



CHRISTCENTRAL

ChristCentral Churches

Safeguarding Policy

covering all children/young people and adults at risk

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1. Policy Statement

Name of Organisation: ChristCentral Churches

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Email: safeguarding@christcentralchurches.org

Director with responsibility for Safeguarding and Designated Safeguarding Lead (DSL): Graham Pyman

To make a safeguarding referral, please use the CCC safeguarding reporting form which can be found here:

<https://christcentralchurches.org/safeguarding/>

ChristCentral is a family of churches served by an apostolic team led by Jeremy Simpkins. This team works with over 275 churches in more than 25 nations and is part of the wider [Newfrontiers](#) family. We carry the prophetic call that 'we can do more together than apart' and are now serving many churches & church plants in various parts of the world. Current information can be found on the ChristCentral Website

<https://christcentralchurches.org/>

ChristCentral Churches (CCC) is committed to excellent relationships and has a zero-tolerance approach to bullying, harassment, abuse and sexual exploitation.

ChristCentral Churches is committed to nurturing, safeguarding and protecting all people, especially children and young people and adults at risk of harm. Safeguarding children and adults at risk of harm within CCC activities will be based on sound pastoral care and good practice. CCC takes this responsibility seriously and as a result has adopted the policy contained in this document, ensuring that there are clear procedures to follow if and when incidents occur.

ChristCentral Churches is committed to:

- Following the requirements of UK legislation and good practice recommendations in relation to safeguarding children and adults at risk
- Respecting the rights of children as described in the UN Convention on the Rights of the Child
- Supporting the wellbeing of all who come into contact with CCC
- Respectful pastoral ministry to all who attend CCC events and activity
- Carefully selecting all those, employed or volunteer, with responsibility for children, young people and adults at risk on behalf of CCC, and will access Disclosure and Barring Service checks and the Adults' and Children's Barred Lists as appropriate
- Supporting, resourcing, training, monitoring and providing supervision to who work with children, young people and adults at risk for CCC
- We are committed to promoting a culture in which anyone can feel confident about sharing any concerns that they may have about their own safety or the wellbeing of others. Volunteer workers will be vetted to ensure that they have been trained by their local church
- We are committed to ensuring that all who work with children, youth, and adults at risk and those in whom they put their trust, are aware of the safeguarding procedures and their course of action if they have any concerns that a child, young person, or vulnerable adult may be at risk of suffering abuse or neglect, or when abuse has been disclosed

- We aim to respond without undue delay to any complaint, suspicion or disclosure of abuse made by a child, young person or an adult at risk of harm for whom we have responsibility. This includes cooperating with wider agencies, including the Local Authority, Police, and [Thirtyone:eight \(formerly CCPAS- Churches' Child Protection Advisory Service\)](#), as and when appropriate to share information and seek guidance.

Authorised:

Graham Pyman, Executive Director on behalf of the CCC Board of Directors

Date: 11/12/2024

Review Date: 12 months from adoption

2. Introduction

The Children Act 1989 brought into place duties for Local Authorities, making it their responsibility to safeguard and promote the wellbeing of children within their area and take reasonable steps to prevent children from suffering ill treatment or neglect. A guiding principle of the Act is that the welfare of the child must remain paramount.

Since then, further legislation, policy and guidance have added to the foundation laid by the Children Act 1989. The Children Act 2004 sought to improve better outcomes for children and young people, including a clearer focus on safeguarding. CCC has a statutory duty to follow '[Working Together to Safeguard Children 2023](#)'. The Department for Education sets out clear guidance for faith communities in how to address safeguarding issues. CCC is committed to following these guidelines and working in line with current legislation and policy.

In more recent years, society has become increasingly aware that adults also need protecting from harm, and in response to this Parliament passed the Care Standards Act 2000. This has been superseded by the Care Act 2014, the Health and Care Act 2022 and the [Care and Support Statutory guidance](#). Voluntary organisations including churches were asked to develop similar procedures for safeguarding children and adults at risk that they come into contact with.

This policy sets out the response of CCC to the request for voluntary organisations to develop procedures for safeguarding children and adults at risk that we have had contact with. This policy is approved and endorsed by the Directors of CCC.

