



# CHILD AND VULNERABLE ADULTS PROTECTION POLICY AND GUIDELINES

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## **POLICY STATEMENT**

At King's Church Birmingham we value all members including children (under 18 years) and vulnerable adults. We want to include them in every part of church life and believe they have a valuable and unique contribution to make. The Church leadership is committed to the wellbeing and safety of all children, young people and vulnerable adults and takes their responsibility to protect and safeguard these persons seriously. In light of this, a 'Child and Vulnerable Adults Protection Policy and Guidelines' has been developed. King's Church Birmingham is also registered with the Churches' Child Protection Advisory Service (CCPAS).

Safeguarding means that people's health, wellbeing and human rights are protected and they are able to live free from harm, abuse and neglect (CQC, 2017).

As part of the on-going commitment to its children, young people and vulnerable adults, the Designated Person, Harriet Gray, has been given the responsibility of overseeing Safeguarding Child and Vulnerable Adults within the Church. The Designated Person will be the main contact for children and vulnerable adult protection issues and will have a team in which they will consult and liaise with regarding policy, training and any issues that may arise.

The Designated Person has a key duty to take lead responsibility for raising awareness within the organisation of issues relating to the welfare and the promotion of a safe environment of children and vulnerable adults. The Designated Person has received appropriate training and should keep up to date with developments in children and vulnerable adults' protection issues. The Designated Person will also have responsibility for making new staff and volunteers aware of the children and vulnerable adults' protection policy and guidelines.

Should the church have any safeguarding concerns, it will not conduct their own investigations into allegation but will seek the advice of the CCPAS and if appropriate contact the statutory authorities [See Appendix 3].

The Designated Person will present a report annually to the trustees regarding safeguarding children and vulnerable adults.

## **KING'S CHURCH BIRMINGHAM IS COMMITTED TO:**

- Upholding the principles and requirements set out in the Children Act 1989 and Home Office Code of Practice – Safe from Harm, the Disability Discrimination Act 1995 and 2005, and all other relevant legislation.

- Listening to and relating effectively with children and vulnerable adults, whilst valuing them and ensuring their protection
- Encouraging and supporting parents/carers and others involved in their care
- Good practice in appointing leaders and volunteers
- Ensuring that all of workers serving on behalf of KEFC are given support and appropriate training, and that high standards are maintained at all times.
- Encouraging workers to be watchful for each other and report concerns to the appointed Safeguarding Co-ordinator or their deputy.
- Ensuring that safe practice is maintained at all times.
- Having a system for dealing with concerns about possible abuse or bullying, responding promptly to allegations.
- Helping victims of abuse through effective and compassionate pastoral care.
- Encouraging other organisations they work with to do the same

## **PROTECTION OF CHILDREN AND YOUNG PEOPLE**

Children and young people can be the victims of physical, sexual and emotional abuse, and neglect (*definitions in appendix 1*).

### **Recognising and Responding to Abuse**

Children's workers and leaders in the church may be the first to have concerns or recognise problems with a child. Therefore, a selection of possible physical, emotional and behavioural indicators of abuse are listed below.

#### **Physical:**

- Any injuries inconsistent with the explanation given
- Injuries inconsistent with the child's developmental age
- Injuries which occur in body places which are not normally exposed to accidental injury (see *appendix 2*)
- Injuries which have not received medical attention
- Difficulty in walking, sitting, playing
- Signs of malnutrition
- Poor personal hygiene
- Unclean or inappropriate dress
- Evidence of poor health care such as untreated infections

#### **Behavioural:**

- Age inappropriate sexual play, drawings or language
- Aggressive play and/or words
- Drug abuse
- Self-harming injuries
- Frequent injuries due to a lack of supervision
- Sudden underachievement or lack of concentration
- Attention-seeking behaviour
- Persistent tiredness
- Running away, stealing, lying
- Problems with forming friendship or indiscriminate friendliness or affection
- Self-stimulatory behaviour such as rocking
- Wetting or soiling

**Emotional:**

- Changes in mood or behaviour, particularly if the child withdraws or becomes clingy
- Depression, aggression, extreme anxiety
- Obsessions or phobias
- Inappropriate or unusual relationships with peers and/or adults

We recognise that this list is by no means exhaustive. It is important that the above signs are not taken as indicating that abuse has taken place, but workers need to be mindful of these indicators should concerns arise.

