SEVENTH-DAY ADVENTIST® CHURCH



British Union Conference

Child and Adult Protection Policy and Procedures

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KEEPING OUR CHURCH FAMILY SAFE

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KEEPING OUR CHURCH FAMILY SAFE
(Safeguarding Policy)

FOREWORD

Promoting the well-being of those created in the image of God is integral to the mission of the Seventh-day Adventist Church. As a church body we care for and strengthen each other physically and emotionally as well as spiritually. *Keeping Our Church Family Safe* calls for us to do no more than purposefully reflect our God-given commission in the principles of how we behave towards one another.

This policy is accompanied by its related procedures which are country specific. Our union of churches covers England, Ireland (Northern Ireland and the Republic of Ireland), Scotland and Wales. Each nation has its own legislation, statutory guidance and processes for responding to concerns regarding the abuse and protection of children and adults. The policy and the procedures for your country should always be read together. They are provided to guide and support you in fulfilling our shared safeguarding responsibility.

The real activity to safeguard our children and adults at risk comes through your purposeful attitudes and actions in your daily Christian walk. I sincerely trust that we will work together under God's guidance in keeping our church family safe.

Ian Sweeney [Electronic signature to be inserted]

BUC President



INTRODUCTION

The Seventh-day Adventist Church places great importance upon family life. In line with our world church position statement[1] we affirm the dignity and worth of each human being and decry all forms of physical, sexual and emotional abuse and family violence. The church recognises the global extent of this problem and the serious, long-term effects upon the lives of all involved. We therefore believe that Seventh-day Adventists must respond to abuse and family violence within both the church and the community. We believe that to remain indifferent and unresponsive is to condone, perpetuate and potentially extend such behaviour.

The law and guidance relating to the protection of children and adults differs in England, Wales, Scotland and Northern Ireland and the Republic of Ireland. Each must be used accordingly to guide all our safeguarding and child protection activities. Details of these are located within the separate country procedures that accompany this document. The Church makes a commitment to respond to concerns without delay and in cooperation with statutory agencies.

Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children[2].

Keeping Our Church Family Safe (KCFS) sets out the church's guidelines relating to safeguarding our church family. It also provides the procedures to be followed in order to reduce, to the minimum, the risk of abuse to children and adults we have contact with through our paid and voluntary activities.

Please remember:
If you have concerns, talk to your responsible person or Designated Safeguarding Person.

The Designated person and the pastor will evaluate all concerns and refer these on where needed.

NB: The term safeguarding is used in England, but in Scotland and Northern Ireland this is referred to as child protection or adult protection. Hence, in these documents the term safeguarding should be understood to refer to both.

[1] General Conference of Seventh-day Adventists position statement on abuse and family violence (1995)

[2] *Working together to safeguard children – a guide to inter-agency working to safeguard and promote the welfare of children*, HM Government 2018.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

A. POLICY STATEMENT

The British Union Conference of Seventh-day Adventists (BUC) is committed to safeguarding the welfare of children and adults across the Conference. We recognise our duty and responsibilities as a church to provide an environment which seeks to eliminate the risk of abuse. We will take all reasonable steps to safeguard the welfare of children and adults at risk.

(a) In affirming the dignity and worth of each human being we will not condone neglect, bullying or any form of physical, sexual, emotional or spiritual abuse of any individual whether in the church or in the community.

(b) The Seventh-day Adventist church has a responsibility to protect children and adults at risk who are involved in any of its programmes. We will do so through the creation of safe environments, and the provision of training, advice and support to all staff and volunteers.

(c) The church will demonstrate senior management commitment to safeguarding and maintain arrangements to reflect this, with clear lines of accountability.

(d) The church will report to the appropriate agency all allegations of abuse and will cooperate fully with other professional agencies who will identify the perpetrators and to protect children and adults who may be at risk.

(e) The church will help persons in need to identify and access the range of professional services. It will assist families in grief over relationships that cannot be restored. It will address the spiritual questions confronting abused persons, seeking to understand the origins of abuse and family violence.

(f) When changed attitudes and behaviour open possibilities for forgiveness and new beginnings, the church will provide a ministry of reconciliation, but intervention by appropriate agencies must occur to hold the perpetrator accountable for his or her actions and safeguard children and adults.

(g) The church will promote and hold its staff and volunteers to the highest form of personal and professional behaviour as we reflect Christ in all aspects of our conduct. We will carefully select and support all those with a responsibility towards our children and adults who may be at risk. (See Appendix 1: Code of Conduct, p.13).

1. DEFINITIONS

Forms of abuse

Abuse and neglect are forms of maltreatment[3]. Children and adults may be abused or neglected by someone inflicting harm, exploiting them or failing to prevent harm. The categories of abuse include physical, sexual, emotional and neglect. Other forms of harm come from bullying and exposure to domestic abuse and for adults may also include financial and institutional abuse. Additionally, the Church is concerned about spiritual abuse of children and adults and recognises the presence of other harmful practices. These include child sexual exploitation; female genital mutilation (FGM); abuse in the context of beliefs about spirit possession, and lack of online and digital safety. Further information about these areas, their definitions and possible indicators can be found within your country procedures. (See Part III Country Procedures.)

Children and young persons

The terms 'child' and 'young person' are both used throughout this document. Both relate to any person under the age of 18 (under 16 in Scotland) with whom the church has contact through any of its activities.

Adult at risk (vulnerable adult)

An adult at risk is someone aged 18 or over (16 or over in Scotland) who is, or may be, in need of community services due to age, illness or a mental or physical disability. They are someone who is, or may be, unable to take care of themself, or unable to protect themself against significant harm or exploitation.

[3]What to do if you're worried a child is being abused: Advice to practitioners – HM Government, 2015 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

It should be noted that the UN Convention on the Rights of Persons with Disabilities stipulates that in order for disabled children to be able to realise their rights, they need to be provided with age-appropriate disability assistance. Disabled individuals are more likely to be abused and exploited.

Legislation for protecting adults and children
Across the United Kingdom (UK) the protection of adults is governed by legislation and statutory guidance that reflects the European Convention on Human Rights (the Convention). Child protection legislation likewise, is based on the United Nations Convention on the Rights of the Child and for adults, The Care Act 2014.

Laws are passed to prevent behaviour that can harm individuals or to enable action required to protect a person.

Guidance sets out what organisations should do to play their part to keep children safe. Each UK nation is responsible for its own policies and laws around education, health and social welfare. Although the protection systems are different in each nation, they are all based on similar principles; most notably, that the welfare of the child or adult at risk is the paramount consideration.

Volunteers will be taken to include church members unless specifically stated.

2. SAFEGUARDING STRUCTURE



The British Union Conference has set in place the following levels of safeguarding structure to manage and support the effective safeguarding of children and adults at risk across the conference. An outline of the responsibilities for some of these roles are provided under Appendix 2: Safeguarding Roles and Responsibilities, p14.

BUC SAFEGUARDING COMMITTEE (BSC)

The British Union Conference Safeguarding Committee (BSC) is a sub-group of the Executive Committee and provides oversight of safeguarding across the British union of churches. It will ensure the annual updating of these policies and the coordination of legal and practice measures necessary for keeping our church family safe.

CONFERENCE/MISSION SAFEGUARDING OFFICE

Conferences and missions play an important role in safeguarding. They disseminate the safeguarding policies and guidelines to churches and provide oversight and support to churches in discharging their safeguarding responsibilities. It would be for each conference and mission to determine how best they organise a safeguarding office and make provision for the following roles:

1. A **Designated Safeguarding Person** is the nominated lead for compliance with safeguarding practices, who oversees matters on behalf of the conference or mission. They ensure our safeguarding policy and guidance are followed and provide the support, guidance and training to staff and volunteers. In larger settings one or more deputies should be appointed. This should be someone in a leadership role.
2. A **Communication Spokesperson** should be appointed by each conference/mission to supply information to the public, as appropriate and required, concerning incidents of child abuse, whether actual or alleged. It is essential that such a person has full and accurate knowledge of the situation but is sensitive to the confidentiality to which people are entitled. If there is only one spokesperson, confusion can be avoided and the information supplied will be kept within the legal limits when court proceedings are envisaged. This person is the focal point for the media.

   Additionally, specific people (e.g. victims, survivors, parents and the accused) have a right to information. It may be that a local district, school or church organisation must be informed, and such a task will be executed by an individual identified by the conference/mission. The individual providing information to those personally involved should be distinct from the conference/mission spokesperson who is the focal point for the media.
3. A **Disclosure Clerk** (formerly Child Safety Officer) is responsible for administrating the safeguarding and protection activities across the conference. These include organising the DBS/PVG/AccessNI checks and keeping up-to-date records of these activities. They will be responsible for collating and reporting the periodic returns of these checks from churches to the Conference.

SAFEGUARDING ROLES WITHIN EACH CHURCH/ORGANISATION

Each church or organisation is called to appoint the following safeguarding roles to coordinate and manage safeguarding activities locally:

1. The **Safeguarding Person** is the designated church/department officer who leads on safeguarding matters on behalf of the church or department. They ensure our safeguarding policy and guidance is followed and provide the support, guidance and training to staff and volunteers. In larger settings one or more deputies should be appointed. This should be someone in a Board level role unless it is their professional discipline
2. A **Responsible Person** is each head of a department, whether an employee or church member who has been appointed by the local church/management to be responsible for a specific sphere of activity involving children and adults. A Sabbath School Leader, Choir Leader, AYS Leader, Adventurer and/or Pathfinder Leader, Camp Director, Supplementary School Leader, Family Life Leader or pastor are all Responsible Persons. Within their role the responsible persons would ensure that the right staff are appointed and follow safe working practices. (See Appendix 2 for roles and responsibilities, p14.)
3. The **Disclosure Clerk** (formerly Child Safety Officer) is responsible for undertaking the safeguarding administrative tasks within a church. These include organising the DBS/PVG/AccessNI checks for church officers, issuing role descriptions (see Appendix 3: Sample Role Description, p.16) and keeping up-to-date records of these activities. They will be responsible for periodic returns to the conference and will receive training for their role from the Conference secretariat.

INDEPENDENT SUPPORT FOR CHILDREN AND ADULTS

The local church must let children and adults at risk know of their right to talk with an independent person or service, and that independent support is available for them. To this end each local church must ensure that it displays a poster (with child-friendly wording) advertising the name and telephone number of a recognised independent national organisation that individuals can contact; e.g. for Children: ChildLine, Kidscape, Children 1st, NSPCC; for adults: Samaritans, Age UK, Citizens Advice and Victim Support. This information should also be included from time to time in church bulletins and newsletters where these are produced.

B. CHOOSING THE RIGHT STAFF

To minimise the risk of abuse to a child/young person the church should adopt a careful selection process otherwise known as a safer recruitment approach. The screening procedure for employees/volunteers working with children/young people should include the following elements:

(a) Local church officers must be appointed through the process outlined in the Church Manual. The process of church family voting on officers provides a protective and transparent process for securing the right people to work with our children and adults at risk. See Church Manual: http://www.adventist.org/fileadmin/adventist.org/files/articles/information/ChurchManual_2010.pdf

(b) Employees/volunteers for formal roles will follow recruitment processes. This involves face-to-face interviews, verbal and written reference checks, identity verification, induction and supervision. They shall be required to complete an information form (see Appendix 4: Self-Declaration Form, p.17) and provide references (see Appendix 5: Request for Reference and Appendix 6: Reference Form, p.19).

(c) Those in contact with children and vulnerable adults will be required to apply for a Disclosure check (ie DBS/PVG) and/or complete a Self-Declaration Form (see Appendix 4, p.17).

(d) First-time appointees should be subject to a probationary period of twelve months. Job descriptions and outlines of work should be reviewed bi-annually or when the job changes significantly.

(e) Where the conference/mission runs specific courses for those working with children or adults at risk, course directors should ensure that applicants meet all the safeguarding requirements. Should any concerns arise regarding their suitability, these should be addressed with the individual and their line manager or local pastor as appropriate.

(f) Employees and volunteers with a known history of sexual abuse and/or violence towards children/young people should never again be allowed to work with minors, even after participating in rehabilitation programmes. Those barred from working with adults at risk must not be allowed to do so.

(g) Where employees/volunteers are subsequently found to have had a history of sexual offending and/or violence and have failed to disclose it, they shall be immediately removed from their appointment. Any disputes within safeguarding should be referred to the next level of authority.

C. MANAGING STAFF, CHURCH MEMBERS AND VOLUNTEERS

1. ROLE DEFINITION

Confusion over roles, responsibilities and accountability is the very framework within which child abuse can occur and be perpetuated. Therefore, the church must ensure that everyone who works with children and adults at risk has a clear understanding of their role, responsibilities and to whom they are accountable. Persons requested to be church officers will be presented with a copy of their proposed role description and access to the KCFS policy document. Their acceptance must involve signing an agreement form indicating that they have read and understood the policy and job role. A copy of the signed role with their DBS/PVG number on it is to be kept by the Disclosure Clerk (see Appendix 3: Sample Role Description, p.16). A full set of sample role descriptions will be made available to each Disclosure Clerk by the Conference Secretariat.

2. ACCOUNTABILITY

There is the need for good lines of accountability to keep children safe, thus the following measures are necessary.

(a) Each Responsible Person must meet with their team of workers/committee on a regular basis (at least once a quarter) to:

(i) Review and plan the work for their particular activity area.

(ii) Provide an opportunity for team members to raise any concerns regarding any child or young person and highlight any observations. However, the reporting of any concerns should not be delayed until this meeting.

(b) Keep minutes of each meeting. Where situations of suspected abuse are being discussed the minutes should be detailed with a clear decision regarding future action. Copies of the minutes must be shared with the local pastor who is then responsible for passing relevant information to the appropriate Conference departmental director or Mission sponsor.

(c) Inform team members which person will take over responsibility when particular individuals are absent.

(d) Every individual is to act to safeguard children and adults at risk by following the safeguarding and child protection procedures.

D. TRAINING

Written policy and guidelines, however good they are, will not protect children from abuse. These are strengthened by staff and workers undergoing safeguarding and child protection training and remaining alert and responsive to the care and well-being of children and adults who may be at risk.

Training is important and equips individuals with the necessary skills and knowledge.

- All paid or voluntary personnel appointed to work with children and adults at risk are expected to complete the core safeguarding training or an equivalent package provided in the local area and fulfil ongoing training requirements bi-annually.
- All Responsible Persons are expected to complete the core training
- Safeguarding Persons will complete the core training; plus a further module or an equivalent package provided in the local area.
- The Disclosure Clerk's training will be the responsibility of the Secretariat.

Training for our church family may be provided by the Conference; organised by your Designated Safeguarding Person or the Local Safeguarding Children/Adults Board. The Safeguarding Persons must arrange awareness training for all whom they serve and use appropriate mediums (e.g. bulletin/newsletter) to keep the church/department alert to the safeguarding needs within their remit.

E. WORKING SAFELY

1. GOOD WORKING PRACTICES

To keep our church family safe we need to adopt working practices that lessen the opportunity for harm to our children and adults. This involves:

- Planning the work of the department to prevent abuse.
- Using supervision to prevent abuse.
- Teaching children to be appropriately aware of how to remain safe and who to approach to report abuse or concerns.
- Recognising and responding to concerns or disclosures of abuse.
- Undertaking risk assessments and implementing risk mitigation measures for all church activities.

The Church also promotes best practice in the taking of photographs and filming and the use of digital technology and social media across all its activities. (See Appendix 10: Online and Digital Safety, p27; Appendix 11a: Photographs and Filming, p.28)

2. CREATING SAFE ENVIRONMENTS

Creating safe environments for our church family is a matter of applying good working practices across all our activities. The means we should:

(a) Arrange, as far as possible, that no adult is left alone with a child or young person without the activity being observed by others. This may mean that doors will have to be left open or that small groups work simultaneously in the same room.

(b) Organise and monitor activities so as not to allow individuals to create relationships or arrangements that exploit or abuse a worker's position of trust in relation to an individual, e.g. an elderly person feeling obliged to pay the debts held by someone helping them.

(c) In a one-to-one situation with a child or adult at risk, where privacy and confidentiality are important, try to make sure that another adult knows the interview is taking place and with whom. If possible, another adult should be in the building, and the child or adult at risk should know they are there.

(d) As far as possible, ensure that there are always at least two adults working with a group of children or vulnerable persons, especially when it is the only activity taking place on the premises. Consideration must be given to matching the gender of the workers with that of the group. The two-adult provision applies in changing areas and toilets, even if only one or two children are present.

(e) Never do anything of a personal nature for children or adults that they can do for themselves. Be mindful of how and where one touches minors and adults at risk. Always seek consent before any physical touching.

(f) Arrange when transporting children or young people by car or minibus to have more than one passenger in the vehicle. Require leaders/workers to keep others informed if they have to drive a minor home on his/her own.

(g) Provide an adequate number/ratio of adults to supervise events for children/young people according to the activity and especially where overnight activities are involved. There should always be more than one adult for any group and they should reflect the gender of the group. Helpers under 18 years old count as children and not adults in the ratios below. For further guidance see the OFSTED Guidelines www.ofsted.gov.uk or its equivalent within your country. An example of a minimum ratio is provided below.

For 0 to 2 years – one adult to every three children (1:3)

For 2 to 3 years – one adult to every four children (1:4) (1:5 in Scotland)

For 3 to 8 years – one adult to every eight children (1:8)

For over-8s – one adult for the first eight children, then one for every additional ten children.

(h) Any activities outside of church Sabbath School should be risk assessed and accordingly managed. (See Appendix 9 for sample risk assessment documents, p.23).

(i) In the event of any injury to a person, accidental or otherwise, ensure that it is recorded on an Accident Form and that the record is witnessed by another adult. Ensure that any necessary health and safety actions are undertaken. For more information on Health and Safety, visit http://adventist.org.uk/__data/assets/pdf_file/0020/8048/01-SDA-Health-and-Safety-Policy-Statement-Dec-2009-Final.pdf

3. **INTERNATIONAL SAFEGUARDING**

Our disaster response work includes services to children and adults often in urgent need. In meeting these needs we also prioritise their welfare and protection in line with the UN Convention on the Rights of the Child (UNCRC) or regional equivalent.

'Where church activities involve work in another country. It must be ensured that our KCFS policy requirements are met by all those who work for the church and that partner organisations have proper procedures in place to protect children and vulnerable adults. This includes completing safeguarding checks to personnel working on behalf of the church; a risk assessment, and maintaining our code of conduct and all safe working practices throughout all our activities in that country. KCFS requires clear and established reporting mechanisms being in place to address concerns and allegations of abuse. Additionally our work in those countries will be fully compliant to the safeguarding legislation, policy and standards of those countries.'

4. THIRD PARTY HIRE OF CHURCH PREMISES

'Where a church building is hired out to third parties for activities involving children and or adults at risk it should be ensured that the hire has their own safeguarding policy or agrees to abide by our KCFS procedures. A formal record of this agreement should be made.'

SAFEGUARDING WITHIN THE DIVERSITY OF THE CHRISTIAN FAMILY

Safeguarding and child protection require us to make sensitive and well-informed judgements about a child's needs, a parent's ability and an adult's capacity in any given circumstance. It is important that we are sensitive to differing family patterns and lifestyles that vary across different ethnic and cultural groups within our churches.

We must also be aware of the broader social factors that serve to discriminate against people from ethnic communities or particular groups, e.g. recent migrant groups or adults with learning disabilities. Christians should guard against myths and stereotypes, whether positive or negative, that would in any way obstruct them from treating every individual and situation with objectivity and the highest respect for individuals created in the image of God.

