NEED PROJECT CENTRAL BEDFORDSHIRE.

FINAL

SAFEGUARDING POLICIES.

3 January 2018

INDEX OF SAFEGUARDING DOCUMENTS

1. **Policy**
   - **Declaration.**
2. **Safeguarding.**
   - **Prevention and Identification of Potential Abuse of Children and Adults at Risk**
3. **Risk Assessment.**
   - **Guidance**
   - **Risk Assessment Form**
4. **Responding to Allegations of Abuse.**
   - **Guidance**
   - **Incident Form**
5. **Recruiting Workers.**
   - **Procedure**
   - **Recruiting Volunteers**
   - **CCPAS Guidance on DBS checks**
   - **Declaration**
6. **Lone Working.**
7. **Photographs and Videos of Events/Activities.**
   - **Guidance**
   - **Consent Form**
8. **Retention of Documents.**
9. **Record of Changes to Policy**

THE NEED PROJECT CENTRAL BEDFORDSHIRE

Section 1

Name: The Need Project Central Bedfordshire (hereafter 'The Project')

Address: The Green, Stotfold, Nr. Hitchin, Herts. SG5 4AN

                              Telephone No.

MISSION STATEMENT

The Need Project was set up to:

To provide immediate support for people (individuals and families) experiencing poverty, and who are in financial and social crisis, as part of the Christian response in Central Bedfordshire and surrounding areas.

This will be achieved by a range of activities, including:

1. **Provision of food packages to support individuals and families who are experiencing food deprivation.**
2. **Provision of other items to meet immediate and essential needs, as resources allow.**
3. **To fund raise so that the objectives above can be met.**
4. **To develop other forms of support to meet immediate need and alleviate poverty**

The Trustees recognise its responsibility to protect and safeguard children and young people who come into contact with The Project.

As part of its mission, the Project is committed to:
- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the staff, volunteers and helpers.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse.
- Maintaining good links with the statutory childcare authorities and other organisations.

TRUST POLICY

The Trustees recognise the need to provide a safe and caring service for children (people under 18 years) and adults who are at risk. It also acknowledges that children and adults who are at risk can be the victims of physical, sexual and emotional abuse, and neglect. The Trustees have therefore adopted the procedures set out in this document (hereinafter 'the policy'). It also recognises the need to build constructive links with statutory and voluntary child and adult at risk protection agencies. The policy and attached practice guidelines are based on a model published by the Churches' Child Protection Advisory Service (CCPAS) and the Baptist Union's Safeguarding Best Practise Guidance. The Trustees undertake to file a copy of the policy and practice guidelines with the local Children's Department and Adult Services, and any amendments subsequently published. The Trustees agreed not to allow the document to be copied by other organisations without permission.

The Project is committed to on-going safeguarding training for all Trustees and workers and will regularly review the operational guidelines attached.

The Project also undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Safeguarding Policy and Procedures.

Instead of having two separate policies, one for children and the other for adults at risk, the Need Project has one policy covering both. This is consistent with the approach being taken by many churches, including the Baptist Union of Great Britain's guidance. This reflects the large amount of commonality between the types of abuse, between the two age groups and the initial steps in the dealing with concerns. Also, what happened during childhood can affect the experience of people in later life.

Where there are differences, these will be clearly highlighted, particularly in terms of what to be aware of and the differences between the duty to report safeguarding concerns over children and the less clear position of adults who have choice, within clear boundaries.

The policy and procedures are based on the guidance provided by the Baptist Union in "Safe to Grow" (children) and "Safe to Belong" (adults at risk) and CCPAS.

The structure uses a series of Sections, as laid out in the Index of Sections. This gives greater flexibility when updating the policies and procedures when sections as updated as needed. A list of revisions is included showing when these occurred and what was changed (Section 13).

RESPONSBILITIES
The Trustees.
 The Charity Commission's recent publication "Strategy for Dealing With Safeguarding Vulnerable Groups Including Children Issues in Charities" (2013) has made it clear that the Trustees of The Project are collectively and individually responsible for ensuring that the safeguarding policy is produced, publicised, and reviewed annually. Also that paid staff, volunteers and helpers are trained in what to look for and what to do if there are concerns and that these concerns are investigated and appropriately dealt with. They are also responsible for raising awareness of good safeguarding practice for The Project.

The policy and procedures reflect the "four strands approach" of the Charity Commission's strategy:
- Awareness and Prevention
- Oversight and supervision
- Co-operation, and
- Intervention

The Trustees have appointed Angela Clark as the Safeguarding Trustee, who is responsible for overseeing and implementing the policy and procedures on behalf of The Project on any matters related to the safeguarding of children and young people and for taking appropriate action when abuse is disclosed, discovered or suspected.

As no two situations are the same, there will need to be flexibility to respond to every situation.

The Structure of the Policy.
The Policy consists of ten Sections. Each Section is focused on a particular element of the policies, guidance and information needed to implement the Safeguarding Policy. As a result, each Section has a Policy statement and guidance plus additional documents and information the Need Project will use to make it's activities a safe place for children and adults and assist in those situations where there are concerns. For instance, there may be forms for use (Application Forms, Declarations, Risk Assessments, Incident Report Forms), additional guidance from the Baptist Union of Great Britain, (Completing DBS checks, information on Self Harm, Cyber Safety, Training Handouts) and secondary guidance.

As well as the Need Project's Policy (Section 1), the other Sections are:

Section 2. Safeguarding.
This section contains guidance on what is abuse, how to recognise abuse and the differences between safeguarding children and adults.

Section 3. Risk Assessments.
Covers why risk assessments are necessary, how to complete the risk assessment, what to consider and the need to review risk assessments.

Section 4. Responding to allegations of Abuse.
This includes guidelines on what might constitute abuse, how to complete the statement, who to report this to and the process to be followed.

Section 5. Recruitments of Workers.
This includes the necessity for DBS checks and the process for completing them and the checks on Trustees, Leaders, Volunteers and others (Declaration, Application Form, References).

Section 6. Lone Working.
Advises on how people working alone, in the church building or elsewhere, can keep themselves safe.

Section 7. Photographs and Videos of Events/Activities.
Advises on the precautions that need to be taken and the permission required when allowing photographs to be taken.