3. Definition of who this policy is intended to safeguard

A child, defined as a person who is under the age of 18; or any adult, aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation – defined as an adult with care and support needs.

Whilst childhood is absolute and recognised in the eyes of the law, vulnerability is not a fixed category. We recognise that all of us can be vulnerable to a wide range of pressures which can impact our ability to safeguard ourselves from abuse and therefore CCC is committed to work in such a way that supports people to 'retain independence, well-being and choice and to access their human right to live a life that is free from abuse and neglect.'

4. Who the policy applies to

This policy applies to everyone who is connected with CCC as a Director (Trustee), Employee, Volunteer, or event contributor, all of whom will be required to abide by the policy.

This policy is applicable to all areas of activity, delivered by CCC at which children, young people and adults at risk will be safeguarded by this policy. This includes all conferences delivered by or in partnership with CCC where a specific event safeguarding policy is not in existence.

This policy applies to all personnel undertaking activities on behalf of CCC including volunteers and paid employees.

5. Safeguarding Responsibilities

The overall and final responsibility for safeguarding lies with Graham Pyman, Designated Safeguarding Lead, on behalf of the CCC Board of Directors.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the CCC Safeguarding Forum, comprised of:

- Graham Pyman, Designated Safeguarding Lead (DSL)
- Graham Anns
- David Keeping
- Jon Brydon
- Rebecca Job

The CCC Safeguarding Forum will meet regularly to discuss issues of safeguarding and share best practice throughout CCC and to oversee the consistent application of this policy. The forum will ensure that competent Safeguarding Officers (specific DSLs) are appointed for CCC events involving children and/or adults at risk.

Safeguarding will be reviewed on a regular basis at Safeguarding Forums and Directors Meetings.

All staff and volunteers have a responsibility to:

- Read and understand the Safeguarding policy and procedures;
- Cooperate with team leaders and managers on Safeguarding matters;
- Follow the instructions of the Safeguarding procedures;
- Take reasonable care to avoid placing themselves or those in their care at risk of mistreatment;
- Report all Safeguarding concerns to the designated person (as detailed in this policy statement)

6. Communication of the Safeguarding Policy and Procedures

The Safeguarding policy and procedures will be included as part of the induction process for anyone working, either in a paid or voluntary capacity for CCC where children or potentially adults at risk participate in events or services provided by CCC.

At CCC events a briefing will be given to all staff and volunteers before the event commences regarding the safeguarding policy and procedure, to raise awareness of Safeguarding and ensure all staff know the procedure to follow in the event of a Safeguarding disclosure or concern.

It is the responsibility of the team leader of any activity to ensure that their team members attend the briefing and are given all relevant information about safeguarding. This includes how to operate in a safe manner to themselves and others and that the procedures are carried out fully.

The safeguarding policy is available to read on the ChristCentral Churches website. There is also a safeguarding reporting form for referrals to be made directly to the CCC safeguarding forum. these can be found here:

<https://christcentralchurches.org/safeguarding/>

7. Safeguarding Awareness

The Directors are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.

The Directors will also ensure that children and adults at risk are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or by failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligence, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardians(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Declaration of Human Rights with particular reference to Article 5 which states:

No one should be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

8. Children and Young People – Definitions of Abuse

Working Together to Safeguard Children 2023 defines Safeguarding and promoting the welfare of children as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children’s Social Care National Framework.

Definitions of abuse found in Appendix 2, are based on the government guidance ‘Working Together to Safeguard Children (2023)’.

What is abuse and neglect?

Abuse and neglect are forms 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 a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children. The descriptions of the different types of abuse (Physical, Emotional, Sexual Abuse and Neglect) and the signs and symptoms are given in Appendix 2.

9. Adults – Definitions of Abuse

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

According to the Care and Support statutory guidance the safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- 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

'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 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'.

A detailed description of the different types of abuse of adults at risk of harm (Physical, Sexual, Psychological, Financial or Material, Neglect or Omission, Discriminatory, Organisational/ Institutional), as well as the signs and symptoms of these types of abuse, can be found in Appendix 3.