Any concerns, however small, should be reported with or without the above indicators.

A child may also approach a worker or leader with an allegation of abuse but display none of the above indicators. This should also be reported without delay.

**Action if abuse is suspected, disclosed or discovered****Do Not:**

- Delay
- Act alone
- Start to investigate
- Contact alleged abusers
- Talk to parents or guardians
- Discuss with friends

**Do:**

- Report the matter **as soon as possible** (ideally within one hour) using the set procedure highlighted in this policy.

**How to react when a child wants to disclose abuse**

It is important that you react in a way which will be helpful and supportive to the child.

**Do Not:**

- Agree to keep the information secret
- Say or suggest that you are shocked
- Say or suggest that you do not believe the child
- Ask leading questions
- Make false promises, such as saying that nothing will happen or that you will keep information a secret

**Do:**

- Explain to the child at the outset that you may have to tell someone else if you think it necessary
- Remain calm and supportive
- Show acceptance of what the child says
- Reassure the child that they were right to tell you
- Make accurate notes using the child's words within 1 hour of disclosure or as soon as possible. Also record the presence and location of any marks you may have observed and their appearance.

- Tell the child what you are going to do next – report onto Harriet Gray.

#### **How to Report Concerns** (*See appendix 4 and 7*)

1. Concerns, signs, symptoms, or child speaks
2. Inform the team leader as soon as possible
3. The team leader will complete a child concern form and pass onto Harriet Gray, or in her absence a member of the Child Protection Team.
4. The designated person, Harriet Gray, and the safeguarding team will collate and clarify the precise details of the allegation or suspicion and pass on this information to the Social Services department. This will be done within 24 hours.
5. It is then Social Services task to investigate the matter under section 47 of the Children Act, 1989.

Suspicious or allegations of the Designated Person should be referred to another member of the safeguarding team or Trustees. If the entire above are implicated, then report your concerns directly to Social Services within 24 hours. The CCPAS are also available to offer advice. [See Appendix 3]

It is the right of any individual, to make direct referrals to the child protection agencies or seek advice from the CCPAS. Any referral to social services can be made anonymously. However, we hope that the members of the church will use the outlined procedure and not discuss concerns with anyone other than those nominated above.

If, however, you feel that your concerns have not been responded to appropriately by the above nominated people then it is open to you to contact Social Services with a referral directly and the CCPAS for advice.

Any other people connected to the child will be informed about concerns or a referral on a need-to-know basis about any allegation or problem. This will be decided by the designated people above under consultation with social services and/or CCPAS. It is NOT the individual's responsibility to decide whether to inform parents/carers or the child's group leader.

#### **Actions from the Designated Person and Safeguarding Team**

- Contact Social Services for advice in cases of deliberate injury, if concerned about the child's safety or if a child is afraid to return home.
- Contact the Police Child Protection Team if worried for child's immediate safety or if advised to by Social Services.
- Will **NOT** tell parents/carers unless advised to do so having contacted Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of further injury (*see appendix 3 for helpline numbers*)
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Social Services directly for advice.

#### **Guidelines for all children's workers to protect yourself**

- Do not be alone with a child or young person: be sure you can be seen.
- When counselling, where privacy and confidentiality are important, ensure another adult knows the interview is taking place and with whom. If possible another adult should be in the vicinity and the young person should know they are there.
- Treat all children and young people with respect and dignity befitting their age: watch

- language, tone of voice and where you put your body.
- When praying be aware and careful about physical contact.
- Make sure you know and follow first-aid and fire procedures: only authorised, qualified first-aiders can treat children and young people.
- Do not invade privacy when showering or toileting.
- Do not initiate rough physical or sexually provocative games.
- Do not make suggestive comments about or to a young person.
- Do not touch in an intrusive or inappropriate way.
- Do not scapegoat, ridicule or reject a child or young person.

Please talk to Harriet Gray if you need any help or advice relating to child protection (other than when reporting concerns – follow outlined procedure).

