

Above Bar Church Safeguarding Policy 2022



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Introduction

This safeguarding policy has been divided into 4 sections to enable easy use:

- 1) **Safeguarding Policy Statement**
- 2) **Safeguarding Procedures**
- 3) **Best Practice Guidelines**
- 4) **Useful Contacts**

Definitions of Terms

Child - For the purpose of this policy, the term 'child' refers to anyone under the age of 18 years.

Adult at Risk - There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from [Thirtyone:eight](#) (formerly CCPAS - Churches' Child Protection Advisory Service):

'Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation'.

Church Worker – this is anyone who is supporting the work of the church either as a paid member of staff or as a volunteer

This policy was approved by the Trustees on 9th August 2022.

Section 1 Safeguarding Policy Statement

SAFEGUARDING POLICY STATEMENT FOR ABOVE BAR CHURCH

Our vision

The vision statement of Above Bar Church is *Loving God, Following Jesus, Sharing Hope*

In fulfilling this vision, we:

- Welcome children and adults at risk into the life of our community
- Run activities for children and adults at risk
- Use our premises to work with children and adults at risk

Our safeguarding responsibilities

The church recognises its responsibilities in safeguarding all children, and adults at risk, regardless of gender, ethnicity or ability.

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk.

- **Respecting children and adults at risk**

The church expects workers to treat all people including children and adults at risk with the respect that is due to them.

- **Safer working practices**

The church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

- **A safer community**

The church is committed to the prevention of bullying. The church will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk in the community of the church is managed appropriately.

Safeguarding contact points within our church

The church has appointed the following individuals to form part of the church safeguarding team:

- **Head of Safeguarding- Hannah Stockley**

Advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered, or suspected.

Email address headofsafeguarding@abovebarchurch.org.uk

- **Safeguarding Trustee – Joanne James**

Raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Email address jojames@abovebarchurch.org.uk

The Church Safeguarding Team will work together if and when issues arise. However, each person within our church family has a responsibility to report allegations of abuse as soon as they are raised.

(Further definitions of these roles can be found in Appendix 4 - Safeguarding Roles and Responsibilities)

Putting our policy into practice

- A copy of the safeguarding policy is available on our church website and the church office.
- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church. The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.

This policy was approved by the Trustees on 9th August 2022

Section 2 Safeguarding Procedures

2.1 Procedure for Recognising, Responding and Reporting Abuse

Over the following pages you will find clear, specific information on how to recognise and report abuse and how to respond to concerns. It is vitally important that you follow these procedures when working with children and adults at risk. In return Above Bar Church will provide the appropriate information and training needed to work with these procedures.

2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways people suffer abuse, Appendix 1 – Definitions of Abuse

