



**WOODSIDE CHURCH
SAFEGUARDING POLICY**

POLICY REVISION IMPLEMENTED ON 24/11/2020

DESIGNATED SAFEGUARDING OFFICERS

Name: Richard Clements Signature _____

Name: Tim Green Signature _____

SAFEGUARDING TEAM

Name: Gaynor Clements Signature _____

Name: Charlotte Pearson Signature _____

Name: Hannah Clements Signature _____

Name Annette Ochola Signature _____

Name Cath Cameron Signature _____

Policy review date 24th November 2021



CHURCH DETAILS

Woodside Church (hereafter, "The Church")

Woodside Christian Centre, Dover Crescent, Bedford, MK41 8QH

Woodside Church is a member of the Evangelical Alliance and works in association with Newfrontiers.

Registered Name: Woodside Church

Charity Number: 1186318

Company Number: 12279065

CHURCH STATEMENT

The church has a growing ministry with children, young people and vulnerable adults. The Leadership Team (hereafter, "the LT") takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the church's care.

CHURCH MISSION

As part of the mission, the LT is committed to:

- Listening to, relating effectively and valuing children, young people and vulnerable adults whilst ensuring their protection within church activities.
- Encouraging and supporting parents/carers
- Ensuring that all workers are given support and training.
- Having a system for dealing with concerns about possible abuse
- Maintaining good links with the statutory safeguarding authorities

AREAS OF POLICY

The LT recognises that many children, young people and vulnerable adults today are the victims of neglect, physical, sexual and emotional abuse. Accordingly, the LT has adopted the policy contained in this document, (hereafter "the policy"). The policy sets out agreed guidelines relating to the following areas:



- Responding to allegations of abuse, including those made against leaders or members of the church.
- Appointing all workers
- Supervision of activities and practice issues
- Helping victims of abuse
- Working with offenders

The LT recognises the need to build constructive links with safeguarding agencies.

The local Multi Agency Support Hub (MASH) is available for all who are implementing this policy - this is to access the Bedford Borough Safeguarding team. The telephone number between 9.00am and 5.00pm is 01234 718700, the out of hours number known as the Emergency Duty Team is 0300 300 8123.

The content of the policy has formed the basis of training for all children, youth and vulnerable adult workers in the church. The LT is committed to an on-going training program for all such workers.

TERMS AND DEFINITIONS

There are four types of child abuse. They are defined in the UK Government guidance 'Keeping Children Safe in Education' (2020) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf as follows:

1. PHYSICAL ABUSE

2. EMOTIONAL ABUSE

3. SEXUAL ABUSE

4. NEGLECT

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:

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and 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 insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond 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 cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education

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, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment);



protect a child from physical and emotional harm or danger; ensure adequate supervision

(including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

BULLYING

Bullying may be defined as deliberately hurtful behavior, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and vulnerable adults to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children or vulnerable adults are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

It is possible that a person may suffer more than one category of abuse.

In addition to the four types of abuse, Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) and Peer on Peer abuse are also clearly defined as below.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Peer on peer abuse

All staff should be aware that children can abuse other children (often referred to as peer-on-peer abuse). This is most likely to include, but may not be limited to:



- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; • sexual violence, such as rape, assault by penetration and sexual assault.
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- sexting (also known as youth produced sex)

DEFINITIONS OF ABUSE (VULNERABLE ADULTS)

For the purposes of this policy, these definitions have been taken from 'The Office of the Public Guardian' model policy: <https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults/sd8-opgs-safeguarding-policy>

PHYSICAL ABUSE

This includes assault, hitting, slapping, pushing, giving the wrong (or no) medication, restraining someone or only letting them do certain things at certain times.

DOMESTIC

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

SEXUAL

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, taking sexual photographs, making someone look at pornography or watch sexual acts, sexual assault or sexual acts the adult didn't consent to or was pressured into consenting.

PSYCHOLOGICAL

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

FINANCIAL OR MATERIAL

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



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 life of abuse and inhumane treatment.

DISCRIMINATORY

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

ORGANISATIONAL

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.

NEGLECT AND ACTS OF OMISSION

This includes ignoring medical, emotional or physical care needs, failure to provide access to educational services, or not giving someone what they need to help them live, such as medication, enough nutrition and heating.

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.

SPIRITUAL ABUSE

Spiritual Abuse is defined as: "Coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: -manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or using the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context." (Oakley, 2013 in Oakley & Kinmond, 2013 p21).

- Forcing religious ideas or practices onto people, particularly those who may be vulnerable to such practices.
- Extreme pastoral interference in personal matters – reducing individual choice and responsibility.
- The misuse of scripture or power to control behaviour and pressure to conform.



- The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position.
- Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm.
- The denial of the right of faith or opportunity to grow in the knowledge and love of God.

POSSIBLE INDICATORS OF ABUSE

Everybody who works with children and vulnerable adults should be able to recognise, and know how to act upon, indicators that a person’s welfare or safety may be at risk. Recognising abuse is not easy, even for individuals who have experience of working in this area as there can be various explanations for the possible indicators of abuse. Any concerns should be immediately discussed with the relevant person who will be able to assess the situation. Warning signs, which may alert you to the possibility of abuse, can include visual indicators, behavioural indicators, verbal indicators or a combination of all three.

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

POSSIBLE SIGNS OF PHYSICAL ABUSE

- Any injuries not consistent with the explanation given for them; a none willingness by the person, parent or carer to discuss the injuries; or a deliberate attempt to hide injuries.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures, etc, which do not have an accidental explanation
- Cuts/scratches
- Substance abuse
- Physical signs of being subject to punishment.



POSSIBLE SIGNS OF NEGLECT

- Loss of weight without a medical explanation.
- An inappropriately dressed or ill kept child or vulnerable adult
- Poor personal hygiene
- Constant hunger or an unusually large appetite.
- Lack of assistance with eating or drinking where it is required
- Untreated medical conditions
- Constant tiredness
- Compulsive scavenging
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INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any allegations made by a person concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour (specific to children), or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child or vulnerable adult who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations however, the content does not necessarily have to be of a sexual nature.
- Eating disorders – anorexia, bulimia
- Bed wetting and/or soiling.
- Urinary Tract Infections.