Section 8. Retention of Documents.
With the major inquiries into historic abuse, organisations are required to retain documents for specific periods of time.

Section 9. Record of Changes to the policies.

Section 1 – Declaration.

Safeguarding Children and Adults at Risk Policy Statement

This statement was agreed at the Trustees Meeting of The Need Project Central Bedfordshire held on _____

The Trustees are required to re-affirm their commitment and compliance with the Safeguarding Strategy of the Charity Commission annually. This will signed at the Annual General Meeting, held on _____.

We, the Trustees, commit ourselves to the nurturing, protection and safekeeping of all, especially children and adults who are at risk.

- It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and adults who are at risk, and to report any abuse discovered or suspected.

- We recognise that our work with children and adults who are at risk is the responsibility of all trustees, employees and volunteers.

- We undertake to exercise proper care in the selection and appointment of those working with children and adults who are at risk, whether paid or voluntary.

- The Project is committed to supporting, resourcing and training those who work with children and adults who are at risk, and to providing supervision.

- The Project is committed to following the Charity Commission's Strategy, Home Office Code of Practice *Safe from Harm*.

- Each worker with children and adults who are at risk must know the recommendations, and undertake to observe them. Each shall be given a copy of the Project's agreed procedures and Good Practice guidelines.

- The Safeguarding Trustee and Designated Person for Safeguarding is Angela Clark Tel No. 01462 851963.

SECTION 2

SAFEGUARDING CHILDREN AND ADULTS.

As stated in the Introduction, the Need Project takes seriously the safeguarding of all those who receive support from the Need Project . "All" includes trustees, employees, volunteers and those associated with the Need Project.

This Section looks specifically at the types of abuse that children and adults at risk may experience and how to recognise abuse.

Who is a Child?

"A child is anyone who has not yet reached their 18th birthday.
A child or young person is deemed by law as in need of protection because of their age."
(Taken from Baptists Together Level 2 Training materials.)

The Children Act 1983 does also extend the responsibilities of Local Authorities past the persons eighteenth birthday in some cases, for instance a child who has been supported by a Local Authority before they became eighteen or a person who has certain long term needs, etc.

Many schools also have adopted the principle that "18" means childhood being extended to the date a young person leaves full time school or college education.

Who is an Adult at Risk?

Adults at Risk (Vulnerable Adults) The safeguarding duties apply to an adult who: ... As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
(Care Act 2014 14.2).

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

This definition, based on the wording in the Care Act 2014, replaces "vulnerable adults" used before this date, making the definition more focused on those who are likely to come into contact with statutory agencies due to their vulnerability.

Three sub groups of adults can be identified within "adults at risk."
1. People who have a lifelong disability,
2. People who develop a condition which is degenerative or experience an injury which causes life changes in his/her ability to care for themselves and/or make decisions for themselves, and
3. People who experience one or more periods in his/her life when the ability to care for him/her self or make decisions are reduced, putting him/her at risk.

Who can be an abuser?
Potentially anyone could be an abuser. That is not say everyone is or has the potential to do so, rather, we do not know who could be. As a result the Church:

- Takes every opportunity to make the Church safe and caring through checks on Leaders (including Ministers) and volunteer workers and members are aware of what to do if they have concerns.
- Activities take place in public view
- Safe levels of leaders and volunteer workers for the children and/or adults attending a situation.

It is not only men who abuse. Women and other children do also abuse.

Where can abuse occur?
Again, this can be anywhere. However, the Church, through risk assessments and the use of built in design (for instance doors have windows) minimise the risks.

Activities outside the Church's building will require careful planning and preparation.

Good Practise Guidelines.
All church staff and volunteer workers should be encouraged to demonstrate exemplary behaviour in order to promote children's and adults at risk's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Examples of Good practice:
- Working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Putting the welfare of each person first.
- Maintaining a safe and appropriate distance with children, young people and
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Involving parents/carers wherever possible.
- Not communicating with young people under 18 years on Facebook or other social networking sites.
- Not having email, social network, text or telephone contact with a client which either can be seen as giving individual or inappropriate attention.
- There should always be both male and female leaders and/or volunteers at activities arranged by the Need Project. However, remember that same gender abuse can also occur.
- .Being an excellent role model - this includes not smoking or drinking alcohol or using derogatory remarks in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent for children to attend activities .
- Not using a position of power to force a person to behave against their will.

Practice to be avoided.
The following should be avoided except in emergencies:
- Spending time alone with children away from others

- Taking or dropping off a child to an event or activity (see Section 5).

Practices never to be sanctioned.
The following should never be sanctioned. You should never:
- Allow or engage in any form of inappropriate touching
- Allow children or adults to use inappropriate language unchallenged
- Make sexually suggestive comments to a child or adult, even in fun
- Reduce a child or adult to tears as a form of control
- Fail to act upon and record any allegations made by a child or adult, or someone seeing or hearing something that causes concern
- Invite or allow children to stay with you at your home unsupervised.

Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Type of Abuse.
The table below summarise the most commonly recognised types of abuse. The list is not exhaustive and the terms can change over time. It should also be recognised that often more than one type of abuse may be occurring at the same time.
Abuse in childhood may well result in long term issues that will become apparent in a person's life.

Type of abuse	Children	Adults	Comment
Physical abuse	✓	✓	This includes children with a fabricated or induced illness (also called "factitious disorder by proxy" or Munchausen's Syndrome).
Emotional abuse	✓	✓	This includes psychological abuse
Neglect	✓	✓	
Sexual abuse	✓	✓	
Spiritual abuse	✓	✓	
Financial or material abuse	✓	✓	
Domestic abuse	✓	✓	
Bullying	✓	✓	
Young carers	✓		
Organised abuse	✓	✓	Where the abuse is carried out by a group of people, including gangs, paedophile rings, etc.
Grooming	✓	✓	
Stalking	✓	✓	
Organisational abuse	✓	✓	Previously known as institutional abuse
Inability to care for oneself/self neglect		✓	
Self harm	✓	✓	
Child prostitution	✓		
Human trafficking	✓	✓	
Slavery	✓	✓	
Forced marriages	✓		Rarely can be adults
Female genital mutilation	✓		Rarely can be adults
Cyber abuse:			

• Revenge porn	✓	✓	
• Sexting	✓	✓	
• Grooming	✓	✓	
• Stalking	✓	✓	
• Bullying	✓	✓	
• Controlling and coercive behaviour	✓	✓	
Discriminatory abuse	✓	✓	
Radicalisation	✓	✓	

DIFFERENT FORMS OF CHILD ABUSE

The following definitions of child abuse are recommended as criteria throughout England and Wales by the Department of Health, Department for Children, Schools and Family and the Home Office in their joint document, Working Together to Safeguard Children. The Guidance came into effect on 25 March 2015.

