence their behaviour and interaction with others so do not take it personally. Use your judgement on how to interact with them but always be polite and courteous.
* Do not expect to be thanked for your work. Be aware that a vulnerable adult may not know how to show gratitude.
* Prayer can be a sensitive issue for some people and whilst it is quite natural for us it may not be for the recipient, their family, or the referrer. For this reason, we should offer prayer only when it is obvious that it would be welcomed by the recipient. It should be conducted in a public place and involve no physical contact. As the relationship develops it may be appropriate to offer prayer, but it must never be seen as a requirement of receiving our service.

1. **Responding to safeguarding concerns**

Besom encourage any Time Giver to use the procedure outlined in this policy and summarised in *Figure 1* below. However it is the right of any individual citizen to make a direct referral to statutory safeguarding agencies or seek advice from social care. If an individual believes that the DSO has not responded appropriately, or where they have a disagreement as to the appropriateness of a referral, they may contact an outside agency directly and Besom recommends Thirtyone:eight, as explained below.

It is the duty of all citizens to pass on concerns about the wellbeing/safety of another person, or about the conduct of a practitioner. We have a unique insight as Besom Time Givers, and so must not assume that anything we see, are told, or suspect is known by others already.

Time Givers must be aware of the definitions and warning signs of different types of abuse which for children are:

* Physical abuse
* Emotional abuse
* Sexual abuse
* Neglect

For adults, the following:

* Physical abuse
* Domestic violence
* Sexual abuse
* Psychological abuse
* Financial or material abuse
* Modern slavery
* Organisational abuse
* Neglect and acts of omission
* Self-neglect

Full definitions and warning signs are described in detail in *Appendix A* of this document.

# 5.1 Information Reporting

All concerns about people Besom encounters, or about the conduct of Besom Time Givers, must be reported to the DSO. If there is an emergency with immediate risk to safety/life, dial 999 and inform the emergency services immediately and report to the DSO at the earliest safe opportunity.

If the concern is in any way related to the safeguarding team, please report it to the Trustees.

A Besom Time Giver should not carry out their own investigation into the allegation or suspicion of abuse but report it to the DSO who will take responsibility for the issue. Information regarding the alleged abuse should not be disclosed to anyone other than the DSO (or emergency services or Thirtyone:eight) without prior approval of the DSO and should be on a “need to know” basis.

Please write down in as much detail as you can what you have seen, are told, or suspect, as soon as possible, including times and dates, who was present, and what was happening before. You can use The Besom Log of Concern Form (which is available in the Cambridge Besom warehouse or electronically on the Besom Google Drive).

The DSO will ensure that written safeguarding concerns are kept secure in a protected section of the Besom server, where they will be kept for an indefinite period, with all hand-written notes also retained. They will also then refer the matter on to the statutory authorities who have a legal duty to investigate.

# 5.2 The role of Thirtyone:eight in reporting abuse

Thirtyone:eight is Besom’s nominated safeguarding advisor. Any regular Time Giver can use their helpline for advice and can also access their safeguarding resources. If there is an investigation into a Besom Time Giver, Thirtyone:eight will manage this. If, at any time, you are unclear about how to act, please speak to the DSO or ring the Thirtyone:eight telephone helpline for advice. The helpline can be reached on 0303 003 11.

# 5.3 How to listen to a disclosure of abuse

Most people find it difficult to talk about what has happened to them. If someone has summoned up the courage to talk and has chosen you as the person they are going to tell, it is important to listen carefully. Do not ask the child or adult to come back at a more convenient time, simply listen.

Try to let the person go at their own pace. Do not ask questions, do not jump in to fill silences because the teller might need this silence to process their thoughts and your questions could confuse and divert their flow of thought. Listen actively; nod encouragingly, make eye contact. Let the teller talk for as long as they need to.

If the child or adult is really struggling to keep going, or you do not understand something, use the TED formula: Tell, Explain, Describe. For example, “Can you tell me about that … Could you explain what you mean …Can you describe that to me.”

However difficult it is to believe what you are hearing, it must be taken seriously, keeping an open mind. It is devastating to a victim of abuse when the person they have chosen to tell refuses to believe what is being told.

Thank the person for telling you what has happened and reassure them that they have done the right thing and that you will do your best to help. Explain that this kind of thing has happened to lots of other people before. Never promise not to tell; you will probably have to share the information to keep that child, adult, or others safe.

# 5.4 Supporting someone who has experience abuse in their past

Time Givers must be aware of the vulnerability of those who are coping with an abusive past, and the potential impact of abuse on someone’s mental health and relationships. Where abuse has occurred, the person might find it difficult or impossible to react to situations that others might see as ‘normal’. For example, sharing the peace in church, physical gestures between friends. In some cases of spiritual abuse, Christian practices and images may have been manipulated in the context of abuse.