POSSIBLE SIGNS OF EMOTIONAL ABUSE

- Changes or regression in mood or behaviour, particularly where a person withdraws or becomes clingy. Also, depression / aggression, extreme anxiety, or displaying severe tantrums.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour



- Persistent tiredness
- Running away from home, attempted suicides, self-inflicted injuries.
- Stealing, lying.
- Self-deprecating remarks, an inability to accept praise.
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POSSIBLE INDICATORS OF ABUSE (VULNERABLE ADULTS)

POSSIBLE INDICATORS OF PHYSICAL ABUSE

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

POSSIBLE INDICATORS OF DOMESTIC VIOLENCE OR ABUSE

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

POSSIBLE INDICATORS OF SEXUAL ABUSE

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse



- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

POSSIBLE INDICATORS OF PSYCHOLOGICAL OR EMOTIONAL ABUSE

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment

POSSIBLE INDICATORS OF FINANCIAL OR MATERIAL ABUSE

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- Recent changes in deeds or title to property
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- Unnecessary property repairs

POSSIBLE INDICATORS OF MODERN SLAVERY



- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

POSSIBLE INDICATORS OF DISCRIMINATORY ABUSE

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

POSSIBLE INDICATORS OF ORGANISATIONAL OR INSTITUTIONAL ABUSE

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

POSSIBLE INDICATORS OF NEGLECT AND ACTS OF OMISSION

- Poor environment – dirty or unhygienic
- Poor physical condition and/or personal hygiene
- Pressure sores or ulcers
- Malnutrition or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

INDICATORS OF SELF-NEGLECT



- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED

1. You must report concerns **as soon as possible** to your team leader, who will refer to, in the first instance to Richard Clements - or Tim Green who are nominated by the LT to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. In the absence or unavailability of Richard Clements or Tim Green, it is important to immediately report the concerns to one of the aforementioned Safeguarding team Leaders. Tim Green and Richard Clements maybe required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. In the absence of Richard Clements or Tim Green the matter should be brought to the attention of one of the other Safeguarding leaders.
2. If the concern is considered to be of a serious nature, or one in which clarification of the best way to proceed is required then one of the Safeguarding Leaders will contact the **Multi Agency Support Hub (MASH)** on **01234 718700** (office hours) or ring **0300 300 8123** (out of hours). If the concern involves a vulnerable adult, then one of the Safeguarding Leaders will contact **Adult Services Safeguarding team** at Bedford Borough Council on **01234 276222** (office hours) or ring **0300 300 8213** (out of hours) In an emergency, then the police will be contacted on 999.
3. If the suspicions in any way involves Richard Clements, then the report should be made to Tim Green or if it involves Tim Green then the report should be made to Richard Clements. If the suspicions in any way implicate Richard Clements and Tim Green, then a report should be made to Martin Tibbert . Suspicions will not be discussed with anyone other than those nominated above.



4. In the case that Richard Clements and Tim Green or other safeguarding team members are unavailable, the LT have nominated Martin Tibbert (as overseeing elder).
5. Although we hope that members of the church will use this procedure, it is, of course, the right of any individual as a citizen to make direct referrals to the child protection and vulnerable agencies or seek advice from the MASH.
6. If, however, you feel that Richard Clements or Tim Green have not responded appropriately to your concerns, then it is open for
7. you to contact the relevant organisation directly. We hope by making this statement that we demonstrate the commitment of the church to effective protection for both children and vulnerable adults.

ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT TO A CHILD

If a child has a physical injury or symptom of neglect, which Richard Clements or Tim Green considers could / is potentially putting that child in immediate danger they will:

1. Contact Social Services - Multi Agency Support Hub (MASH) on 01234 718700 (office hours) or ring 0300 300 8123 (out of hours) or in an emergency, then the police will be contacted on 999.
1. The parents should **not** be informed by the church/organisation in these circumstances.
2. Where emergency medical attention is necessary it will be sought immediately. Richard Clements, Tim Green / Safeguarding Leaders will inform the doctor of any suspicions of abuse.
3. **In other circumstances** speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, (or health visitor) will then initiate further action, if necessary.



4. If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
5. Where the parent/carer is unwilling to seek help, if appropriate, Richard Clements or Tim Green will offer to go with them. If they still fail to act, Richard Clements or Tim Green should, in cases of real concern, contact Social Services for advice.
6. Where the Safeguarding Leaders are unsure whether or not to refer a case to the Social Services, then advice will be sought from 31.8 previously known as CCPAS.

ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT TO A VULNERABLE ADULT

If a vulnerable adult has a physical injury or symptoms of neglect, the Safeguarding Leaders will:

1. Ask the individual's consent to inform the Police or to seek medical attention if needed.
2. If the abuse is also a crime, call the police (regardless of whether consent is given) or an ambulance if medical attention is urgently required. Abuse which is also a crime can be: assault, racial harassment, rape or theft. You can call the police on (9)101(non-emergencies) or (9) 999 (in the case of emergency)
3. Write down what is said as soon as possible on the same day. Use the concern form 7a (children) or 7b (Adults) to report the exact words the alleged victim said or write exactly what you saw. Use only objective factual observations if reporting what you have seen (do not speculate). This form can be found in the reception area of Woodside Church.

ALLEGATIONS OF SEXUAL ABUSE TO A CHILD

In the event of allegations or suspicions of sexual abuse, then Richard Clements, Tim Green or Safeguarding Leaders will:

1. Contact the Social Services duty social worker at the MASH for children and families or Police Child Protection Team directly. Richard Clements, Tim Green / Safeguarding Leaders will **NOT** speak to the parent (or anyone else), unless instructed to by Social Services, MASH or the Police.
2. Under no circumstances will Richard Clements, Tim Green / Safeguarding Leaders attempt to carry out any investigation into the allegation or suspicions of sexual abuse.