Definition of Child Abuse.
 A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet).

They may be abused by an adult or adults, or another child or children.

Working Together (2015) identifies four main types of abuse:

1. **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.

Fabricated or Induced Illness (A specific form of physical abuse).
The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by Proxy or "Factitious Disorder by Proxy" as: 'a form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children.' The government issued guidance for professionals working in situations where Munchausen's is suspected in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

2. **Emotional Abuse.**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only 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 cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Psychological Abuse (Identified by CCPAS – covered under emotional abuse).
Sustained, repetitive behaviour which impedes or impairs normal development of these faculties e.g. never providing intelligence stimulation in a baby or young child or repeatedly subjecting a child to something so fearful or unpleasant that a child's memory is fixated on the experience, impairing memory.

3. 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.

4. 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.

In addition, the following twelve types of abuse are recognised in Working Together published in March 2015 (www.gov.uk/Working_Together_to_Safeguard_Children):

Young Carers.
Are children and young persons under 18 who provide or intend to provide care assistance or support to another family member. They carry out on a regular basis, significant or substantial caring tasks and assume a level of responsibility, which would usually be associated with an adult. The person receiving care is often a parent but can be a sibling, grandparent or other relative who is disabled, has some chronic illness, mental health problem or other condition connected with a need for care support or supervision, Appendix C (Working Together 2015).

Spiritual Abuse.
Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting an individual's right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

In September 2012, the Government published the 'National Action Plan to Tackle Child Abuse Linked to Faith or Belief,' prepared jointly with Faith Groups, to raise awareness and encourage open discussion with faith groups on the risk of abuse and to agree how this should be included in the training of professionals.

The issue of the exploitation of vulnerable young people and adults by people in positions of power within the Church is covered in some detail in the report 'Time for Action', produced by Churches Together in Britain and Ireland (CTBI).

Guidance on "Safeguarding Children from Abuse Linked to Faith or Belief" is in Working Together, Appendix C (2015).

Domestic Abuse.
The Home Office definition of domestic violence is 'Any violence between current or former partners in an intimate relationship. Wherever and whenever the violence occurs. The violence may include physical, sexual, emotional or financial abuse.' (*Home Office Research Studies. Domestic Violence: Findings from a new British Crime Survey self-completion questionnaire. 1999).*

Home Office and Education guidance on Domestic Violence in Working Together, Appendix C (2015).

Organised Abuse (including Gang Abuse).
'Organised or multiple abuse may be defined as abuse that involved one or more abuser and a number of related or non-related children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse'.

Guidance on Children Who May Have Been Affected by Gang Activity in Working Together, Appendix C (2015).

Child Prostitution.
Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse and their needs require careful assessment.

Guidance on Sexual Exploitation of Children in Working Together, Appendix C (2015).

Human Trafficking.
For the purpose of sexual abuse, prostitution, or enforced labour.
Detailed guidance on "Safeguarding Children Who Have Been Trafficked" in Working Together, Appendix C (2015).

Bullying (July 2013).
Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously the first priority but emotional bullying can be more damaging than physical.

Detailed guidance on Bullying in Working Together, Appendix C (2015).

Forced Marriages.
 Many cultures have arranged marriages. Where there is mutual consent this is both acceptable and legal. However, it is an offence to force a person to marry against her/his wishes.
Detailed guidance on Forced Marriages in Working Together, Appendix C (2015).

Female Genital Mutilation.
Safeguarding Children from Female Genital Mutilation, particularly in some African and Asian communities.
Detailed guidance on Female Genital Mutilation in Working Together, Appendix C (2015).

Radicalisation.
The Government has issued guidance on the prevention of radicalisation of children and the responsibilities for schools, communities and other agencies.
Detailed guidance on Radicalisation is in Working Together, Appendix C (2015).

Cyber Abuse

"Cyber abuse is the use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc) to harm or harass other people in a deliberate manner. It can include communication that seeks to intimidate, control, manipulate, put down, falsely discredit or humiliate the recipient. It may also include threatening a person's earning, employment, reputation or safety.

Cyber abuse is also referred to as Cyber Bullying and Cyber Stalking, and with the increase in use of computer technologies, it has become increasingly common."

(Baptists Together 2016)

Self Harm.

"Self harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. Self harm can be a physical act, such as cutting, or it can be less obvious such as a person putting themselves in risky situations or neglecting their own physical or emotional needs."

(Baptists Together 2016)

OTHER DEFINITIONS:

Significant Harm.
This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Position of Trust.
The Sexual Offences Act 2003 provides that it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child.

Indicators of possible Child Abuse.
It is important to recognise the indicators that a child or young person may be experiencing abuse. The difficulty is that they are only **INDICATORS** and these may be due to other factors, for example the death of a family member family crisis or exams. It may even be the child entering puberty!

Some indicators are specific to one particular type of abuse but many could relate to a range of abuses. It also needs to be recognised that more than one type of abuse may be occurring, e.g. neglect, emotional and physical abuse.