F. RESPONDING TO CONCERNS

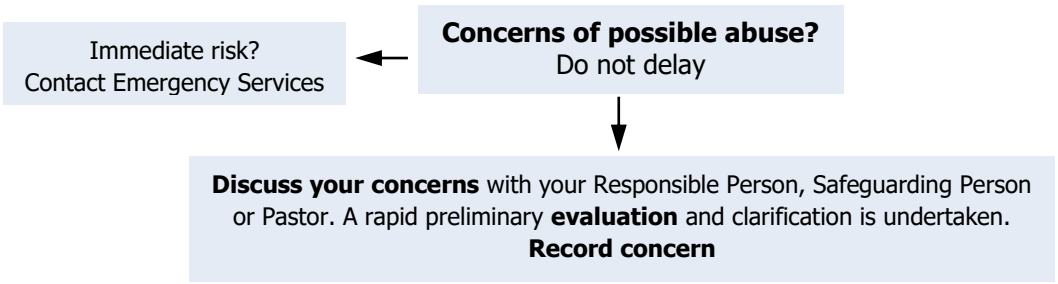
Life circumstances as well as illness can contribute to placing an adult at risk of harm. In those situations the Church is committed to working together across its departments and with external organisations, to support and protect adults who are unable to safeguard themselves, their property and their rights. Similarly, children rely on adults for their protection and well-being. Their age and developmental stage can make them dependent and therefore vulnerable to forms of treatment that are abusive or neglectful. The Church is committed to early action in the recognition and response to concerns where individuals may be at risk of, or experiencing, any form of maltreatment.

The church is not an investigative agency and therefore employees/volunteers must understand their role when working in child or adult-centred programmes of the church. Under no circumstances should any person attempt to carry out any 'investigation' into the allegation or suspicions of abuse. This is the responsibility of local statutory services, whose task it is to investigate the matter, under specific legislation and statutory guidance. Our role is to recognise concerns; undertake a rapid preliminary evaluation solely for the purpose of clarification and refer child or adult protection matters to our local statutory agencies.

What can the church do to safeguard children and adults at risk?

By 'safeguarding' and 'protection' we simply mean acting to keep our church family safe and this is a responsibility we all share. To meet this means each of us must undertake our roles to the highest standards of Christian conduct. Within our mission there already exist the commands to care for those in need. We must make ourselves aware of the protection procedures so we know how to respond and where to turn for advice or guidance where there are safeguarding concerns. We should then report any concerns without delay so that the appropriate support or protection is made available. Early help and support can prevent situations becoming or continuing to be harmful or exploitative. Details of how to respond in line with your national legislation and local procedures are located in the accompanying procedures for your nation. Please see Part III: Country Procedures, p.33.

Always remember that the welfare of the child or adult must be your paramount concern. Adults may need support to take actions to protect themselves and others from abusive situations. In all situations informed and timely action should be taken. Do not delay; follow your country procedures and the flowchart therein on how to respond to concerns.



The Designated Safeguarding Person (DSP) with the pastor will evaluate all concerns and refer these on where needed. The above process should also be used for the reporting of complaints and grievances. Where the allegation or concern involves the DSP or the pastor the person who is the subject of the allegation will be excluded from the evaluation process. Under no circumstances should the person who is the subject of the allegation be informed until after any allegation has been discussed and agreement reached with the statutory authorities. Further action will be decided in discussion and agreement with the statutory agencies.

Allegations against children and young people

Children and young people have always been curious about the opposite sex and/or experimented sexually. However, where a child is in a position of power has responsibility over another child (as in a babysitting arrangement) and abuses that trust through engaging in sexual activity, This is likely to be regarded as abusive. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations should be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

G. CARING FOR THOSE AFFECTED BY ABUSE

1. Pastoral Care for the Victim/Survivor and their Family

Abuse is traumatic for those who are victims and their family members. It destroys the essential basis of trust and safety, especially where the perpetrator is a parent or a trusted church member. Abuse all too commonly breaks up families, and shatters beliefs about Christian conduct and human behaviour. These situations are never without pain and suffering by a child or adult at risk. They significantly challenge our church family in coming to terms with the fact that a professed Christian, and church member, has the capacity to abuse a child or vulnerable adult.

Children may be abused by children or adults who are not family members, but who are known by the child and often the child's family. The abuse inflicted is varied but often sexual or exploitative of a vulnerable person. Whatever has happened to a child or adult, their basic needs as an individual or family remain and they should continue to receive support from our church family.

Pastoral care for the victim/survivor and his/her family may include continued contact, prayer support, help to find legal advice, and accompaniment to court hearings. The church should ensure that:

- It does not become involved with possible inter-family disputes but should always focus on the needs of the victim as a priority.

- It works hard to maintain those links that the child or adult at risk has with the church so that their life within the church remains as normal as possible.

Recognising the confidential nature of the information available to the members of a child/adult protection conference, the pastor should seek an interview with the identified social worker to establish what risk the alleged perpetrator poses to the victim and others when they attend church-based activities.

2. Pastoral Care for the Alleged Perpetrator

During the difficult period of investigation following an allegation of sexual or other form of abuse, the church should arrange appropriate support for the alleged perpetrator, who is a church member, without compromising the position of the victim/survivor, their family or the church.

a) Pastoral care for alleged perpetrators may include continued contact, prayer support, help to find legal advice, and accompaniment to court hearings. It is unlikely that the same person would be able to provide support to meet the conflicting needs of the various parties, i.e. victim/survivor, victim's family, alleged perpetrator. The church may find it helpful if one person is responsible for dealing with the authorities, while another offers support to the victim and his/her family, and a further person gives pastoral care to the alleged perpetrator.

b) Pastoral care for an alleged perpetrator must not be given at the expense of the victim, the victim's family, or justice. The victim/survivor should not sense that the church is in collusion with or taking the side of the alleged perpetrator.

3. Agreement of Care

For individuals whose history or behaviour pose a risk to children or adults at risk, an Agreement of Care should be completed. This would serve as a measure of protection for others from further or future concern. (See Appendix 12: Agreement of Care-taking, p.30).

4. Pastoral Care of Known Abusers

An adult who is a high-risk offender for sexual and other offences may also be receiving a high level of intensive supervision from Probation Services via a community risk management plan (e.g. MAPPA [Multi-Agency Public Protection Arrangements]). The offender could have restrictions placed upon them in terms of where they live, visit and work. Where they are on licence or on the Sex Offender Register, they will be reporting to, and monitored by, the police.

Sexual offences are often addictive. The perpetrator may well be tempted to re-offend; to fantasise about abusing; to gain access to children and young people by befriending their parents and other trusted adults. Abusers of vulnerable adults may seek environments that allow them ready access to unprotected individuals. Therefore the church must continue to take protective action.

The individual who has a previous record of abusing minors and who enters the church presents a delicate situation for the pastor and the congregation. The church has a responsibility to extend love and fellowship to the individual while at the same time protecting the children and youth in its midst.

The local pastor and/or elder should:

- Talk to the offender's Probation Officer who should know the person and be able to advise on management.

- Meet with the offender and the church elders and lay out the boundaries that the offender will be expected to keep. Explain what support the church will give. Get the offender to sign an Agreement of Care form. While this sounds formal it helps in dealing with the potential manipulative ways of the sex offender, which might pose a risk (see Appendix 12: Agreement of Care, p.30).

- Inform key people, (elders, the Sabbath School leader, Youth leader, Adventurer and Pathfinder leaders, etc.) for the events that the offender is attending, that the individual should have no contact with children or young people. This is always on a 'need to know' basis. Offenders must never be on their own with children or adults at risk, to whom they pose a threat.

- Inform the offender that a failure to keep to these conditions may lead to him/her being barred from attending the church, and in such circumstances the church leadership may choose to inform the statutory agencies (Probation and Social Services) and any other relevant organisation.

- Provide the appropriate conference/mission personnel with the details of the offender along with a copy of the completed Agreement of Care (see Appendix 12).

5. Pastoral Care for Employed Workers

Pastoral work with children, young people and adults in the aftermath of an incident of child or adult abuse will be extremely stressful. As the main burden of this work will inevitably fall upon the shoulders of the employee, they should be provided with a counsellor while they are working in this specialised area. The employee should not feel guilty in accepting the services of a counsellor, but should see it as a necessary support for them to remain objective while working in a highly emotional and stressful situation.

H. IMPLEMENTATION OF POLICY

1. LOCAL CHURCHES

Local churches are responsible through their Church Board for ensuring that the Keeping Our Church Family Safe policy is implemented with respect to all personnel whose work involves contact with children and adults at risk.

Each Church Board will appoint a Disclosure Clerk. This individual will be responsible for reporting to the conference/mission office, in a manner prescribed by the latter. This information will relate to those individuals currently working in a paid or voluntary capacity with children or adults at risk; it will record their compliance in completing the necessary forms as outlined in the policy and detail the level of training they have completed.

Churches must also appoint a Designated Safeguarding Person to coordinate the response to safeguarding concerns and arrange training for those coming into contact with children and adults at risk. The church should display a safeguarding statement (see Appendix 7: Church Safeguarding Statement) and must also maintain oversight of safeguarding through the work of the Church Board. Local pastors will be responsible for holding their churches accountable for the full implementation of the Keeping Our Church Family Safe policy and procedures.

2. CONFERENCES/MISSIONS

The local conference/mission will monitor the implementation of the Keeping Our Church Family Safe policy within its territory. It will be responsible for:

(a) Holding the local churches accountable for implementing the policy at the local church level.

(b) Organising an annual schedule of training seminars, doing so in consultation with the departmental directors/sponsors and the training team personnel of their conference/mission.

(c) Providing core training to those with safeguarding roles using the BUC training materials or an equivalent package.

(d) Assembling a training team in consultation with the appropriate departmental directors/sponsors of their conference/mission to facilitate the provision of training for local church officers and volunteers.

(e) Appointing a Communication Spokesperson to supply information as required to the public concerning incidents of child abuse, whether actual or alleged.

(f) Nominating an individual who will be responsible for coordinating the above duties.

3. UNION CONFERENCE LEVEL

The Executive Committee of the British Union Conference will appoint a sub-group who will be charged with:

(a) Overseeing the implementation of the Keeping Our Church Family Safe policy in the conferences and missions.

(b) Reviewing and recommending amendments to the Keeping Our Church Family Safe policy to the British Union Conference Policy Committee. This will be undertaken annually.

(c) Working with the conference/mission nominated personnel to produce standardised training materials for core training and beyond.

(d) Assuring the BUC fulfils its safeguarding responsibilities.

Support, advice and referral information

Designated Persons should ensure that they keep a current list of support and advice points for effective coordination of safeguarding matters. This should include a full list of referral agencies indicating how to access support and advice at all times, whether in normal working hours or outside them. This should be a comprehensive list of contact addresses and telephone numbers, including relevant national and local voluntary bodies. A sample of this is included in Appendix 8: Safeguarding Contact Details, p22.

Governance

The overall responsibility for the full implementation of child and adult protection arrangements is held by the president at conference level and the pastor at church level. Where the identified roles are not appointed, the president or pastor should ensure that those functions are carried out until an appointment has been secured.

British Union Conference
June 2020

National References and Resources

NATIONAL ORGANISATIONS

- Local children or adult services and NHS Health Promotion Service (via local/online directories).
- Thirtyeight:one (formally CCPAS) https://thirtyoneeight.org/. Tel. 0303 003 11 11
- NSPCC, Weston House, 42 Curtain Rd, London, EC2A 3NH. Tel. 0207 825 2500 www.nspcc.org.uk
- Children 1st, 83 Whitehouse Loan, Edinburgh, EH9 1AT, Tel. 0131 446 2300, email cfs@children1st.org.uk

These organisations may also be approached for training or literature.

HELPLINES

- Thirtyeight:one (formally Churches' Child Protection Advisory Service): 0303 003 11 11
- ChildLine: 0800 1111 (also handles adult calls)
- NSPCC Child Protection Helpline: 0808 800 500
- Children 1st Helpline: 08000 28 22 33

ADDITIONAL GUIDANCE AND USEFUL WEBSITES

- Safeguarding Older People from Abuse and Neglect. Factsheet 78, May 2015 http://www.ageuk.org.uk/Documents/EN-GB/Factsheets/FS78_Safeguarding_older_people_from_abuse_fcs.pdf?epslanguage=en-GB?dtrk=true
- *Even in the Name of God*. Birthe Kendel, Trans-European Division.
- *Abuse and Family Violence; Child Sexual Abuse* and *Family Violence*. Statements on the church website: www.adventist.org.
- NSPCC publishes a series of separate information leaflets for parents, children and teenagers. www.nspcc.org.uk
- Thirtyone:eight supplies books, DVDs and material to use with children. Send for their resource list at the above address enclosing a stamped addressed envelope.
- Kidscape, 82 Brook Street, London W1Y 1YG, supplies materials for parents to use with children, and kits for use, particularly in schools. https://www.kidscape.org.uk/
- Department of Health, Social Services and Public Safety Northern Ireland – http://www.dhsspsni.gov.uk/
- Scottish Government website – http://www.gov.scot/
- Department for Education – Responsible for education and children's services in England – has some useful links to safeguarding documents to guide professionals https://www.gov.uk/search?q=safeguarding

CRIMINAL RECORDS DISCLOSURE CHECKS

- England and Wales: www.gov.uk/dbs-check-requests-guidance-for-employers
- Northern Ireland: Checks are carried out by AccessNI - www.nidirect.gov.uk/
- Republic of Ireland: National Vetting Bureau http://www.garda.ie/Controller.aspx?Page=1535&Lang=1
- Scotland: The Protecting Vulnerable Groups Scheme (PVG Scheme) www.disclosurescotland.co.uk/

Appendix 1: Code of Conduct

The BUC believes that Christians are called to represent Christ in all aspects of their behaviour. The Church will promote and hold its staff and volunteers to the highest form of personal and professional behaviour as we reflect Christ in all aspects of our conduct.

Staff and volunteers are to conduct themselves in line with the following safeguarding code of conduct. Individuals should:

- Maintain Christian standards of courtesy, morality and honesty.
- Work and be seen to work, in an open and transparent way.
- Avoid any conduct which would lead to any reasonable person questioning their motivations and intentions.
- Behave in such a way as to avoid any unnecessary risk to the safety and well-being of themself and others.
- Keep all aspects of their behaviour purely related to the requirements of their job role.
- Not allow relationships to develop that exploit or abuse their position of trust or power over a person.
- Comply with church policies, procedures and role descriptions issued to guide their work.
- Continually monitor and review their practice and behaviour to ensure they abide by church standards and policies.
- Show equality towards and respect for individuals from diverse ethnic backgrounds or particular groups.
- Be faithful stewards of all resources entrusted to them.
- Adopt a zero tolerance of any form of bullying to children or adults, treating it as abusive and harmful.

To fulfil our mission, we must reflect Christian care and compassion treating all with dignity and respect as individuals created in the image of God. Christians should always ensure that their behaviour properly reflects their high calling.

Any behaviour that falls contrary to the Church's code of conduct will be addressed in accordance with the directions within the Church Manual.

Appendix 2: Safeguarding Roles and Responsibilities

BRITISH UNION SAFEGUARDING COMMITTEE (BSC)

The British Union Conference Safeguarding Committee is a sub-group of the Executive Committee and provides oversight of safeguarding across the British union of churches. They will ensure the annual updating of these policies and the coordination of legal and practice measures necessary for keeping our church family safe.

KEY TASKS

- Auditing and monitoring of safeguarding across the British Union Conference.
- Annual reporting to the Executive Committee on the effectiveness of Keeping Our Church Family Safe (KCFS) policies, procedures and practice.
- Ensuring insurance and charity commission requirements are met.
- Annual updating of the KCFS drawing on the views of all sectors of our church family.
- Making sure safeguarding structures are in place at all levels across the BUC.
- Keeping the Executive Committee updated on significant safeguarding issues or changes in the field.

DESIGNATED SAFEGUARDING PERSON (DSP)

The Designated Safeguarding Person leads on safeguarding matters on behalf of the conference/mission/department or church. They ensure our safeguarding policy and guidance are followed and provide the support, guidance and training to staff, volunteers or church members. In larger settings one or more deputies should be appointed.

KEY TASKS

- Deal with concerns and suspicions of abuse.
- Promote safeguarding and protection throughout their church or department.
- Organise training for all personnel.
- Work with the pastor or senior management to secure the appropriate services needed to support those who are victims, and manage and supervise those who may pose a risk.
- Report to the conference or mission secretary/Church Board on safeguarding arrangements in place or needed.
- Keep the church updated on safeguarding matters.
- Coordinate the church's response and involvement in abuse cases.
- 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.
- Keep the local pastor, and at conference level the president, aware of referrals to statutory authorities on a 'need to know' basis without breaching confidentiality in keeping with the Data Protection Act 1998.
- Be aware of local procedures for investigating cases where a child or adult has been abused or is 'at risk'.
- Pending the outcome of a formal investigation, notify your Conference/Mission of any individual (paid or unpaid) removed from working with children or adults because the person poses a risk of harm to them. NB. It is the Conference's responsibility to notify the DBS/BUC of such removals.

RESPONSIBLE PERSON

The head of every department in the church is a Responsible Person. They are the first point of contact for any church member with concerns for the well-being of a child or adult.

KEY TASKS

- Ensure their team completes all disclosure checks required.
- Support their team in fulfilling their roles and safeguarding responsibilities.
- Maintain safe working practices across their department.

LOCAL PASTOR

The local pastor maintains oversight of effective management of adult and child protection concerns within their church community. They are responsible for informing the appropriate conference/mission personnel on a 'need to know' basis of any significant safeguarding issues in keeping with the Data Protection Act 1984 and 1998 and the Human Rights Act 1999.

KEY TASKS

- Ensure safeguarding matters are handled in line with Keeping Our Church Family Safe (KCFS) policy and procedures and that protective measures are in place as needed.
- Ensure with the Church Board that safeguarding roles are appointed to and the duties fulfilled.
- Support the Designated Safeguarding Person in carrying out their role.

DISCLOSURE CLERK

The Disclosure Clerk is the nominated person at conference and church level responsible for overseeing compliance amongst staff, volunteers or church members in completing the necessary safeguarding activities. These include completing disclosure checks and attending child and adult protection training. Disclosure Clerks will collate this information and include it with their periodic reports to their Conference/Mission.

KEY TASKS

- Ensure all disclosure checks required are completed by the relevant personnel.
- Maintain an up-to-date list of staff, volunteers and church members currently working in a paid or voluntary capacity with children or vulnerable adults/adults at risk.
- Return periodic reports as specified by their conference on the disclosure checks and adult and child protection training undertaken.

Appendix 3: Sample Role Description

JOB GUIDELINES FOR: Youth Leader	SAMPLE ROLE DESCRIPTION
Name of volunteer:	
Name of group: **Youth Department**	Age range: 16-30 years
Person to whom responsible: **Designated Elder**	

Youth Department

The Youth Department plays a key role in developing our young people spiritually and holistically during their formative years and developing them into being fully integrated into our church family.

The responsibilities of the Youth Leaders are laid out in the Church Manual; they include (but are not limited to):

- Developing a strong youth ministry that includes spiritual, mental, and social development of each individual.
- Being alert to the particular spiritual and welfare needs of young people and planning programmes that properly address these.
- Coordinating the work with other departments to ensure that all activities organised by the church protectively include young people.
- Being responsible for the safety of all the young people who attend any function organised by the local Youth Department, and taking action to maintain their safety and well-being.

Duties to be undertaken:

1. Arranging for regular programmes and events as agreed with the Church Board, including (but not limited to):
    - Sabbath programmes
    - Youth meetings, youth clubs, fun days, outings, local camps
2. Ensuring sufficient staff cover at all times.
3. Engaging young people in active service and witnessing programmes and training them for Christian leadership.
4. Providing nurturing and safeguarding activities and support to young people and young adults at risk.

Ensure the safety of all young people in the church by:

- Following the BUC code of conduct and the Keeping Our Church Family Safe policy and Procedures http://www.adventistinfo.org.uk

Signed: _____ Date: _____
(Responsible Person or Pastor)

Print name:

To be completed by the volunteer:

I understand the nature of the work I am to do with the children/young people who attend this church programme and agree to disclosure checks where requested. I have read Keeping Our Church Family Safe and I understand that it is my duty to protect young people with whom I come into contact. I know what action to take if abuse is disclosed or discovered.

Signed: _____ Date: _____

Print name:

Note: These guidelines should be reviewed biannually (at the time of church officers' election). If the job changes substantially a new form should be completed. Copies should be retained by the volunteer and the Responsible Person.