### **Discipline**

Kings Church Birmingham believes that children thrive in a safe and secure environment with set boundaries in place. We also believe that all children, regardless of their behaviour, deserve our love and acceptance. Within these boundaries we believe that:

- It is better to prevent poor behaviour and not need to put this policy into action.
- Poor behaviour is often a result of other factors such as difficult circumstances in a child's life, physical problems and emotional upsets.
- Boredom is also a reason for poor behaviour.
- Where possible, parents/carers should be included in the process of discipline within our children and young people's work.
- Children who show good behaviour should be praised and not forgotten.
- Children should be aware that there is a consequence of bad behaviour.
- There should be no physical punishment or humiliation, and fear should never be the catalyst for good behaviour.
- There should be mutual respect between children and adults.
- Sanctions should fit the actions and age of the child and should not be out of proportion. Circumstances surrounding the child and the behaviour should also be taken into account.
- There should be an accepted process of discipline, warnings and sanctions in all age groups.

### **Appointment of Children's Workers**

The Church Leadership will ensure all workers are appointed, supported and supervised in accordance with the principles set out in government guidelines "Safe from Harm" (HMSO, 1993), the Criminal Records Bureau and CCPAS guidance.

Children's workers must:

- Be a member of King's Church Birmingham.
- Undertake a DBS (Disclosure and Barring Service) check.
- Read through our 'Child Safeguarding Information Booklet'.

## **PROTECTION OF VULNERABLE ADULTS**

The term 'Vulnerable Adults' is defined by CCPAS as:

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

We therefore, like children and young people take our responsibility to make sure that vulnerable

adults at risk or harm or abuse are safeguarded, cared for a protected.

'Regulated Activity' is defined by The Safeguarding Vulnerable Groups Act as any activity which involves work solely or mainly with vulnerable adults. The provider of such activity is known as a Regulated Activity Provider and can be the regulated activity supervisor or the organisation itself. The definition of a Regulated Activity (10 September 2012) includes: The provision of health care by any health care professional, providing personal care, providing social work, assistance with general household matters, assistance in the conduct of a person's own affairs and conveying. Kings Church Birmingham is not involved in any Regulated Activity.

### **Definitions of Abuse in Vulnerable Adults**

The trustees recognise the following as definitions of abuse in vulnerable adults:

#### **1) Physical Abuse**

Physical abuse causes harm to a vulnerable adult. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

#### **2) Domestic Abuse**

This includes psychological, physical, sexual, financial or emotional abuse. It also covers so-called 'honour' based violence.

#### **3) Sexual Abuse**

Sexual abuse involves a vulnerable adult being forced or coerced into participating in or watching sexual activity. It is not necessary for the vulnerable adult to be aware that the activity is sexual and the apparent consent of the vulnerable adult is irrelevant.

#### **4) Psychological Abuse**

This includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidating, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

#### **5) Self-neglect**

This covers a wide range of behaviour which shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding.

#### **6) Financial or material Abuse**

This includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse of stealing of property, possession or benefits.

#### **7) Modern slavery**

This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a lie of abuse and inhumane treatment.

#### **8) Discriminatory Abuse**

This includes types of harassment or insults because of someone's race, gender or gender-identity, age, disability, sexual orientation or religion.

#### **9) Organisational Abuse**

This includes neglect and poor care in an institution or care setting such as a hospital or care home, or if an organisation provides care in someone's home. The abuse can be a one-off incident or repeated on-going ill treatment. The abuse can be through neglect or poor professional practice, which might be because of structure, policies, processes and practices within an organisation.

### **10) Neglect or acts of omission**

Neglect is the persistent or severe failure to meet a vulnerable adult's basic physical and/or psychological needs. It will result in serious impairment of the vulnerable adult's health or development.

### **11) Emotional Abuse**

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the vulnerable adult's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

### **Dealing with Disclosure of Abuse and Procedure for Reporting Concerns (See Appendix 4 and 5)**

If a vulnerable adult tells a member of staff about possible abuse:

- Listen carefully and stay calm, do not interview the vulnerable adult, but question normally and without pressure, in order to be sure that you understand what the vulnerable adult is telling you. Do not put words into the vulnerable adult's mouth but reassure them.
- Inform the vulnerable adult that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
- Note the main points carefully. Afterwards, fill out a Vulnerable Adult Concern Form, Appendix 5. Make a detailed note of the date, time, place, what the vulnerable adult said, did and your questions etc. Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person.
- The Designated Person will discuss the incident with outside consultants, and report any incidents deemed to be serious to the local Council.