10. Safeguarding Procedures

How to Respond to a Child/ Young Person/Adult who wants to talk about Abuse

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc

Helpful Responses

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Don't Say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

What To Do Next

- Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child/young person/adult said and when he/she said it and what was happening immediately beforehand (e.g. description of the activity). Record dates and times of these events and when the record was made. Hand over all hand-written notes to the Designated Safeguarding Lead, even if they are subsequently typed.
- **Report your discussion as soon as possible to the Designated Safeguarding Lead.**
- **Do not discuss the suspicion/allegation with anyone else**
- **Reporting abuse about adults is more complex than for children. Most of the time adults with capacity have the right to be involved with any decision made about them. It is essential therefore to pass concerns onto the adult safeguarding officers for appropriate further management**

What to do if you Suspect that Abuse may have Occurred

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions should report concerns as soon as possible to **the event DSL** who has been nominated by the CCC Safeguarding Forum to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities;
- In the absence of the DSL, the matter should be brought to the attention of the **CCC Safeguarding Forum or a director**;
- If the suspicions in any way involve the **DSL**, then the report should be made in the first instance to the **CCC Safeguarding Forum or a director**. Alternatively contact social services or the police;
- Where the concern is about a child the DSL should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services;
- The DSL may need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Directors to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding);
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place;
- Whilst allegations or suspicions of abuse will normally be reported to the DSL, the absence of the DSL and event leader should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight;
- The Board of Directors of ChristCentral Churches will support the DSL 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;
- It is, of course, the right of any individual to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although The Board of Directors hope that members of ChristCentral Churches will use this procedure. If, however, the individual with the concern feels that the DSL has not responded appropriately, or where they have a disagreement with the DSL(s) as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that The Board of Directors demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the DSL is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the DSL(s) will:

- Seek medical help if needed urgently, informing the doctor of any suspicions;
- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home;
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services;

For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm;

Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice;

- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the DSL(s) will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly. They will NOT speak to the parent/carer or anyone else;
- Seek and follow the advice given by Thirtyone:eight if, for any reason, they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, DSL(s) will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 and Health and Care Act 2022 to investigate allegations of abuse. Alternatively, Thirtyone:eight can be contacted for advice;
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions;
- The primary responsibility for managing any investigation process rests with managers of the Adult Social Care social services teams. When the concern is about someone in residential care, the Care Quality Commission will be involved. Where a crime may have been committed, the police will investigate;
- Organisations have a duty to act on any concern of abuse of an adult to ensure that the situation is assessed and investigated. The first priority should always be to ensure the safety and protection of the person concerned.

Responding in an emergency to an adult who alleges abuse

- Adult Social Care Teams operate Emergency Duty Teams (EDT), outside regular office hours, at weekends and over statutory holidays. They are available to offer advice and will also take action to protect an adult, including arranging emergency medical treatment and, where appropriate, involving the police;
- A member of the EDT would not be responsible for a criminal investigation but if the allegations are serious, a coordinated approach between the police and the ADT may result to produce the best possible outcome for the adult concerned.

Action by Adult Social Services / Care

Once a referral is made to Adult Social Care they will check to see if the adult or alleged abuser is known to them. If the adult is known, details of the referral will be passed on to the worker involved. The worker and a team manager will then decide if an Adult Protection Inquiry should proceed. If the individual isn't known to Adult Social Care, it is likely a duty worker and manager will make that decision.

Practice Guidance for adults at risk

Many adults may have periods where they have additional care and support needs. These could be short term (bereavement or unemployment/redundancy, or health concerns) or more longer term (mental health needs/learning difficulties or a physical or learning disability). ChristCentral Churches does not play a significant role in supporting such adults. However, at times concerns may arise.

Involving Adult Services / Social Care or the police where there is concern for an adult.

- Where possible, concerns should be passed to the DSL (or deputy) but difficulty in contacting these individual(s) should not delay action being taken. If the DSL is concerned that an adult may have been or is in danger of being abused they should contact Adult Social Services;
- If they are not sure whether an official referral is warranted but they nevertheless have legitimate concerns, they should still contact Adult Social Services to discuss their concerns. Alternatively, they can contact Thirtyone:eight for advice.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the DSL, in accordance with Local Safeguarding Partnership (LSP) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

Allegations of abuse against a person who works with adults at risk.

