

STAFF AND VOLUNTEERS SAFEGUARDING POLICY AND PROCEDURES FOR WORKING WITH CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK



1. Important information

The following document includes the procedures for the safety and protection of children, young people, adults at risk and the staff and volunteers of !Audacious Church, its associated companies and charities (Hereafter referred to as 'the church' or '!Audacious Church').

Safeguarding is everyone's responsibility and it is vital that if you have any concerns or are unsure about any aspect of safeguarding that you speak to your team leader or to the Designated Person or their Deputies.

The overall safeguarding designated person is **Mark Steele (07808 919 834)**

Campus / location / Dept	Deputy Designated Persons	Contact details
Manchester	Darren Durham Sarah Reid (Kids) Joel Richards (Youth)	darrendurham@audaciouschurch.com Sarahreid@audaciouschurch.com Joelrichards@audaciouschurch.com
Chester	Lee Brown	leebrown@audaciouschurch.com
Cardiff	Miriam Cummings	miriamcummings@audaciouschurch.com
Sheffield	Josh Cocker	joshcocker@audaciouschurch.com
Geneva	Tim Atkins	timatkins@audaciouschurch.com
!Audacious Welcomes	Julian Wolstencroft	julianwolstencroft@audaciouschurch.com

Contact details for the designated persons and all organisation details are contained in [Appendix 1](#)



Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or 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:

1. States 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 negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(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 the 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 Universal Declaration of Human Rights with particular reference to Article 5: No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.



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2. Introduction

2.1 Promoting a Culture of Excellence in Safeguarding - the theology

The leaders and trustees of !Audacious Church recognise the importance of the church's ministry for all those who access and participate in our activities. However, we also recognise the need for special consideration in the area of safety and protection in our work with children and adults at risk. These go further than just measures to protect them; Safeguarding policies fit within a wider context of promoting a safe church, and is born out of our understanding of the Gospel of Jesus Christ and commitment to the teaching of Scripture.

In Genesis 2 we are told that 'the Lord God formed a Man from the dust of the ground and breathed into his nostrils the breath of life and the man became a living being'. At no other point in the creation story are we told that God actually breathed the breath of life into any other part of creation – and so, as the image bearers of God, we have within us his life giving spirit.

Every human being has a value and dignity which comes directly from this creation of male and female in God's image and likeness. Christians see this potential fulfilled by God's re-creation of us in Christ. Among other things, this implies that, fundamental to who we are as His church is our duty to value all people as bearing the image of God and therefore to protect them from harm. The Bible points to a God who has a particular concern for the poor, the weak and the voiceless and gives a special place to the case of the oppressed, the marginalised and the victims of injustice. Jesus not only upheld this special concern but he saw children and adults at risk as those with the potential to encounter a full, vibrant relationship with God. He gave them status, time, respect and affirmation.

As those entrusted with His ministry, we need to ensure that we are not betraying the trust that is put in us. In Ezekiel 34, the good shepherd cares for and protects the vulnerable sheep, not just from the outside dangers but also from being trampled and hurt by other sheep that are stronger. As disciples (imitators) of Jesus, we should all model and offer that same protection for and to those who are weaker and more vulnerable 'sheep', whether young or old.

Safeguarding good practice concerns the development of safer expressions of care to all and underpins the love and welcome of God for all people.

!Audacious Church is committed to the protection of all children and adults, especially those who may be at risk due, for example, to illness, disability, or conditions such as passive development disorders.

The church must also hold in tension concerns for both justice and compassion. Those who have suffered abuse have sometimes found an unsympathetic hearing. They may be disbelieved, and so discouraged and damaged further. Some people may side with the alleged perpetrator. Such actions often compound the sense of injustice that many feel.

Abuse which can sometimes be tolerated in parts of society, can never be allowed to occur within the church, so that all can have the opportunity to flourish and grow in faith without being abused,



bullied or physically harmed.

In answer to the question ‘What does God require of us?’ the need to act justly is set alongside the need to love mercy and to walk humbly with God (Micah 6:8).