The role of Richard Clements, Tim Green / Safeguarding Leaders is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.

3. Whilst allegations or suspicions of sexual abuse will normally be reported to Richard Clement or Tim Green / Safeguarding Leaders, in the absence of these, the team leaders / youth / children's workers should not delay referral to the Social Services Department.
4. Should there be any disagreement between the person in receipt of the allegation or suspicion and Richard Clements, Tim Green or Safeguarding leaders, as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
5. The LT will support Richard Clements, Tim Green / Safeguarding leaders in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

ALLEGATIONS OF SEXUAL ABUSE TO A VULNERABLE ADULT

If in the event of a sexual abuse allegation, this should be immediately reported to Richard Clements or Tim Green they will then:

1. Ask the individual's consent to inform the Police or to seek medical attention if needed.
2. If the abuse is also a crime, call the police (regardless of whether consent is given) or an ambulance if medical attention is urgently required. Abuse which is also a crime can be: assault, racial harassment, rape or theft. You can call the police on (9) 101 or (9) 999 in an emergency.
3. Write down what is said as soon as possible on the same day. Use the concern form 7b to report the exact words the alleged victim said or write exactly what you saw. Use only objective factual observations if reporting what you have seen (do not speculate). This form can be found in the reception area of Woodside Church



HOW TO RESPOND TO A CHILD OR VULNERABLE ADULT WANTING TO TALK ABOUT ABUSE

It is not easy to give precise guidance, but the following may help:

GENERAL POINTS

- Show acceptance of what the person says (however unlikely the story may sound)
- Keep calm
- Look at the person directly
- Be honest
- Tell the person you will need to let someone else know – don't promise confidentiality
- Even when a child or vulnerable adult has broken a rule, they are not to blame for the abuse
- Be aware that the child or vulnerable adult may have been threatened or bribed not to tell
- Never push for information. If the person decides not to tell you after all, then accept that and let them know that you are always ready to listen.

HELPFUL THINGS YOU MAY SAY

- I believe you (or showing acceptance of what the person says)
- Thank you for telling me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

CONCLUDING

- Reassure the child or vulnerable adult that they were right to tell you and show acceptance
- Let the person know what you are going to do next and that you will let them know what happens (you might have to consider that Richard Clements or Tim Green may



have to refer to Social Services or the Police to prevent a child or vulnerable adult or young person returning home if you consider them to be seriously at risk of further abuse)

- Contact Richard Clements or Tim Green or a safeguarding leader. In the event that they are unavailable contact Martin Tibbert
- Consider your own feelings and seek pastoral support if needed

WHAT TO DO ONCE A CHILD / VULNERABLE ADULT HAS TALKED TO YOU ABOUT ABUSE:

THE PROCEDURE

1. Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the vulnerable person said, using Concerns Form 7a (Children) or Form 7b (Vulnerable Adult) located in Woodside church reception or with the team leader or safeguarding officers. Write what you said in reply to the person, when he/she said it and what was happening immediately beforehand (e.g., description of activity). Record dates and times of these events and when you made the record. Keep all handwritten notes securely, even if these have been typed subsequently. Concern sheets are available from all team leaders.
2. Report your discussion, passing any notes over as soon as possible to your team leader who will subsequently contact one of the Designated Safeguarding Officers. Notes will then be centrally kept locked away in the allocated filing cabinet in the main office, at the Dover Crescent site. If Richard Clements is implicated, report to Tim Green. If Tim is implicated, report to Richard Clements If both are implicated, report to Martin Tibbert or 31.8 or to Social Services
3. You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
4. Once a child/ vulnerable adult has talked about abuse Richard Clements or Tim Green (Designated Safeguarding Officers) should consider whether or not it is safe for them to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.



WORKING WITH OFFENDERS

Where someone attending the church is known to have a conviction or convictions of violence or sexual harm to children or adults, a person who is accused of a violent or sexual offence or a person whose behaviour is of concern and they have ignored advice then whilst extending friendship to the individual, the LT in its commitment to the protection of all vulnerable people will meet with the individual and discuss boundaries that the person will be expected to keep.

At least two members of the LT and one of the Safeguarding Leaders will meet with the person and or professionals and establish boundaries for the conduct of the individual laid down in a signed contract (Form 6).

Writing and managing a contract with;

- A person who has a conviction/ convictions of violence or sexual harm to children or adults
- A person who has been accused of a violent or sexual offence
- A person whose behaviour is of concern and they have ignored advice

STAGE 1 – CALLING A MEETING

The person of concern needs to be invited to attend a meeting with a small group of people who may have professional expertise (police, social worker, prison officer, probation). If this is not possible, the attendees need to be people who are interested in supporting but also monitoring the person of concern. If the person is on the Sex Offenders or Violent and Sex Offenders Register, the police liaison officer can be invited to the meeting.

STAGE 2 – CHURCH ACTIVITIES



A list needs to be made of all the activities which take place in the church building and are the responsibility of the church. This will be all the mid-week groups as well as the Sunday Services, but not the meetings which are leased by outside organisations or freely given to other organisations.

STAGE 3 – RISK ASSESSMENT

Go through all the meetings and state which the person can attend (such as a concert), cannot attend at all (tea and toddlers or a social group for adults with disabilities), or can attend with supervision (worship).

STAGE 4 – THE CONTRACT

State which groups the person cannot attend and should not be in the building. State which groups the person can attend and what the supervision arrangements are. The contract must be signed by the person and all attendees.

STAGE 5 – REVIEW MEETING

The next meeting is arranged and there is discussion about how the terms of the contract have been adhered to, whether there have been any breaches (if so, any statutory authorities must be informed) and whether the terms of the contract need to be changed.

