



## **SAFEGUARDING POLICY**

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Policy Revision Implemented On 10/09/2018

Safeguarding Officers for Woodside Church

Name: Timothy Green    Signature \_\_\_\_\_ Church Elder

Name: Richard Clements    Signature \_\_\_\_\_ Church Pastor

Name: Adam Haywood    Signature \_\_\_\_\_ Church Leader

Policy Review Date 10/09/2019

## **CHURCH DETAILS**

Woodside Church (hereafter, "The Church")

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

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**WOODSIDE CHURCH**

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**REGISTERED CHARITY**

No. 1186318

**COMPANY NUMBER**

No. 12279065

**WOODSIDECHURCH.COM**

Part of the Catalyst Network of Churches  
Member of the Evangelical Alliance



## **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, and 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 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 programme for all such workers.

## **DEFINITIONS OF ABUSE (CHILDREN)**

There are four types of abuse. They are defined in the UK Government guidance 'Keeping Children Safe in Education' (2016) ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)) follows:

### **1. PHYSICAL ABUSE**

### **2. EMOTIONAL ABUSE**

### **3. SEXUAL ABUSE**

### **4. NEGLECT**

## **BULLYING**

Bullying is not defined as a form of abuse in Working Together but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse. For this reason it has been included in this fact sheet.

## **PHYSICAL ABUSE**

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**

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

### **NEGLECT**

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

## **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**

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.

## **POSSIBLE INDICATORS OF ABUSE (CHILDREN)**

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

### **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 clinging. 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.

### **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 Adam Haywood - hereafter the "Co-ordinator" who is 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 the Co-ordinator, it is important to immediately report the concerns to one of the aforementioned Safeguarding Leaders. He may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. In the absence of Adam Haywood the matter should be brought to the attention of either of the two other Safeguarding leaders (***Richard Clements - and Tim Green*** ).
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*** at Bedford Borough Council on **01234 267422** (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 Adam Haywood, then the report should be made to Tim Green or Richard Clements. If the suspicions in any way implicate the Co-ordinator and one of the Safeguarding Leaders, then a report should be made to the other Safeguarding Leaders, but if the suspicions implicate all three, then the report should be made to Martin Tibbert. Suspicions will not be discussed with anyone other than those nominated above.
4. In the case that the Co-ordinator and the Safeguarding Leaders 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 the Co-ordinator or Safeguarding Leaders, has not responded appropriately to your concerns, then it is open to 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 the Co-ordinator considers could / is potentially put 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. The Co-ordinator / 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, the church Coordinator will offer to go with them. If they still fail to act, the Coordinator / Safeguarding Leaders should, in cases of real concern, contact Social Services for advice.
6. Where the Coordinator / Safeguarding Leaders is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.



## **ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT TO A VULNERABLE ADULT**

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

1. Contact the Social Services duty social worker at the MASH for children and families or Police Child Protection Team directly. The Coordinator / Safeguarding Leaders will **NOT** speak to the parent (or anyone else).
2. Under no circumstances will the Coordinator / Safeguarding Leaders attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Coordinator / 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 the Coordinator / Safeguarding Leaders, the absence of the Coordinator or safeguarding leads should not delay referral to the Social Services Department.



4. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Coordinator 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 the Coordinator / 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 the Coordinator / Safeguarding Leaders, 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 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 the Coordinator 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 the Coordinator or in his absence the Safeguarding leaders. 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. 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 hand written 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 the Co-ordinator / Safeguarding Leaders. Notes will then be centrally kept locked away in the allocated filing cabinet in the main office. If the Co-ordinator is implicated, report to other safeguarding leaders. If all are implicated, report to Martin Tibbert or CCPAS or to Social Services if preferred.
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 the worker/co-ordinator 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 abused children or vulnerable adults, 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 establish boundaries for the conduct of the individual laid down in a signed contract (Appendix 2).