The indicators include:

Physical Abuse
- Bruising, cuts and scratches and other injuries. Of particular concern are the unusual forms – hand shaped bruises, bruises and wields indicating caning or beating, bruising or scratches in the groin area, cigarette burns, bite marks, burns and scolds, etc.
- Explanation of injury not consistent with what is observed or the account keeps changing
- Injuries to the head
- Mouth injuries
- Poisoning
- Refusal to discuss injuries or to seek medical help
- Child's reaction to movements or touch – flinching, fear
- Arms and legs kept covered in hot weather

Emotional
- Change in behaviour (becoming withdrawn, aggressive, impulsive behaviour)
- Lack of emotion
- Tearful and seeking comfort
- Change in academic achievement
- Tiredness
- Depression
- Delays in development
- Over-reaction to criticism
- Lack of confidence
- Isolation
- Signs of self harm – scratches across wrists, forearms, overdoses
- Eating disorders (anorexia or bulimia)

Neglect
- Wearing inappropriate clothes for the weather conditions e.g. no coat in Winter, worn clothes
- Unkempt appearance, poor personal healthcare, dirty and torn clothes, holes in shoes, etc
- Eating ravenously at events, leftovers or scraps
- Not seeking appropriate health care, arriving late or not being picked up on a regular basis.
- Inadequate or inappropriate social skills for age
- Stealing food and personal hygiene items

Sexual
- Urinary, genital and anal infections
- Sexually transmitted infections
- Awareness of sexual matters and behaviour inappropriate to age, culture and context
- Sexually inappropriate behaviour
- Pregnancy in a girl under 16 years where she is unwilling to disclose the details of the father
- Staying out late or staying away overnight on a regular basis
- Dressing in a sexually provocative manner
- Talking about an older boyfriend, but reluctant to give details
- No controls in place in use of social networks and access to computers
- Being picked up by unknown adults
- Regressive behaviour (thumb sucking, bed wetting)
- Drawing explicit pictures

The indicators above are examples of the most likely ones and this list is not fully inclusive.

You may also become aware of indicators in the home situation (parent, partner, siblings, wider family, family friends) that gives concern, which includes:
- A member is known to be on the Sex Offenders Register
- The parent(s) have a drug and/or drink problem
- Mental health problems
- Breakdown in parental control, e.g. staying out late
- Problems with brothers and sisters
- Peer groups have more significance than parents
- No limits and allowed to spend a lot of time on social networks or computer

INDICATORS OF ADULT ABUSE.

What Constitutes Adult Abuse?
In drawing up guidance locally, it needs to be recognised that the term 'abuse' can be subject to wide interpretation. The starting point for a definition is the following statement: '*Abuse is a violation of an individual's human and civil rights by any other person or persons'.* In giving substance to that statement, however, consideration needs to be given to a number of factors.

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

(Extract from 'No Secrets' Department of Health 2003)

A consensus has emerged identifying the following main different forms of abuse:

- **Physical abuse**, including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- **Sexual abuse**, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.
- **Financial or material abuse**, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission,** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating,
- **Psychological and emotional abuse**, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks.
- **Organisational Abuse** is committed through poor or unsatisfactory professional practice or pervasive ill treatment or gross misconduct: and
- **Discriminatory abuse,** including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.
  In law racial abuse is understood to take place if the person believes there has been abuse, whether verbal, written or physical. As a result any allegation must be investigated, and if necessary the police informed.

  - **Domestic abuse**, by either the man or woman in the relationship. The abuse can take various forms, including physical, sexual or psychological abuse. In many situations children are involved, either directly or as observers.

  - **Human trafficking,** for the purpose of sexual abuse, prostitution, or enforced labour.

  - **Forced Marriages.** Many cultures have arranged marriages. Where there is mutual consent this is both acceptable and legal. However, it is an offence to force a person to marry against her/his wishes.

  - **Spiritual Abuse.** Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involved manipulating or coercing someone into thinking, saying or doing things without respecting an individual's right to choose for themselves.
    Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.
    The issue of the exploitation of vulnerable young people and adults by people in positions of power within the church is covered in some detail in the report 'Time for Action', produced by Churches Together in Britain and Ireland (CTBI).
    (From Guidance to Churches : A working manual for Child Protection and Safe Practice. Churches' Child Protection Advisory Service.)

- **Radicalisation.** Where a person is indoctrinated, coerced or forced to change their views and behaviours to carry out acts, change behaviours or hold views that can pose a threat to others or communities, or persuade others to do so.

- **Slavery, servitude and forced or compulsory labour (Modern Slavery Act 2015).**

"1(1)A person commits an offence if—

(a)the person holds another person in slavery or servitude and the circumstances are such that the person knows or ought to know that the other person is held in slavery or servitude, or

(b)the person requires another person to perform forced or compulsory labour and the circumstances are such that the person knows or ought to know that the other person is being required to perform forced or compulsory labour."

- **Cyber Abuse.**

"Cyber abuse is the use of information technology (email, mobile phones, websites, social media, instant messaging, chat rooms, etc) to harm or harass other people in a deliberate manner. It can include communication that seeks to intimidate, control, manipulate, put down, falsely discredit or humiliate the recipient. It may also include threatening a person's earning, employment, reputation or safety.
Cyber abuse is also referred to as Cyber Bullying and Cyber Stalking, and with the increase in use of computer technologies, it has become increasingly common."

- **"Revenge Porn."**
  Where explicit sexual images are use to threaten, bully or harm another person. Often linked with the taking and sending of explicit sexual material or "sexting."

- **Self Neglect or Unable to Care.**
  Where the person, due to frailty, disability or mental incapacity, is unable to care for themselves.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

Incidents of abuse may be multiple, either to one person in a continuing relationship or service context, or to more than one person at a time. This makes it important to look beyond the single incident or breach in standards to underlying dynamics and patterns of harm. Some instances of abuse will constitute a criminal offence. In this respect vulnerable adults are entitled to the protection of the law in the same way as any other member of the public. In addition, statutory offences have been created which specifically protect those who may be incapacitated in various ways. Examples of actions which may constitute criminal offences are assault, whether physical or psychological, sexual assault and rape, theft, fraud or other forms of financial exploitation and certain forms of discrimination, whether on racial or gender grounds. Alleged criminal offences differ from all other non-criminal forms of abuse in that the responsibility for initiation action invariably rests with the state in the form of the police and the Crown Prosecution Service (private

prosecutions are theoretically possible but wholly exceptional in practice). Accordingly, when complaints about alleged abuse suggest that a criminal offence may have been committed it is imperative that reference should be made to the police as a matter of urgency. Criminal investigation by the police takes priority over all other lines of enquiry.

The reported abuse may have been when the adult speaking to you was a child. As well as dealing with the current consequences of the abuse you will also need to be aware of the safeguarding of children issues, including whether there is an immediate risk to others.

Who may be the abuser?
Adults at risk may be vulnerable to abuse by a wide range of people including relatives and family members, professional staff, paid care workers, volunteers, other service users, neighbours, friends and associates, people who deliberately exploit vulnerable people and strangers.