HELPING VICTIMS OF ABUSE

The Church is committed to supporting victims of abuse, and encouraging them in their faith

APPOINTMENT OF WORKERS

In appointing workers, the Church will be responsible for the following:

1. Workers applying for a paid or unpaid position will be required to complete a full application form (Form 2), and a DBS (Disclosure and Barring Service) form. Workers will be appointed after an appropriate interview, selection procedure and DBS clearance. Potential Full-time staff will be interviewed by a member of the church leadership team and one of the Designated Safeguarding Officers or staff member who has completed the safer recruitment course.



2. Workers who are applying for or are invited to work in a voluntary capacity with vulnerable adults or children will be required to complete a DBS check and a Volunteer's Application Form (Form 1). Volunteers will be interviewed (formally or informally) by the Youth / Children's Leader / Vulnerable Adults leader. The Youth / Children's Leader / Vulnerable Adults Leader may also refer to the applicant's Community Group Leader (if appropriate) and the pastoral team for their comments.
3. An interview for volunteers can be informal, but should include discussion of some items not on the volunteer's application form:
 - a. Christian background and experience
 - b. Previous experience of working with children
 - c. Any medical conditions which may affect work with children.
 - d. Made aware of the Safeguarding and Social Media Policy
4. The process to obtain clearance from the DBS for any new member of paid and/or full-time staff or volunteers will be completed before the applicant is appointed. **A volunteer will NOT be able to work with U18s in regulated activity unless a DBS for has been completed and cleared.**
5. If a worker has DBS clearance elsewhere, they will still be required to complete a DBS clearance for Woodside Church. The only exception to this is when a DBS clearance has been completed online for which the Woodside church can check against on the online update service.
6. Once a worker has a DBS clearance, they will be rechecked every three years either using the online service, through '31:8' or by full paper method.
7. Parents who are accompanying their own children in church organised children's activities do not need to go through the appointment process. However, if the parent's role in the activity has the intention to become more of a support / helper role, e.g., helping to take another child to the toilet, or helping another child in an activity, then the appointment process must be undertaken. The parent helper can NOT help in a 'helper' capacity until the DBS process has been completed and has been cleared.



8. Any volunteers under 16 years old will not be required to complete the DBS form, or a Voluntary Disclosure Form, or be processed through the DBS. However, a record will be kept of their 16th birthday, when they will have to complete the forms, and be processed with a DBS. **Permission to volunteer must also be obtained from their parents or guardians.**
9. When a volunteer comes from overseas, references will be required prior to them working from the sending church for both character and suitability for working with children. Where the volunteer comes from a country that has its own DBS scheme, we will endeavour to do a check in the usual way.
10. Anyone who is a known convicted offender who has committed acts of violence against children or sexual offences against children or adults **will not** be permitted to work with children or vulnerable adults. This includes ANY activity connected with children or vulnerable adults, for example driving a minibus, serving refreshments or operating technical equipment.
11. Children and vulnerable adult's workers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline.
12. The appointment process of workers will be reviewed on a regular basis.
13. This will be done annually at the Safeguarding team meeting.
14. When a volunteer wants to serve mid-year, they will be required to read both the Woodside Safeguarding Policy and the Social Media Policy. Following this, they will be required to fill in the 'Mid-Year Recruitment Form', which ascertains key understanding of these policies (Form 8)
16. Employed workers will be given a contract on appointment.
17. **When employing any staff on a paid basis at Woodside Church, there will be at least one person present on the interview panel that will have completed the 'Safer Recruitment Training'.**



ARRANGEMENTS FOR SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES (SPECIFIC TO CHILDREN)

All the young people and children's groups use these guidelines to help protect workers and young people/children in their activities both in and out of Woodside Christian Centre.

1. Parents are informed of the activities that each group run. A registration form is completed by parents giving consent for the child/young person to participate in the normal activities of group attended (Form 3). Parental consent forms are required for every additional activity or event outside of the normal activity of the group attended (Form 5).
2. The Church will always have a least two leaders supervising its groups and aims to maintain the following minimum adult: child ratio within its children and young people groups. Where possible both male and female leaders should be present.

The following table shows recommended adult to child ratios.

CHILD'S AGE	AMOUNT OF ADULTS	AMOUNT OF CHILDREN
0- (Creche)	1	3
3 - 4 (Excite)	1	4
5-8 (Engage)	1	8
9-12 (Power house)	1	8
13-18 (Equip)	1	10

3. A register of attendance for the young people and children is kept for each activity.
4. No children or young people are left without adult supervision.
5. Workers should not be alone in a private place with a child or young person.



6. Adult visitors attend with the permission of the group leader and are only permitted to supervise their own child or young person.
7. Children should only be taken to the toilet by an adult who has been DBS cleared, or who is the parent of the child whom they are taking. Where possible this person should be the same gender as the child. The adult will walk them to the toilet and will wait for them outside the toilet (they will not enter the cubicle with the child).
8. Where nappies need changing the parents of the child will be found.
9. Accidents are recorded in an accident book, situated behind the desk at reception, alongside the first aid box.
10. Permission must be sought and received from parents of young people who are receiving discipline or counselling from a youth leader
11. With regards to any use of technology and social media - please refer to the Woodside Church Social Media Policy
12. Discipline of children during children's work is carried out using the guidelines outlined in Appendix 1

USE OF BUILDING BY OUTSIDE ORGANISATIONS

Woodside Church occasionally permits the use of the building by other churches or organisations for work with children or young people under the age of sixteen. Permission will be granted at the discretion of the LT. A copy of the organisation's safeguarding policy will need to be obtained before permission is granted.

TRAINING

All paid and volunteer workers will attend Safeguard training every other year. A record of those trained will be kept centrally. Each mission area lead will be responsible for carrying out safeguard training of their respective teams and for ensuring that each team member is DBS cleared prior to their paid or voluntary work placement



**The next annual training will be in MARCH 2021
(LENGTHENED DUE TO COVID 19 RESTRICTIONS)**

REFERENCE

This policy is prepared following the principles set out in the Home Office publications Safe from Harm: A code of practice for safeguarding the welfare of children in voluntary organisations in England and Wales and Caring for young people and the vulnerable: Guidance for preventing abuse of trust.