!Audacious Church is wholeheartedly committed to glorifying God in the ways outlined above, ensuring we protect all God’s children as part of our calling as witnesses to His truth in Jesus Christ.

2.2. !Audacious Church commitment

The purpose of this document is to show how we can all work together to: - ensure the protection, safety and well-being of all the children, young people, and adults at risk who engage in activities delivered in connection with !Audacious church, whether that be in our building or in other settings; Safeguard children, young people, and adults at risk from any danger of abuse; Helping us all to avoid unwise actions and behaviour that can result in allegations of misconduct. The leaders and trustees of !Audacious Church believe it is vital that this policy is not just a document but that the good practice it outlines becomes an integral part of our culture.

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight.

The Leadership undertakes to:



- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

This Safeguarding policy should be read alongside Audacious Church policies and procedures on:

- Health and Safety
- Equality and Diversity
- Recruitment, induction and training
- Information recording and sharing
- Code of conduct for church staff [Staff handbook] and volunteers [Volunteer handbook]
- Complaints procedure
- Staff and volunteer supervision and support
- Lone Working policy and procedure

3. Prevention

Safer recruitment



The Leadership will ensure all workers 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 an application form and a self-declaration form
- Those shortlisted have been interviewed
- 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 necessary
(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.

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs 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.

All new members of a team in a position as a Responsible Person are required to attend a Safeguarding Training session with a Designated Person or Deputy Designated Person or complete an approved online training course.

All people who work with children, young people or adults at risk will be required to receive a copy of the policy and agree to abide by its procedures before they commence working with anyone in these categories. Failure to do so will disqualify the person from any form of contact or work with children, young people or adults at risk.

Every staff member or volunteer will be required to attend ongoing safeguarding training every 3 years.

Further details on the safe recruitment procedure can be found in [Appendix 2 - Good Practice](#)

Management of Workers – Codes of Conduct



As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

A copy of this code of conduct can be viewed in [Appendix 3 - Code of Conduct](#)



4. Dealing with issues

It is the responsibility of all staff and volunteers to report suspected concerns, suspicions or allegations of abuse to the proper authority; notwithstanding a person's right to make a direct report. In most cases it will be proper to report any level of concern, suspicions or allegations to a Deputy Designated Person or the Designated Person.

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. If an concern, suspicion or allegation is noted

The worker or volunteer should make a report of the concern in the following way as soon as possible by contacting the designated person:

Name: Mark Steele (hereafter the "Designated person")

Tel: 07808 919 834

Email: safeguarding@audaciouschurch.com

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Designated person then the report should be made to the relevant deputy designated person for their location or department.

(See page 2 or [Appendix 1 for contact details](#))

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

Thirtyone:eight

PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.



What happens next?

Once a report has been made the following procedures will be followed and the following people may be involved:

- The Designated person should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.
- The Designated Person may need to inform others depending on the circumstances and/or nature of the concern for example
- The Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- the deputy designated person for the location / area
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- 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 Designated person, the absence of the Designated person or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Designated person/Deputy 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 as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Designated person /Deputy has not responded appropriately, or where they have a disagreement with the Designated person / Deputy as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the designated person or a deputy 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 Designated person /Deputy will:

- 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.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of 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.

[For contact details see Appendix 1](#)

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Designated person/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. 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:

Suspensions 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, the Designated person/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 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.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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 Designated Person in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs:

The designated person will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services. The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. 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 the church.



5. Good practice guidelines

As an organisation/place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are contained in [Appendix 2 - Good practice](#)

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.



6. Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep via the method of a contract of behaviour. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.



7. Legislation

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable groups, namely:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- UK GDPR 2018
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Safeguarding Children and Young People; Charity Commission for England and Wales 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities: HM Government 2014
- Working together to safeguard children; a guide to inter-agency working to safeguard and promote the welfare of children: HM Government 2018.
- Mental Capacity Act 2005



8 Leadership Safeguarding Statement

The Leadership of !Audacious Church - [hereafter referred to as Leadership] recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our church.