### **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 and/or full time 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. Full time staff will be interviewed by Pastoral Staff and/or Elders in conjunction with the Youth or Children's leader.
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. For volunteers from outside the Church e.g. in Playpeople, references should be obtained from their church leader if appropriate, or from an independent referee.
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
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. If a worker has a DBS clearance certificate printed before June 2014, they will be required to reprocess the clearance through Woodside.
7. Once a worker has a DBS clearance they will be rechecked every three years either using the online service or by full paper method.
8. 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 changes, e.g. taking another child to the toilet, or helping another child in an activity, then the appointment process must be undertaken.
9. 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.
10. 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. Where a DBS check is not possible, the volunteer will be able to work with children, young people and vulnerable adult but only on a supervised basis.
11. The criteria for **NOT** appointing children's and vulnerable adult workers are:-  
Known convicted offender who has committed acts of violence against children or sexual offences against children or adults should, in our view, never 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.

This is in the interests of children / vulnerable adult and the person who has offended in the past. They might have accepted responsibility for their previous acts, be genuinely repentant, and have responded positively to a programme of help, but it would be completely unacceptable to place children and vulnerable adults in a situation where there is a known risk – i.e. the abuser could succumb to temptation and re-abuse.

12. 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. Guidelines for discipline whilst doing children's work can be found in Appendix 1.
13. The appointment process of workers will be reviewed on a regular basis.
14. This will be done annually at the child protection team meeting.
15. 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 endeavour to always have 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. These are partially based on Ofsted guidelines and would be suitable for most organisations working with children and young people:

Child's age	Amount of adults	Amount of children
0-2 (Creche)	1	3
3 - 4 (Excite)	1	5
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, where possible this person should be the same gender as 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, along side the first aid box.
10. Permission must be sought and received from parents of young people who are receiving discipling 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
15. Discipline of children during children's work is carried out using the guidelines outlined in Appendix 2

## **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 elders. A copy of the organisations safeguarding policy will need to be obtained before permission is granted.

## **TRAINING**

Woodside Church will aim to train all paid and volunteer workers on Safeguarding. Central training will be available every year. Between this date, new workers or volunteers who missed the annual training will be offered training in May.

**Last Central Annual Training – October 2017**

**Next Central Annual Training – November 2018**



## **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 programme – if children are bored, they misbehave. Is the programme 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 behaviour 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 - WOODSIDE CHRISTIAN CENTRE

#### 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.

\_\_\_\_\_

Woodside Church Safeguarding Policy



### 3. EXPERIENCE

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

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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 - WOODSIDE CHRISTIAN CENTRE**

**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.)

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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.

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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

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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.

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## 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 anaesthetic

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

Woodside Church Safeguarding Policy



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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 anaesthetic

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

Woodside Church Safeguarding Policy



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 (eg 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 \_\_\_\_\_

Woodside Church Safeguarding Policy



**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

<b>Child's Name</b>		<b>Date of Concern</b>	
<b>Your Name</b>		<b>Position Title</b>	
<b>Concern:</b> 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:*