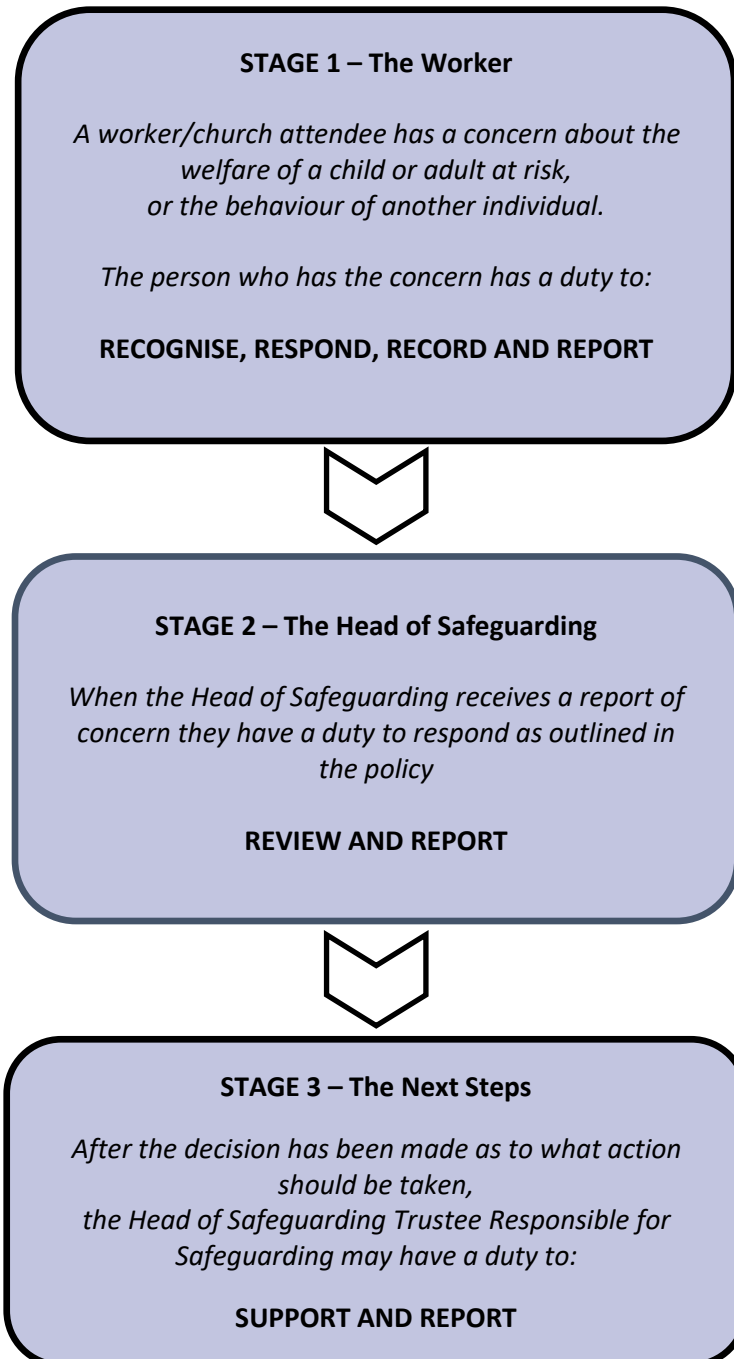
Everyone has a responsibility to safeguard children and adults at risk within the church including:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none">• Listen to and acknowledge what is being said.• Try to be reassuring & remain calm.• Explain clearly what you will do and what will happen next.• Try to give them a timescale for when and how you / the Head of Safeguarding will contact them again.• Take action – don't ignore the situation.• Be supportive.• Tell them that:<ul style="list-style-type: none">○ They were right to tell you○ You are taking what they have said seriously○ It was not their fault○ That you would like to pass this information on to the appropriate people, with their permission○ Be open and honest <p>Give contact details for them to report any further details or ask any questions that may arise.</p>	<ul style="list-style-type: none">• Do not promise confidentiality.• Do not show shock, alarm, disbelief, or disapproval.• Do not minimise what is being said.• Do not ask probing or leading questions or push for more information.• Do not offer false reassurance.• Do not delay in contacting the Head of Safeguarding.• Do not contact the alleged abuser.• Do not investigate the incident any further.• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.• Do not pass on information to those who don't need to know, not even for prayer ministry.

2.1.2 Responding to Concerns

When there are concerns that a child or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 2 – Detailed Guidance on Reporting Requirements.



If the Head of Safeguarding is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the safeguarding team see Appendix 4 - Safeguarding Roles and Responsibilities

If you think that anyone is in imminent danger of harm, a report should be made to the police immediately by calling 999.

2.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child i.e. the church worker should:

Recognise that abuse may be taking place.

Respond to the concern.

Record all the information they have received.

Report concerns to the Head of Safeguarding who may report it to the statutory authorities.

It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the Head of Safeguarding even if you do not have the consent of the adult to do so – in this instance, make sure the Head of Safeguarding knows that the person concerned has not given consent for the information to be passed on.

The Head of Safeguarding will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see Appendix 2 – Detailed Guidance on Reporting Requirements). If there are any concerns about an adult's mental capacity, the Head of Safeguarding will contact the Local Authority Adult Safeguarding Team for advice.