There is often particular concern when abuse is perpetrated by someone in a position of power or authority who uses his or her position to the detriment of the health, safety, welfare and general well-being of an adult at risk.

Agencies not only have a responsibility to all adults who have been abused but may also have responsibilities in relation to some perpetrators of abuse. The roles, powers and duties of the various agencies in relation to the perpetrator will vary on whether the latter is:

- A member of a recognised professional group, including the clergy.
- A member of staff, proprietor or service manager in a residential care setting.
- A paid carer.
- A volunteer or club member of a community group such as place of worship or social club.
- Another member of the church.
- A spouse, relative or member of the person's social network.
- A carer i.e. someone who is eligible for an assessment under the Carers (Recognition and Services) Act 1996.
- A neighbour, member of the public or stranger,
- A person who deliberately targets vulnerable people in order to exploit them, or
- Someone they have met online.

Stranger abuse will warrant a different kind of response from that appropriate to abuse in an ongoing relationship or in a care setting. Nevertheless, in some instances it may be appropriate to use the locally agreed inter-agency adult protection procedures to ensure that the vulnerable person receives the services and support that they need. Such procedures may also be used when there is the potential for harm to other people.

Where may abuse occur?
Abuse can take place in any context. It may occur when an adult at risk lives alone or with a relative; it may also occur within nursing, residential or day care settings, in hospitals, custodial situations, support services into people's own homes and other places previously assumed safe. It can even happen in public places.

Intervention will partly be determined by the environment or the context in which the abuse has occurred. Nursing, residential care homes and placement schemes are subject to regulatory controls set out in legislation and relevant guidance. Day care settings are not currently regulated in this way and require different kinds of monitoring and intervention address similar risks. Paid care staff in domiciliary services may work with little or no supervision or scrutiny, and unregulated locations such as sheltered housing may require particular vigilance. Personal and family relationships within domiciliary locations may be equally complex and difficult to assess and intervene in.

Assessment of the environment, or context, is relevant, because exploitation, deception, misuse of authority, intimidation or coercion may render a vulnerable adult incapable of making his or her own decisions. Thus, it may be important for the adult at risk to be away from the sphere of influence of the abusive person or the setting in order to be able to make a free choice about how to proceed. An initial rejection of help should not always be taken at face value.

Indicators of Possible Abuse in Adults.
There is some commonality in the indicators that may be presented by an adult who is being abused. However, the groups of people who come under the broad heading of "adults at risk" are broad, from someone who may be presenting indicators similar to children to those associated with old age. The indicators below cover areas that may not be found in children, for example, financial abuse and organisational abuse.

The presentation may include:
- Abuse experienced in childhood,
- The progression of long term conditions in later life,
- The interplay between two or more elements, for example, increasing frailty, mental capacity, loss of mobility, self care, etc
- Reduction of or total loss of social networks (family, friends, colleagues).

Abuse in childhood:
- Self harm
- Depression, suicidal tendencies, anxiety.
- Eating problems
- Self neglect
- Unable to establish and sustain relationships
- Passiveness
- Inappropriate/abusive relationships and domestic relationships
- May abuse children or others
- Drug or alcohol abuse

Financial Abuse:
- Not having any money with them.
- Telephone cold calling. Talking about the new "insurance" or "the man said I needed this work done" or "the lady on the telephone wanted me to give her my bank details."
- Cold calling at the door by fraudsters and asking for cash in hand.
- Young people coming round.
- The person being concerned about valuables or cash disappearing.
- Someone offering to take on financial responsibility for them.
- Neighbours or family members taking money for doing something for them.

(These examples are not necessarily abuse but can be. The concern cannot be discounted just because the person is forgetful – they may be telling you about something that is happening!)

Organisational Abuse:

- Going to bed early every night before the night staff come on duty
- Everyone having the same meals
- Drinks, fruit and snacks not available between meals
- Being left in soiled/wet bed or chair
- Money being used to pay for activities they have never shown an interest in and appear not to have anything to show for it.
- Appearing drowsy at all times of the day

Slavery, servitude and forced employment:

- Living in poor , multi-occupancy accommodation
- Erratic attendance
- Working long hours and unable to participate
- His/her life appears to be controlled by others
- Being secretive

In summary, these indicator, and those listed for children, may mean that there is cause for concern, but can also mean something else, for example, a woman being suicidal does not mean she has been abused or a man who develops an alcohol abuse or lives on the streets was abused.

If you have concerns that someone is being abused, the procedure to be followed is laid out in Section 4.

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Section 3

COMPLETING A RISK ASSESSMENT.

</div>

Introduction.

The Need Project aims to provide a safe activities and services. We believe that prevention is better than dealing with the consequences after easily predictable problems have occurred. As a result, the Need Project has in place as part of its Safeguarding procedures an expectation that both regular and one-off events will be risk-assessed, and that these risk assessments are reviewed to learn from practical experience. .

This format is used by the risk assessments for other situations not directly related to Safeguarding.

For some situations, which are more complex, a more detailed format may be used. All risk assessments should include the same core information as this format.

Completion of the Risk Assessment.

1. **Responsibility.**
   It is the responsibility of the Project Leader or Hub Leader leading on the activity to complete the Risk Assessment. Where neither of these is involved, the Lead person for the event will be responsible for doing so. It is good practise for the person responsible to involve the others helping to run the activity and that the content of the completed Risk Assessment is agreed by all involved.

2. **First Aiders.**
   The name(s) of people who are First Aiders involved in the running of the activity must be recorded. If there is not a First Aider with a current certificate in attendance then this must be recorded as a known risk. If it is not possible to demonstrate that the absence of a First Aider can be managed in other ways this may mean the activity has to be cancelled.

3. **Signing off the Assessment.**
   On completion, the lead person should enter their name (legibly), date and sign the Risk Assessment.

4. **Brief Description of the situation.**
   This requires a brief description of what is the activity, when will it happen, where, start and end times and what will take place.
   When completing the form it is worth considering whether another activity may already provide something similar or there has been such an event before. For example, a week night activity for children for one age group may be useful to base your planned activity on, including what was learnt from that event.
   If it is a regular event then think through longer-term issues, such as attendance registers, contact details for communication and emergencies, etc.

5. **Date of One-off Activity/First of a series of regular activities.**
   Enter here the date of the one-off event or the date of the new, regular activity.