Copies of these publications and this policy document can be obtained from the Church office.



APPENDIX 1

GUIDELINES FOR DISCIPLINE FOR CHURCH WORKERS CARING FOR CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-12 and Proverbs 22:6)

Ask God for wisdom, discernment and understanding and pray for the vulnerable person.

Work on each individual person's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.

Build healthy relationships with children and vulnerable adults and be a good role model, setting a good example. You can't expect someone to observe ground rules if you break them yourself.

Take care to give quieter and well-mannered children and vulnerable adults attention and don't allow any one person to constantly take all your time and energy.

SPECIFIC TO CHILDREN

Be consistent in what you say and ensure that other team members know what you have said - this avoids manipulation.

Look honestly at your program – if children are bored, they misbehave. Is the program at fault?

NEVER smack or hit a child and don't shout – change voice tone if necessary.

Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)

Lay down ground rules e.g., no swearing, racism or bullying, a respect for property, and make sure the children understand what action will be taken if not kept.

Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.

Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.



Have the child sit right in front of you or get a helper to sit next to the child.

Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.

Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.

Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)

If a child's behavior is constantly disruptive, seek advice and guidance from a leader. Review each session before the next meeting bringing problems to the attention of the group leaders



FORM 1

WOODSIDE CHURCH

**APPLICATION FORM FOR VOLUNTARY WORK WITH CHILDREN,
YOUNG PEOPLE AND VULNERABLE ADULTS**

We ask all prospective workers with children, young people and vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the church/Centre, unless requested by an appropriate authority.

1. PERSONAL DETAILS

We may need to see birth/marriage certificates to check names.

Full Name _____

Maiden/All former Name(s) _____

Date and place of birth ___/___/___ _____

Address _____

Town _____

City/County _____

Postal Code _____

Daytime Telephone No. _____ Mobile Telephone No. _____

Email Address: _____

2.. MEDICAL CONDITIONS

Do you suffer, or have you suffered, from any illness which may directly affect your work with children, young people or vulnerable adults? YES NO (Please tick)

If yes, please give details.



3. EXPERIENCE

Please give a brief description of any previous experience of working with children, young people or vulnerable adults

Please confirm that you understand and agree to a Disclosure check, should we wish to appoint you to a post involving working with vulnerable adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the Self-Declaration Form to the Recruiter in a separate sealed envelope.

Signed: Date:



FORM 2

WOODSIDE CHURCH

APPLICATION FORM FOR PAID/FULL TIME WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the church/Centre, unless requested by an appropriate authority.

1. PERSONAL DETAILS

We may need to see birth/marriage certificates to check names.

Full Name _____

Maiden/All former Name(s) _____

Date and place of birth ___/___/___ _____

Address _____

Town _____

City/County _____

Postal Code _____

Daytime Telephone No. _____ Mobile Telephone No. _____

Email Address: _____

How long have you lived at the above address? _____ Years

If less than 3 years, please give previous address(es) with dates

From/To ___/___/___ ___/___/___

Previous Address _____



Town _____

City/County _____

Postal Code _____

From/To _/_/_ _/_/_

Previous
Address _____

Town _____

City/County _____

Postal Code _____

Please tell us about your Christian experience (i.e. how long have you been a Christian, which Church(es) have you attended and dates, name of minister/leader, any activities undertaken.)

Please give details of previous experience of looking after or working with children, young people or vulnerable adults. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.



Have you ever had an offer to work with children / young people or vulnerable adults declined?

YES NO (Please tick)

If yes, please give details

Do you suffer, or have you suffered, from any illness which may directly affect your work with children, young people or vulnerable adults? YES NO (Please tick)

If yes, please give details.

2. EMPLOYMENT HISTORY

Please tell us about your past and current employers in the table below.

EMPLOYERS NAME & ADDRESS	EMPLOYED FROM (DATE)	EMPLOYED TO (DATE)	JOB TITLE & DESCRIPTION OF DUTIES	REASON FOR LEAVING



3. REFERENCES

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Role	_____	_____

Place of Worship - Leader/Line Manager

Name: _____

Address: _____

Telephone No: _____

Please would you complete the attached Self-Declaration Form, place it in a sealed envelope and address it to Woodside Child Protection Co-ordinator, with whom you are welcome to discuss any aspects of this procedure.

Please confirm that you understand and agree to a Disclosure check, should we wish to appoint you to a post involving working with vulnerable adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the Self-Declaration Form to the Recruiter in a separate sealed envelope.



Signed: Date:

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all the appropriate Acts in relation to Criminal Record Disclosures (see Self-Declaration Form).

*It may be that this form is formatted differently for application form, nonetheless, all of the above headings will comprise part / all of the application form



FORM 3

WOODSIDE CHURCH GENERAL INFORMATION AND CONSENT

Group _____

Full name of child/young person _____

Date of Birth ____/____/____

Address _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

Name of adult the child/young person lives with: _____

Telephone number Day: _____ Evening: _____

Name of additional contact (grandparent etc. or other holding parental responsibility)

_____ Telephone number _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Names _____

Address(es) _____

Telephone number(s) _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group



leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anesthetic

YES NO (Please tick)

Signed (parent/or adult with parental responsibility) _____

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.



FORM 4

WOODSIDE CHURCH RESIDENTIAL ACTIVITY HEALTH INFORMATION AND CONSENT FORM

Name of Group _____

Activity Location and Dates _____

To be signed by Parent/Carer

Name _____

Address _____

Telephone No _____

Date of Birth _____

Name of Doctor _____

Doctors Tel No _____

Address where I can be contacted including phone no.(If different from above)

Details of any illness about which the leaders should be aware.

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day)

Details of any allergies or special diet



Signed _____

PARENTAL CONSENT

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an aesthetic

YES NO (Please tick)

Signed (parent/or adult with parental responsibility) _____

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.