2.1.4 Allegations Against Workers

If you see another worker acting in ways which concerns you or might be misconstrued, speak to the Head of Safeguarding about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the Head of Safeguarding they can liaise with the relevant statutory authority or [Thirtyone:eight](#) if they need further advice.
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the Head of Safeguarding and stored securely and confidentially, where only those directly involved in safeguarding (Head of Safeguarding or Safeguarding Trustee) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church Head of Safeguarding or equivalent will be informed of the reasons for this happening.

2.1.5 Abuse of Trust

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

2.1.6 Allegations Made Against Children and Adults at Risk

Children and young people are by nature curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or adult at risk the following procedure should be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents / carers
- 2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the Head of Safeguarding, who will speak to the police or social services about when to inform a parent. The Head of Safeguarding will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 3.5.2 Working with Alleged or Known Offenders)
- 4) Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

2.1.7 Pastoral Support

Following an allegation / suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral support to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

Supporting those who have experienced abuse

The church trustees are committed to ensuring that pastoral care and support are available to anyone in contact with the church who has been affected by abuse. The trustees and safeguarding team will work with statutory agencies as appropriate

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

Section 4 - Useful Contacts, has a list of local contacts which can be used as necessary to signpost individuals to for specialist support.

2.2 Safer Recruitment of Workers

All workers, whether paid or voluntary, must be recruited, trained, supported and supervised in accordance with government guidance on safe recruitment. People working closely and regularly, or unsupervised with children or adults at risk will be DBS checked if eligible.

The Charity Commission recommends that DBS checks should be obtained for trustees of charities which work with children or vulnerable adults. Charities should also ensure that a prospective trustee understands the responsibilities they are taking on and can be relied on to carry them out responsibly.

2.2.1 Appointing Workers

If someone expresses interest in volunteering in a role that will bring them into direct contact with children or adults at risk, the following process will be applied:

- 1) The ministry leader will invite them to attend as an observer in the activity.
- 2) The applicant will be given a role description, a person specification and an application form
- 3) Applicants will be asked to complete the application including names of two referees
 - a. Formal written references will be requested, one should be from a church leader and ideally the other a professional reference where applicable. Discussion can be had if this is not possible (i.e. a student)
- 4) On return of application the ministry lead / team leader will meet with the volunteer to discuss their application
- 5) The safeguarding administrator will:
 - a. Take up references
 - b. Email the online link for the DBS check to the applicant (when necessary)
 - c. Ask applicant to meet with an ID checker to verify documentation for DBS application (when required)
- 6) Until satisfactory DBS disclosure and references are obtained, a volunteer must not be left unsupervised with children or adults at risk
- 7) On receipt of satisfactory appropriate documentation, the safeguarding administrator will notify the ministry lead.
- 8) The ministry lead / team leader will confirm the appointment with the volunteer
- 9) The volunteer will be given a copy of the safeguarding policy and sign to confirm receipt

DBS checks, when required, are repeated every three years. Some groups have a lighter application please discuss with ministry leads and the safeguarding administrator.

2.2.2 Training

Above Bar Church will provide on-going safeguarding training for every person (whether paid or voluntary) working with children and adults at risk. This may be a training event within Above Bar Church or a training day run by [Thirtyone:eight](#). Workers will be expected to take part in training at least once every two years. The safeguarding administrator will coordinate training and record appropriately.

2.2.3 Young helpers under 18 years of age

Suitably capable and mature teenagers (13–17 years old) may be used as junior helpers. They must be supervised by an adult at all times and must not be counted as adults when calculating adult-child ratios. However, if they have a clear leading role, they do not need to be included as children when calculating adult-child ratios.

Section 3 Best Practice Guidelines

3.1 Safer Behaviour

Above Bar Church is committed to good working practices. This enables workers to run activities safely, develop good relationships, and minimise the risk of false accusations.

3.1.1 Boundaries

Boundaries form a framework within which we work. They are designed to protect volunteers and staff as well as creating a safe environment for children and adults at risk.