Disclosure Clerk to complete: Date checks Applied for:

DBS No: Date received:

Appendix 4: Self-Declaration Form

Self-Declaration Form

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

Church name:

INFORMATION FORM FOR EMPLOYEES/VOLUNTEERS WORKING WITH CHILDREN AND ADULTS AT RISK

Full name: Known as:

Maiden or former name(s):

Home address:

Date of birth: Gender:

Telephone number, daytime: Evening:

Office/church: Job title/church office held:

Please give details of previous experience of looking after or working with children and/or adults at risk.

Why do you want to work with children and/or adults?

(Continue on a separate sheet if required.)

Reference: Please give the name, address, telephone number, and position or relationship to yourself of two individuals who know you well.

1.

2.

Qualifications:

Have you already received certificated child protection training? ☐ Yes ☐ No

Have you already received certificated adult at risk training? ☐ Yes ☐ No

If YES

Please give details of any relevant qualifications or training and present the original certificate:

If NO

Are you prepared to undertake appropriate training? ☐ Yes ☐ No

Please note that some training may be a requirement to enable you to work with children and adults at risk.

Have you ever been known to any statutory services as being a risk or potential risk to children or adults?

☐ Yes ☐ No

If YES, provide details:

Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or adults at risk?

☐ Yes ☐ No

If YES, provide details:

I confirm that there is nothing that would make me unsuitable to work with children and adults who may be at risk.

☐ Yes ☐ No

Signed: Print Name:

Date:

When completed this form must be held in confidence and should be retained by the local Church Disclosure Clerk, or Conference Departmental Director.

Retention period **12** months.

Appendix 5: Request for Reference

(Paid/Volunteer Worker with Children and Adults at Risk)

Name of worker: _____

Role: _____

Dear

The above-named person has applied to be a worker with children and adults who may be at risk, for

_____.[name of church/organisation]

As I am sure you are aware, before we can accept anyone to work with children and young people, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee. I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and returning it in the pre-paid envelope as soon as possible.

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact [name] _____

[telephone number] _____.[email] _____.

Thank you for your help in this matter.

Yours sincerely

Appendix 6: Reference Form

(Paid/Volunteer Worker with Adults at Risk/Children)

PRIVATE & CONFIDENTIAL

Reference for: _____

Position: _____

Your name: _____

Occupation: _____

How long have you known this person? _____

In what capacity? _____

COMMENTS ON SUITABILITY OF WORKER (Please describe)

(In considering whether the person is fit to work with children and young people please consider the following alongside the job application: previous experience of looking after or working with children or adults at risk; ability to provide warm and consistent care; commitment to treat all children and adults as individuals and with equal concern. The position for which this person is being considered gives substantial access to children and young people. To your knowledge, is there any reason why this person should not be entrusted with the care of children and young people? If so, please provide details).

Signed: _____ Date: ___ / ___ / ___

Appendix 7: Church Safeguarding Statement

SEVENTH-DAY ADVENTIST CHURCH

[CHURCH'S NAME] SAFEGUARDING STATEMENT

The [Church's name] Board fully adopts and follows the BUC Keeping Our Church Family Safe child and adult protection policy and procedures. We are committed to safeguarding adults who may be at risk and our young people who take part in our services and activities.

We believe it is the responsibility of all to keep our church family safe and a number of roles have been specially developed to offer support and guidance. Details of these are provided here.

Pastor:
[Name] [Picture]
[Contact details]

Responsible Persons: All department heads are Responsible Persons

Designated Safeguarding Person
[Name] [Picture]
[Contact details]

Disclosure Clerk
[Name] [Picture]
[Contact details]



Appendix 8: Safeguarding Contact Details

SEVENTH-DAY ADVENTIST CHURCH

[CHURCH'S NAME]

SAFEGUARDING CONTACT DETAILS

[Name] Children's Social Care/Social Services

Office hours _____ Out of office hours: _____

Email: _____

[Name] Adult Protection Services

Office hours _____ Out of office hours: _____

Email: _____

[Name] Conference/Mission Designated Safeguarding Person

Office hours _____ Out of office hours: _____

Email: _____

Emergency Services

_____

_____

HELPLINES

- ChildLine 0800 1111
- NSPCC Child Protection Helpline 0800 800 5000
- Children 1st Helpline 08000 28 22 33
- Thirtyone:eight 0303 003 11 11
- SDA Counselling NEC 0161 740 3602
- SDA Counselling SEC 0207 723 8050
- Women's Aid 0808 2000 247
- Men's Advice Line 0808 801 0327
- WHEL Prayer Helpline – 8.00 pm – 9.00 pm daily 0121 31 41 546
  (Women's/Men's Healing & Empowerment) Skype name: whelprayerline

Appendix 9(a): Risk Assessment Guide

As a church we are committed to protecting those we serve and all who work with them. It is important that our acts or omissions do not cause injury to our fellow workers, members or visitors while attending our services. All activities and environments carry an element of risk. Our responsibility is to minimise or reduce those which are not acceptable in any given situation.

Each church must adopt safe working practices. Working safely means that we think about the safety aspects of every organised activity, including outings and holidays, and then do what is necessary to keep those involved safe. This is called a risk assessment.

A risk assessment is: identifying sensible measures to control the risks in an activity.

It involves looking at an activity or environment to identify potential hazards (things that could cause harm) to individuals and then thinking about what needs to be put in place to eliminate or reduce the risks.

Our responsibility is to identify foreseeable risks, e.g. door movements that could slam onto little fingers; or recreational activities that must be led by a trained/qualified person; or first aid and emergency communication arrangements needed. Some things carry a higher risk or will affect a larger number of people and these should be addressed first.

Carry out a risk assessment when: an activity involves vulnerable people, is a one-off activity, is to take place off site, or is a regular activity which is being reviewed.

A **hazard** is anything that may cause harm, such as open fire, deep water, crossing roads, climbing heights, etc.

The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Use the four questions risk assessment process: to identify the risks associated with an activity or event. This will enable you to identify the actions needed in order to make it safe for all those who would be participating.

1. What are the potential hazards?

E.g. open fire, deep water, climbing heights, crossing roads, etc.

2. Who might be harmed and how?

E.g. wheel chair users bumping into equipment; active children falling into a river, running across roads.

3. What are the risks and our precautions*?

How likely is the harm to occur, i.e. what is the level of risk? What's already in place to control the risk? Then: a) Can we get rid of the hazard altogether? b) If not, how can we control the risks so that harm is unlikely?

4. Have all the points been recorded? Now act on them.

Review the hazards, the potential harm and what's in place to control the risks. Make sure to prioritise those risks that would cause serious harm or affect the most people.

***Some practical steps you could take include:**

- ✓ trying a less risky option
- ✓ preventing access to the hazard
- ✓ organising activities to reduce exposure to the hazard
- ✓ using protective equipment
- ✓ having first aid facilities on hand
- ✓ briefing workers and audiences on safety measures

Simple risk level estimation

Acceptable = Equivalent to usual risks in daily life – no specific action needed

Moderate = Beyond acceptable and attention should be given to reducing the risk

High = Serious harm possible unless the risk is reduced or removed before the activity begins

Grave = Risk of death or major injury beyond that which can be tolerated; must be substantially reduced or fully removed

Risk assessment

[Name] SDA Church

Risk is a part of everyday life and we are not expected to eliminate all risks. What we must do is make sure we know about the main risks and the things we need to do to manage them responsibly. We are not expected to anticipate unforeseeable risks or take measures that are outweighed by the time, money or trouble they would take to control the risk**.**

The activity/event:

Number of people involved:

Date of risk assessment:

Completed by:

What are the hazards?	**Who might be harmed and how?**	**What are you already doing?**	**Do you need to do anything else to control this risk?**	**Action by who?**	**Action by when?**	**Done**
Audio visual cables	Staff and visitors may be injured if they trip over the additional cables laid.	Cable tidy or large mats placed over cables. No trailing leads or cables.	Make announcement for all to be careful.	Duty Elder	Morning of the event	xx/xx/xx xx/xx/xx
						__Hint__, tab here for new row

You should review your risk assessment if you think it might no longer be valid (e.g. following an accident or if there are any significant changes to hazards, such as new activities).

For further information and to view our example risk assessments go to http://adventist.org.uk/__data/assets/pdf_file/0020/8048/01-SDA-Health-and-Safety-Policy-Statement-Dec-2009-Final.pdf or http://www.hse.gov.uk/risk/casestudies/

Appendix 9(b): Activities and Events Risk Assessment Form

Include additional headings for specific/unusual activities to meet the needs of participants

Activity:	Date:
Location:	
1. Potential hazards:	
2. Who will be attending?	
3. Who will be most at risk from the hazards?	
4. **List controls (existing and to be put in place)** ***i.e. supervision, existing guidance, ratios, etc.***	
5. Arrangements to cope with hazards not subject to above controls:	
Risk assessment completed by: (print name)	
Date:	
Signed:	Review date:

Appendix 10: Online and Digital Safety

Young people and many adults use smartphones and tablets as their preferred means of communication. The ease and exclusive nature of these devices make them mediums for entertainment, communication, information and sadly abuse. All those working with children and adults should remain vigilant to signs of abuse through these mediums. Below are the guiding principles to be followed when communicating with children or adults at risk:

- Keep communication strictly aligned to the nature of your role and responsibility.
- Ensure all communication is in a group context.
- Keep the content respectful and appropriate to the subject. Clear and unambiguous language should be used.
- When sending an email or text to young people or adults at risk, workers should copy it to a third party adult within the church/department to maintain accountability.
- Establish an agreed duration for conversations with children and a curfew for instant messaging, i.e. not between 10pm and 7am.
- Ensure that any of the church's electronic devices used by children and young people for accessing websites employ security controls.
- Regular checks should be undertaken to identify and block any improper use of digital equipment or social media.
- On social networking sites such as Facebook the presumption must be that adult leaders are not added as friends on a young person's site. Leaders should instead use a 'role' profile i.e. 'Youth Leader' that is held generically between the leaders.
- Do not place children's profiles or personal details on a site without written consent of the person with parental responsibility.
- Specific permission should be sought before taking or uploading images of individuals.
- Exercise caution when sharing identifying information/images of children on any internet site. Do not name the individual child without consent from the person with parental responsibility.
- Involvement with any online forums should be moderated.
- Any form of communication received which causes concern should be saved and passed onto the designated safeguarding person.
- Administrative control should be put in place and regularly monitored on all devices that are owned by the church.

Legislation allows for images of anyone in a public place to be published as long as the photography is not intrusive. Extra care should be taken not to capture children or adults at risk in situations that highlight vulnerabilities.

Before using a photograph/film of activities involving minors (under-16s), their consent and the written consent of a person with parental responsibility for them should be obtained. This must specify for what purposes the photograph/film will be used and how it will be stored if not destroyed. A sample consent form can be found in Appendix 11(b).

Appendix 11(a): Photographs and Filming

Children and adults hold the right to have their personal identity respected and protected from indiscriminate taking of pictures and videos when they are taking part in activities. Parents are clearly entitled to take pictures of their children. Any pictures taken of children and adults who may be vulnerable should be taken with the consent of the subject. They should be for the individual's private use only and are not to be modified and placed on social media without the subject's consent. Below are the guiding principles to be followed with any request to capture still or moving images of children or adults who may be at risk:

- Use a parental permission form to obtain consent for a child to be photographed/videoed.
- Obtain the child's and/or adult's permission to use their image.
- Do not allow photographers unsupervised access to children.
- Provide written expectations of professional photographers or the press who are invited to an event, making clear the church's expectation of them in relation to safeguarding and child protection.

Where images or videos are to be used in displays or promotional materials (printed or online) the following points should be observed:

- Avoid using children's names (first name or surname) in the caption. Where the child is named, avoid using their photograph.
- Only use images of children in suitable dress and posture.

Legislation allows for images of anyone in a public place to be published as long as the photography is not intrusive. Extra care should be taken not to capture children or adults at risk in situations that highlight vulnerabilities.

Before using a photograph/film of activities involving minors (under-16s), their consent and the written consent of a person with parental responsibility for them should be obtained. This must specify for what purposes the photograph/film will be used and how it will be stored if not destroyed. A sample consent form is shown in Appendix 11(b).The obtaining of consent could be done via the church bulletin or an announcement as long as provision is made for those individuals who do not wish to be included in the photograph/film.

Appendix 11(b): Photographs and Filming Consent Form

CHILD'S DETAILS

Name: _____ Age: _____

Address: _____

_____

Date and time of event: _____ Duration: _____

Details of activity/event (please be specific):

_____

_____

_____

Leader/organiser of this event: _____

Photographs and Filming

The [Name] Seventh-day Adventist Church recognises the need to ensure the welfare and safety of its children and adults who may be at risk.

In accordance with our church safeguarding policy we will not permit: [*specify restrictions*]

_____

_____

_____

The images will be stored /destroyed* in the following way _____

_____

PARENT/GUARDIAN'S CONSENT

I give permission for my child to be photographed/filmed taking part in the activity as detailed above.

I agree to photographs of activities including my child to be used within the church/community and for possible publication including in newspapers or on the internet*.

Signed _____

Date _____ **(delete/amend as applicable)*

Appendix 12: Agreement of Care

Agreement of Care

Between: [Individual's name]

_____

And: [Church's name]

_____

1. I will never allow myself to be in a situation where I am alone with children or adults at risk.
2. I will attend meetings and house-groups as directed by the church leadership.
3. I will sit where directed in the church and will not place myself in the vicinity of children and adults at risk.
4. I will not enter certain parts of the building designated by the leadership, nor any areas where children's activities are taking place or specified individuals are present.
5. I will decline invitations of hospitality where there are children in the home.
6. I accept that ..... and ..... will sit with me during church activities, and accompany me when I need to use other facilities. They will know the reasons for this agreement.
7. I accept that there are certain people who will need to be told of my circumstances in order for them to protect the children and young people they care for.
8. I accept that contact will need to be made with my probation officer, who will meet with the church leaders as and when necessary.
9. I accept that pastor..... will provide me with pastoral care. This will include:

   [*Specify the details and nature of the pastoral care referred to in this point*]

10. I understand that if I do not keep to these conditions, then I may be barred from attending the church, and in such circumstances the leadership may choose to inform the statutory agencies (Probation and Social Services) and any other relevant organisation.

Indicate when and how frequently the above agreement will be reviewed.

Signed: ..... Date: .....

Witnessed by: ..... Date: .....

Witnessed by: ..... Date: .....

Copies should be retained by the individual, the Disclosure Clerk, and by the conference/mission secretariat or KCFS Designated Safeguarding Person

Retention period by the DBSC .....

Period of church attendance/membership.....

Appendix 13: Responding to Abuse – Recording Sheet

CONFIDENTIAL

Name of church/group _____

Name of child/young person _____

Address _____

_____

Date of birth _____ /_____ /_____ Male/female _____

Name of person reporting incident _____

Phone contact number:_____ Email address:_____

Date and time alleged incident occurred _____ / _____ / _____ Time _____

The Concern:- Sequence of events/actual words used/observations

_____

_____

_____

_____

Action taken (including person(s) contacted)

_____

_____

_____

_____

Date and time of written report ____ / ____ / ____ Time _____

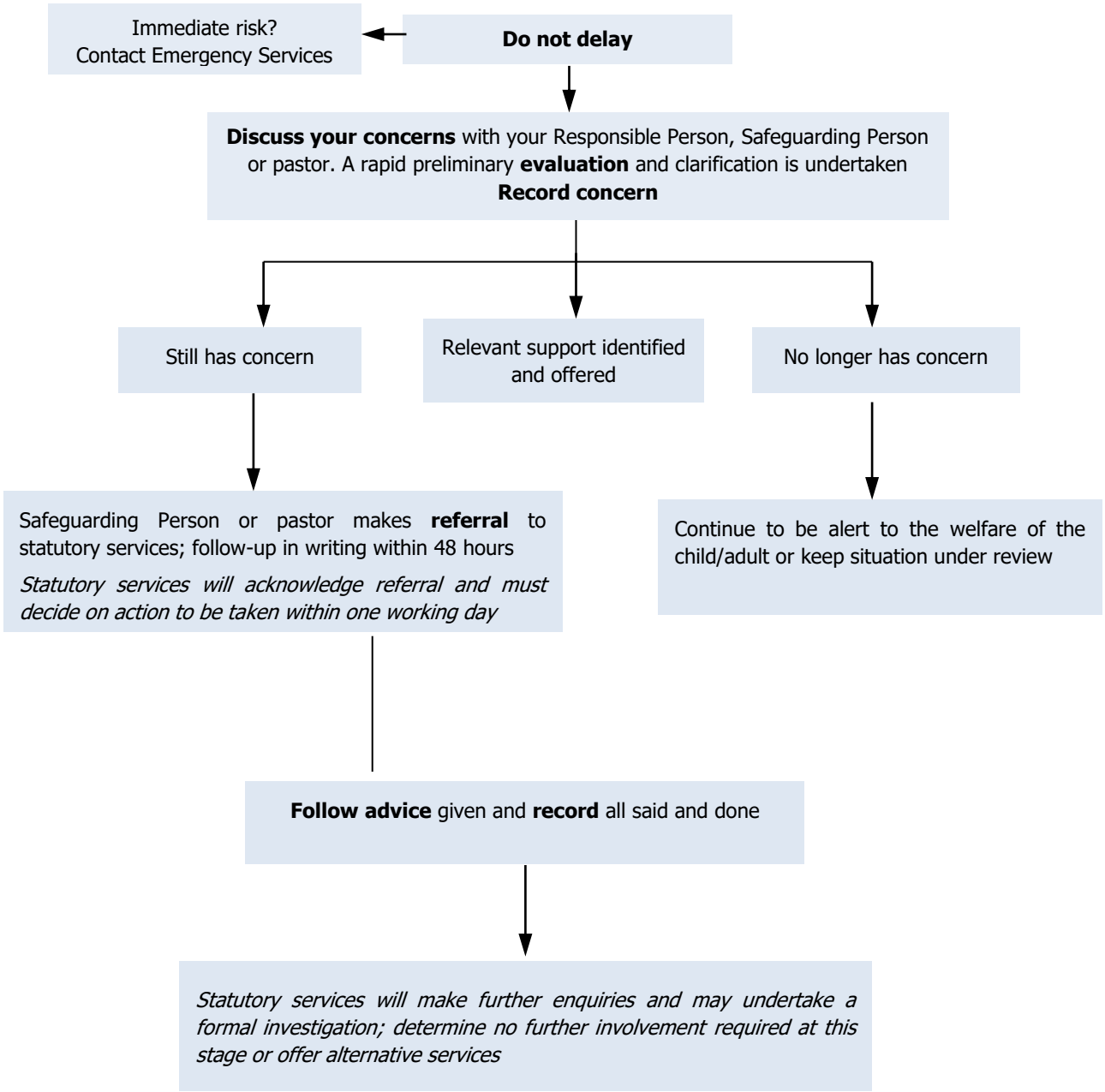
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HOW TO RESPOND TO CONCERNS OF POSSIBLE ABUSE



SEVENTH-DAY ADVENTIST CHURCH

British Union Conference

Keeping Our Church Family Safe

Child and Adult Protection Procedures

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KEEPING OUR CHURCH FAMILY SAFE
(Procedures – England)

FOREWORD

The Seventh-day Adventist Church in England is part of the British Union Conference (BUC) of churches and has adopted the Keeping Our Church Family Safe (KCFS) policy. These procedures reflect how the church in England will act to protect its children and adults at risk.

They fully accord with the law and guidance relating to the protection of children and adults within England.

The Keeping Our Church Family Safe procedures set out the church's guidelines relating to protecting our church family. These procedures are to be followed in order to reduce, to the minimum, the risk of abuse to the children and adults we have contact with through our paid and voluntary activities.





Richard Jackson	**Emmanuel Osei**	**Ian Sweeney**
NEC President	**SEC President**	**BUC President**

[Electronic signatures to be added]

Protecting Children and Adults in England

The Seventh-day Adventist Church in England is committed to the safeguarding of children and adults at risk. National guidance in *Working Together to Safeguard Children*[4] states 'Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children'[5]. The Church is guided by the country's law and guidance in its commitment to safeguarding children and adults at risk. See Appendix 14 for full details.