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults at risk. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not CCC.

11. Prevention of Abuse within CCC Activity

Recruitment and Selection

The Board of Directors for CCC will ensure all employees will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed a self-declaration form
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where required (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)

- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns

CCC will require all employees, volunteers, or servers when working with children and/or adults at risk to have a clear DBS at the appropriate level. DBS for similar roles at other organisations may not be accepted, however a check of the update service may be possible at the discretion of the Safeguarding Forum. For major national events, volunteers/servers will be required to submit an application form with references.

Until such time as the cleared DBS is received the person will not be allowed to be in contact with children and/or adults at risk. If a person is recruited and later found not to be appropriate to work with children and/or adults at risk, then their ability to work will be terminated.

Persons who pose, or may pose, a risk of harm

Persons who are known to have abused children/young people, adults at risk, or persons who disclose a proclivity or inclination to do so, are not allowed to be involved in any work with children and/or adults at risk. Such a person may not even be able to participate or attend a CCC event.

When such a person becomes known, the DSL should be informed. The DSL will consult with the Safeguarding Forum who will give advice to the CCC Board of Directors who will make a decision about the suitability of such a person attending a CCC event, or whether they should be prevented and/or encouraged to engage via another means (such as remotely).

In helping the Board of Directors make a decision about whether it is safe for such an individual to attend a CCC event, a risk assessment should be undertaken and advice sought from 31:8 as well as the authorities (police, children/adult social services). 31:8 can provide a template for the risk assessment.

If it is assessed that any risk can be mitigated by specific measures (for example, being supervised at all times, arriving later and leaving early), the individual will need to meet with the DSL who will explain what is expected of the person and require them to sign a written agreement. If the agreement is refused by the individual they will not be permitted to attend. If the agreement is breached by the individual, they will be asked to leave a CCC event immediately.

The individual's name will only be made known to the people who need this information. This could include stewards, key ministry leaders, the Safeguarding Forum, DSL for CCC and any DSL specific for a CCC event.

Staff and Volunteers

It is vital that good open communication is maintained between staff/volunteers and their line managers/team leader. Regular supervisory contacts and team meetings should ensure that concerns from any worker can be aired. If, for some reason, it is not possible for the worker to discuss concerns with their line/team manager, they should discuss them with the next most appropriate manager. CCC is committed to supporting staff or volunteers through the process of reporting cases of abuse or neglect.

Training

In preparation for events which offer children's and/or youth work, additional Safeguarding training may be offered to Team Leaders within the context of the pre-event meetings. Training for all workers may happen at major national events. Training sessions will include awareness building on the following:

- What is abuse?
- Indicators of abuse
- How to respond to disclosures of abuse
- CCC procedures for reporting disclosures or suspicions of abuse

Volunteer training is handled by local churches and anything run by CCC is in addition to this.

Complaints / Allegations made against CCC workers.

CCC will take seriously any complaints made by staff, delegates, volunteers, outside parties against a CCC worker, whether a permanent paid employee, or a short term voluntary server at an event. All such concerns will be brought to the attention of the relevant Team Leader. As a person engaged in work (whether paid or voluntary) for CCC, they have a responsibility to suspend a member of staff (which should be seen as a neutral act) from working until a complaint/allegation has been investigated by the statutory authorities.

The team leader must report the complaint to a CCC DSL, who should contact Thirtyone:eight for advice, and then contact social services and the police as appropriate.

The DSL may need to inform others depending on the circumstances and/or nature of the concern. For example, the Chair of Directors to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Designated Officer (formerly LADO- Local Authority Designated Officer) if allegations have been made about a person who has a role with under 18's elsewhere.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the DSL, the absence of the DSL should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

The Board of Directors of CCC will support the DSL 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.

The role of the Designated Safeguarding Lead (DSL) is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Positions of Trust

'Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children. In England, Wales and Northern Ireland changes to the law made in 2022 extend the definition to include faith group leaders.

It's against the law for someone in a position of trust to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over).

12. Handling of Disclosure Information

Storage and Access

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, or password protected electronic storage, with access strictly controlled and limited only to those who are entitled to see it as part of their duties.