Someone who has been abused might not be able to talk about this until many years later. This is especially true of sexual abuse. These cases are described as ‘historical’ and are taken as seriously as new cases. Police, Social Care agencies and the Church are used to dealing with historical allegations; the perpetrator if still alive poses a risk to others. Be aware that historical allegations of sexual abuse can come as a huge shock to the family and community of the alleged abuser, who may refuse to believe or put pressure on the victim to withdraw what has been said. Pressure may also be put on others to not believe them.

# 5.5 Concerns about the conduct of a Besom Time Giver

If you have concerns about the behaviour of another Besom Time Giver who works with children, young people or vulnerable adults, inform the DSO as soon as possible. If it is an emergency, then the police should be contacted on 999. Behaviours which may signal safeguarding concerns are:

* Engaging in subtly manipulative behaviour
* Being perceived as overly warm or helpful
* Taking weeks, months or even years before they act
* Making their victims feel trapped and guilty, coercing them into keeping secrets

Their behaviour may include (but not be limited to):

* Giving special attention to their victim without the knowledge of their parents, carers or staff.
* Using texts, social media and other methods of communication inappropriately.
* Spending time alone or in private isolated areas with their victim.
* Seeking inappropriate or unnecessary personal contact.

Document your concerns as soon as possible after you notice them, and you can do this using the log of concern form. You must not discuss your concerns with the person involved or other Besom Time Givers or seek to investigate them yourself. The DSO will seek advice by contacting the relevant authorities. If the allegation involves the DSO, do not inform them of your concerns and contact the Deputy DSO or ring Thirtyone:eight for advice.

Where an allegation concerns a child, the Local Authority Designated Officer (LADO) will be contacted. This needs to happen within 24 hours of recognition of the concern, if possible. The LADO has a countywide responsibility for managing allegations against adults who work or volunteer with children across all agencies and settings.

If the person against whom the concern is raised also has a DBS certificate, the DSO must inform the DBS within 24 hours.

# 5.6 Abuse within the Besom team

Besom recognises that there is the potential for any individual to seek to perpetuate abuse against children, young people or adults at risk. The Trustees seek to create a culture of vigilance across the charity, where any concerns about the behaviour of individuals can be appropriately raised and addressed.

It is easy to doubt that abuse could occur in our immediate community, such as within the Besom Core Team. However Besom Time Givers must maintain a culture of vigilance, as abuse can go unnoticed for many years. Time Givers should be aware that some members of the Besom team may have increased vulnerability to abuse themselves and so may need to be safeguarded.

Any concerns regarding a Besom Time Giver abusing another Time Giver in any way should be referred to the DSO, or if the DSO is the subject of the concern to the Deputy DSO. However, where there is a disagreement as to the appropriateness of a referral, they may contact Thirtyone:eight to discuss and agree a course of action.

The Trustees will support the DSO, and any information related to the case they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

**6. Contact details for Social Care**

See *Section 3.2* above for internal Besom contact details for safeguarding.

**External contact details**

If you are concerned that the person is not in a place of safety or will be an immediate risk to themselves or others, ring the Police on 999.

Social Care services may be contacted if necessary:

| **Department** | **In hours** | **Out of hours** |
| --- | --- | --- |
| Adult Social Care | Phone:0345 045 5202  Email:referral.centre-**adults**@**cambridgeshire**.gov.uk | Phone: 01733 234 724 |
| Children’s Social Care | Phone: 0345 045 5203  Email:referralcentre.children@cambridgeshire.gov.uk | Phone: 01733 234 724 |

**FIGURE 1 - Process for Reporting Abuse**











**APPENDIX A**

**Recognition of abuse**

**Children and young people**

In the case of Minors, Working Together 2015 defines safeguarding as the protection of children from maltreatment, preventing the impairment of children’s health or development, ensuring they grow up in circumstances consistent with the provision of safe and effective care, and taking action to ensure children have the best outcomes.

Effective safeguarding of children occurs when all organisations work together to understand and promote the needs of the child. Significant harm is defined as the persistent and consistent failure to meet the needs of the child or protect them from harm, in such a way as to have a long-term detrimental impact on the wellbeing of that child. That may be the immediate risk of death from physical abuse or the longer-term impact of emotional or sexual abuse.

There are four broad categories of abuse and they are outlined below:

* + - 1. **Physical abuse**

This 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 fabricates the symptoms of, or deliberately induces, illness in a child.

* + - 1. **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

* Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
* Imposing age or developmentally inappropriate expectations on children which 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.
* Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse.
* Serious bullying, causing children frequently to feel frightened or in danger.
* Exploiting and corrupting children either for sexual favour, servitude, or any other reason.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Spiritual abuse** is a form of emotional abuse.

This refers to a systematic pattern of coercive and controlling behaviour in a religious context. It may involve threatening, manipulating or pressurising someone to behave in a certain way, enforced accountability or public humiliation. Such behaviour is different to faithfully sharing the truths of the Bible with love, respect and sensitivity. We must work openly as a team to ensure that we steer well clear of any such behaviour (see 2 Corinthians 4:2). Further guidance is available in a leaflet produced by the Churches’ Child Protection Advisory Service: [http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20(2015).pdf](about:blank) .