The Church is committed to promoting the well-being of all those who are part of its worshipping community. Safeguarding is simply acting to keep our church family safe and is a responsibility we all share. By working together we are able to reduce behaviours that can harm individuals, by removing or minimising their impact on our children and adults at risk.

[4] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf HM Government 2015
[5] ibid. p64

I. PROTECTION OF ADULTS AT RISK OF HARM – ENGLAND

Adult at risk

An adult at risk is someone aged 18 or over who is, or may be, in need of community services due to age, illness or a mental or physical disability. They are someone who is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

Where it is known or suspected that an 'adult at risk' is being harmed, it must be decided whether or not further action is needed to protect the adult's well-being, property or financial affairs. Harm could occur at the hands of anyone: a relative, spouse or partner, friend, professional, neighbour or stranger. It could happen anywhere – in the family home, in a care setting, at work or in public places. More specific details on safeguarding adults can be found under Chapter 14 of the Department of Health Care Act 2014 guidance[6].

Who is an adult at risk of harm?

Statutory guidance states that safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs); and
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect … We must also recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances'.[7] Safeguarding is promoting their well-being, allowing them to make their own choices as far as they are able to without endangering themselves.

What are abuse and neglect?

What constitutes abuse or neglect can take many forms and circumstances but exploitation, in particular, is a common theme. The categories below are not an exhaustive list but an illustrative guide as to the sorts of behaviours which could give rise to a safeguarding concern. Incidents of abuse may be one-off or multiple, and affect one or more persons. Full definitions can be found under Appendix 16: Definitions of Abuse.

- physical abuse
- domestic violence
- sexual abuse
- psychological abuse
- financial and material abuse
- modern slavery
- discriminatory abuse
- organisational abuse
- neglect and acts of omission
- self-neglect

[6] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/366104/43380_23902777_Care_Act_Book.pdf
[7] Ibid. Sect. 14:7

It is most likely that the person responsible for abuse is known to the adult and is in a position of trust and power. Abuse can happen anywhere: for example, in someone's own home, when an adult lives alone or with others, in a care home or other professional setting. Sadly, it can take place in church. Abuse or neglect may be unintentional and may arise from an individual struggling to care for a loved one, or it may arise from a person's deliberate intent to cause harm or exploitation.

What can the statutory authority do to protect an adult who is at risk of harm?

Local authorities must make enquiries, or cause others to do so, if they reasonably suspect an adult is, or is at risk of, being abused or neglected[8]. The local authority can enter any place where it knows or suspects that an adult is at risk of harm in order to establish whether any further action is needed to protect the adult. They will work with other agencies to secure the well-being of that adult. This may include:

- ensuring access to suitable advice and support;
- providing practical care and support services for the adult at risk and/or their carer;
- an order or appointment of a proxy to help the person manage their affairs.

Where necessary the local authority can apply to court for a protection order if specific consent is needed for permission to undertake further assessment on behalf of an individual; to remove them from a situation of potential serious harm; or to ban another person from contact.

Where a criminal offence has been committed against the adult at risk, this should be reported immediately to the police. Any interview or medical examination can only be carried out with the agreement of the adult concerned.

J. PROTECTION OF CHILDREN FROM HARM – ENGLAND

Children

The term 'children' herein relates to any persons under the age of 18 with whom the church has contact through any of its activities.

It should be noted that the UN Convention on the Rights of Persons with Disabilities stipulates that in order for disabled children to be able to realise their rights, they need to be provided with disability and age-appropriate assistance.

Why are we concerned about taking action to protect children?

An abused child will often experience more than one type of abuse, as well as other difficulties in their life. Abuse and neglect can happen over a period of time, but can also be a one-off event. They can have major long-term impacts on all aspects of a child's health, development and well-being. At any time that it is believed that a child may be in need of services to them or their family, or that a child is being harmed or is likely to be, we should refer immediately to local authority children's social care. Additional guidance can be found in the document *What to do if you are worried a child is being abused*[9]. Therefore, concerns should be immediately reported to your Responsible Person or Designated Safeguarding Person. The Church is committed to taking prompt action to protect our young people.

What is safeguarding and promoting the well-being of children?

[8] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/366104/43380_23902777_Care_Act_Book.pdf HM Government 2014

[9] https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2 HM Government 2014

Working Together to Safeguard Children 2018 [10] describes safeguarding as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best life chances.

Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

What are abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm on, or by failing to act to prevent significant harm to, the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child. The abuse can be perpetrated through physical contact or via the internet. The four main categories of abuse are:

- Physical
- Sexual
- Emotional
- Neglect

Other forms of harm include domestic abuse, child sexual exploitation and female genital mutilation (FGM). Details of the definitions and possible indicators of abuse can be found under Appendix 15: Definitions of Abuse.

Disabled children may be especially vulnerable to abuse, in part because they may have an impaired capacity to resist or avoid abuse. They may have speech, cognition and communication needs which may make it difficult for them to understand or to tell others what is happening.

K. PUBLIC PROTECTION – ENGLAND

Public protection encompasses child protection and adult protection. Its aim is to reduce the harm to children and adults at risk within our communities. It is recognised that there are links between child protection and adult and public protection in terms of the joint and separate actions that need to be taken. We have a shared responsibility in recognising and responding to concerns of abuse and its impact on our church family.

Keeping our church family safe means recognising when to be concerned and acting rightly to protect a vulnerable person. Children and adults at risk need us to take the correct action to ensure their safety and well-being.

1. Recognising Abuse and Neglect

Concerns about a child's or adult's safety may present themselves in a number of ways:

- hearing a child or adult saying that they are being abused or describing a situation you recognise as abusive;
- recognising signs or indicators of abuse, neglect or exploitation;
- observing behaviours in a child or adult that give cause for concern;
- being told by someone about the abuse of another person or their concerns for that person.

Full definitions and possible indicators can be found under Appendix 15 and Appendix 16 (Definitions of Abuse).

2. How to Respond to Concerns of Possible Abuse

Concerns should always be shared without delay with your Responsible Person and Designated Safeguarding Person. Where a child or adult is considered to be in immediate danger, workers should report this concern directly

10 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Childre

to the police. Similarly, where a child or adult is thought to require immediate medical assistance, this should be sought as a matter of urgency from the relevant health services. See Appendix 17: How to Respond to Concerns of Possible Abuse.

Always remember that the welfare of the child or adult must be your paramount concern. Adults may need support to take actions to protect themselves and others from abusive situations. Individuals should not make decisions about a vulnerable person's needs without feeling confident that they have the necessary information to do so.

In all situations:

- Do not delay.
- Contact your Responsible Person or Designated Safeguarding Person (in their absence contact your local pastor).
- A rapid preliminary evaluation and clarification of the situation must be undertaken with circumspection by the Designated Safeguarding Person.
- If this evaluation supports the concerns then, immediately pass these onto the statutory services and follow their advice; this decision should be made within 48 hours of a concern being raised.
- Record all that has been said and done (see Appendix 13: Responding to Abuse – Recording Sheet).

Where there is a concern about a child or adult, contact your local Social Care Services. Advice can also be taken from the Thirtyone:eight helpline 0303 003 111and NSPCC Helpline 0808 800 500 help@nspcc.org.uk

'NB: Disclosures of abuse are sometimes made a long time after the abuse occurred. Where this is over 12 months, it is considered non-recent abuse. However, they must be treated in the same manner as current concerns. The alleged perpetrator may still be in contact with children or adults at risk.'

How should I respond if a child or adult starts to tell me about their abuse?

- Accept what the child or adult tells you. Remain calm and give them your undivided attention.
- Explain that you will need to tell someone else. Do not promise them confidentiality.
- Never blame them, even if they have broken a rule or gone against good judgement. Remember they might have been threatened or manipulated.
- Remember you are not conducting an investigation. Never push for more information. Go at their speed.
- Reassure the child or adult that they were right to tell you and that you take what they have said seriously.
- Explain what you are going to do next and what is going to happen.
- Record all you have heard and done (i.e. time, date, people involved; see Appendix 13).

NOTE: is the child or adult safe? Take immediate action and contact the police if the child or adult would be at immediate risk.

3. Confidentiality and Information Sharing

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

In the interim a plan of action must be put in place to protect children and adults at risk. This may involve removing the accused person from office, suspending them from duties, or placing employees on leave of absence pending the outcome of the investigation by the statutory agencies.

Even where criminal charges are not made, there remains an obligation on the church to review the pastoral consequences and action plan in such a situation. A person known to be a danger to children or young people should not continue to have access to them through holding a position of trust in the church.

NOTE: When the church is made aware of rumours, gossip or allegations concerning any person related to the church the accused person should not be approached at this stage by anyone with a view to discussing the allegation. These should be forwarded immediately to the Designated Safeguarding Person. This is to safeguard

the interests of all involved. It ensures that the information is only shared with those who need to know and that the course of any official processes is unimpeded.

Recording and information sharing

Recording and sharing relevant information are key tenets of protecting children and adults. Privacy and confidentiality are governed by legal provisions that aim to safeguard personal information, particularly the Data Protection Act 1998; and organisational codes of conduct. The same legal provisions also provide for sharing of information for purposes such as public protection, crime prevention and crime detection. Early sharing of information is the key to providing effective early help where there are emerging problems. National guidance on information sharing (2015)[11] provides more detailed advice where needed. Information should be held securely and only shared on a 'need to know' basis.

All interactions should be recorded, succinctly and accurately. The distinction should always be made between facts, hearsay and opinions. Records should include note of:

- dates of contact and with whom;
- the views and emotional well-being of the child or adult;
- actions and decisions taken and the rationale behind them;
- outcomes of actions taken.

Record storage and retention

Records of matters relating to the protection of children or adults should be stored securely at all times. This should be in a locked metal cabinet within the local church vestry, or with the Safeguarding Person should the church premises not belong to the congregation. Details of the outcome of all matters should be sent to the conference office. Records will be retained for ten (10) years and reviewed prior to destruction.

Child/adult protection conferences

Included in the process may be a child/adult protection conference convened by the Children's Social Care or Adult Services. Church workers/volunteers may be asked to attend, either to give information or to support the child/adult at risk, parent or family. Before attending the conference it is important to clarify in what capacity one has been invited and how one wants to be seen by the family, i.e. as a church employee giving information which could very well be used later in any proceedings, or as a church member, providing support to the child/adult at risk, parent or family.

Local Safeguarding Children's Board (LSCB) and Safeguarding Adults Board (SAB) procedures

In every local authority area, there are procedures for investigating cases where a child or adult at risk has been abused or is 'at risk'. Local areas should be guided by and follow their LSCB/SAB procedures in responding to safeguarding and protection concerns. These can be obtained online via your local safeguarding board website. Statutory agencies hold the legal responsibility to investigate cases of abuse and exploitation.

4. Allegations Against Staff, Church Members or Volunteers

Allegations against staff, church members or volunteers relate to concerns about abusive or exploitative behaviour between a worker and a child or adult at risk. These allegations must be taken seriously, viewed objectively and dealt with immediately. Local authorities employ a 'Designated Officer' or equivalent who has responsibility for providing oversight and guidance on managing allegations about staff or volunteers within a fair process. An allegation may relate to a person who works with children who has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

[11] https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice HM Government 2015

The intention is to determine whether an individual is unsuitable to continue to work with children in their present position, or in any capacity. Concerns or a complaint about the quality of care or practice are separate and should be dealt with by the leadership.

Individuals should not attempt to deal with the situation themselves, offer confidentiality or alternative explanations or diminish the seriousness of the behaviour or alleged incidents. They should:

- Report concerns immediately to the Designated Safeguarding Person who will conduct a rapid preliminary evaluation and clarification.
- Notify their pastor or senior manager and report criminal offences to the police.
- Determine what support is to be provided for the alleged and the victim.
- Within one day notify the local authority Designated Officer or equivalent and follow their advice.

All involved should be kept informed on the progress of the matter.

Any allegations against the Designated Safeguarding Person should go straight to the pastor. Likewise any allegation against the pastor should go to the mission/conference Designated Safeguarding Person.

Any paid worker or unpaid volunteer removed from their work (or one who would have been, had he/she not left first) because the person poses a risk of harm to children or an adult at risk must be referred to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason. It is the Conference's responsibility to notify the DBS/BUC of such removals.

Appendix 14: Legislation for the Protection of Children and Adults at Risk – England

Children Act 1989

Places a duty on local authorities to promote and safeguard the welfare of children in need in their area. It gives powers for the investigation of child protection concerns and the support of families. It institutes the principle of the child's welfare being our paramount consideration.

Children Act 2004 and Children and Families Act 2014

The Children Act 2004 requires local authorities to make arrangements to promote cooperation between relevant partners with a view to improving the well-being of children locally. The Children and Families Act 2014 introduced a number of reforms notably around adoption and the time limit for courts to decide whether or not a child should be taken into care.

Working Together to Safeguard Children 2018
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf Provides guidance on what organisations should do to safeguard children.

What to do if you are worried a child is being abused 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf Simple and clear guidance on what steps individuals should take when concerned for a child's well-being.

Care Act 2014

Sets out how people's care and support needs should be met and introduces the right to an assessment for anyone, including carers, in need of support. It introduces a 'well-being principle' which places people's well-being at the centre of care and support services.

Care Act 2014 - Care and Support Statutory Guidance Issued under the Care Act 2014
https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance
This is the first time we have had a law telling councils what to do to help keep adults safe from abuse or neglect. It explains what abuse is and what organisations can do to work together to keep people safe.

Safeguarding Vulnerable Groups 2006
Introduced to restrict contact between children and persons at risk with those who might do them harm. Principles:

- unsuitable persons should be barred from working with children or persons at risk
- employers should have a straightforward means of checking that a person is not barred from working with children or persons at risk
- suitability checks should not be one-offs: there should be an element of ongoing assessment of suitability to catch those who commit wrongs following a suitability check

Mental Capacity Act 2005
There will be circumstances where an individual adult appears not to be able to make a decision about whether to consent to information being shared with others. The Mental Capacity Act and the associated code of practice contain guidance about the consideration of a person's capacity, or lack of capacity, to give consent to sharing information. The starting assumption must be that the person has capacity unless it is established that they do not, and only then after all practical steps to help the person make the relevant decision have been taken but have been unsuccessful. An unwise decision taken by the relevant person does not mean they lack capacity. Where a decision is made on behalf of the person who lacks capacity to share personal information, it must still comply with the requirements of the Data Protection Act and be in their best interests.

Age UK Factsheet 78: Safeguarding Older People from Abuse and Neglect, May 2015
http://www.ageuk.org.uk/Documents/EN-GB/Factsheets/FS78_Safeguarding_older_people_from_abuse_fcs.pdf?epslanguage=en-GB?dtrk=true
Explains the new laws on safeguarding adults and helps individuals decide what to do where there are concerns that an older person may be at risk of abuse or neglect.

Appendix 15: Definitions of Abuse: Children – England

`*Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children'* (HMSO 2015) provides the following definitions for England.

Abuse
A form 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 others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse
A form of abuse which 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
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 a child that they are worthless or unloved, inadequate, or valued only in so far 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 a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse
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
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);

• ensure access to appropriate medical care or treatment.

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

Domestic abuse
Domestic violence is the abuse of one partner within an intimate or family relationship. It is the repeated, random and habitual use of intimidation to control a partner. The abuse can be physical, emotional, psychological, financial or sexual. There is a definition by Refuge at http://www.refuge.org.uk/get-help-now/what-is-domestic-violence/.

Spiritual abuse
Spiritual abuse is using God's word or His name to justify human behaviour that is sexual, emotional or physical abuse or neglect. Spiritual abuse is most destructive because it gives children a distorted image of God.

Female genital mutilation (FGM)
FGM is the act of partially or totally removing the external genitalia of girls and young women for non-medical reasons. It is illegal within the United Kingdom. See also https://www.gov.uk/government/publications/female-genital-mutilation-guidelines. In October 2015 it became mandatory for health and social care professionals and teachers in England and Wales to report known cases of FGM in individuals under 18 years old to the police.

Child sexual exploitation (CSE)
CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

(A child may suffer more than one category of abuse).

POSSIBLE SIGNS OF ABUSE

- Physical: unexplained injuries and bruising, or injuries which have not received medical attention. Hidden injuries; bruising which is only discovered when clothes come off. Signs of neglect.

- Sexual: allegations made by the child or young person. Preoccupation with sexual matters. Being sexually explicit in words, play or drawing. Reported sleep disturbances with fears and phobias. Being sexually provocative with adults.

- Emotional: nervousness, sudden underachievement, regression in behaviour. Inappropriate relations with adults/peers, attention seeking, running away, stealing, lying, looking uncared for.

- Neglect: looking uncared for and unhappy; being withdrawn or aggressive. Having lingering health problems or injuries.

It should be remembered that many symptoms of distress can point to abuse but there may be other explanations. It is important that the above signs are not taken as absolute indicators that abuse has taken place. They should cause individuals to stop and think rather than jump to conclusions. Therefore, it is always important to discuss any concerns with the appropriate Responsible Person or Designated Safeguarding Person.

Appendix 16: Definitions of Abuse: Adults at Risk – England

The Care and Support Statutory Guidance Issued under the Care Act 2014 (Department of Health), provides the following categories of abuse:

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

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

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

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

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and 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. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

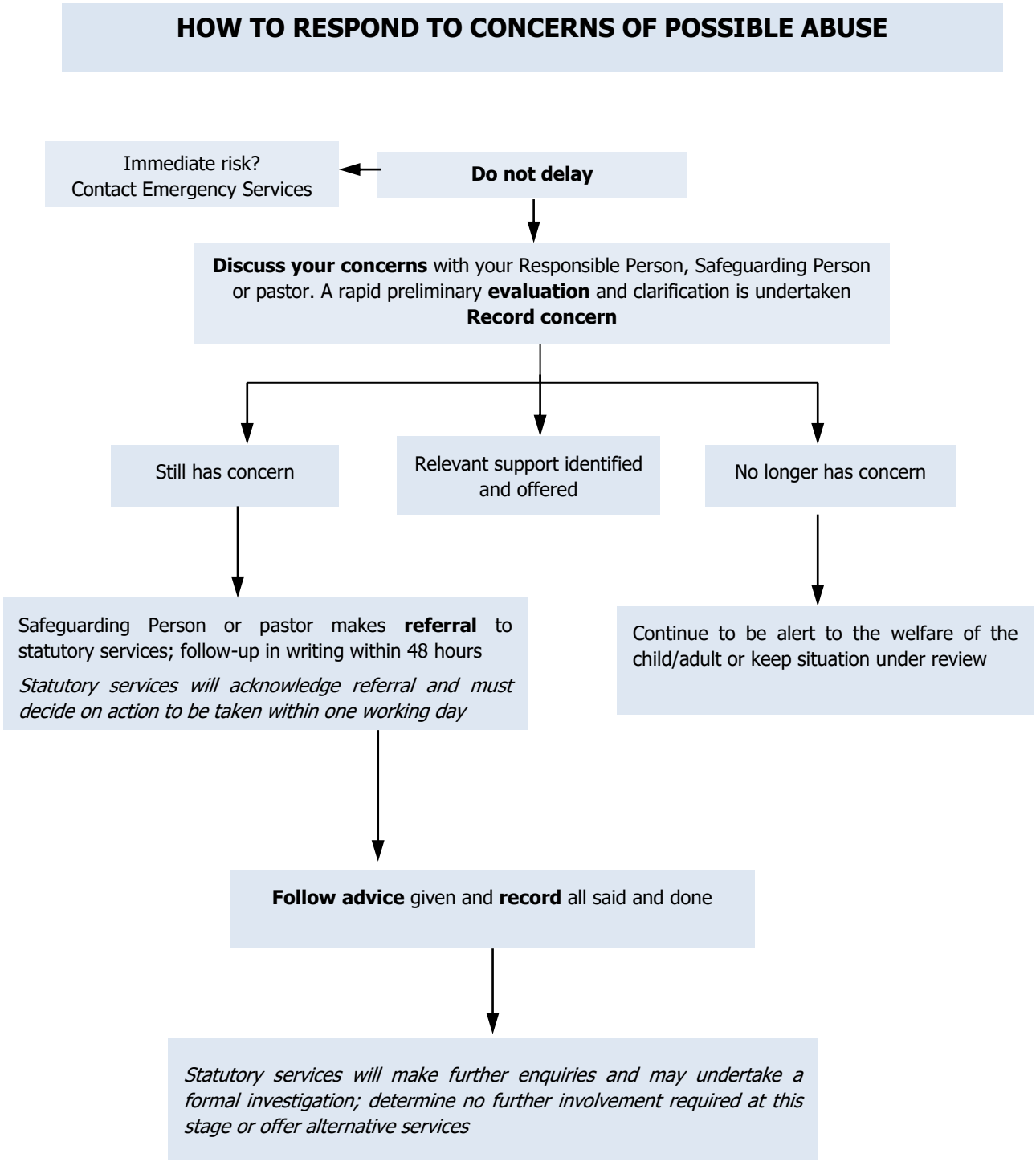
Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate healthcare and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

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.