Handling

Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom DBS information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the CCC Safeguarding Officer and/or the DBS. Consideration can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Disposal

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. While awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, and the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

Regulated Activity

Regulated activity is defined in England, Wales and Northern Ireland under Schedule 4 of the Safeguarding Vulnerable Groups Act (2006) and in Scotland under Schedule 2 of the Protection of Vulnerable Groups (Scotland) Act 2007.

In general terms, an individual is involved in regulated activity if they undertake an activity of a specified nature (i.e. teaching, training, instruction, care, supervision, advice, guidance, treatment, therapy or transport) that involves contact with children or adults at risk on a frequent, intensive or overnight basis.

Frequent = once a month or more

Intensive = three or more days in any period of 30 days or

Overnight = between 2am and 6am

Appendix 1: Devoted Festival Safeguarding Children Procedure

Devoted Festival is an event occurring every other year, gathering approximately 2500 delegates from several nations. Accommodation is both on and off site.

The Devoted Festival, as an activity of CCC, is governed by the Safeguarding Children and Adults at Risk policy for the organisation.

The specific procedures relating to the Devoted Festival and the safeguarding of children and adults at risk will be implemented as detailed in the document: **Devoted Festival Safeguarding Policy**.

Appendix 2: Definitions of Child Abuse, Signs and Symptoms

Physical abuse

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

Emotional abuse

Emotional abuse is 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 children 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve 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.

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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is 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
- provide suitable education.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs & Symptoms of Abuse for Children and Young People

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

** Indicates the possibility that a child or young person is self-harming. Approximately 25,000 children aged 8 to 17 years are treated in accident and emergency departments for self-harming related incidents in the UK each year.*

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation
- Cuts*/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child 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
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- 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/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

Appendix 3: Definitions of Adult Abuse, Signs and Symptoms.

Physical abuse including:

- assault
- hitting
- slapping
- pushing
- misuse of medication
- restraint
- inappropriate physical sanctions

Sexual abuse including:

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- sexual acts to which the adult has not consented or was pressured into consenting

Domestic violence including:

- psychological
- physical
- sexual
- financial
- emotional abuse
- so called 'honour' based violence

Psychological abuse including:

- emotional abuse
- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling

- intimidation
- coercion
- harassment
- verbal abuse
- cyber bullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Financial or material abuse including:

- theft
- fraud
- internet scamming
- coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits

Modern slavery encompasses:

- slavery
- human trafficking
- forced labour and domestic servitude.
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Read [Modern slavery: how the UK is leading the fight](#) (PDF. 543KB) for further information.

Discriminatory abuse including forms of:

- harassment
- slurs or similar treatment:
 - because of race
 - gender and gender identity
 - age
 - disability
 - sexual orientation
 - religion

Read [Discrimination: your rights](#) for further information.

Organisational abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission including:

- ignoring medical
- emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Signs & Symptoms of Abuse for Adults at Risk

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents

- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Organisational/ Institutional