### **WHISTLEBLOWING ON MEMBERS OF STAFF OR VOLUNTEERS**

The procedures apply to all staff, whether trustees, administrative, management or support, as well as to volunteers. The word "staff" is used for ease of description.

In rare instances, staff of Christian organisations have been found responsible for the abuse of vulnerable adults. Because of their frequent contact with vulnerable adults, staff may have allegations of abuse made against them. Kings Church Birmingham recognises that such an allegation made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

The organisation recognises that the welfare of the child or vulnerable adult is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful, measured way. The Whistleblowing Form [Appendix 6] can be used to report any concerns about staff. The Designated Person will discuss the incident with CCPAS and other outside agencies, and report any incidents deemed to be serious to the local Council.

### **DUTY TO REFER TO THE COUNCIL**

The Safeguarding of Vulnerable Groups Act 2006 also makes it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable adults to the local Council. The Designated Person responsible for safeguarding must not knowingly recruit a volunteer (or employ anyone) who poses a risk of harm to children or vulnerable adults.

The church has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the local Council. There must be sufficient and solid evidence for this, the local Council will not consider evidence based on rumour or unsubstantiated reports. The employer

should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.

The Vetting & Barring Scheme Remodelling Review (Gov.uk 2011) states that “for those individuals who do not work in regulated activity but nevertheless work, paid or unpaid, with vulnerable adults, their employers can, but will not be required to, obtain criminal records checks.”

The Designated Person ensures all volunteers working with vulnerable adults (not in a Regulated Activity) are aware of safeguarding issues through training session.

### **ENSURING SAFER RECRUITMENT AND SELECTION**

Kings Church Birmingham has recruitment and selection procedures.

Staff overseeing activities (not Regulated Activities) with children and vulnerable adults will have a Disclosure and Barring Service check. Volunteers will be made aware of safeguarding issues by the Designated Person during annual training sessions. Volunteers are supervised at all times.



## **REFERENCES**

CQC (2017) **Safeguarding People**. [Online] Available at: <http://www.cqc.org.uk/what-we-do/how-we-do-our-job/safeguarding-people> Accessed on 22/0/2018

Gov.uk (2011) **Vetting & Barring Scheme Remodelling Review – Report and Recommendations**. [Online] Available at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/175359/DFE-00022-2011.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175359/DFE-00022-2011.pdf) Accessed on 22/0/2018

## **APPENDIX 1 – DEFINITIONS OF ABUSE IN CHILDREN**

There are four main categories of abuse in children. These have been defined by the CCPAS below.

### **1) Physical Abuse**

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

### **2) Sexual Abuse**

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, 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.

### **3) Neglect**

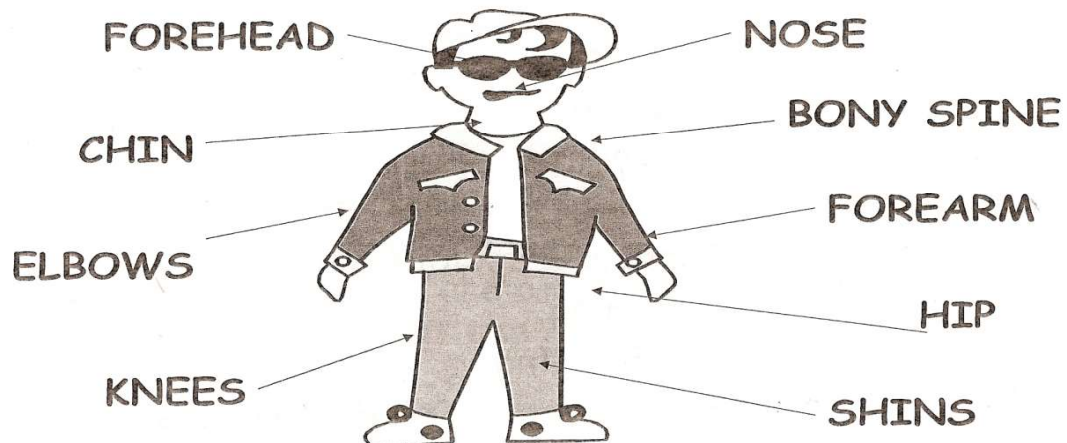
Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, 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.