Incidents of abuse may be one-off or multiple, and affect one person or more, therefore one needs to look beyond single incidents or individuals to identify patterns of harm. Patterns of abuse vary and include:

- serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse;
- long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- opportunistic abuse such as theft occurring because money or jewellery has been left lying around.

Appendix 17: How to Respond to Concerns of Possible Abuse



British Union Conference

Keeping Our Church Family Safe

Child and Adult Protection Procedures

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KEEPING OUR CHURCH FAMILY SAFE
(Procedures – Ireland)

FOREWORD

The Seventh-day Adventist Church in Ireland is part of the British Union Conference (BUC) of churches and has adopted the Keeping Our Church Family Safe (KCFS) policy. These procedures reflect how the Church in Ireland will act to safeguard its children and adults at risk.

The Irish Mission is a family of 17 churches across the Republic of Ireland and Northern Ireland. These procedures fully accord with the law and guidance relating to the protection of children and adults across Ireland. They reflect the safeguarding legislation and policy for both Northern and Southern Ireland.

The Keeping Our Church Family Safe procedures set out the church's guidelines relating to safeguarding our church family and the procedures to be followed in order to reduce, to the minimum, the risk of abuse to the children and adults we have contact with through all our church activities.



Dan Serb

Mission President



Ian Sweeney

BUC President

Protecting Children and Adults in Ireland

The Seventh-day Adventist Church in Ireland is committed to the safeguarding of children and vulnerable adults (adults at risk[12]). National guidance *Children First: National Guidance for the Protection and Welfare of Children* [13] and Co-operating to Safeguard Children and Young People in Northern Ireland stated 'Organisations which provide services to children or young people must have policies and procedures in place which put child safeguarding at the heart of the organisation's ethos, governance and practice, and which reflect this policy. Policies and procedures must be owned at all levels within the organisation in line with good practice guidelines as set out in Our Duty to Care – Principles of Good Practice for the Protection of Children and Young People and Safer Organisations: Safer Children'.[14] The Church is guided by the country's law and guidance in its commitment to protecting children and vulnerable adults/adults at risk. See Appendix 14 for full details.

In Northern Ireland the Department of Health, Social Services and Public Safety (DHSSPS) is the lead department on child protection and is responsible for policy. Responsibility for children's services and child protection in Ireland rests with the Health Service Executive (HSE) and An Garda Síochána. The Department of Children and Youth Affairs (DCYA) is the lead department in terms of policy development and implementation.

Protecting children means recognising when to be concerned about their safety and understanding when and how to share these concerns, how to assess such concerns and, fundamentally, what steps are required to ensure an individual's safety and well-being.

[12]The term Adult at Risk has recently been adopted in Northern Ireland and will be used interchangeably with Vulnerable Adults

[13] http://www.dcya.gov.ie/documents/Publications/ChildrenFirst.pdf

[14]

I. PROTECTION OF VULNERABLE ADULTS/ADULTS AT RISK – IRELAND

Adult at risk

An adult at risk is someone aged 18 or over who is, or may be, in need of community services due to age, illness or a mental or physical disability. They are someone who is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

'Adult safeguarding is based on fundamental human rights and on respecting the rights of adults as individuals, treating all adults with dignity and respecting their right to choose. It involves empowering and enabling all adults, including those at risk of harm, to manage their own health and well-being and to keep themselves safe. It extends to intervening to protect where harm has occurred or is likely to occur … All adults at risk should be central to any actions and decisions affecting their lives … Faith sectors that come into contact with adults, including those who may be at risk of harm, must be alert to the individual's needs and any risks of harm to which they may be exposed.'[15]

Where it is known or suspected that an 'adult at risk' is being harmed, it must be decided whether or not further action is needed to protect the adult's well-being, property or financial affairs. Harm could occur at the hands of anyone: a relative, spouse or partner, friend, professional, neighbour, stranger or church member. It could happen anywhere – in the family home, in a care setting, at work or in public places.

Who is an adult at risk of harm?

Adult Safeguarding: Prevention and Protection in Partnership (July 2015) provides the following definitions[16]:

An '**Adult at risk of harm'** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

a) personal characteristics and/or

b) life circumstances

Personal characteristics may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.
Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

An '**Adult in need of protection'** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

a) personal characteristics and/or

b) life circumstances; and

c) who is **unable to protect** their own well-being, property, assets, rights or other interests; and

d) where the **action or inaction of another person or persons** is causing, or is likely to cause, him/her to be harmed.

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect. Safeguarding is promoting their well-being, allowing them to make their own choices as far as they are able to without endangering themselves.

What are abuse and neglect?

What constitutes abuse or neglect can take many forms and circumstances but exploitation, in particular, is a common theme. The categories below are not an exhaustive list but an illustrative guide as to the sorts of behaviours which could give rise to a safeguarding concern. Incidents of abuse may be one-off or multiple, and affect one or more persons. Full definitions can be found under Appendix 16: Definitions of Abuse.

[15] Adult Safeguarding Prevention and Protection in Partnership, DHSSPS, DoJ July 2015 http://www.dhsspsni.gov.uk/index/hss/safeguarding_vulnerable_adults/safeguarding_vulnerable_adults-resourcelibrary.htm

[16] Ibid

- physical abuse
- domestic violence
- sexual abuse
- psychological abuse
- financial and material abuse
- modern slavery
- discriminatory abuse
- organisational abuse
- neglect and acts of omission
- self-neglect

It is most likely that the person responsible for abuse is known to the adult and is in a position of trust and power. Abuse can happen anywhere and be inflicted by anyone; sadly, it can take place in church. Abuse or neglect may be unintentional and may arise from an individual struggling to care for a loved one; or it may arise from a person's deliberate intent to cause harm or exploitation.

What can Health Boards do to protect an adult who is at risk of harm?

Health Boards can make enquiries, or cause others to do so, if they reasonably suspect an adult is, or is at risk of, being abused or neglected. Authorised professionals can enter any place where it knows or suspects that an adult is at risk of harm in order to establish whether any further action is needed to protect the adult. They will work with other agencies to secure the well-being of that adult. This may include:

- ensuring access to suitable advice and support;
- providing practical care and support services for the adult at risk and/or their carer;
- an order or appointment of a proxy to help the person manage their affairs.

Where a criminal offence has been committed against the adult at risk, this should be reported immediately to the police. Any interview or medical examination can only be carried out with the agreement of the adult concerned.

Where necessary the local authority can apply to court for a protection order if specific consent is needed for permission to undertake further assessment on behalf of an individual; to remove them from a situation of potential serious harm; or to ban another person from contact.

J. PROTECTION OF CHILDREN FROM HARM – IRELAND

Children

The term 'children' herein relates to any persons under the age of 18 with whom the church has contact through any of its activities.

It should be noted that the UN Convention on the Rights of Persons with Disabilities stipulates that in order for disabled children to be able to realise their rights, they need to be provided with disability and age-appropriate assistance.

Why are we concerned about taking action to protect children?

An abused child will often experience more than one type of abuse, as well as other difficulties in their life. Abuse and neglect can happen over a period of time, but can also be a one-off event. They can have major long-term impacts on all aspects of a child's health, development and well-being. At any time that it is believed that a child may be in need of services to them or their family, or that a child is being harmed or is likely to be, we should refer immediately to the Health Board. Therefore, concerns should be immediately reported to your Responsible Person or Designated Safeguarding Person. The Church is committed to taking prompt action to protect our young people.

What is safeguarding and promoting the well-being of children?

Safeguarding and promoting the well-being of children can be described as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best life chances.

Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

What are abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm on, or by failing to act to prevent significant harm to, the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or another child. The abuse can be perpetrated through physical contact or via the internet. The four main categories of abuse are:

- Physical
- Sexual
- Emotional
- Neglect

Other forms of harm include domestic abuse, child sexual exploitation and female genital mutilation (FGM). Details of the definitions and possible indicators of abuse can be found under Appendix 15: Definitions of Abuse.

Disabled children may be especially vulnerable to abuse, in part because they may have an impaired capacity to resist or avoid abuse. They may have speech, cognition and communication needs which may make it difficult for them to understand or to tell others what is happening.

K. PUBLIC PROTECTION – IRELAND

Public protection encompasses child protection and adult protection. Its aim is to reduce the harm to children and adults at risk within our communities. It is recognised that there are links between child protection and adult and public protection in terms of the joint and separate actions that need to be taken. We have a shared responsibility in recognising and responding to concerns of abuse and its impact on our church family.

Some adults abuse children deliberately, and most often, when abuse does happen, families need support, not punishment or the removal of their children[17].

1. Recognising Abuse and Neglect

Concerns about a child's or adult's safety may present themselves in a number of ways:

- hearing a child or adult saying that they are being abused or describing a situation you recognise as abusive;
- recognising signs or indicators of abuse, neglect or exploitation;
- observing behaviours in a child or adult that give cause for concern;
- being told by someone about the abuse of another person or their concerns for that person.

Full definitions and possible indicators can be found under Appendix 15 and Appendix 16 (Definitions of Abuse).

2. How to Respond to Concerns of Possible Abuse

Concerns should always be shared without delay with your Responsible Person and Designated Safeguarding Person. Where a child or adult is considered to be in immediate danger workers should report this directly to the police. Similarly, where a child is thought to require immediate medical assistance, this should be sought as a matter of urgency from the relevant health services. See Appendix 17: How to Respond to Concerns of Possible Abuse.

[17]The Safe Parenting Handbook http://www.dhsspsni.gov.uk/sph_english.pdf

Always remember that the welfare of the child or adult must be your paramount concern. Adults may need support to take actions to protect themselves and others from abusive situations. Individuals should not make decisions about a vulnerable person's needs without feeling confident that they have the necessary information to do so. Additional guidance can be found in the document Our Duty of Care.[18]

In all situations:

- Do not delay.
- Contact your Responsible Person or Designated Safeguarding Person (in their absence contact your local pastor).
- A rapid preliminary evaluation and clarification of the situation must be undertaken with circumspection by the Designated Safeguarding Person.
- If this evaluation supports the concerns, immediately pass these onto the statutory services and follow their advice; this decision should be made within 48 hours of a concern being raised.
- Record all that has been said and done (see Appendix 13: Responding to Abuse – Recording Sheet).

A concern about a child or adult should be referred to your local Health and Social Care Trust/Health Board. Advice can also be taken from the Thirtyone:eight helpline 0303 003 111 and NSPCC Helpline 0808 800 500 help@nspcc.org.uk or The Irish Society for the Prevention of Cruelty to Children ISPCC on 01 6767 960. Where there is a concern about the immediate safety of a child or young person, or where a crime is suspected, a referral should be made directly to the PSNI or An Garda Síochána.

'NB: Disclosures of abuse are sometimes made a long time after the abuse occurred. Where this is over 12 months, it is considered non-recent abuse. However, they must be treated in the same manner as current concerns. The alleged perpetrator may still be in contact with children or adults at risk.'

How should I respond if a child or adult starts to tell me about their abuse?

- Accept what the child or adult tells you. Remain calm and give them your undivided attention.
- Explain that you will need to tell someone else. Do not promise them confidentiality.
- Never blame them, even if they have broken a rule or gone against good judgement. Remember they might have been threatened or manipulated.
- Remember you are not conducting an investigation. Never push for more information. Go at their speed.
- Reassure the child or adult that they were right to tell you and that you take what they have said seriously.
- Explain what you are going to do next and what is going to happen.
- Record all you have heard and done (i.e. time, date, people involved; see Appendix 13).

NOTE: is the child or adult safe? Take immediate action and contact the police if the child or adult would be at immediate risk.

3. Confidentiality and Information Sharing

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

In the interim a plan of action must be put in place to protect children and adults at risk. This may involve removing the accused person from office, suspending them from duties, or placing employees on leave of absence pending the outcome of the investigation by the statutory agencies.

Even where criminal charges are not made, there remains an obligation on the church to review the pastoral consequences and action plan in such a situation. A person known to be a danger to children or young people should not continue to have access to them through holding a position in the church.

[18]Our Duty of Care http://www.dcya.gov.ie/documents/publications/ODTC_Full_Eng.pdf

NOTE: When the church is made aware of rumours, gossip or allegations concerning any person related to the church the accused person should not be approached at this stage by anyone with a view to discussing the allegation. These concerns should be forwarded immediately to the Safeguarding Person This is to safeguard the interests of all involved and enable the unimpeded course of any official processes.

Recording and information sharing

Recording and sharing relevant information are key tenets of protecting children and adults. Privacy and confidentiality is governed by legal provisions that aim to safeguard personal information, particularly the Data Protection Act 2018; and organisational codes of conduct. The same legal provisions also provide for sharing of information for purposes such as public protection, crime prevention and crime detection. Early sharing of information is the key to providing effective early help where there are emerging problems. Information should be held securely and only shared on a 'need to know' basis.

Record storage and retention

Records of matters relating to the protection of children or adults should be stored securely at all times. This should be in a locked metal cabinet within the local church vestry or with the Safeguarding Person on a password protected computer should the church premises not belong to the congregation. Details of the outcome of all matters should be sent to the conference office. Records will be retained for ten (10) years and reviewed prior to destruction.

All interactions should be recorded, succinctly and accurately. The distinction should always be made between facts, hearsay and opinions. Records should include note of:

- dates of contact and with whom;
- the views and emotional well-being of the child or adult;
- actions and decisions taken and the rationale behind them;
- outcomes of actions taken.

Child/adult protection conferences

Included in the process may be a child/adult protection conference convened by the Health Board. Church workers/volunteers may be asked to attend, either to give information or to support the child/adult at risk, parent or family. Before attending the conference it is important to clarify in what capacity one has been invited and how one wants to be seen by the family, i.e. as a church employee giving information which could very well be used later in any proceedings, or as a church member providing support to the child/adult at risk, parent or family.

Local procedures for protecting children and vulnerable adults/adults at risk

In every Health Area, there are procedures for investigating cases where a child or adult at risk has been abused or is 'at risk'. These can be obtained online via your local safeguarding board website. Statutory agencies hold the legal responsibility to investigate cases of abuse and exploitation.

4. Allegations Against Staff, Church Members or Volunteers

Allegations against staff, church members or volunteers relate to concerns about abusive or exploitative behaviour between a worker and a child or adult at risk. These allegations must be taken seriously, viewed objectively and dealt with immediately. Advice and guidance should be sought from your local statutory agencies on managing allegations about staff, volunteers or church members within a fair process. When an allegation is received it should be assessed promptly and carefully.[19] An allegation may relate to a person who works with children who has:

[19]**Southern Ireland**: Any action following an allegation of abuse against an employee should be taken in consultation with the Health Board and An Garda Síochána.

• behaved in a way that has harmed a child, or may have harmed a child;

• possibly committed a criminal offence against or related to a child; or

• behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

The intention is to determine whether an individual is unsuitable to continue to work with children in their present position, or in any capacity. Concerns or a complaint about the quality of care or practice are separate and should be dealt with by the leadership.

Individuals should not attempt to deal with the situation themselves, offer confidentiality or alternative explanations or diminish the seriousness of the behaviour or alleged incidents. They should:

- Report concerns immediately to the Safeguarding Person who will conduct a rapid preliminary evaluation and clarification.
- Notify their pastor or senior manager and report criminal offences to the police.
- Determine what support is to be provided for the alleged and the victim.
- Notify AccessNI/National Vetting Bureau as guided.

All involved should be kept informed on the progress of the matter.

Any paid worker or unpaid volunteer removed from their work (or one who would have been, had he/she not left first) because they pose a risk of harm to children or an adult at risk must be referred to the AccessNI/National Vetting Bureau.

Appendix 14: Legislation for the Protection of Children and Vulnerable Adults/Adults at Risk – Northern Ireland

Adult Safeguarding: Prevention and Protection in Partnership – July 2015
http://www.dhsspsni.gov.uk/index/hss/safeguarding_vulnerable_adults/safeguarding_vulnerable_adults-resourcelibrary.htm
Adult safeguarding policy to improve safeguarding arrangements for adults who are at risk of harm from abuse, exploitation or neglect, for the purpose of reducing the prevalence of harm.

Criminal Law Act (NI) 1967
In Northern Ireland, whilst there are clauses, under the Criminal Law Act (NI) 1967 Sec 5 it is an offence not to report an arrestable crime to the police, which by definition, includes most crimes against children and adults.

Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 and Protection of Freedoms Act 2012
These set out measures to prevent unsuitable adults from working with children.

The Children (Northern Ireland) Order 1995
https://www.nspcc.org.uk/preventing-abuse/child-protection-system/northern-ireland/legislation-policy-guidance/
Provides the legislative framework for Northern Ireland's child protection system. It sets out: parental responsibilities and rights, and duties and powers public authorities have to support children and intervene if there are concerns about a child.

Safeguarding Board Northern Ireland (SBNI)
http://www.safeguardingni.org/
Provide coordination and guidance to organisations in their work to safeguard children.

SBNI Strategic plan for Keeping Children Safe 2013-2016
http://www.safeguardingni.org/sites/default/files/sites/default/files/imce/Strategic%20Plan%20Children%27s%20Version.pdf Children's version

A Short Guide to Regional Policy and Procedures
http://www.dhsspsni.gov.uk/acpcregionalstrategyshortguide.pdf

UNOCINI (Understanding the Needs of Children in Northern Ireland)
http://www.dhsspsni.gov.uk/acpc_policy__procedures_amendments_-_pdf.pdf
Provides a framework and language to understand and express the needs of children and their families.

The Safe Parenting Handbook http://www.dhsspsni.gov.uk/sph_english.pdf
Offers ideas and information around core parenting issues, listing some of the warning signs of particular difficulties and offering helpful tips.

Criminal records disclosure checks are carried out by **AccessNI** - www.nidirect.gov.uk/

Further details of safeguarding legislations, policy and publications can be found on the Department of Health, Social Services and Public Safety site:
http://www.dhsspsni.gov.uk/child_protection_publications

Appendix 14: Legislation for the Protection of Children and Vulnerable Adults/Adults at Risk– Republic of Ireland

Safeguarding Vulnerable Persons at Risk of Abuse National Policy & Procedures

http://www.hse.ie/eng/services/publications/corporate/personsatriskofabuse.pdf

Open Your Eyes to Elder Abuse

http://www.hse.ie/elderabuse/

There's no Excuse for Elder Abuse: provides answers to common questions about elder abuse and gives information on seeking help; and resources to view and listen to.

Childcare Act 1991[20]

Sets out the obligations and responsibilities for the care of children who have been assaulted, ill-treated, neglected or sexually abused or who are at risk in Ireland.

Children First Act 2015

http://www.oireachtas.ie/documents/bills28/bills/2014/3014/b30b14d.pdf
Provides a statutory basis for the Children First Guidelines.

National Guidance for the Protection and Welfare of Children (2011)

http://www.dcya.gov.ie/documents/Publications/ChildrenFirst.pdf
Children First: Provides the strategic direction of child protection policy in Ireland and stresses that the safety and welfare of children is everyone's responsibility. It states what the general public should do if they are concerned about a child's safety and welfare.