* + - 1. **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 the child is aware of what is happening or not.

* The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing.
* Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of, pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
* Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under section 5 of the [**Sexual Offences Act 2003**](about:blank). See also section 9 of this document for guidance on grooming.
* Child Sexual Exploitation involves exploitative situations, contexts, and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities. It can take many different forms from the seemingly ‘consensual’ relationship to serious organised crime involving gangs and groups. Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming. Some young people who are being sexually exploited do not show any external signs of this abuse and may not recognise it as abuse.
  + - 1. **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 because of maternal substance misuse, maternal mental ill health or learning difficulties, or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent 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 caregivers).
* Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional, social and educational needs.

Included in the four categories of child abuse are several factors relating to the behaviour of parents and carers to one another which have significant impact on children. These include domestic violence, parental mental health, or parental substance misuse. Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. Recent studies have found 16 and 17-year-olds to be increasingly affected by domestic violence in their peer relationships. The Home Office definition of **domestic violence and abuse** was updated in March 2013 as

*“Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.”*

This can encompass, but is not limited to, psychological, physical, sexual, financial and emotional abuse.

**Controlling behaviour is**: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape, and regulating their everyday behaviour.

**Coercive behaviour is**: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.’

There is further guidance on supporting people affected by domestic abuse on the Ely Diocese website: [www.elydiocese.org/safeguarding](about:blank) or by contacting the helplines listed in *Appendix B* of this document.

**Vulnerable Adults**

In the case of adults, safeguarding means to protect their right to live in safety, free from abuse and neglect. This applies to any adult aged over 18 years of age.

It is about people and organisations working together to prevent and stop both the risks and experience of abuse and neglect. At the same time the wellbeing of the adult is promoted including, where appropriate, having regard for their views, wishes, feelings and beliefs in deciding on any action. The Care Act 2014 defines Safeguarding as protecting an adult’s right to live in safety, free from abuse and neglect. Safeguarding duties apply to an adult who:

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

The Making Safeguarding Personal approach lists six key principles for safeguarding adults who may be at risk of harm:

* **Empowerment**: People being supported and encouraged to make their own decisions and informed consent.
* **Prevention**: It is better to act before harm occurs.
* **Proportionality**: The least intrusive response appropriate to the risk presented.
* **Protection**: Support and representation for those in greatest need.
* **Partnership**: Local solutions through local services working with their communities.
* **Accountability**: People are clear about the role of those involved in their lives.

Signs of abuse and neglect in adults are:

* **Physical abuse**: Including assaulting, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
* **Domestic violence:** Abuse between intimate partners or family members that includes psychological, physical, sexual, financial, emotional, ‘honour’ based violence or forced marriage.
* **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.
* **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.
* **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, financial transaction or the misuse or misappropriation of property, possessions or benefits.
* **Modern slavery:** encompasses slavery, human trafficking, forced labour and domestic servitude.
* **Discriminatory abuse**: harassment, slurs or similar treatment; because of race, gender or gender identity, age, disability, sexual orientation or religion.
* **Organisational abuse**: including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one’s own home.
* **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, nutrition or heating.
* **Self-neglect:** this covers a wide range of behaviours neglecting to care for one’s personal hygiene, health or surroundings and includes behaviours such as hoarding.

**APPENDIX B**

**Signposting to Services**

The following organisations may be helpful to you.

**Men’s Advice Line** For male victims of domestic violence and abuse  
Tel: 0808 801 0327 or [www.mensadviceline.org.uk](about:blank)

**Women’s Aid**  For female victims of domestic violence and abuse   
Tel: 0808 2000 247 or [www.womensaid.org.uk/](about:blank)

**Stop It Now** Concerned about your behaviour towards or feelings about children  
Tel: 0808 1000 900 or [www.stopitnow.org.uk/england](about:blank)

**Forced Marriage** Being forced into marriage or need help leaving a forced marriageTel: 020 7008 0151 or [www.gov.uk/stop-forced-marriage](about:blank)

**Samaritans** Provides confidential non-judgemental emotional support, 24 hours a day for people who are experiencing feeling of distress or despair, including those which could lead to suicide   
Tel: 08457 90 90 90 or [www.samaritans.org](about:blank)

**National Stalking Helpline** Suffering from harassment or intimidation by another person  
Tel: 0808 802 0300 or [www.stalkinghelpline.org](about:blank)

**Mind** Living with a mental health problem or supporting someone who is  
Tel: 0300 123 3393 or Text 86463 or [www.mind.org.uk](about:blank)

**RSVP** Support for those affected by rape and sexual violence abuse  
Tel: 0121 233 3818 or [www.rsvporg.co.uk/](about:blank)

**Alcoholics Anonymous** Support for those suffering alcohol addiction

[https://www.alcoholics-anonymous.org.uk/](about:blank)