   Completing the Table.
   Below are some useful prompts for each column:

1. **Hazard.**
   Depending on the activity and the target audience a wide range of issues may need to be covered. The list below contains some suggestions and is not definitive:
   - Does the event involve disabled children and/or adults?
   - Location of the activity.
   - Do you need arrangements for storing pushchairs, etc?

- First aid.
- How many people can be catered for?
- What are the ratios between leaders and volunteers and children attending?
- Will hot drinks/hot food be provided or will there be a barbeque?
- How will you ensure security and safety of the children and young people?
- Will the activity involve lifting and handling, or other physical risks?
- Do you need parental consent for the activity (including for photographs) or contact details in case of emergencies?
- Do you need information on dietary needs?
- If the event is in the evening and involves children, what are the arrangements for the children leaving?

Record these as in a few words, for example, "hot drinks," "storage of push chairs," "people with limited mobility," etc.

2. **Risks.**
   From the Hazards above, describe in details what are the real issues. You may find there are more than one risk under a particular hazard.

3. **Control Measure.**
   For each of the risks identified, describe what will be done to reduce or completely remove the risk. For example, if there are hot drinks for adults, these are only drunk is a designated area where there are no children.

4. **Action/Who**
   This is the place to record:
   - Who is responsible for reducing or removing the risk. There may be a number of actions with different names attached, for example, "John Brown will supervise the parking and storage of push chairs."
   - Are the helpers/volunteers trained and DBS checked?
   - Are you working to specified ratios, particularly with younger children (for example, holiday clubs)?
   - Will the activity be throughoutt the year or one -off?

The risk assessment, once agreed, should be signed and dated. It should then be displayed at the event, with a copy on file.

Review of the Event(s).
There should be a review of a one-off event, or after the first month of a new, regular event to see what has been learnt. In particular:
- What went well.
- What did not go so well, and what can be done to reduce risk in the future.
- What was unexpected and needs to be added to the risk assessment.

Changes should be added to the actions in the Review and the changes actioned.

All risk assessments should then be reviewed annually, and more often if there are changes in circumstances. The revised risk assessment must be dated and signed and the document be on display during the event(s). A copy should be placed in the Risk Assessment file in the Office.

Section 3

RISK ASSESSMENT FORM

Risk Assessment carried out by :

Signed by :

Date:

First Aiders :

Brief Description of Event/Activity:

Date of One-off Activity/First of a series of a regular activities:

Hazard	Risk	Control Measure

Review

Hazard	Risk	Control Measure	Action/Who

Review carried out by:

Signed by:

Date:

SECTION 4

RESPONDING TO ALLEGATIONS OF ABUSE.

If you are concerned about the wellbeing of a child or adult, you must:

1. **Recognise.**

There will be many ways we may become aware that there is a cause for concern over something seen, heard or has reported. Below are listed some of these situations:

- Someone talks to, or tells, you about themselves that could be abuse (with children this could be through play or pictures).
- Someone talk to, or tell, you about their concern about something they have been told or heard about third hand).
- Something has been seen, for example, poor hygiene and self care, bruising, etc
- Changes in behaviour are observed directly.
- Abuse or inappropriate behaviour is directly observed.
- A situation does not "feel right" (gut reaction). This cannot always be quantified but is an important prompt to do something. Ask yourself does this look right, does it sound right and does it feel right? If not trust your gut instincts.

2. **Respond**.

If you are the person observing, hearing or being told about something you **must respond.** You must not turn a blind eye.

- Listen to what you are being told and take what is said seriously.
- Reassure them and tell them that they have done the right thing in telling you. Reassure them that you believe what they are saying
- Remain calm. This can be difficult but if you panic then they are likely to panic and stop disclosing. Try not to show shock, disgust or embarrassment.
- Do not promise confidentiality. You must make it clear that you will have to pass on what they have told you to the Designated Person for Safeguarding.

When you are talking with the person it is important that only open questions are used to clarify the information given. When asking open questions use questions such as:

- Tell me about......
- Explain to me.......
- Describe to me.....

Where possible, just let the person speak without prompting.

It is not your job to investigate. That is the responsibility of the statutory services and any attempt to investigate may compromise a formal investigation.

You must share your concerns with the Safeguarding Trustee.

You must not tell anyone else, even as part of a prayer request. Keep it confidential.

3. Record.

Complete the front sheet when reporting concerns. This is self explanatory. This can be found in Section 4.

In addition, on a piece of paper write down a record of what was said or observed. This must be done without delay and within 24 hours after you have been made aware of the disclosure. In recording the information:
- Use "who," "what," "where" and "when."
- Use the person's own words as far as possible.
- The statement must be dated and signed.

The front sheet and signed statement must be given to the Designated Person for Safeguarding and/or Safeguarding Trustee as soon as possible after completion. Any rough notes, drafts, diagrams, etc may also be required by statutory services and the originals must be given in at the same time (if you wish to **retain a copy for your own use,** please ask for a photocopy).

If the person reporting their concerns has difficulty in making a written record, she/he can ask someone to help them make the record and both should sign the statement.

4. Report.

The person in receipt of disclosures, allegations or suspicions of abuse must report their concerns as soon as possible after the event to the Need Project's Safeguarding Trustee, Angie Clark (Telephone No. 01462 851963. This may initially be face to face or by telephone, but must be backed up by the written statement and coversheet.

It is not the responsibility of the person making the report to investigate the situation but to pass on the facts to the Safeguarding Trustee.

In the absence of the Safeguarding Trustee report your concerns to the Chair of Trustees and give the information as above.

If the suspicions in any way involves them, contact the local Council's Children or Adult Services. The Central Bedfordshire Council's Children's Department (deals with children's social care and safeguarding and education. The Safeguarding Section's telephone number is 0300 300 8149. If the situation involves an adult the Central Bedfordshire Adult Service's telephone number is 0300 300 8122. If you are unsure about the situation, advice can also be received from CCPAS on 0845 1204550.

It is important that you keep confidentiality. Once you have referred the concerns or disclosure to the Safeguarding Trustee you must not talk to tell anyone else. This includes not sharing information with the other youth/children's/adult at risk workers, not even for prayer purposes.