Our Duty to Care

http://www.dcya.gov.ie/documents/publications/ODTC_Full_Eng.pdf
Guidance aimed at community and voluntary organisations that provide services for children. It offers guidance on the promotion of child welfare, the development of safe practices in work with children and how to recognise and respond to concerns of child abuse.

Our Duty to Care Factsheet:

http://www.dcya.gov.ie/documents/publications/ODTC_FactSheets_Eng.pdf

The Protection for Persons Reporting Child Abuse Act 1998

Provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to designated officers of health boards or any member of An Garda Síochána.

Domestic Violence Act 1996

Gives health boards power to intervene to protect individuals and their children from violence.

The National Vetting Bureau (Children and Vulnerable Persons) Bill 2012

Provides a statutory framework for the vetting but not the barring of persons applying to work with children in Ireland. See Garda Vetting Unit: http://www.garda.ie/Controller.aspx?Page=1535&Lang=1

Further details of safeguarding legislations, policy and publications can be found at:
http://www.dcya.gov.ie/viewdoc.asp?fn=%2Fdocuments%2FChildren_First%2FChildrenFirstLegislation.htm&mn=chie&nID=1

[20]The Child Care (Amendment) Act 2007 http://www.irishstatutebook.ie/2007/en/act/pub/0026/index.html
The Child Care (Amendment) Act 2011 http://www.irishstatutebook.ie/2011/en/act/pub/0019/index.html

Appendix 15: Definitions of Abuse – Children – Ireland

Certain children are more vulnerable to abuse than others. These include children with disabilities and children who, for one reason or another, are separated from parents or other family members and who depend on others for their care and protection. *Children First: National Guidelines for the Protection and Welfare of Children* (2004) provides the following definitions of abuse.

Physical abuse

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child. Examples of physical injury include the following: shaking, use of excessive force in handling, deliberate poisoning, suffocation, allowing or creating a substantial risk of significant harm to a child.

Emotional abuse

Emotional abuse is normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Examples of emotional abuse are:

- persistent criticism, sarcasm, hostility or blaming;
- unresponsiveness;
- unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself in a certain way;
- under- or over-protection of the child;
- use of unreasonable or overly harsh disciplinary measures;
- exposure to domestic violence.

Sexual abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others. Examples of child sexual abuse include the following:

- exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- sexual intercourse with the child whether oral, vaginal, or anal.

Sexual exploitation of a child includes inciting, requiring or permitting a child to solicit for, or to engage in, sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition or posing (including digital recording or its manipulation) for the purpose of sexual arousal or gratification.

Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For instance, a child who suffers a series of minor injuries is not having his or her needs met for supervision and safety.

Domestic abuse

Domestic violence is the abuse of one partner within an intimate or family relationship. It is the repeated, random and habitual use of intimidation to control a partner. The abuse can be physical, emotional, psychological, financial or sexual. There is a definition by Refuge at: http://www.refuge.org.uk/get-help-now/what-is-domestic-violence/

Spiritual abuse

Spiritual abuse is using God's word or His name to justify human behaviour that is sexual, emotional or physical abuse or neglect. Spiritual abuse is most destructive because it gives children a distorted image of God.

Female genital mutilation (FGM)

FGM is the act of partially or totally removing the external genitalia of girls and young women for non-medical reasons. It is illegal within the United Kingdom. See also https://www.gov.uk/government/publications/female-genital-mutilation-guidelines.

Child sexual exploitation (CSE)

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

(A child may suffer more than one category of abuse).

POSSIBLE SIGNS OF ABUSE

- Physical: unexplained injuries and bruising, or injuries which have not received medical attention. Hidden injuries; bruising which is only discovered when clothes come off. Signs of neglect.

- Sexual: allegations made by the child or young person. Pre-occupation with sexual matters. Being sexually explicit in words, play or drawing. Reported sleep disturbances with fears and phobias. Being sexually provocative with adults.

- Emotional: nervousness, sudden underachievement, regression in behaviour. Inappropriate relations with adults/peers, attention seeking, running away, stealing, lying, looking uncared for.

- Neglect: looking uncared for and unhappy; being withdrawn or aggressive. Having lingering health problems or injuries.

It should be remembered that many symptoms of distress can point to abuse but there may be other explanations. It is important that the above signs are not taken as absolute indicators that abuse has taken place. They should cause employees/volunteers to stop and think rather than jump to conclusions. Therefore, it is always important to discuss any concerns with the appropriate Responsible Person or Designated Safeguarding Person.

Appendix 16: Definitions of Abuse – Vulnerable Adults/Adults at Risk – Ireland

A vulnerable person is an adult who may be restricted in capacity to guard himself/herself against harm or exploitation or to report such harm or exploitation. Restriction of capacity may arise as a result of physical or intellectual impairment. Vulnerability to abuse is influenced by both context and individual circumstance.[21]

The risk of harm occurs in all socio-economic, racial and ethnic groups, regardless of gender, age or sexual orientation. All adults at risk should be supported and empowered to minimise their own exposure to risk and to find their own balance between taking risks and making the most of the strengths in their own life circumstances.

The main forms of abuse are:

Physical abuse
Physical abuse is the use of physical force or the mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty.

Sexual violence and abuse
Sexual abuse is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding. Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, grooming, being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities. It may involve physical contact, including but not limited to non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (known as groping). Sexual violence can be found across all sections of society, regardless of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.

Psychological/emotional abuse
Psychological/emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, provoking fear of violence, shouting, yelling and swearing, blaming, controlling, intimidation and coercion.

Financial and material abuse
Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits or material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

Institutional abuse
Institutional abuse is the mistreatment or neglect of an adult by a regime or individuals in settings which adults who may be at risk reside in or use. This can occur in any organisation. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate the dignity and human rights of the adults and place them at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

Discriminatory abuse
Discriminatory abuse includes ageism, racism, sexism, abuse based on a person's disability, and other forms of harassment, slurs or similar treatment.

Neglect
Neglect occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by another adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time. It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, or failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the capacity to assess risk.

This list of types of harmful conduct is not exhaustive and there are other indicators which should not be ignored. It is also important to note that if a person is being harmed in one way, he/she may very well be experiencing harm in other ways.

FURTHER AREAS OF ABUSE

Exploitation
Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person; it is to take advantage of another person or their situation, usually, but not always, for personal gain by using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

Domestic violence and abuse
Domestic violence and abuse is threatening behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation. Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

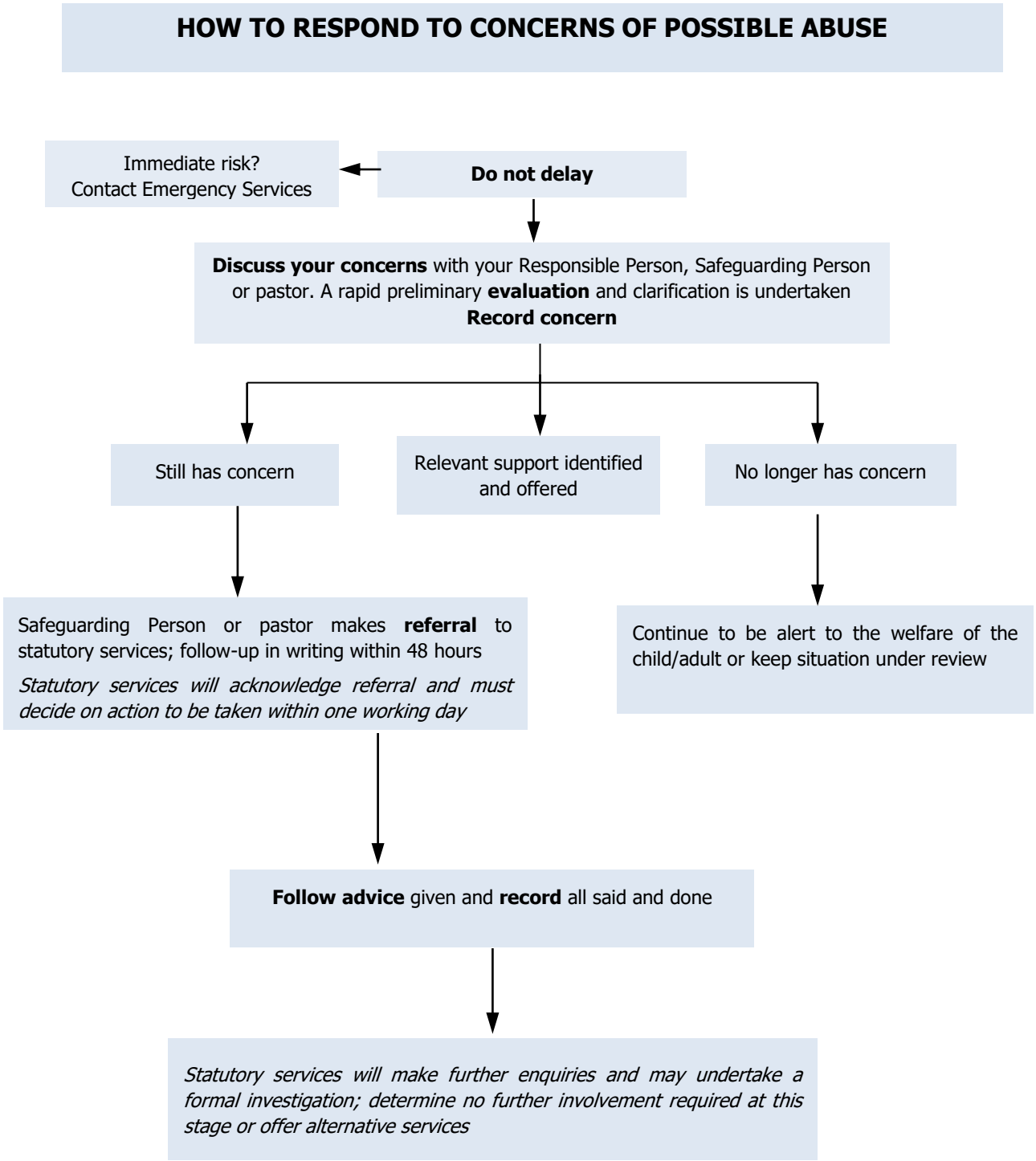
Human trafficking
Human trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking can come from all walks of life; they can be male or female, children or adults, and they may come from migrant or indigenous communities.

Hate crime
Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

Victims of domestic violence and abuse, sexual violence and abuse, human trafficking and hate crime are regarded as adults in need of protection. There are specific strategies and mechanisms in place designed to meet the particular care and protection needs of these adults.

[21]Health Service Executive, Social Care Division, Ireland definition

Appendix 17: How to Respond to Concerns of Possible Abuse



SEVENTH-DAY ADVENTIST CHURCH

British Union Conference

Keeping Our Church Family Safe

Child and Adult Protection Procedures

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KEEPING OUR CHURCH FAMILY SAFE
(Procedures – Scotland)

FOREWORD

The Seventh-day Adventist Church in Scotland is part of the British Union Conference (BUC) of churches and has adopted the Keeping Our Church Family Safe (KCFS) policy. These procedures reflect how the Church in Scotland will act to protect its children and adults at risk.

They fully accord with the law and guidance relating to the protection of children and adults at risk in Scotland.

The Keeping Our Church Family Safe procedures set out the church's guidelines relating to protecting our church family. These procedures are to be followed in order to reduce, to the minimum, the risk of abuse to the children and adults we have contact with through our paid and voluntary activities.





Paul Tompkins
Mission President

Ian Sweeney
BUC President

Protecting Children and Adults in Scotland

The Seventh-day Adventist Church in Scotland is committed to the safeguarding of children and adults at risk. The *National Guidance for Child Protection in Scotland 2014* states 'Religious leaders, staff and volunteers have an important role in protecting children and supporting children and families. Churches and faith communities provide carefully planned activities for children and young people, supporting families under stress, caring for those hurt by abuse in the past, and ministering to and managing those who have caused harm. It is because of these varied ministries that all reasonable steps are taken to provide a safe environment that promotes and supports the well-being of children and young people. This will include carefully selecting and appointing those who work with children and responding robustly where concerns arise'.[22] The Church is guided by the country's law and guidance in its commitment to protecting children and adults at risk. See Appendix 14 for full details.

Protecting children means recognising when to be concerned about their safety and understanding when and how to share these concerns, how to investigate and assess such concerns and, fundamentally, what steps are required to ensure the child's safety and well-being.[23]

[22] http://www.gov.scot/Resource/0045/00450733.pdf pp64-5

[23] *National Guidance for Child Protection in Scotland 2014*

I. PROTECTION OF ADULTS AT RISK OF HARM – SCOTLAND

ADULT AT RISK

Scottish legislation[24] defines 'adults at risk' as adults over 16 years who:

1. are unable to safeguard their own well-being, property, rights or other interests;
2. are at risk of harm; and
3. because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

Life circumstances as well as illness can contribute to placing an adult at risk of harm. In those situations the Church is committed to working together across its departments and with external organisations, to support and protect adults who are unable to safeguard themselves, their property and their rights. Full details on adult support and protection can be found on the Scottish government site: http://www.gov.scot/Topics/Health/Support-Social-Care/Adult-Support-Protection

Where it is known or suspected that an 'adult at risk' is being harmed, it must be decided whether or not further action is needed to protect the adult's well-being, property or financial affairs. Harm could occur at the hands of anyone: a relative, spouse or partner, friend, professional, neighbour or stranger. It could happen anywhere – in the family home, in a care setting, at work or in public places.

Who is an adult at risk of harm?

An 'adult at risk' is someone aged 16 or over as mentioned above whose circumstances make them **unable to look after their own well-being and possessions** so are more vulnerable to being harmed than other adults.

The presence of a particular condition or disability does not automatically mean that an adult is an adult at risk. A person can have a disability but be perfectly able to look after their own well-being etc. Their circumstances as a whole should be considered and all three elements of the definition must be met in order for them to be classed as an adult at risk.

What is meant by 'risk of harm'?

The legislation makes clear that an adult is 'at risk of harm' if:

- another person's conduct is causing (or is likely to cause) the adult to be harmed; or
- the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

What is 'harm'?

The term harm covers all harmful behaviour, for example:

- physical harm;
- psychological harm causing fear, alarm or distress;
- behaviour which adversely affects property, rights or interests (for example, theft, fraud, embezzlement or extortion);
- self-harm;
- neglect.

What can be done to protect an adult at risk of harm?

Where there is a concern that someone is at risk of harm, this should be reported to the local authority social work department and/or the police.

The local authority should take these referrals seriously and must make enquiries. It has a number of options available to it to help protect an adult at risk of harm. These might include:

- a visit to interview the adult, to explain what support services may be available to them or to offer them a medical examination if appropriate;
- requiring health, financial or other records to be produced;
- an application to court for a protection order.

Any intervention in an adult's affairs must provide benefit to them and should restrict their freedom as little as possible. The local authority must consider the wishes and views of the adult at risk and efforts must be made to help them communicate their views.

What can the local authority do to protect an adult who is at risk of harm?

The local authority can enter any place where it knows or suspects that an adult is at risk of harm in order to establish whether any further action is needed to protect the adult. They will work with other agencies to secure the well-being of that adult. This may include:

- ensuring access to suitable advice and support;
- providing practical care and support services for the adult at risk and/or their carer;
- an order or appointment of a proxy to help the person manage their affairs.

Where a criminal offence has been committed against the adult at risk, this should be reported immediately to the police. Any interview or medical examination can only be carried out with the agreement of the adult concerned.

Where necessary the local authority can apply to court for a protection order if specific consent is needed for permission to undertake further assessment on behalf of an individual; to remove them from a situation of potential serious harm; or to ban another person from contact.

J. PROTECTION OF CHILDREN FROM HARM – SCOTLAND

CHILD/YOUNG PERSON

A child can be defined differently in different legal contexts:

In terms of Part 1 of the Children (Scotland) Act 1995 (which deals with matters including parental rights and responsibilities), a child is generally defined as someone under the age of 18.

In terms of Chapters 2 and 3 of Part 2 (which deals with matters including children's hearings and child protection orders), a child means someone who has not attained the age of 16 years (or 18 years if subject to a supervision order).

The terms 'child' and 'young person' will be used interchangeably throughout this document to relate to any person under the age of 18 (or 16) with whom the church has contact through any of its activities.

It should be noted that the UN Convention on the Rights of Persons with Disabilities stipulates that in order for disabled children to be able to realise their rights, they need to be provided with disability and age-appropriate assistance.

Getting It Right For Every Child (GIRFEC) is the Scottish national approach to improving the well-being of children and young people in Scotland.

GIRFEC is a consistent way for people to work with all children and young people and the bedrock for all children's services and for professionals in adult services who work with parents or carers. It has three key components for children and their families:

[24]Adult Support and Protection (Scotland) Act 2007 Section 3(1)

Every child in Scotland has a **Named Person** (typically a health visitor or teacher) who will be a point of contact that children and families can go to for advice or support if they need it. They will be available to listen, advise and help a child or young person and their family, providing direct support or helping them to access other services. They can help families address their concerns early and prevent them becoming more serious. The Named Person deals with all welfare concerns; child protection concerns go directly to the local social work team.

When two or more agencies need to work together to help a child or young person and family, there will be a **Lead Professional** to coordinate that help.

The **well-being** of children and young people is at the heart of *Getting It Right For Every Child*. The approach uses eight areas to describe well-being, in which children and young people need to progress in order to do well now and in the future. Our church too can positively play its part in making sure that young people are healthy, achieving, nurtured, active, respected, responsible, included and, above all, safe. Where there are concerns of abuse or neglect of our children we are committed to acting to protect our children.

What are child abuse and child neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm on, or by failing to act to prevent significant harm to, the child. Children may be abused in a family or institutional setting, by those known to them or, more rarely, by a stranger.[25]

What is child protection?

'Child protection' means protecting a child from child abuse or neglect. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a likelihood or risk of significant harm from abuse or neglect. This also includes instances where a child may have been abused or neglected but the risk of future abuse has not been identified. Criminal investigation, and support and recovery services may still be necessary but a Child Protection Plan is not required.

What is harm and significant harm in a child protection context?

Child protection is closely linked to the risk of 'significant harm'. 'Significant harm' is a complex matter and subject to professional judgement drawing on a number of factors. The Children and Young People (Scotland) Act 2014, introduces a legal duty for a wide range of public bodies and those commissioned or contracted to them to share such concerns with a child's Named Person. Through early and effective intervention and the sharing of well-being concerns it is hoped that crisis can be avoided in many cases.

Significant harm can result from a specific incident, a series of incidents or an accumulation of concerns over a period of time. It is essential when considering the presence or likelihood of significant harm that the impact (or potential impact) on the child takes priority and not simply the suspected or reported abusive behaviour. In these circumstances, an immediate referral should be made directly to social work or the police.

The below definitions[26] are helpful to understand the concept of significant harm.

> 'Harm' means the ill treatment or the impairment of the health or development of the child, including, for example, impairment suffered as a result of seeing or hearing the ill treatment of another. In this context:
>
> 'development' can mean physical, intellectual, emotional, social or behavioural development; and 'health' can mean physical or mental health. Whether the harm suffered, or likely to be suffered, by a child or young person is 'significant' is determined by comparing the child's health and development with what might be reasonably expected of a similar child.

[25] http://www.gov.scot/Resource/0045/00450733.pdf

[26] *Working Together to Safeguard Children*, Department for Education (2013), and All Wales Child Protection Procedures, Welsh Assembly Government (2008).

K. PUBLIC PROTECTION – SCOTLAND

Public protection in Scotland encompasses child protection and adult support and protection. Its aim is to reduce the harm to children and adults at risk within our communities. It is recognised that there are links between child protection and adult and public protection in terms of the joint and separate actions that need to be taken. We have a shared responsibility in recognising and responding to concerns of abuse and its impact on our church family.

1. Recognising Abuse and Neglect

Concerns about a child's or adult's safety may present themselves in a number of ways:

- hearing a child or adult saying that they are being abused or describing a situation you recognise as abusive;
- recognising signs or indicators of abuse, neglect or exploitation;
- observing behaviours in a child or adult that give cause for concern;
- being told by someone about the abuse of another person or their concerns for that person.