The following statement was agreed by the leadership/organisation on: 25th June 2023

!Audacious Church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised and challenges are responded to appropriately.



We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the Designated persons in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by Thirtyone:eight

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.



We will review this statement and our policy and procedures annually.

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding coordinators for this place of worship/organisation.

This policy is reviewed annually and updated as required.

Adopted on: 25th June 2023

Signed: Stuart Keir [Trustee/Director]



9 Record of review

Date Authorised and version number	Changes made
Jan 2019 v1.0	Complete rewrite
Jan 2020 v1.1	Chester contact details amended
Feb 2021 v2.0	Designated people updated due to staff changes 4.8.4 - changes to wording to make less child focussed and more focused on safeguarding and introducing the new online training that's available. 5.1 - changes to wording made to add concerns rather than allegations. 7 - additional definitions have been added and the wording altered to make appropriate from children and adults at risk 8 - legislation additions and update where necessary eg: working together 2018 rather than 2015, Care act 2014 and Mental capacity act 2005
April 2021 v3.0	After review by thirtyone:eight a full re-ordering and upgrade of the policy was made in line with comments made on email dated 6th March 2021. Additional good practice added such as praying for you people, transportation and clearer procedures to follow. Appendixes updated with contact details Revised code of conduct added Definitions of abuse updated
May 2023 v4.0	Altered in line with comments from thirtyone:eight Added new campus contacts Added contact details for new campus area safeguarding officers/LADO



Appendix 1 - Contact details

The overall safeguarding designated person is

Mark Steele (07808 919 834) email: marksteele@audaciouschurch.com

safeguarding@audaciouschurch.com

Campus / location / Dept	Deputy Designated Persons
Manchester	Darren Durham Sarah Reid (Kids) Joel Richards (Youth)
Chester	Lee Brown
Cardiff	Miriam Cummings
Sheffield	Josh Cocker
Geneva	Tim Atkins
!Audacious Welcomes	Julian Wolstencroft

Other contact details

Campus / location / Dept	Deputy Designated Persons
Telephone Number	0161 830 7000
General Email address	info@audaciouschurch.com
Membership of Denomination	Assemblies of God (GB)
Denomination Safeguarding contact:	David Pearson AoG (GB) The cottages, Deva Centre, Trinity Way Manchester M3 7BB 01777 817 663
Safeguarding advisors	Thirtyone:eight
Safeguarding advisors contact details Helpline: Email:	0303 003 11 11 info@thirtyoneeight.org
!Audacious Church Charity number	1129633
!Audacious Church company number	06780477



Local Authority Childrens services contact numbers

Borough / Location	Childrens services number (9-5)	Out of hours
Manchester	0161 234 5001	0161 234 5001
Bolton	01204 331500	01204 337777
Bury	0161 253 5678	0161 253 6606.
Wigan	01942 828300 (24hr line)	
Tameside	0161 342 4101	0161 342 2222.
Trafford	0161 912 5124	0161 912 2020
Salford	0161 603 4500	0161 794 8888
Rochdale	0300 303 8875 (24hr line)	
Oldham	0161 770 7777	0161 770 6936
Stockport	0161 217 6028	0161 718 2118
Chester	0300 123 7034	01244 977277
Cardiff	029 2053 6490	029 2078 8570
Sheffield	0114 273 4855	0114 273 4855
Geneva	022 546 10 10 10	

Local Authority Social services contact numbers

Borough / Location	Social services number (9-5)	Out of hours
Manchester	0161 2345001	0161 234 5001
Bolton	01204 337000	01204 337777
Bury	0161 2535151	0161 2356606
Wigan		01942 828777
Tameside	0161 3422400	0161 3422222
Trafford	0161 9125135	0161 9122020
Salford	0161 6314777	0161 7948888
Rochdale	0300 303 8886	0300 303 8875
Oldham	0161 770 7777	0161 7706936
Stockport	0161 2176029	0161 7182118
Chester	0300 123 7004	01244 977277
Cardiff	029 2233 0888	029 2078 8570
Sheffield	0114 273 4908	0114 273 4908
Geneva	022 427 71 60	



Appendix 2 - Good practice

As we have already stated, Safeguarding is everyone's responsibility. The following procedures are intended to create a framework for good practice in all of our activities and to operate in line with our biblical call and in accordance with current legislation to safeguard those who access the ministry and activities of !Audacious Church.