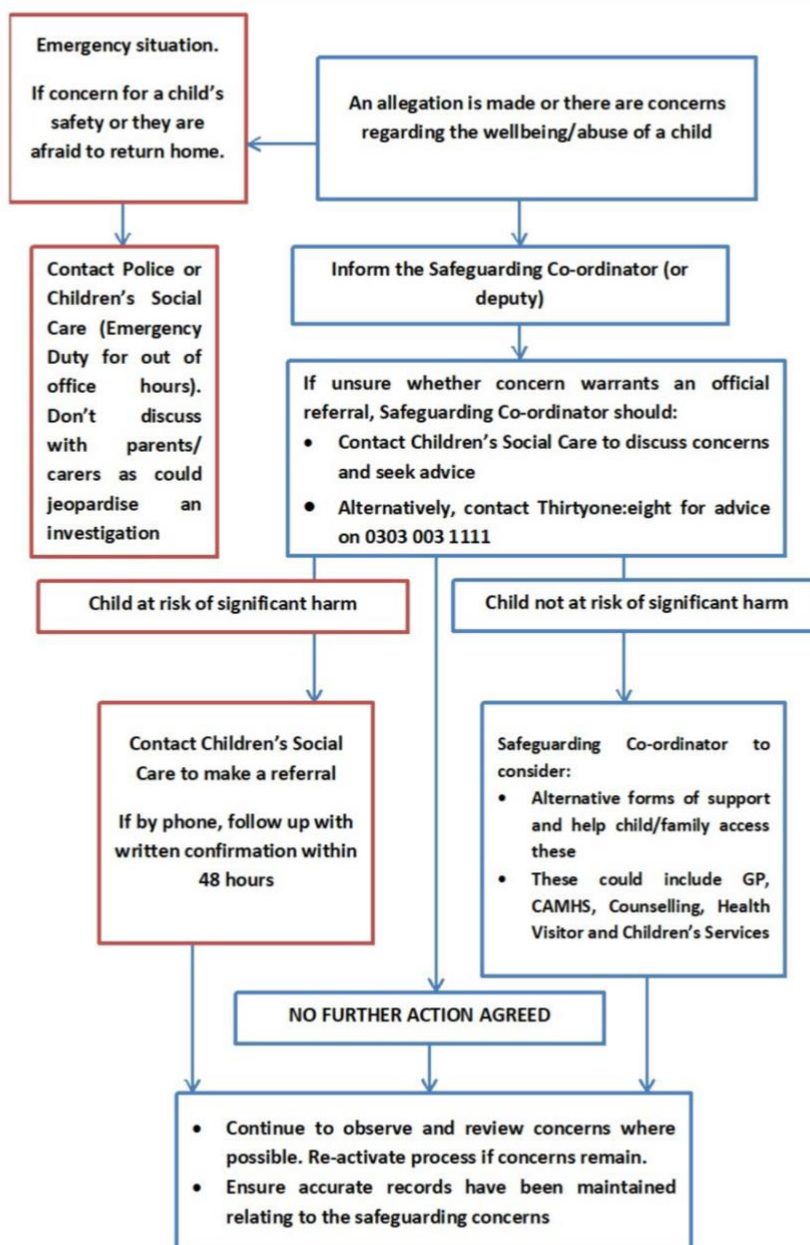
- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