Full definitions and possible indicators can be found under Appendix 15 and Appendix 16.

2. How to Respond to Concerns of Possible Abuse

Concerns should always be shared without delay with your Responsible Person and Designated Safeguarding Person. Where a child or adult is felt to be in immediate danger workers should report this directly to the police. Similarly, where a child is thought to require immediate medical assistance, this should be sought as a matter of urgency from the relevant health services. See Appendix 17: How to Respond to Concerns of Possible Abuse.

Always remember that the welfare of the child or adult must be your paramount concern. Adults may need support to take actions to protect themselves and others from abusive situations. Individuals should not make decisions about a vulnerable person's needs without feeling confident that they have the necessary information to do so.

In all situations:

- Do not delay.
- Contact your Responsible Person or Designated Safeguarding Person (in their absence contact your local pastor).
- A rapid preliminary evaluation and clarification of the situation must be undertaken with circumspection by the Designated Safeguarding Person.
- If this evaluation supports the concerns, immediately pass these onto the statutory services and follow their advice; this decision should be made within 48 hours of a concern being raised.
- Record all that has been said and done (see Appendix 13: Responding to Abuse – Recording Sheet).

Where there is a concern about a child or adult, contact your local Social Work Service. Advice can also be taken from the Thirtyone:eight helpline 0303 003 111 and Children 1st Helpline 08000 28 22 33 www.children1st.org.uk.

'NB: Disclosures of abuse are sometimes made a long time after the abuse occurred. Where this is over 12 months, it is considered non-recent abuse. However, they must be treated in the same manner as current concerns. The alleged perpetrator may still be in contact with children or adults at risk.'

How should I respond if a child or adult starts to tell me about their abuse?

- Accept what the child or adult tells you. Remain calm and give them your undivided attention.

- Explain that you will need to tell someone else. Do not promise them confidentiality.
- Never blame them, even if they have broken a rule. Remember they might have been threatened or manipulated.
- Remember you are not conducting an investigation. Never push for more information. Go at their speed.
- Reassure the child or adult that they were right to tell you and that you take what they have said seriously.
- Explain what you are going to do next and what is going to happen.
- Record all you have heard and done (i.e. time, date, people involved; see Appendix 13).

NOTE: is the child or adult safe? Take immediate action and contact the police if the child or adult would be at immediate risk.

Are you worried about an adult who may be at risk of harm?

Visit the Act against harm website which is a public site with details of who to contact when you think you know someone who is at risk of harm. The website has lots of information, including how to recognise when an adult may be at risk of harm and examples of the type of support that can be provided once a concern has been reported.

3. Confidentiality and Information Sharing

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

In the interim a plan of action must be put in place to protect children and adults at risk. This may involve removing the accused person from office, suspending them from duties, or placing employees on leave of absence pending the outcome of the investigation by the statutory agencies.

Even where criminal charges are not made, there remains an obligation on the church to review the pastoral consequences and action plan in such a situation. A person known to be a danger to children or young people should not continue to have access to them through holding a position in the church.

NOTE: When the church is made aware of rumours, gossip or allegations concerning any person related to the church the accused person should not be approached at this stage by anyone with a view to discussing the allegation. These should be forwarded immediately to the Safeguarding Person. This is to safeguard the interests of all involved and enable the unimpeded course of any official processes.

Recording and information sharing

Recording and sharing relevant information are key tenets of protecting children and adults. Privacy and confidentiality is governed by legal provisions that aim to safeguard personal information, particularly the Data Protection Act 1998; and organisational codes of conduct. The same legal provisions also provide for sharing of information for purposes such as public protection, crime prevention and crime detection. Early sharing of information is the key to providing effective early help where there are emerging problems. Information should be held securely and only shared on a 'need to know' basis. A 'golden rule' to remember here is to share information that is necessary, relevant and proportionate.

All interactions should be recorded, succinctly and accurately. The distinction should always be made between facts, hearsay and opinions. Records should include note of:

- dates of contact and with whom;
- the views and emotional well-being of the child or adult;
- actions and decisions taken and the rationale behind them;
- outcomes of actions taken.

Appropriate sharing of relevant information is a vital part of the early intervention approach that is at the heart of *Getting It Right For Every Child*. Sharing appropriate information at the right time improves outcomes for children and their families and can help prevent situations escalating into tragedies[27].

Record storage and retention

Records of matters relating to the protection of children or adults should be stored securely at all times. This should be in a locked metal cabinet within the local church vestry or with the Safeguarding Person should the church premises not belong to the congregation. Details of the outcome of all matters should be sent to the conference office. Records will be retained for ten (10) years and reviewed prior to destruction.

Child/adult protection conferences

Included in the process may be a child/adult protection conference convened by the Social Services. Church workers/volunteers may be asked to attend, either to give information or to support the child/adult at risk, parent or family. Before attending the conference it is important to clarify in what capacity one has been invited and how one wants to be seen by the family, i.e. as a church employee giving information which could very well be used later in any proceedings, or as a church member providing support to the child/adult at risk, parent or family.

Child Protection Committee procedures for children and adults

In every local authority area, there are procedures for investigating cases where a child or adult at risk has been abused or is 'at risk'. These can be obtained online via your local Child Protection Committee website. Statutory agencies hold the legal responsibility to investigate cases of abuse and exploitation.

4. Allegations Against Staff, Church Members or Volunteers

Allegations against staff, church members or volunteers relate to concerns about abusive or exploitative behaviour between a worker and a child or adult at risk. These allegations must be taken seriously and objectively and dealt with immediately. Local authorities employ a 'Designated Officer' or equivalent who has responsibility for providing oversight and guidance on managing allegations about staff or volunteers within a fair process. An allegation may relate to a person who works with children who has:

- behaved in a way that has caused or may have caused harm to a child;
- possibly committed a criminal offence against a child or related to a child.

The intention is to determine whether an individual is unsuitable to continue to work with children in their present position, or in any capacity. Concerns or a complaint about the quality of care or practice are separate and should be dealt with by the leadership.

Individuals should not attempt to deal with the situation themselves, offer confidentiality or alternative explanations or diminish the seriousness of the behaviour or alleged incidents. They should:

- Report concerns immediately to the Safeguarding Person who will conduct a rapid preliminary evaluation and clarification.
- Notify their pastor or senior manager and report criminal offences to the police.
- Determine what support is to be provided for the alleged and the victim.

All involved should be kept informed on the progress of the matter.

[27] http://www.gov.scot/Topics/People/Young-People/gettingitright/information-sharing

Any paid worker or unpaid volunteer removed from their work (or one who would have been, had he/she not left first) because the person poses a risk of harm to children or an adult at risk must be referred to the Protecting Vulnerable Group (PVG) Scheme[28][29]. It is an offence to fail to make a referral without good reason.

[28]Protection of Vulnerable Groups (Scotland) Act 2007
[29]Disclosure Scotland: The PVG scheme: guidance: information for organisations. See 6.1: referral grounds

Appendix 14: Legislation for the protection of children and adults at risk – Scotland

Any action towards protecting an adult at risk should be undertaken in accordance with your area Adult Protection Committee procedures or your area Child Protection Committee procedures. See also: Scottish government: Adult Support and Protection for further information
http://www.gov.scot/Topics/Health/Support-Social-Care/Adult-Support-Protection

Protection of Vulnerable Groups (Scotland) Act 2007
Protection of Vulnerable Groups (Scotland) Act 2007
This legislation introduced the Protection of Vulnerable Groups (PVG) scheme to replace the former system of disclosure for people working with vulnerable groups. It identifies categories of employment or contact (regulated work) where there is the expectation that a PVG check will be required. The measures are intended to prevent unsuitable adults from working with children.

Adult Support and Protection (Scotland) Act 2007
The Act makes new provisions intended to protect those adults who are unable to safeguard their own interests, such as those affected by disability, mental disorder, illness or physical or mental infirmity, and who are at risk of harm or self-harm, including neglect. The fundamental principles underpinning the Act are that any intervention must provide benefit to the adult, that this benefit could not have been reasonably achieved without intervention and that any intervention is the least restrictive option to the adult's freedom.

Adult Support and Protection (Scotland) Act 2007: Code of Practice
http://www.gov.scot/Publications/2009/01/30112831/0
The Code of Practice provides information and guidance on the practical application of the Act. It should be used in conjunction with other relevant codes of practice as appropriate, i.e. the Mental Health (Care and Treatment) (Scotland) Act 2003 and the Adults with Incapacity (Scotland) Act 2000.

Children (Scotland) Act 1995
https://www.nspcc.org.uk/preventing-abuse/child-protection-system/scotland/legislation-policy-guidance/
Provides the legislative framework for Scotland's child protection system. It sets out: parental responsibilities and rights, and duties and powers public authorities have to support children and intervene if there are concerns about a child. NB: Child Protection Committees (CPCs) are responsible for child protection policy, procedure, guidance and practice at the local authority level and ensure that agencies work together to protect children.

Protection of Children (Scotland) Act 2003 and the Children and Young People (Scotland) Act 2014
http://www.legislation.gov.uk/asp/2014/8/contents/enacted
The Children and Young People Act sets the legal framework in Scotland and this is supported by national and local guidance. It provides measures to further improve outcomes for children and young people.

National Guidance for Child Protection in Scotland 2014
http://www.gov.scot/Resource/0045/00450733.pdf
The National Guidance for Child Protection in Scotland 2014 provides the framework to enable all those working with children to recognise the role they can play in remaining vigilant and providing robust support for child protection. Churches and faith organisations are included in the third sector and are recognised as having a significant role to play. The guidance serves as a practical reference point for practitioners and agencies. Appendix A provides a list of other relevant legislation.

Getting It Right For Every Child (GIRFEC)
http://www.gov.scot/Topics/People/Young-People/gettingitright
The practical implementation of the National Guidance for Child Protection takes places within the wider framework of Getting It Right For Every Child (GIRFEC). GIRFEC aims to build a network of support and early intervention promoting the well-being of every child in Scotland. Key components of GIRFEC include establishing a shared understanding of well-being; appropriately involving children and families in assessment, planning and intervention; and agreeing actions and outcomes that result in families getting the right help at the right time.

Appendix 15: Definitions of Abuse – Children – Scotland

The *National Guidance for Child Protection in Scotland 2014* provides the following definitions of abuse or neglect[30].

Physical abuse
Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health in a child they are looking after.

Emotional abuse
Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may involve the imposition of age or developmentally inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

Sexual abuse
Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways (see also section on child sexual exploitation).

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

Domestic abuse
Domestic violence is the abuse of one partner within an intimate or family relationship. It is the repeated, random and habitual use of intimidation to control a partner. The abuse can be physical, emotional, psychological, financial or sexual. There is a definition by Refuge at: http://www.refuge.org.uk/get-help-now/what-is-domestic-violence/

Scottish Women's Aid: 0131 475 2372 www.scottishwomensaid.co.uk

Spiritual abuse
Spiritual abuse is using God's word or His name to justify human behaviour that is sexual, emotional or physical abuse or neglect. Spiritual abuse is most destructive because it gives children a distorted image of God.

Female genital mutilation (FGM)
FGM is the act of partially or totally removing the external genitalia of girls and young women for non-medical reasons. It is illegal within the United Kingdom.

[30] http://www.gov.scot/Resource/0045/00450733.pdf

Child sexual exploitation (CSE)
CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

(A child may suffer more than one category of abuse).

POSSIBLE SIGNS OF ABUSE

- Physical: unexplained injuries and bruising, or injuries which have not received medical attention. Hidden injuries; bruising which is only discovered when clothes come off. Signs of neglect.
- Sexual: allegations made by the child or young person. Pre-occupation with sexual matters. Being sexually explicit in words, play or drawing. Reported sleep disturbances with fears and phobias. Being sexually provocative with adults.
- Emotional abuse: nervousness, sudden underachievement, regression in behaviour. Inappropriate relations with adults/peers, attention seeking, running away, stealing, lying, looking uncared for.
- Neglect: looking uncared for and unhappy; being withdrawn or aggressive. Having lingering health problems or injuries.

It should be remembered that many symptoms of distress can point to abuse but there may be other explanations. It is important that the above signs are not taken as absolute indicators that abuse has taken place. They should cause you to stop and think rather than jump to conclusions. Therefore, it is always important to discuss any concerns with the appropriate Responsible Person or Designated Safeguarding Person.

Appendix 16: Definitions of Abuse – Adults at Risk of Harm – Scotland

Adults may be at risk of harm from anyone, anywhere. What constitutes abuse or neglect can take many forms and the circumstances of the individual case should always be considered. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Financial harm
Placing an individual under pressure to hand over money or possessions. Exploitation of property or welfare benefits or stopping someone getting their money or possessions; stealing, cheating or fraud. Being under pressure to re-write a will.

Psychological harm
Being humiliated, intimidated, shouted at, threatened, bullied or constantly criticised. It can also mean being controlled by someone, ignored or left alone.

Sexual harm
Any sexual activity that a person doesn't feel comfortable with, want or understand.

Neglect
Neglect involves denying medical or physical care, access to a doctor or other services. It could be denying someone medication, food or heating, privacy or dignity. It can also mean self-neglect.

Physical harm
Slapping, punching, biting, hitting, shaking and kicking are all forms of physical harm.

Further Help

Action on Elder Abuse
Astral House
1268 London Road
London
SW16 4ER

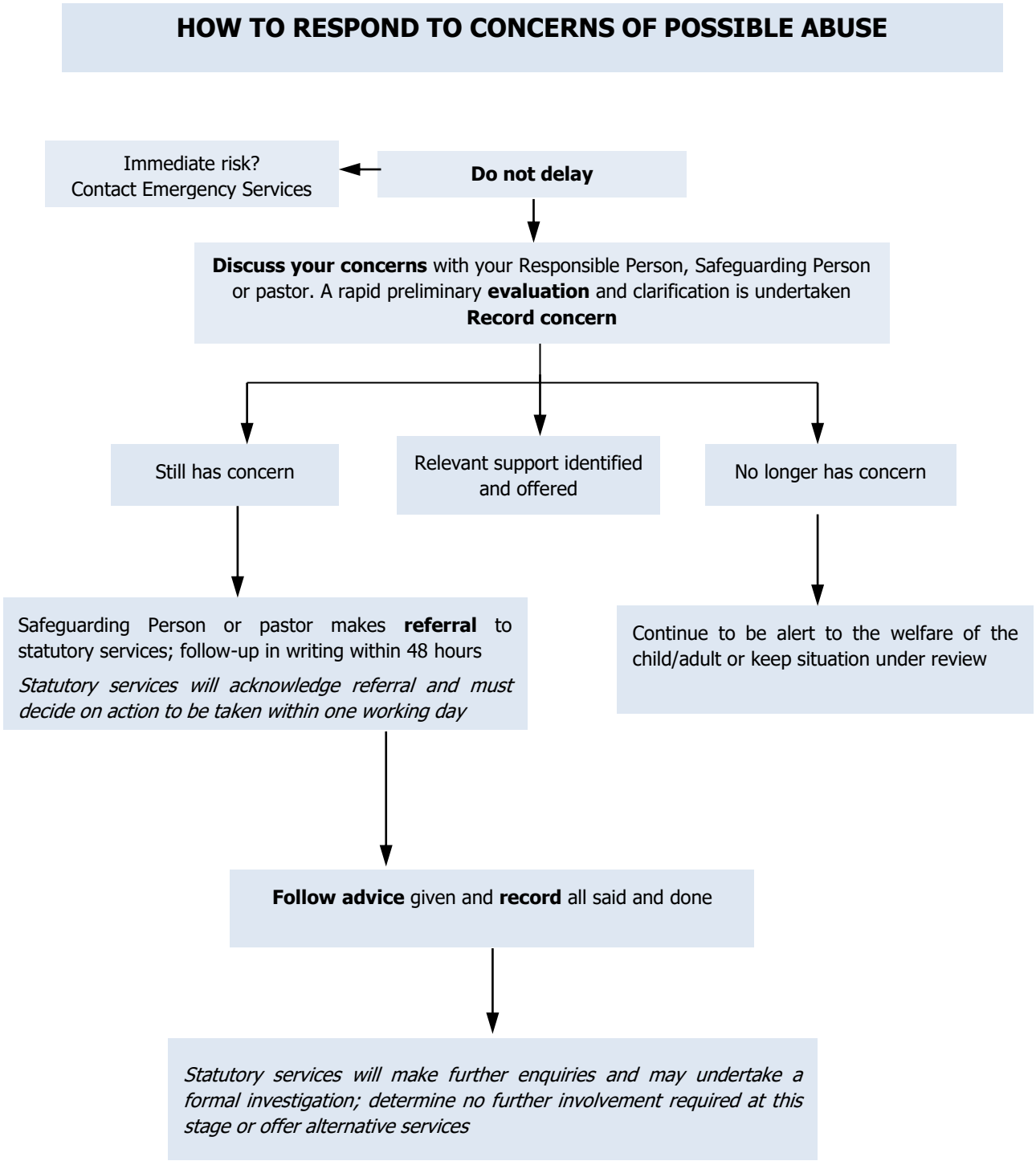
Tel: 020 8765 7000
Helpline: 0808 808 8141
Fax: 020 8679 4074
Email: enquiries@elderabuse.org.uk
Website: www.elderabuse.org.uk

Action on Elder Abuse runs a telephone helpline to give confidential advice and information to older people who are being physically, mentally or financially abused. A relative or friend of the person being abused can contact the helpline on their behalf. The helpline can be used by older people who live at home, in care homes or who are in hospital.

Age Scotland runs the helpline, Silver Line Scotland, on 0800 4 70 80 90, to help older people in Scotland with a wide variety of issues. It is a 24-hour, free and confidential service that you can phone for advice. Telephone interpretation is available.

Silver Line Scotland
Tel: 0800 4 70 80 90
Textphone: 0845 226 5851
Website: www.ageuk.org.uk/scotland

Appendix 17: How to Respond to Concerns of Possible Abuse



SEVENTH-DAY ADVENTIST CHURCH

British Union Conference

Keeping Our Church Family Safe

Child and Adult Protection Procedures

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KEEPING OUR CHURCH FAMILY SAFE
(Procedures – Wales)

FOREWORD

The Seventh-day Adventist Church in Wales is part of the British Union Conference (BUC) of churches and has adopted the Keeping Our Church Family Safe (KCFS) policy. These procedures reflect how the Church in Wales will act to safeguard its children and adults at risk.

They fully accord with the law and guidance relating to the protection of children and adults within Wales, in particular, the Wales procedures for Adult Protection and the All Wales Child Protection Procedures. These documents provide a single set of procedures for the whole country. The well-being of children and young people is at the heart of the Welsh Assembly Government's policy for children and their families[31].

The Keeping Our Church Family Safe procedures set out the church's guidelines relating to safeguarding our church family and the procedures to be followed in order to reduce, to the minimum, the risk of abuse to the children and adults we have contact with through all our church activities.



Emmanuel Bran

Mission President



Ian Sweeney

BUC President

Protecting Children and Adults in Wales

The Seventh-day Adventist Church in Wales is committed to the safeguarding of children and adults at risk. National guidance in the All Wales Child Protection Procedures 2008[32] states that the fundamental principle in the protection of children from harm is the responsibility of all individuals and agencies working with children and families, and with adults who may pose a risk to children. Our work with adults is based on the central principle that 'Everyone has the right to live their lives free from coercion, intimidation, oppression and physical, sexual, emotional or mental harm'.[33] The Church is guided by the country's law and guidance in its commitment to safeguarding children and adults at risk. See Appendix 14 for full details.

Protecting children means recognising when to be concerned about their safety and understanding when and how to share these concerns, how to assess such concerns and, fundamentally, what steps are required to ensure an individual's safety and well-being.