- Volunteers and staff should treat everyone – including children and adults at risk – with dignity and respect in attitude, language and actions
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger
- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3 – Safeguarding Incident Form)

Specific considerations when working with children:

- The level of assistance with personal care must be appropriate and related to the age of the child, whilst also accepting that some children have additional needs
- Avoid rough games involving physical contact between a worker and a child
- Avoid sexually provocative games
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, as a last resort be circumstances where a child needs to be restrained in order to prevent serious harm to them or a third person
- Only invite children to your home or on trips in groups and always make sure that another worker is present
- Notify the Head of Safeguarding of any children's trips which take place in the name of the church. Parental permission must always be sought
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children attending a group be left alone at any time.

3.1.2 Working as a Team

No one should be left working alone with children or adults at risk, but instead workers should be part of a team. If there are insufficient leaders for an activity / group to take place safely, the activity will need to be cancelled:

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present
- You leave the door open if you are in a room on your own
- Another team member knows where you are.

Consideration should be given to how many workers should be involved with the activity / group and whether they should be male or female workers, or both, for recommended ratios. See section on Ratios

A married couple, or two members of the same family should be considered to count as only one person when considering the distribution of workers through different groups. If a married couple want to work together then a third person will need to be assigned to that group.

The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

3.2 Working with Children

3.2.1 Ratios

When working with children the following recommended minimum ratios of workers to children apply:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
Under 2 years	1:3 (minimum 2)	1:3 (minimum 2)
2 years	1:4 (minimum 2)	1:4 (minimum 2)
3 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 + years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios.

3.2.2 Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children with special needs and find out from them how best to assist the child.

3.2.3 Children attempting to leave the building

Young children must never be allowed to leave the building (or the room for very young children) unaccompanied. If a child attempts to do so, they must be stopped, and the parents must be informed. Children who often attempt to do so may need to be asked not to attend the group until there is a change in behaviour. Children must not be physically restrained except as a last resort to prevent the greater danger of leaving the building.

3.2.4 Photographs of Children

No names or any other personal information, which could enable identification of a child, are used. The storage and use of images is subject to the Above Bar Church Photography Policy. Parents or carers who do not wish the church to take, store and use photographs and video of their children must complete a Photography Opt-out Form. It is not possible to opt out of only some uses of photographs and video because of the practical difficulties this causes for those using material in church publicity contexts.

3.2.5 Telephone and electronic communication with children

Telephone and electronic communications are helpful for complementing communication in person with 11s–18s, but is never appropriate for under-11s. However, these means of communication present particular risks that should be considered. Please contact the church office for further guidance.

3.3 Working With Adults at Risk

3.3.1 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- Those working with adults at risk may become involved in aspects of personal finance. If handling money for others, always obtain receipts / evidence of transactions.
- Workers should not seek personal financial gain from their position beyond salary and recognised expenses.
- Workers should not be influenced by offers of money.
- Any gifts should be reported to the church trustees, who will decide whether or not the gift can be accepted.
- Care should be taken not to canvass for church donations from adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees.
- Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.

3.3.2 Photographs of Adults

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

3.3.3 Record keeping

Pastoral visits should be recorded on Notebird (our secure pastoral database) including meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the Head of Safeguarding and stored in a safe and secure manner

3.3.4 Pastoral Relationships

Those involved in pastoral support should work within boundaries set to protect those carrying out the pastoral support as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral support should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.

3.4 Extra Considerations

3.4.1 Supervision of Groups

Group leaders must maintain accurate registers of the children, team members and any visiting adults (including parents or carers) at each session. This information is to be kept in their group's red safeguarding box. Registers will be securely stored until children reach the age of 25 years old.

3.4.2 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out. It is advisable to appoint someone specifically for this task.

3.4.3 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre, it is also important to establish that there is appropriate public liability insurance in place.

3.4.4 Transport

These guidelines apply to all drivers involved in the transportation of children and adults at risk on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through the church safer recruitment procedures for workers will transport children and adults at risk
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure/prove that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers (unrelated to each other) should be present when transporting children as part of a church role.

3.5 Safer Community

3.5.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children; often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful, or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the church:

- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously and investigated; details will be carefully checked before action is taken.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

3.5.2 Working with Alleged or Known Offenders

When someone attending Above Bar Church is known to be on the Violent and Sex Offenders Register, or is otherwise believed to be a risk to children or adults at risk, the trustees will ensure that the person is supervised and offered pastoral care.