Appendix 4: Flowchart to follow when concerned about Children and Young People

Flowchart for Action Children and Young People



This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



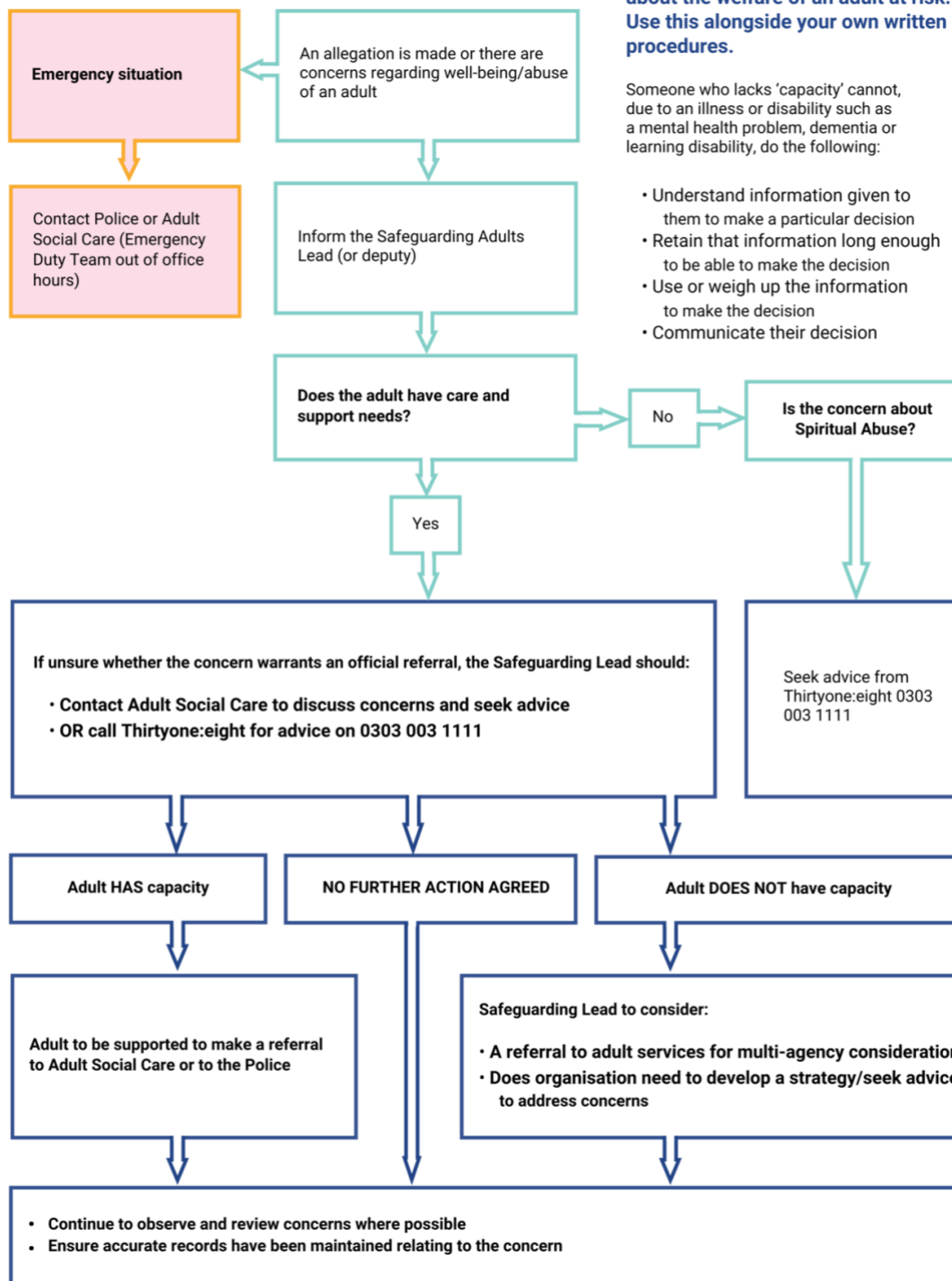
Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

© Thirtyone: eight 2018 Flowchart for Action Children & Young People

Appendix 5: Flowchart to follow when concerned about an Adult at Risk

Action for Adults at risk flowchart



This flowchart gives an overview of action to be taken when concerned about the welfare of an adult at risk. Use this alongside your own written procedures.

Someone who lacks 'capacity' cannot, due to an illness or disability such as a mental health problem, dementia or learning disability, do the following:

- Understand information given to them to make a particular decision
- Retain that information long enough to be able to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision

Appendix 6: Helpful Resources and Links

For further details	Name	What is it?	Details
For advice regarding Safeguarding issues and topical guidelines.	Thirtyone:eight	Thirtyone:eight is a Christian charity who help protect people from abuse.	https://thirtyoneeight.org/
For information regarding child abuse including: - Types of abuse -Spotting the signs of abuse -Effects of child abuse -Report abuse -Positions of Trust	National Society for the Prevention of Cruelty to Children (NSPCC)	NSPCC is the UK's leading children's charity	https://www.nspcc.org.uk/
For information regarding: -Adult abuse signs and symptoms -Training and E-learning -Information about Safeguarding for churches and faith groups	Social Care Institute for Excellence (SCIE)	SCIE is a UK values-driven improvement agency.	https://www.scie.org.uk/
For information regarding: -Abuse of Trust -Guidelines for Being Alone with Young People -Guidelines for Appropriate Physical Contact -Electronic Communication	Baptists Together	Baptists Together is a Christian charity	https://www.baptist.org.uk/Groups/213223/The_Baptist_Union.aspx
For UK Safeguarding guidelines: -Working together to Safeguard Children 2018 -Safeguarding Disabled Children: practice guidance - Care and Support statutory guidance 2018	Gov.uk website	Gov.uk is a website run on behalf of HM Government	https://www.gov.uk/
For C of E Safeguarding training	Church of England website	Church of England is a Christian charity	https://www.churchofengland.org/safeguarding/promoting-safer-church/safeguarding-training
For exact wording for any, legislation cited in this policy	Legislation.gov website	The legislation.gov website is run by the National Archives on behalf of HM Government	www.legislation.gov.uk/