[31] http://gov.wales/pubs/circulars/2007/nafwc1207en.pdf?lang=en p10

[32] http://www.childreninwales.org.uk/wp-content/uploads/2015/09/All-Wales-Child-Protection-Procedures-2008.pdf

[33] The Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse (January 2013) p13

I. PROTECTION OF ADULTS AT RISK OF HARM – WALES

Adult at risk

An adult at risk is someone aged 18 or over who is, or may be, in need of community services due to age, illness or a mental or physical disability. They are someone who is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

Life circumstances as well as illness can contribute to placing an adult at risk of harm. In those situations the Church is committed to working together across its departments and with external organisations, to support and protect adults who are unable to safeguard themselves, their property and their rights. Full details on safeguarding adults can be found under the Wales Adult Protection Policy and Procedure.[34]

Where it is known or suspected that an 'adult at risk' is being harmed, it must be decided whether or not further action is needed to protect the adult's well-being, property or financial affairs. Harm could occur at the hands of anyone: a relative, spouse or partner, friend, professional, neighbour or stranger. It could happen anywhere, in the family home, in a care setting, at work or in public places.

Who is an adult at risk of harm?

Statutory guidance states that safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs);
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect. It involves allowing adults to make their own choices as far as they are able to without endangering themselves. 'Vulnerable adults have the right to be fully involved throughout the adult protection process and to make decisions about their safety and welfare, unless it has been assessed that they do not have the mental capacity to make any particular decision.'[35]

What are abuse and neglect?

What constitutes abuse or neglect can take many forms and circumstances but exploitation, in particular, is a common theme. The categories below are drawn from the *Wales Policy and Procedure for the Protection of Vulnerable Adults.* It is not an exhaustive list but an illustrative guide as to the sorts of behaviours which could give rise to a safeguarding concern:

- physical abuse
- sexual abuse
- emotional and psychological abuse
- financial
- neglect

Incidents of abuse may be one-off or multiple, and affect one or more persons. Full definitions can be found under Appendix 16: Definitions of abuse – Adults at Risk of Harm (Vulnerable Adults). It is most likely that the person responsible for abuse is known to the adult and is in a position of trust and power. Abuse can happen anywhere:

[34] http://ssiacymru.org.uk/home.php?page_id=8297

[35] *The Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse* (January 2013) p13

for example, in someone's own home, where an adult lives alone or with others, in a care home or other professional setting. Sadly, it can take place in church. Abuse or neglect may be unintentional and may arise from an individual struggling to care for a loved one, or it may arise from a person's deliberate intent to cause harm or exploitation.

What can the local authority do to protect an adult who is at risk of harm?

Local authorities must make enquiries, or cause others to do so, if they reasonably suspect that an adult, as described above, is, or is at risk of, being abused or neglected.[36] The local authority can enter any place where it knows or suspects that an adult is at risk of harm in order to establish whether any further action is needed to protect the adult. They will work with other agencies to secure the well-being of that adult. This may include:

- ensuring access to suitable advice and support;
- providing practical care and support services for the adult at risk and/or their carer;
- an order or appointment of a proxy to help the person manage their affairs.

Where a criminal offence has been committed against the adult at risk, this should be reported immediately to the police. Any interview or medical examination can only be carried out with the agreement of the adult concerned.

Where necessary the local authority can apply to court for a protection order if specific consent is needed for permission to undertake further assessment on behalf of an individual; to remove them from a situation of potential serious harm; or to ban another person from contact.

J. PROTECTION OF CHILDREN FROM HARM – WALES

Children

The term 'children' herein relates to any person under the age of 18 with whom the church has contact through any of its activities.

It should be noted that the UN Convention on the Rights of Persons with Disabilities stipulates that in order for disabled children to be able to realise their rights, they need to be provided with disability and age-appropriate assistance.

Why are we concerned about taking action to protect children?

An abused child may experience more than one type of abuse, as well as other difficulties in their life. Abuse and neglect can happen over a period of time, but can also be a one-off event. Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development and well-being. At any time that it is believed that a child may be in need of services to them or their family, or that a child is being harmed or is likely to be, you should refer immediately to local authority children's social care. Therefore, concerns should be immediately reported to your Responsible Person or Designated Safeguarding Person. The Church is committed to taking prompt action to protect our young people.

What is safeguarding and promoting the welfare of children?

All Wales Child Protection Procedures (2008) describes **safeguarding** as:

- protecting children from abuse and neglect;
- preventing impairment of their health or development; and
- ensuring they receive safe and effective care;

… so as to enable them to have optimum life chances.

[36]The Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse (January 2013) p13

Child protection is part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm as a result of abuse or neglect.

What are abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm on, or by failing to act to prevent significant harm to, the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child. The abuse can be perpetrated through physical contact or via the internet. The four main categories of abuse are:

- Physical
- Sexual
- Emotional
- Neglect

Other forms of harm include domestic abuse, child sexual exploitation and female genital mutilation (FGM). Details of the definitions and possible indicators of abuse can be found under Appendix 15: Definitions of Abuse.

Disabled children may be especially vulnerable to abuse, in part because they may have an impaired capacity to resist or avoid abuse. They may have speech, cognition and communication needs which may make it difficult for them to understand or to tell others what is happening.

K. PUBLIC PROTECTION – WALES

Public protection encompasses child protection and adult protection. Its aim is to reduce the harm to children and adults at risk within our communities. It is recognised that there are links between child protection and adult and public protection in terms of the joint and separate actions that need to be taken. We have a shared responsibility in recognising and responding to concerns of abuse and its impact on our church family.

1. Recognising Abuse and Neglect

Concerns about a child's or adult's safety may present themselves in a number of ways:

- hearing a child or adult saying that they are being abused or describing a situation you recognise as abusive;
- recognising signs or indicators of abuse, neglect or exploitation;
- observing behaviours in a child or adult that give cause for concern;
- being told by someone about the abuse of another person or their concerns for that person.

Full definitions and possible indicators can be found under Appendix 15 and Appendix 16 (Definitions of Abuse).

2. How to Respond to Concerns of Possible Abuse

Concerns should always be shared without delay with your Responsible Person and Designated Safeguarding Person. Where a child or adult is felt to be in immediate danger workers should report this directly to the police. Similarly, where a child is thought to require immediate medical assistance, this should be sought as a matter of urgency from the relevant health services. See Appendix 17: How to Respond to Concerns of Possible Abuse.

Always remember that the welfare of the child or adult must be your paramount concern. Adults may need support to take actions to protect themselves and others from abusive situations. Individuals should not make decisions about a vulnerable person's needs without feeling confident that they have the necessary information to do so. Additional guidance can be found in part 2 of the All Wales Child Protection Procedures, and the Welsh Policy and Procedure for the Protection of Vulnerable Adults document.

In all situations:

- Do not delay.
- Contact your Responsible Person or Safeguarding Person (in their absence contact your local pastor).
- A rapid preliminary evaluation and clarification of the situation must be undertaken with circumspection by the Safeguarding Person.
- If this evaluation supports the concerns immediately pass these onto the statutory services and follow their advice; this decision should be within 48 hours of a concern being raised.
- Record all that has been said and done (see Appendix 13: Responding to Abuse – Recording Sheet).

Where there is a concern about a child or adult, contact your local Social Services. Advice can also be taken from the Thirtyone:eight helpline 0303 003 111 and NSPCC Helpline 0808 800 500 help@nspcc.org.uk.

'NB: Disclosures of abuse are sometimes made a long time after the abuse occurred. Where this is over 12 months, it is considered non-recent abuse. However, they must be treated in the same manner as current concerns. The alleged perpetrator may still be in contact with children or adults at risk.'

How should I respond if a child or adult starts to tell me about their abuse?

- Accept what the child or adult tells you. Remain calm and give them your undivided attention.
- Explain that you will need to tell someone else. Do not promise them confidentiality.
- Never blame them, even if they have broken a rule or gone against good judgement. Remember they might have been threatened or manipulated.
- Remember you are not conducting an investigation. Never push for more information. Go at their speed.
- Reassure the child or adult that they were right to tell you and that you take what they have said seriously.
- Explain what you are going to do next and what is going to happen.
- Record all you have heard and done (i.e. time, date, people involved; see Appendix 13: Recording Sheet).

NOTE: is the child or adult safe? Take immediate action and contact the police if the child or adult would be at immediate risk.

3. Confidentiality and Information Sharing

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

In the interim a plan of action must be put in place to protect children and adults at risk. This may involve removing the accused person from office, suspending them from duties, or placing employees on leave of absence pending the outcome of the investigation by the statutory agencies.

Even where criminal charges are not made, there remains an obligation on the church to review the pastoral consequences and action plan in such a situation. A person known to be a danger to children or young people should not continue to have access to them through holding a position in the church.

NOTE: When the church is made aware of rumours, gossip or allegations concerning any person related to the church the accused person should not be approached at this stage by anyone with a view to discussing the allegation. These should be forwarded immediately to the Safeguarding Person. This is to safeguard the interests of all involved and enable the unimpeded course of any official processes.

Recording and information sharing

Recording and sharing relevant information are key tenets of protecting children and adults. Privacy and confidentiality are governed by legal provisions that aim to safeguard personal information, particularly the Data Protection Act 1998; and organisational codes of conduct. The same legal provisions also provide for sharing of information for purposes such as public protection, crime prevention and crime detection. Early sharing of information is the key to providing effective early help where there are emerging problems. National guidance on information sharing (2015) provides more detailed advice where needed.[37] Information should be held securely and only shared on a 'need to know' basis.

Record storage and retention

Records of matters relating to the protection of children or adults should be stored securely at all times. This should be in a locked metal cabinet within the local church vestry or with the Safeguarding Person should the church premises not belong to the congregation. Details of the outcome of all matters should be sent to the conference office. Records will be retained for ten (10) years and reviewed prior to destruction.

All interactions should be recorded, succinctly and accurately. The distinction should always be made between facts, hearsay and opinions. Records should include note of:

- dates of contact and with whom;
- the views and emotional well-being of the child or adult;
- actions and decisions taken and the rationale behind them;
- outcomes of actions taken.

Child/adult protection conferences

Included in the process may be a child/adult protection conference convened by the Children's or Adult's Services. Church workers/volunteers may be asked to attend, either to give information or to support the child/adult at risk, parent or family. Before attending the conference it is important to clarify in what capacity one has been invited and how one wants to be seen by the family, i.e. as a church employee giving information which could very well be used later in any proceedings, or as a church member providing support to the child/adult at risk, parent or family.

Local Safeguarding Children Board (LSCB) and Safeguarding Adults Board (SAB) procedures

In every local authority area, there are procedures for investigating cases where a child or adult at risk has been abused or is 'at risk'. These can be obtained online via your local safeguarding board website. Statutory agencies hold the legal responsibility to investigate cases of abuse and exploitation.

4. Allegations against Staff, Church Members or Volunteers

Allegations against staff, church members or volunteers relate to concerns about abusive or exploitative behaviour between a worker and a child or adult at risk. These allegations must be taken seriously, viewed objectively and dealt with immediately and in line with local procedures. The local authority has responsibility for providing a level of oversight and guidance on managing allegations about staff or volunteers within a fair process. An allegation may relate to a person who works with children who has:

• behaved in a way that has harmed a child, or may have harmed a child;

• possibly committed a criminal offence against or related to a child; or

• behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

The intention is to determine whether an individual is unsuitable to continue to work with children in their present position, or in any capacity. Concerns or complaints about the quality of care or practice are separate and should be dealt with by the leadership.

[37] https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice HM Government 2015

Individuals should not attempt to deal with the situation themselves, offer confidentiality or alternative explanations or diminish the seriousness of the behaviour or alleged incidents. They should:

- Report concerns immediately to the Safeguarding Person who will conduct a rapid preliminary evaluation and clarification.
- Notify their pastor or senior manager and report criminal offences to the police.
- Determine what support is to be provided for the alleged and the victim.
- Within one day notify the local authority Designated Officer or equivalent and follow their advice.

All involved should be kept informed on the progress of the matter.

Any paid worker or unpaid volunteer removed from their work (or one who would have been, had he/she not left first) because the person poses a risk of harm to children or an adult at risk must be referred to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

Appendix 14: Legislation for the Protection of Children and Adults at Risk – Wales

The Welsh Assembly has adopted the United Nations Convention on the Rights of the Child as a guide to all its work. Local authorities are responsible for investigating and intervening to protect children from abuse and neglect.

The All Wales Procedures for Adult and Child Protection guide and inform child protection practice in each of the Local and Regional Safeguarding Children Boards across Wales. They outline the framework for determining how individual child protection referrals, actions and plans are made and carried out. They are based on the principle that the protection of children and adults from harm is the responsibility of all individuals and agencies working with children and families, and with adults who may be at risk. Partnership working and communication between agencies is identified as key in order to identify vulnerable children and to help keep them safe from harm and abuse.

Social Services and Well-being (Wales) 2014 [in effect from April 2016] introduced a new statutory framework to strengthen safeguarding. It introduces a new structure for Safeguarding Boards (both adults and children) and a National Independent Safeguarding Board. It also introduces a new duty on statutory agencies (i.e. police, providers of probation services, local health boards) to report concerns of abuse.

Children Act 1989

Places a duty on local authorities to promote and safeguard the welfare of children in need in their area. It gives powers for the investigation of child protection concerns and the support of families. It institutes the principle of the child's welfare being our paramount consideration.

Children Act 2004

Requires local authorities to make arrangements to promote cooperation between relevant partners with a view to improving the well-being of children locally. Part three of the Children Act 2004 applies solely to Wales.

Safeguarding Children: Working Together Under the Children Act 2004

http://gov.wales/pubs/circulars/2007/nafwc1207en.pdf?lang=en

Sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

All Wales Child Protection Procedures 2008

All-Wales-Child-Protection-Procedures-2008

See link below for All Wales Child Protection Procedures with additional procedures and protocols for responding to specific circumstances (i.e. domestic violence, female genital mutilation, child sexual exploitation). http://www.childreninwales.org.uk/our-work/safeguarding/wales-child-protection-procedures-review-group/

Children and Young People: Rights to Action

http://gov.wales/docs/caecd/publications/090415rightstoactionen.pdf

The wider context for the implementation of child protection in Wales is informed by the Welsh Government's commitment to children's rights.

Social Services and Well-being Act (Wales) 2014

http://www.legislation.gov.uk/anaw/2014/4/contents/enacted

Strengthening powers for safeguarding children and vulnerable adults.

Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012

Legislative basis for the Disclosure and Barring Service (DBS) which checks criminal records and makes decisions about individuals who should be barred from working with children and adults.

Protection of older people in Wales: A guide to the law (April 2011)

http://www.olderpeoplewales.com/en/news/news/11-04-14/Protection_of_older_people_in_Wales_A_guide_to_the_law.aspx#.VliN73bhDIU

The South Wales Safeguarding Adults Strategic Management Board

Is made up of local authorities, police, health groups and voluntary and independent sectors who work together to challenge and combat abuse and promote the rights of vulnerable adults.

Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse (January 2013)

http://ssiacymru.org.uk/pova

Guides the safeguarding work of all those concerned with the welfare of vulnerable adults employed in the statutory, third (voluntary) and private sectors, in health, social care, the police and other services.

An easy read version of this document can be found here: Keeping_people_safe_from_harm_and_abuse_English_Easy read [1.2Mb]

Key points:

- unsuitable persons should be barred from working with children or persons at risk;
- employers should have a straightforward means of checking that a person is not barred from working with children or persons at risk;
- suitability checks should not be one-offs: there should be an element of ongoing assessment of suitability to catch those who commit wrongs following a suitability check.

Mental Capacity Act 2005

There will be circumstances where an individual adult appears not to be able to make a decision about whether to consent to information being shared with others. The Mental Capacity Act and the associated code of practice contain guidance about the consideration of a person's capacity, or lack of capacity, to give consent to sharing information. The starting assumption must be that the person has capacity unless it is established that they do not, and only then after all practical steps to help the person make the relevant decision have been taken but have been unsuccessful. An unwise decision taken by the relevant person does not mean they lack capacity. Where a decision is made on behalf of the person who lacks capacity to share personal information, it must still comply with the requirements of the Data Protection Act and be in their best interests.

Appendix 15: Definitions of Abuse: Children – Wales

`*Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children*' (HMSO 2015), provides the following definitions:

Abuse

A form 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 others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

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 caregiver fabricates or induces illness in a child whom they are looking after.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment 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, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

Domestic Abuse

Domestic violence is the abuse of one partner within an intimate or family relationship. It is the repeated, random and habitual use of intimidation to control a partner. The abuse can be physical, emotional, psychological, financial or sexual. There is a definition by Refuge at: http://www.refuge.org.uk/get-help-now/what-is-domestic-violence/

Spiritual Abuse

Spiritual abuse is using God's word or His name to justify human behaviour that is sexual, emotional or physical abuse or neglect. Spiritual abuse is most destructive because it gives children a distorted image of God.

Female genital mutilation (FGM)

FGM is the act of partially or totally removing the external genitalia of girls and young women for non-medical reasons. It is illegal within the United Kingdom. See also https://www.gov.uk/government/publications/female-genital-mutilation-guidelines.

Child Sexual Exploitation (CSE)

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

(A child may suffer more than one category of abuse).

POSSIBLE INDICATORS OF ABUSE

- Physical: unexplained injuries and bruising, or injuries which have not received medical attention. Hidden injuries; bruising which is only discovered when clothes come off. Signs of neglect.

- Sexual: allegations made by the child or young person. Pre-occupation with sexual matters. Being sexually explicit in words, play or drawing. Reported sleep disturbances with fears and phobias. Being sexually provocative with adults.

- Emotional: nervousness, sudden underachievement, regression in behaviour. Inappropriate relations with adults/peers, attention seeking, running away, stealing, lying, looking uncared for.

- Neglect: looking uncared for and unhappy; being withdrawn or aggressive. Having lingering health problems or injuries.

It should be remembered that many symptoms of distress can point to abuse but there may be other explanations. It is important that the above signs are not taken as absolute indicators that abuse has taken place. They should cause employees/volunteers to stop and think rather than jump to conclusions. Therefore, it is always important to discuss any concerns with the appropriate Responsible Person or Designated Safeguarding Person.

Appendix 16: Definitions of Abuse – Adults at Risk of Harm – Wales

In Safe Hands identified five main categories of abuse – physical, sexual, financial, emotional or psychological and neglect. A vulnerable adult may be abused in more than one way – indicators need to be considered together and in combination. The Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse (January 2013) provides the following categories of abuse:

Physical abuse

Physical abuse is any physical pain, suffering or injury wilfully inflicted by a person who has responsibility, charge, care or custody of, or who stands in a position of or expectation of trust to, a vulnerable person.

Sexual abuse

Adult sexual abuse refers to the direct or indirect involvement of a vulnerable adult in sexual activity to which they are unwilling or unable to give informed consent, or which they do not fully comprehend, or which violates the social taboos of family roles, e.g. incest.

Emotional or psychological abuse

Emotional or psychological abuse is the wilful infliction of mental suffering, by a person in a position of, or expectation of, trust to a vulnerable person.

Financial or material abuse

Financial or material abuse is any theft or misuse of a person's money, property or resources, by a person in a position of, or expectation of, trust to a vulnerable person.

Neglect

Neglect is the failure of any person having the responsibility, charge, care or custody of a vulnerable person to provide that degree of care which a reasonable person in a like position would provide.

Neglect can involve intentional or unintentional acts. It includes the unintentional failure of a carer to fulfil their caring role or responsibilities, because of inadequate knowledge or understanding of the need for services.

POSSIBLE INDICATORS OF ABUSE

- Physical abuse – includes hitting, slapping or punching, overuse or misuse of medication and using undue restraint.
- Sexual abuse – a serious offence which includes rape and sexual assault; touching a person where he/she does not want to be touched, such as genital areas; or making somebody touch another person's genital areas.
- Emotional/psychological abuse – e.g. use of 'terms of endearment,' verbal abuse, threats of harm, treating an adult like a child.
- Financial abuse – e.g. theft, fraud, pressure around wills, property or inheritance or misappropriation of benefits.
- Neglect – e.g. not supporting someone to meet their needs for nutrition, hydration or hygiene, or negligence in failing to administer medication or appropriately manage skin care needs.

Appendix 17: How to Respond to Concerns of Possible Abuse