The Trustee with responsibility for safeguarding and Head of Safeguarding, together with other trustees as appropriate, will complete a risk assessment and draw up a written contract for the person. The person will be expected to abide by this contract to ensure the protection of children and adults at risk.

Section 4 Useful Contacts

Above Bar Church 023 8022 8275	safeguarding@abovebarchurch.org.uk headofsafeguarding@abovebarchurch.org.uk
Thirtyone:eight 0303 003 11 11	www.thirtyone:eight.org PO Box 133, Swanley, Kent. BR8 7UQ website
Local Authority Designated Officer (LADO) 023 8091 5535 07500 952037	LADO@southampton.gov.uk
Adult Services (Southampton) Office hours 023 8083 3003 Out of hours 023 8023 3344	adultsocialcareconnect@southampton.gov.uk website
Adult Services (Southampton) Office hours 0300 555 1386	website
Children's Social Services (Southampton) Office hours 023 8083 3004 Out of hours 023 8023 3344	website
Children's Services (Hampshire) Office hours 0300 555 1384 Out of hours 0300 555 1373	website
Police	Contact 101, or 999 in an emergency
NSPCC 0808 800 5000	help@nspcc.org.uk www.nspcc.org.uk
Child Exploitation Online Protection Centre	website (for eSafety concerns)
PIPPA (Prevention, Intervention and Public Protection Alliance) 023 80 917 917 (Mon to Fri 9:30 am – 4:30 pm)	pippa@southampton.gov.uk
National Domestic Violence Hotline	0808 2000 247

Appendix 1 – Definitions of Abuse

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes 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.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.

Type of Abuse	Definitions
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property, or possessions.
Spiritual	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
Discrimination	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
Domestic Abuse	<p>Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.</p> <p>Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.</p>
Cyber Abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
Self-harm	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
Mate crime	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
Modern Slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
Human Trafficking	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

Radicalisation	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
Honour/Forced Marriage	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
Historic Abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- Signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring.

Appendix 2 – Detailed Guidance on Reporting Requirements

Stage 1 – The Worker

The duty of the person who receives information or who has a concern about the welfare of a child or adult at risk is to **RECOGNISE** and **RESPOND** to the concerns, **RECORD** all details in writing and **REPORT** by passing on their concerns to the Head of Safeguarding. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the Head of Safeguarding within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the Head of Safeguarding, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- Be written as soon as possible after the event
- Be legible and state the facts accurately (if hand-written notes are made and later typed up, the original hand written notes must be retained)
- Include the child or adult at risk's name, address and date of birth (age can be used if the date of birth is not known).
- Include the nature of the concerns/allegation/disclosure
- Include a description of any bruising or other injuries you may have noticed
- Include an exact record of what the child or adult at risk has said, using their own words where possible.
- Include what was said by the person to whom the concerns were reported
- Include any action taken as a result of the concerns
- Be signed and dated
- Be kept secure and confidential and made available only to church safeguarding

If concerns arise in the context of children's or adult at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the Head of Safeguarding. It should be clear that the duty remains with the worker to record and pass on their concerns to the Head of Safeguarding.

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the Head of Safeguarding, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report and will also themselves have a duty to pass on the concern to the Head of Safeguarding.

Stage 2 – The Head of Safeguarding

On receiving a report, the Head of Safeguarding should **REVIEW** and then **REPORT**

The duty to REVIEW

In reviewing the report, the Head of Safeguarding:

- should consider their level of experience and expertise in assessing risk to children or adults at risk.
- must consider any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate who may have relevant information and knowledge that would impact on any decision being made.
- may consult with other agencies to seek guidance in knowing how to respond appropriately to the concerns.

The duty to REPORT

With the safeguarding team, the Head of Safeguarding will decide who the report should be referred on to.

They may:

- refer back to the worker who made the report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk, asking for continued observation where appropriate.
- inform parents / carers under certain circumstances, where doing so would not present further risk of harm.
- make a formal referral to the police or local Social Services.