*Adam Haywood:*

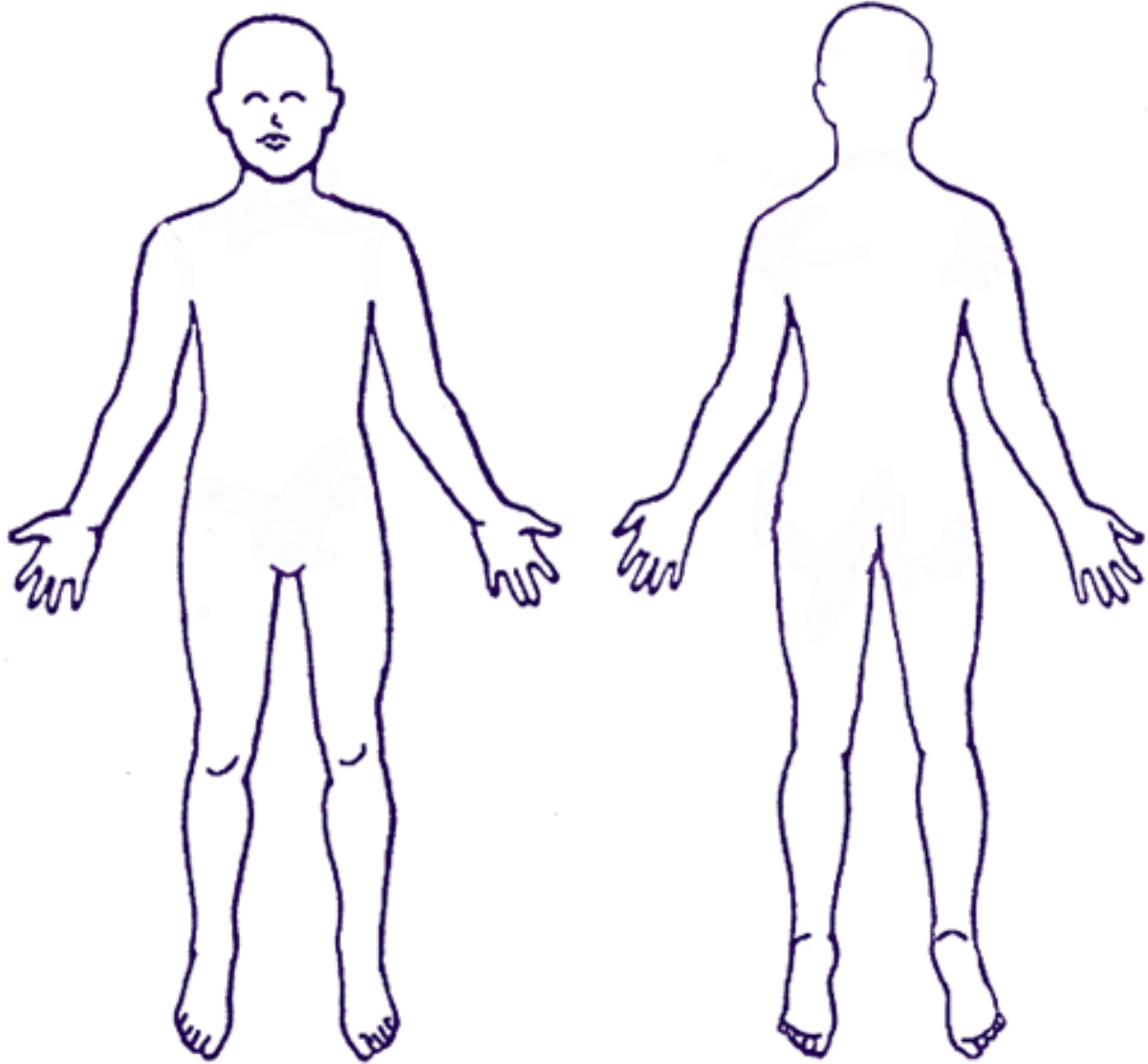
**Actions:**

(Agreed between Designated Leaders for Safeguarding and Group Leaders)

<b>Reviewed by the Safeguarding Team</b>		<b>Date</b>	
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## 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

<b>Adult's Name</b>		<b>Date of Form Completion</b>	
<b>Your Name</b>		<b>Position Title</b>	
<b>Concern:</b> 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:*