FORM 5

WOODSIDE CHURCH ACTIVITIES AND DAY VISITS CONSENT FORM

Name of Group _____

Proposed Visit or Activity _____

Date _____

Venue/Destination _____

Departure place and time _____

Return place and time _____

Cost (Cheques Payable to Woodside Church) _____

Transport arrangements _____

Items to be brought (coat, swimming kit, packed lunch, money etc)

Please return the reply slip by _____ To _____

REPLY SLIP

ONE FORM PER PERSON

Full name of child/young person _____

Address _____

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Telephone number for emergencies

Day: _____ Evening: _____



I have read the above information and I give permission for _____ to take part in this activity

I give my consent to any medical treatment that may be necessary in event of an emergency

I enclose a cheque or cash to the sum of £____:____

Signed (parent/or adult with parental responsibility) _____

Date ____/____/____

This consent form should be taken with the worker on the activity or visit.
This sheet should be photocopied



FORM 6

WOODSIDE CHURCH CONTRACT BOUNDARIES FOR OFFENDERS

Name _____

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults
- I will attend community groups as directed by the church leadership
- I will sit where directed in the church and will not place myself in the vicinity of children, young people or vulnerable adults
- I will not enter certain parts of the building designated by the leadership, nor any area where children's activities are in progress
- I will decline invitations of hospitality where there are children in the home
- I accept that _____ and _____ will sit with me during church activities, accompanying me when I need to use other facilities. They will know I am a Schedule 1 offender/registered with the police under the terms of the Sex Offenders Act
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children/young people for whom they care
- I accept that contact will need to be made with my probation officer, who will meet with church leaders as and when necessary (where appropriate)
- I accept that _____ will provide me with pastoral care
- 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 (e.g. probation and social services) and any other relevant organisation, and the church congregation
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every ____ months and will remain for an indefinite period.

Signature _____ Date _____

On Behalf of leadership team _____ Date _____



FORM 7A

WOODSIDE CHURCH

**SAFEGUARDING CHILDREN
RECORDING FORM**

VERY IMPORTANT: if you consider the concern to be of an urgent nature, action should be taken immediately, and this recording form completed afterwards

CHILD'S NAME		DATE OF CONCERN	
YOUR NAME		POSITION TITLE	
CONCERN: Describe the event or observation (see reverse for body map). If the child has made a disclosure, record what the child said, using his / her own words.			



IMPACT:

Is there any identifiable impact on the child, i.e., their physical or emotional wellbeing?

Now, take this form to your Group Leader.

Group Leaders, in the event of the possibility of needing immediate action call one of Designated Leaders for Safeguarding:

Group Leaders, in the event of it being considered non-immediate, please put the form in the black-box by the photocopier at the front on the main entrance. Please then text one of the Designated Leader for Safeguarding to let him know of the forms existence:

Richard Clements

Tim Green

ACTIONS:

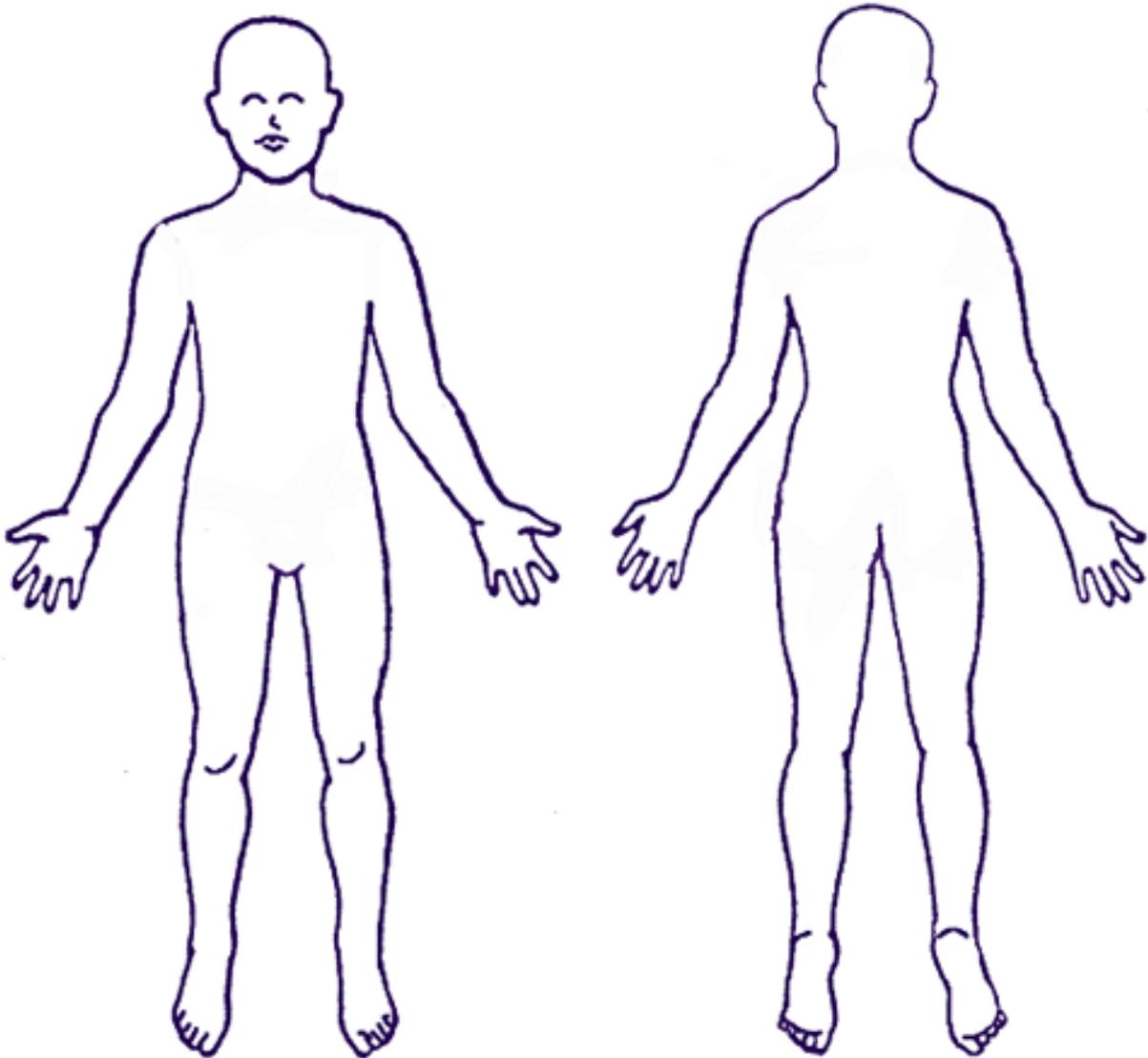
(Agreed between Designated Leaders for Safeguarding and Group Leaders)