With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities; however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes.

For adults at risk, concerns will only be referred to the police or Social Services without consent when:

- the person lacks the mental capacity to make such a choice
- there is a risk of harm to others
- to prevent a crime

If an allegation is made against someone who works with children¹ it should be reported to the Local Authority Designated Officer (LADO). The LADO should be alerted to all cases where it is alleged a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

If an allegation is made against someone who works with adults at risk¹, it should be reported to the police or Adult Social Services.

Whenever a formal referral is made to the police, Social Services or LADO, the Head of Safeguarding should report the referral to The Safeguarding Trustee.

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the Head of Safeguarding and a written record should be made of the actions taken.

Stage 3 – The Next Steps

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team.

The duty to **SUPPORT**

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including:

- Victims
- Alleged perpetrators
- Children
- Adults at risk
- Other family members
- Church workers
- Church Safeguarding Team
- Leadership Team

The duty to **REPORT**

If a church worker has been accused of causing harm to children or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

¹ If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities.

Appendix 3 – Safeguarding Incident Form

Confidential – KEEP IN A LOCKED FILE Safeguarding incident from

Name

Age (if under 18)

Please include these details if person not on database:

Address

Phone number

Email

Person Reporting Details:

Name

Role

Email

Phone Number

Safeguarding incident details:

Date and time of incident

Date and time reported

Location of incident

Details of the incident, please include: what happened, what was said by all

involved, who was involved, details of any injuries noticed or behaviour observed

Any action taken (including any external organisations you have reported to and date reported):

Signature

Date

Once completed please pass this to the Head of Safeguarding or the trustee responsible for safeguarding as soon as possible.

Ongoing Safeguarding Concern Form

If there is an ongoing safeguarding concern regarding an individual in your group then this form needs to include all the essential information. It must be signed and dated whenever changed.

Concern Details – First record

Date: Time: Your name:

Who is the concern regarding (Name):

Write as many details as you can regarding this concern:

Have those with parental responsibility been informed of the concern? Yes / No

Has the Head of Safeguarding been informed of the concern? Yes / No

Please check the group IGP and note down what should happen the next time this is observed:

Signed: Date:

Concern Details – Second record

Date: Time: Your name:

Who is the concern regarding (Name):

Write as many details as you can regarding this concern:

Have those with parental responsibility been informed of the concern? Yes / No

Has the Head of Safeguarding been informed of the concern? Yes / No

Please check the group IGP and note down what should happen the next time this is observed:

Signed: Date:

If a third record is needed, please fill out a safeguarding form and attach this to it and pass on to the Head of Safeguarding.

Appendix 4 - Safeguarding Roles and Responsibilities

Each church needs to identify and fill several important posts that underpin effective safeguarding in the church. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

Trustees Ultimately responsible for safeguarding

- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers
- Responsible for raising awareness about best practice within the church
- Responsible for ensuring that the relevant people have received the appropriate training

Safeguarding Trustee

Joanne James jojames@abovebarchurch.org.uk

Not necessarily the person who heads up safeguarding in the church – could be a trustee / deacon with an interest and willingness to learn.

- Takes a lead on safeguarding matters for the trustees / deacons
- Is the point of contact with trustees / deacons for safeguarding issues
- Ensures church policy and procedures are reviewed annually

Head of Safeguarding

Hannah Stockley headofsafeguarding@abovebarchurch.org.uk

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people
- Acts as a link between the church and other agencies or bodies on safeguarding matters

Safeguarding administrator

Helen Zealander safeguarding@abovebarchurch.org.uk

- Offers advice regarding DBS checks and eligibility.
- Responsible for all aspects of safer recruitment and processing DBS checks for church staff and volunteers
- Assists with writing policies and creating training.

The Safeguarding Team

- Joanne James – Safeguarding Trustee
- Hannah Stockley – Head of Safeguarding
- Helen Zealander – Safeguarding Administrator
- Sally Campbell-Taylor – Head of Pastoral Support
- Ros Briggs – General Manager
- Matthew Clucas – Youth Pastor
- Simeon Carter - Associate Children's Worker

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