What if it is Unsafe for the Child or Adult to Remain or Go Home?
On rare occasions it may be considered that it is not safe for a person to remain or return home as they are in immediate risk of abuse (for example, young children without adult

supervision, an adult who has overdosed, etc). The advice above should be followed and where possible the decision should rest with the Safeguarding Trustee. If it is not possible to follow this procedure, you must contact the Police, ambulance or local Children or Adult Services using the numbers above.

If this course is taken, inform the Safeguarding Trustee as soon as possible and complete the statement and cover sheet.

It is, of course, the right of any individual as a citizen to make a direct referral to the Children or Adult Services, although the Need Project hopes that employees and volunteers will use our procedure. If, however, the individual with the concern feels that the Safeguarding Trustee have not responded appropriately, or where they have a disagreement with the Safeguarding Trustee as to the appropriateness of a referral they are free to contact the Children or Adult Services, or the Police direct.

Must I Report My Concerns?
The situation is different for children and adults.
- **Children.** If you have any concerns about a child's welfare or if a child discloses abuse to you, **you must always pass this on** to the Designated Person or Safeguarding Trustee (or in their absence the Minister or church Secretary). In an emergency and you cannot contact any of the above follow the guidance above.
- **Adults at Risk.** If you have any concerns about an adult's welfare or an adult discloses abuse to you, they have the right to tell you not to pass it on. However, concerns should be reported to the Designated Person or Safeguarding Trustee. The decision whether to pass on will rest with them. The statement and the covering form should be completed, even if the person does not give his/her permission. The three situations where information can be passed on are:
  - The adult has given consent
  - The person does not have the mental capacity to give consent. It is not our decision whether someone has mental capacity. If there are any concerns about an adult's mental capacity, the Designated Person should contact Adult Services for advice.
  - There are concerns about the person's safety or the safety of someone else as a result of the person's disclosure, for example, self harm.

What Happens Next?
The role of the Safeguarding Trustee is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Children's Department. It is Children's Department's task to investigate the matter under Section 57 of the Children Act 1989.

The Safeguarding Trustee will look at the statement and any other information available. So that the right decision on a course of action can be made, the Project Leader will be informed there has been an incident and determine whether there is relevant information which would influence the action taken. This does not mean that confidential details will be revealed. Only those aspects that would influence a decision would be of concern, e,g,

statutory services are already involved, the person/family are already seeking help or in the process of doing so, etc.

A decision will be made on whether to refer to a statutory agency based on all the information available.

What Happens if the Situation is Referred to a Statutory Agency?
When concerns are raised with the Children or Adults Department it is their duty to investigate and make a decision as to whether further action is required. They will involve other services as necessary. The following points should be born in mind:

1. The situation cannot be presented as a "what if" situation. The Children or Adults Department will treat it as a potential safeguarding situation.
2. It is likely that the person liaising with the statutory service will be asked for the names of all those who are aware of the situation.
3. It is also likely that the liaison person will not hear anything for some days, possibly weeks.
4. The individuals involved will be named, including the person making the statement.
5. It is important to agree with the Children or Adults Department that the liaison person will be told when they are going to use a person's name for the source of the referral and how they will communicate with you on an on-going basis.
6. Get a contact name and number.
7. They have key timescales which they work to for completing the initial exploratory investigation and the full investigation, if required. Ask for details of their process.
8. The Need Project may also be required by conditions of it's Insurance policy to immediately inform the Insurance Company.
9. If the disclosure or allegations are serious this may also need to be reported to the Charity Commission.

The Trustees will support the Safeguarding Trusteein 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.

For Need Project trustees, employees or volunteers involved in such a situation appropriate support will be provided.

Support.
There may be occasions where outside help or support is needed. CCPAS can give advice, particularly in the early decision making stages on what action to take.

Section 4

SAFEGUARDING CHILDREN AND ADULTS

Prompt Card

If you suspect there may be concerns please follow the steps laid out below.

- **RECOGNISE.** Does it look, sound, feel right?
- **RESPOND.** Listen and observe
- Use open questions "tell me about," "explain to me," "describe to me."
- Do not promise confidentiality
- Explain what you will do next
- **RECORD** the facts (where, when, who, what happened) as soon as possible.
- **REPORT.** Immediately report the incident

Second side

Immediately contact:

The Project Leader (during an activity), or

Angie Clark Tel no. 01462 851963

CCPAS Tel no. 0845 1204550

If there is an immediate risk contact the police (dial 999) or Children or Adults` Services

Safeguarding Vulnerable Adults (Central Beds) - Tel No. 0300 300 8122

Safeguarding Children (Central Beds) - Tel No. 0300 300 8585

Section 5

APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS.

The Protection of Freedom Act was introduced in September 2012 with the implementation of the Disclosing and Barring Service (DBS).

The Need Project will ensure all workers, whether Trustee, employee, volunteer or associate, will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines 'Safe from Harm' (HMSO 1993), the Disclosing and Barring Service (DBS) Code of Practice, and the Need Project's practice guidelines.

These have been adopted by The Project.

Appointment and Selection of People Offering to Work with Families

The Project is committed to providing a safe environment for children and young people to grow physically, socially, emotionally, psychologically and spiritually.

All paid staff, full or part-time workers, volunteers and helpers will be expected to attend training and complete a questionnaire on which they will be asked to declare any offences. A Disclosing and Barring Service (DBS) check will be carried out on all new appointees on appointment and will be expected to have attended the training within six months of taking up office in their new role. This requirement will be included in all Job Descriptions. The DBS will be submitted in keeping with guidance and failure to agree to complete the form will result in the person being asked to stand down until this is completed and a satisfactory DBS clearance received. DBS checks will be repeated every three years.

There is a duty on The Project to carry out DBS checks on people working with children.

Everyone working with children or adults will be expected to attend the Safeguarding Children training within three months of starting to working with them, and to complete refresher training every two years.

Every effort will be made to provide training for new workers before s/he is due to take up her/his role. However, this is not always possible. Where a worker wants to, or is required to, start before completing the safeguarding training or the DBS is received, s/he can support an activity but must not be included in the adult to child ratios and should never be left on their own with a child. This must only be a short-term arrangement.

The following process will be followed:

- You will be asked to complete an application form, a DBS form and give the name of two referees.
- If you have a DBS check that is transferrable show this to the Safeguarding Trustee, who will check it is current (within three years) and covers adults and children
- Your referees will be asked to give a written reference on you.
- You will be supported to complete the DBS form on line. When you receive the document from the DBS you will need to show this the Safeguarding Trustee, who will take a copy.