*Adam Haywood:*

*Richard Clements:*

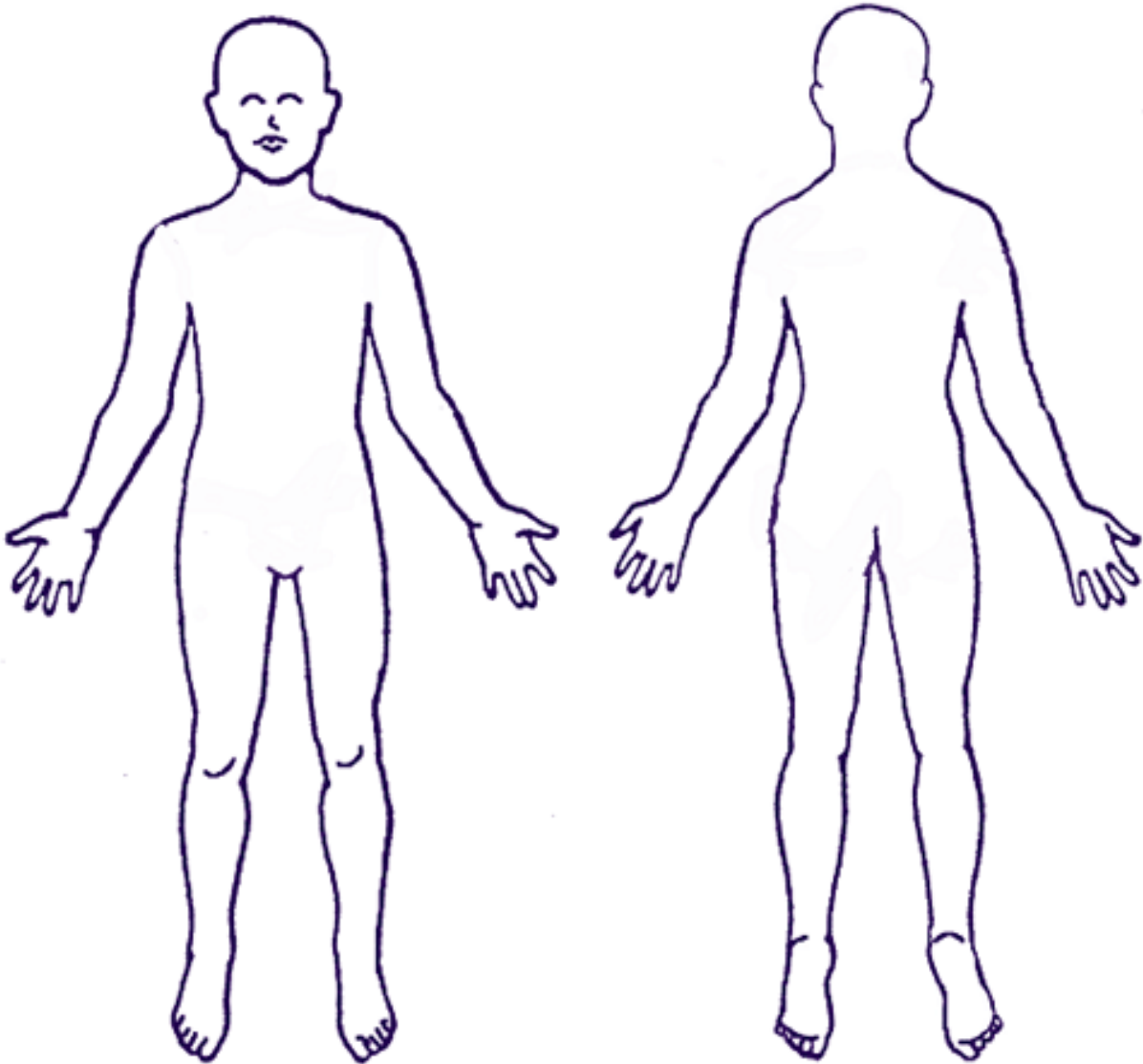
**Actions:**

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

<b>Reviewed by the Safeguarding Team</b>		<b>Date</b>	



## 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?

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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

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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:

<b>NAME</b>	
<b>ADDRESS</b>	
<b>DATE OF BIRTH</b>	
<b>GENDER</b>	
<b>ETHNICITY</b>	
<b>DATE OF ALLEGED ABUSE</b>	
<b>TIME OF ALLEGED ABUSE</b>	
<b>PREFERRED LANGUAGE OR COMMUNICATION METHOD?</b>	
<b>KNOWN ADVOCATE, FAMILY OR REPRESENTATIVE - PROVIDE DETAILS</b>	
<b>FUNDING AUTHORITY? (LOCAL AUTHORITY, SELF, NHS, PLEASE STATE ALL THAT APPLY)</b>	





<b>IF YOU ARE RAISING THIS ON BEHALF OF SOMEONE, HAVE YOU DISCUSSED THE CONCERN WITH THEM?</b>	<b>YES</b>		<b>NO</b>	
<b>IF NOT, WHY NOT?</b>				
<b>PLEASE STATE WHETHER THE PERSON HAS MENTAL CAPACITY TO UNDERSTAND THE CONCERN BEING RAISED.</b>	<b>YES</b>		<b>NO</b>	

**DOES THE PERSON HAVE CARE AND SUPPORT NEEDS ARISING FROM:**

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



**TYPE OF ALLEGED ABUSE, MALTREATMENT OR NEGLECT**

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

**LOCATION OF SUSPECTED ABUSE, MALTREATMENT OR NEGLECT**

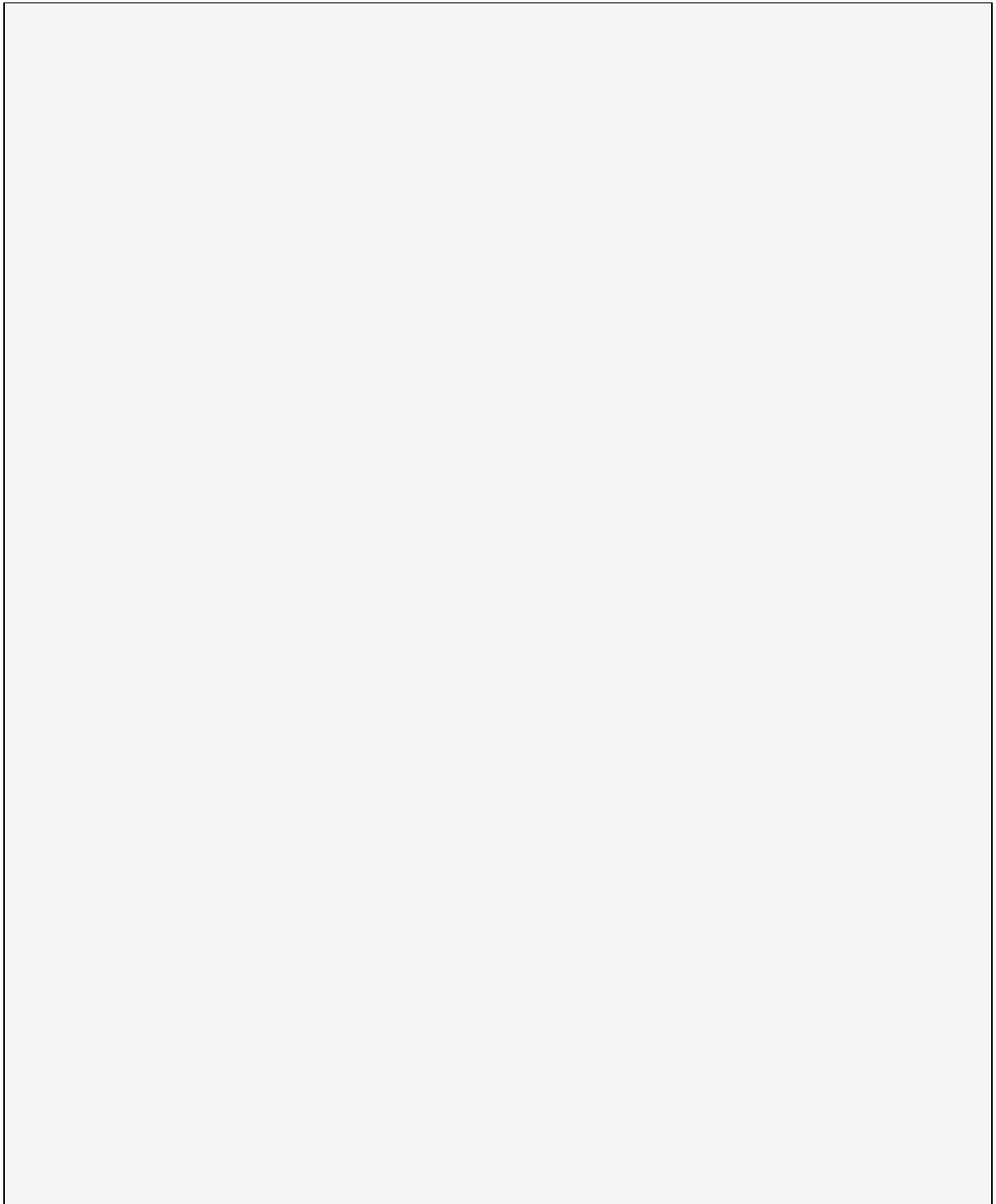
<b>OWN HOME</b>	<b>CARE HOME / NURSING HOME</b>	<b>PUBLIC PLACE</b>	<b>MENTAL HEALTH IN-PATIENT SETTING</b>
<b>OTHER PERSONS HOME</b>	<b>SUPPORTED ACCOMMODATION</b>	<b>EDUCATION/TRAINING/WORKPLACE ESTABLISHMENT</b>	<b>HOSPITAL</b>
<b>DAY CENTRE/SERVICE</b>	<b>OTHER HEALTH SETTING</b>	<b>OTHER</b>	<b>NOT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