**REVIEWED BY THE
SAFEGUARDING
TEAM**

DATE



BODY MAP





FORM 7B

WOODSIDE CHURCH

**SAFEGUARDING VULNERABLE ADULTS
RECORDING FORM**

VERY IMPORTANT: if you consider the concern to be of an urgent nature, action should be taken immediately, and this recording form completed afterwards

ADULT'S NAME		DATE OF FORM COMPLETION	
YOUR NAME		POSITION TITLE	
CONCERN: Describe the event or observation (see reverse for body map). If the vulnerable adult has made a disclosure, record what s/he said, using his / her own words. Include any pertinent information such as dates and times and names.			



IMPACT:

Is there any identifiable impact on the vulnerable adult, i.e., their physical or emotional well-being?

Now, take this form to your Group Leader.

Group Leaders, in the event of the possibility of needing immediate action call one of Designated Leaders for Safeguarding or Richard Clements:

Group Leaders, in the event of it being considered non-immediate, please put the form in the black-box by the photocopier at the front on the main entrance. Please then text one of the Designated Leaders for Safeguarding and Richard Clements to let them know of the forms existence:

Richard Clements:
Tim Green

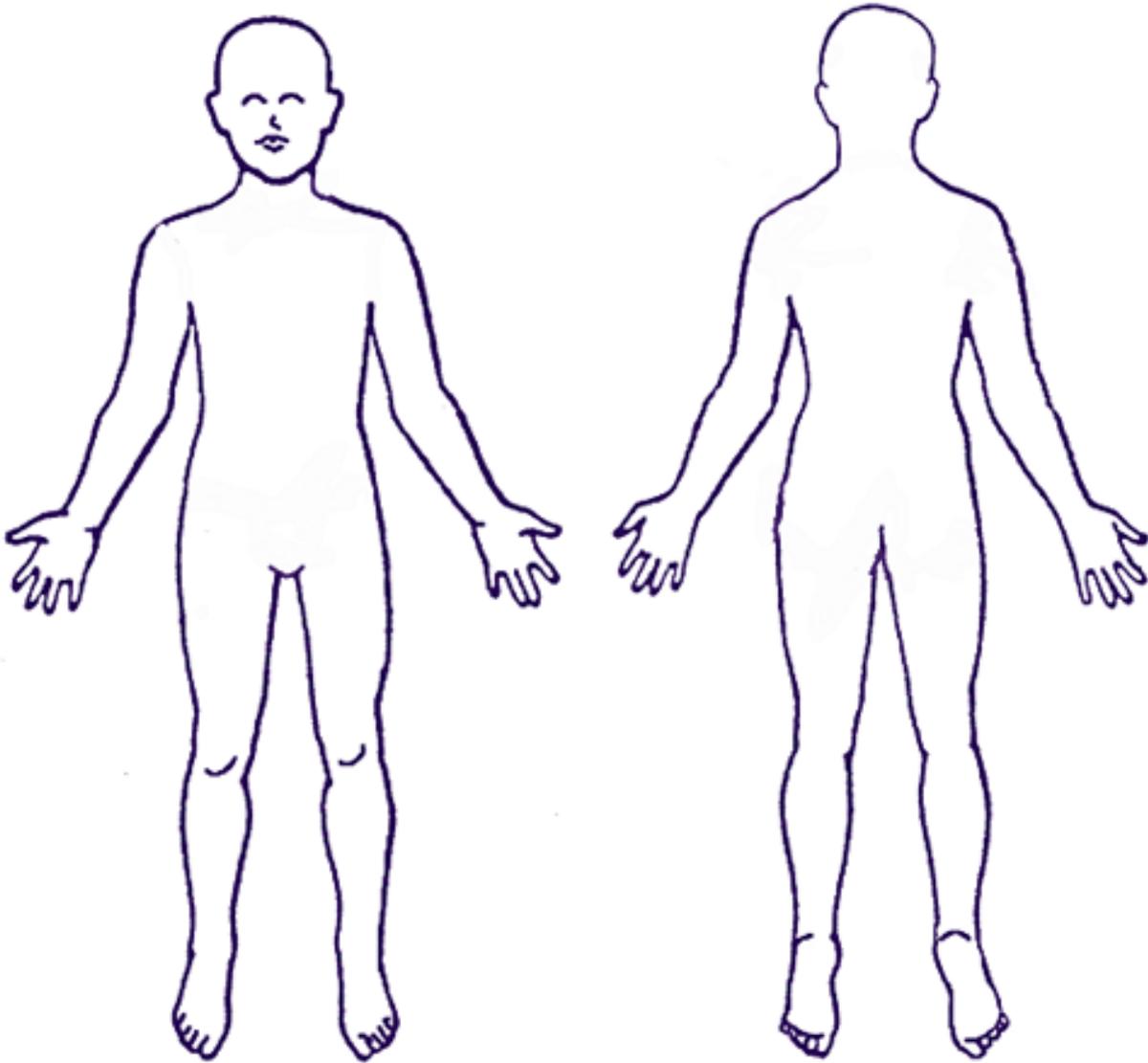
ACTIONS:

(Agreed between Designated Leaders / Richard Clements for Safeguarding and Group Leaders)

REVIEWED BY THE SAFEGUARDING TEAM		DATE	
--	--	-------------	--



BODY MAP





FORM 8

WOODSIDE CHURCH - VOLUNTEER RECRUITMENT FORM (MID-YEAR)

NAME:

RECRUITMENT AREA:

- *Read through the Woodside Church Safeguarding Policy*
- *Read through the Woodside Church Social Media Policy*

PLEASE CAN YOU ANSWER THE FOLLOWING QUESTIONS

1) Who are the Designated Safeguarding Officers at Woodside Church?