- You will be interviewed by appropriate Officers of The Project, to confirm that you can take on the responsibilities of working with children and young people.
- If successful, you will be expected to undertake training on safeguarding children within three months of being appointed and be required to work with someone who is trained until you have attended.
- You will be given a Job/Role Description, which includes your responsibilities in protecting children.
- You will be advised of a named Officer within the Project who will supervise you.
- Your application form, references and a copy DBS report will be kept in a locked cabinet in case they need to be referred to at a later date (this is a requirement of anyone who will be working with children and young people).
- If, for any reason, you are investigated by the Police or are charged with any offence you MUST advise the Officer supervising IMMEDIATELY, and they in turn speak to the responsible person for Safeguarding.

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Section 6

LONE WORKING

</div>

Introduction
Safeguarding is as much about protecting those employed or working on a voluntary basis as for client deemed to be at risk, whether child or adult.

A number of situations can occur for someone acting on behalf of the Need Project when on their own, both in the Hub buildings and in the community.

This policy should be read with the other Safeguarding policies and procedures, particularly Risk Assessments (Section 3) and the Health and Safety Policy.

The Need Projects Position.
Anyone working on their own could be at risk, even if they know the building they are in or the person they are going to see. As a result, each situation or visit needs to be risk assessed, even if this is one which has been carried out several times before.

When someone has a regular pattern of working alone a written risk assessment should be in place, for instance, when someone is sorting the food store or carrying out administrative activities, etc. The risk assessment is not just to record the risks but to put in place additional precautions to improve safety and reduce risk. However, the person following the risk assessment must also be aware of what could increase the level of risk and how to manage it

Lone Working in the Hub Buildings.
There are risks working in a building alone, particularly when the building has more than one entry point (including the Emergency Exits) and when doors are unlocked. As a result, the Need Project expects anyone working in a building alone to:
1. Keep all external doors locked.
2. Make sure someone knows you are there and when you plan to leave. Ideally, contact that person when you leave so that they know you are safe.
3. Have a key to the external and main internal doors.
4. If an arrangement has been made for someone to visit or deliver something, they should be directed to a specific external door so that they can be seen and checked before opening the door If necessary, ask for their identification. If there is any uncertainty, the door can remain locked and help sought.
5. Keep internal doors locked to limit movement within the building.
6. Do not climb up a ladder (or other object) while you are on your own.
7. Check for any risks, for instance trip hazards, and remove these. Report these to the Hub Leader.
8. Always have a mobile telephone on you in case you have an accident.
9. If necessary, call the Police.

The safety of the person working in the building is paramount.

Visiting People in Their Home.
If you are going out to someone's address, and as such you have little control over the environment you are going into, it is important that some simple precautions are taken.
1. Someone (spouse, Hub Leader, etc) knows you are going out, where you are going, who you are seeing and how long the visit will last. When the visit is ended let the person know that everything is okay.

2. Be clear how long the visit will last.
3. Do not put yourself into a vulnerable position, for example, going out in bad weather or poorly lit buildings, lifting heavy bags, going into a confined space with someone, etc. You can always arrange another time to visit or to go with someone.

Meetings.

Although this is different in that other people will be present, some meetings can become threatening or the person representing the Need Project may feel vulnerable.

It is good practise to go to meetings with some else to support you.

Travelling.

A person travelling on their own on Church business must take all reasonable precautions, particularly when travelling at night or areas which are unfamiliar or feel unsafe. The following precautions should be taken:
1. Make sure your vehicle is roadworthy.
2. Think through the journey and make any necessary arrangements, for instance travelling in icy or snowy conditions. If there are risks, is the journey necessary?
3. Let someone (spouse, Leader, etc) know you are going out, where, what is the purpose of the journey and its duration.
4. Keep the car doors locked.
5. Let that person know you have arrived safely.
6. If you find yourself in a risky situation (for instance, your destination has a power cut) it is better to abort the journey, let the person at the destination know you cannot come and the person who is monitoring you that you are returning .
7. If there is potential danger from people in the area (drunken behaviour, shouting, etc), do not stop, drive away to a place of safety. Only when it is safe, stop and consider whether you need to contact the Police or someone else.

Section 7

TAKING PHOTOGRAPHS OF CHILDREN

Due to the vulnerability of the people the Need Project works with, photographs (including video and "selfies") must not be taken of clients.

When an activity is taking place where photographs are to be taken, written consent must be sought from the parents in advance for their child to be photographed. If the parents or the child refuses their wishes must be respected. The choice not to be photographed must not result in the person being missed out of any activity.

The parent(s) should also be given opportunity to ask that s/he is not photographed.

Section 8

RETENTION OF RECORDS.

All records relating to the recruiting of staff and volunteers, risk assessments and notes and actions taken during an incident must be retained in their original form for the time periods described below.

These timescales are taken from Guidance to charities from the Charity Commission and Baptist Union Guidance.

Type of record.	Period retained for.	Who should retain them.	Comment
Unsuccessful application forms for paid staff	6 months	Chair	Reasons for not being accepted may be challenged.
Unsuccessful application forms for volunteers.	6 months	Chair	Reasons for not being accepted may be challenges
Application forms for successful applicants for Trustees and paid staff	5 years after person leaves.	Chair	
Application forms for successful volunteers	5 years after person leaves	Hub Leaders	
DBS forms	5 years after person leaves	Safeguarding Trustee	Retention of **most recent** check
Safeguarding Declaration	5 years after person leaves	Hub Leader.	
Supervision notes	5 years after person leaves	Supervisor.	
Disciplinary records	5 years after person leaves	Chair	If relating to Safeguarding situation then Safeguarding Trustee will also hold a copy.
Risk assessments	5 years	Safeguarding Trustee	Responsibility for reviewing and sending revised dated copy to the Safeguarding Trustee rests with the person completing the assessment.

Safeguarding Incident forms	40 years	Safeguarding Trustee	
All notes relating to incidents, including rough notes, correspondence and records of meetings.	40 years	Safeguarding Trustee.	

Section 9

Record of Changes.

Date of Change.	Addition/changes made.	Name of person making change.