**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

<b>Action taken to minimise immediate risk:</b>
<b>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)</b>
<b>Is there a risk to the adult at risk/ vulnerable adult, a witness or referrer should the person causing harm know that a referral has been made?</b>
<b>Has there been a delay in reporting this alert (24 hours of the incident)? If so please state the reasons for this.</b>



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

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

<b>Name</b>	
<b>Address</b>	
<b>Date of Birth</b>	
<b>Role/Title/relationship to person with care and support needs</b>	
<b>Does the person causing harm live with the person with care and support needs?</b>	
<b>Ethnicity/Origin?</b>	
<b>Preferred language or communication method?</b>	



<b>If using services - Funding authority? (Local authority, Self, NHS, please state all that apply)</b>				
<b>If an employee, organisation or a paid carer please state name of employer/organisation?</b>				
<b>The person causing harm is aware of the referral?</b>	<b>Yes</b>		<b>No</b>	
<b>Do you consider that the person causing harm has capacity to understand whether their alleged actions were wrong?</b>	<b>Yes</b>		<b>No</b>	
<b>Do you consider that the person causing harm has capacity to understand the consequences of their alleged actions?</b>	<b>Yes</b>		<b>No</b>	

## 5. DETAILS OF THE PERSON MAKING THE REFERRAL

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





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
<b>Luton Borough Council</b>	Email: <a href="mailto:adultsafeguarding@luton.gcsx.gov.uk">adultsafeguarding@luton.gcsx.gov.uk</a> Phone: 01582 547730/547563	
<b>Central Bedfordshire Council</b>	Email: <a href="mailto:adult.protection@centralbedfordshire.gov.uk">adult.protection@centralbedfordshire.gov.uk</a> Phone: 0300 300 8122 Fax: 0300 300 8239	
<b>Bedford Borough Council</b>	Email: <a href="mailto:adult.protection@bedford.gov.uk">adult.protection@bedford.gov.uk</a> Phone: 01234 276222 Fax: 01234 276076	