-
-
-

2) Who do I go to if I have safeguarding concerns regarding a child or a vulnerable adult in the club that I am serving in?

-
-

3) How do I record my concern?

4) Am I permitted to take photos on my phone in my serving area?

- Y / N



5) When and in what ways can I contact a child / vulnerable adult

I can confirm that I have read and will serve in accordance with these policies

Signed _____

Date _____



SV1 FORM

SOCIAL SERVICES ID NO:

CRIME REFERENCE NO:

NHS NO:

1. DETAILS OF THE PERSON WITH CARE AND SUPPORT NEEDS:

NAME					
ADDRESS					
DATE OF BIRTH					
GENDER					
ETHNICITY					
DATE OF ALLEGED ABUSE					
TIME OF ALLEGED ABUSE					
PREFERRED LANGUAGE OR COMMUNICATION METHOD?					
KNOWN ADVOCATE, FAMILY OR REPRESENTATIVE - PROVIDE DETAILS					
FUNDING AUTHORITY? (LOCAL AUTHORITY, SELF, NHS, PLEASE STATE ALL THAT APPLY)					
IF YOU ARE RAISING THIS ON BEHALF OF SOMEONE, HAVE YOU DISCUSSED THE CONCERN WITH THEM?	<table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td></tr></table>	Yes		No	
Yes		No			
IF NOT, WHY NOT?					



PLEASE STATE WHETHER THE PERSON HAS MENTAL CAPACITY TO UNDERSTAND THE CONCERN BEING RAISED.	Yes		No	
---	-----	--	----	--

DOES THE PERSON HAVE CARE AND SUPPORT NEEDS ARISING FROM?

PHYSICAL DISABILITY, FRAILTY		LEARNING DISABILITY	
SENSORY IMPAIRMENT		SUBSTANCE MISUSE	
MENTAL HEALTH		DEMENTIA	
OTHER E.G. <i>TERMINAL/PALLIATIVE CARE</i> <i>UNPAID CARER</i>		PLEASE STATE WHAT:	

TYPE OF ALLEGED ABUSE, MALTREATMENT OR NEGLECT

DISCRIMINATORY (INCLUDING HATE CRIME)		DOMESTIC ABUSE/VIOLENCE	
EMOTIONAL/PSYCHOLOGICAL		FINANCIAL/MATERIAL	
INSTITUTIONAL/ORGANISATIONAL		NEGLECT AND ACTS OF OMISSION	
PHYSICAL ABUSE		MODERN SLAVERY	
SELF-NEGLECT		SEXUAL ABUSE	
SEXUAL EXPLOITATION			



LOCATION OF SUSPECTED ABUSE, MALTREATMENT OR NEGLECT

OWN HOME	CARE HOME / NURSING HOME	PUBLIC PLACE	MENTAL HEALTH IN-PATIENT SETTING
OTHER PERSONS HOME	SUPPORTED ACCOMMODATION	EDUCATION/TRAINING/WORKPLACE ESTABLISHMENT	HOSPITAL
DAY CENTRE/SERVICE	OTHER HEALTH SETTING	OTHER	NOT KNOWN

DESCRIPTION OF ALLEGED ABUSE, MALTREATMENT OR NEGLECT:

Please provide as much detail as possible, including known events leading up to and following the alleged abuse.

Are we not using the same concern form as for children? (form 6)?



3. ACTION TAKEN

Action taken to minimise immediate risk:
What does the person with care and support needs want to happen, or what is their view of the situation? (please also consider their representatives if appropriate)
Is there a risk to the adult at risk/ vulnerable adult, a witness or referrer should the person causing harm to know that a referral has been made?
Has there been a delay in reporting this alert (24 hours of the incident)? If so, please state the reasons for this.



Has a manager been alerted?	Yes		No	
Reported to CQC or other regulatory body?	Yes		No	
Reported under RIDDOR?	Yes		No	
Reported to GP or other health care professional?	Yes		No	
Emergency services alerted?	Yes		No	

4. ABOUT THE PERSON CAUSING HARM (SOURCE OF HARM)

Name	
Address	
Date of Birth	
Role/Title/relationship to person with care and support needs	
Does the person causing harm live with the person with care and support needs?	
Ethnicity/Origin?	
Preferred language or communication method?	
If using services - Funding authority? (Local authority, Self, NHS, please state all that apply)	



If an employee, organisation or a paid carer please state name of employer/organisation?				
The person causing harm is aware of the referral?	Yes		No	
Do you consider that the person causing harm has capacity to understand whether their alleged actions were wrong?	Yes		No	
Do you consider that the person causing harm has capacity to understand the consequences of their alleged actions?	Yes		No	

5. DETAILS OF THE PERSON MAKING THE REFERRAL

Form completed by	
Organisation/agency	
Role/relationship to adult at risk/ vulnerable adult	
Contact Address	
e-mail	
Fax	
Telephone	

Signed	Role/Title	Date



6. WHO TO NOTIFY

PLEASE SEND THIS ALERT TO THE LOCAL AUTHORITY WHERE THE ALLEGED ABUSE TOOK PLACE

LOCAL AUTHORITY	CONTACT DETAILS	PLEASE TICK WHERE SENT
LUTON BOROUGH COUNCIL	Email: adultsafeguarding@luton.gcsx.gov.uk Phone: 01582 547730/547563	
CENTRAL BEDFORDSHIRE COUNCIL	Email: adult.protection@centralbedfordshire.gov.uk Phone: 0300 300 8122 Fax: 0300 300 8239	
BEDFORD BOROUGH COUNCIL	Email: adult.protection@bedford.gov.uk Phone: 01234 276222 Fax: 01234 276076	