### **4) 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve causing children to frequently feel frightened or in danger, 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.

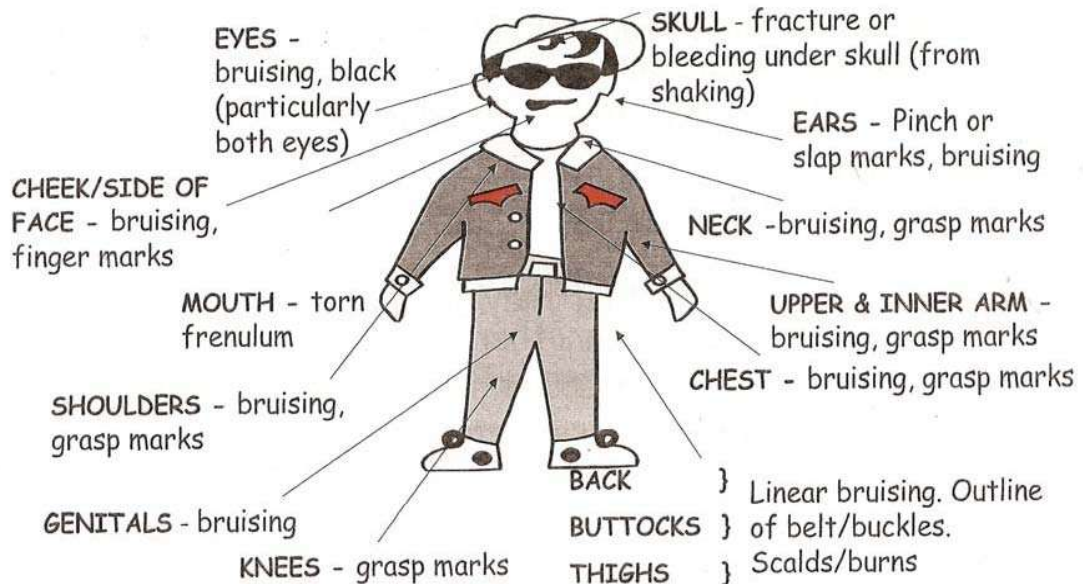
## APPENDIX 2 – BODY MAPS

### Common Sites For Accidental Injury



### Common sites for physical injury

NON ACCIDENTAL INJURY



## **APPENDIX 3 – CONTACT DETAILS**

### **Trustees**

Harriet Gray – [Harrietg@kingschurchbirmingham.org](mailto:Harrietg@kingschurchbirmingham.org)

Samuel Young – [Samy@kingschurchbirmingham.org](mailto:Samy@kingschurchbirmingham.org)

Chris Key – [Chrisk@kingschurchbirmingham.org](mailto:Chrisk@kingschurchbirmingham.org)

### **Church Leader**

Stephen Morrison – [Stevem@kingschurchbirmingham.org](mailto:Stevem@kingschurchbirmingham.org)

### **CCPAS**

PO Box 133

Swanley

Kent

BR8 7UQ

Tel: 08451204550 (24 hour helpline)

Email: [info@ccpas.co.uk](mailto:info@ccpas.co.uk)

Web: [www.ccpas.co.uk](http://www.ccpas.co.uk)

### **Social Services (Birmingham-Children's Information and Advice Service)**

Tel: 0121 303 1888

Out of Hours: 0121 675 4806 (Birmingham Emergency Duty Team)

### **Police Control Centre (Birmingham)**

999 (in an emergency) 101 (in a non-emergency) (*mention that your call relates to child protection*)

### **Help lines:**

Parent Line Plus

Tel: 0808 80032222

Web: <http://www.parentlineplus.org.uk>

Child Line

Tel: 0800 1111

Web: <http://www.childline.org.uk>

NSPCC

Tel: 0808 8005000

Web: <http://www.nspcc.org.uk>

#### APPENDIX 4 – REPORTING CONCERNS