A2.1. Good practice - Access to children's activities;

During children's activities, children must be supervised at all times by an appropriate choice of Responsible Persons. This will be at least two adults who have been safely recruited and DBS checked. Parents and caregivers will be given full information about the program including starting and finishing times. Staff and or volunteers will cooperate with the parents/caregivers to ensure the child is picked up safely.

While under the care of !Audacious Church children will not be allowed to play in an unsupervised manner.

At all times, parents and caregivers will have access to their children. While they are not usually encouraged to stay during the activities, they must have full and uninterrupted access with the option to remove their children as they wish. The parents will be permitted to observe, but not take part in the group. Should a parent wish to take part they will be asked to follow the same safe recruitment procedures as any other volunteer.

A Parent may be known to a small number of children, but they are a stranger to the rest of the children. This is an important factor to consider.

A2.1.1. Visitors to children's activities:

Any visitors to a children's area must be under the invitation and supervision of a Responsible Person. Visitors from outside of !Audacious Church must complete the Visitor Log and be supervised at all times.

At all times the following points should be observed:

- Visitors must have a 'supervisor' (buddy) that takes responsibility for them for the entirety of their stay in the children's rooms.
- Visitors should wear a 'Visitor' Badge to identify them to Team.
- The Visitor Log must be completed by the supervisor, who will sign them in and out.
- No cameras are permitted at any time by Visitors in the Kids Rooms.
- Supervisors must ensure that Child Protection requirements are kept by Visitors. Under no circumstance should a Visitor pick up one of our children.
- Disciplining/correcting a child is the responsibility of our team. Visitors should not be involved in this at all.



A2.2. Good practice – Restrictions on a responsible person:

Staff and volunteers are not permitted to:

- a. Take children alone anywhere.
- b. Visit a child at home while the child is alone or invite to their own home.
- c. Be involved in toileting except with pre-schoolers and then only if done in an open way with another staff person or volunteer within sight and hearing.
- d. Change the nappy of a toddler. The parent or carer is to be contact to change the wet or soiled nappy.
- e. Allow children to sit upon the staff or volunteer's shoulders.
- f. Touch children in a manner outside of those described in the good practise guide for touch (A.2.3)
- g. Drive or transport a child without at least one other adult in the car. (Also refer to driving policy and check for consent)
- h. To phone children in Primary School. For High School Children, a note will be left on Churchsuite of all calls giving the reason why the call was made.
- i. Allow the children to play in an unsupervised manner.
- j. Use language or actions that is sexually suggestive or inappropriate to the child's age or maturity.

A2.3 Good practice - Touch

With regards physical touch -

- a. Touch should be related to the child's needs, not the adult's.
- b. Touch should be age-appropriate.
- c. Touch should generally be initiated by the child.
- d. Touch should always be used for the immediate and long-term benefit of the child and the children within the vicinity.
- e. Children are entitled to determine the degree of touch except in exceptional circumstances, ie when medical attention is necessary or the safety of a child is at risk.
- f. Other options to respond to, or engage, a child should always be considered first.

With regards to discipline:

- a. No staff member or volunteer may use physical discipline on a child under any circumstances.
- b. A Team Leader or Pastor may use reasonable physical contact to remove a child from a situation of immediate danger or harm. In this event, it must be done in the presence of another Responsible Person and must be recorded on an Incident Report Form.



A2.4. Good practice – Pastoral care meetings with children:

Meeting with children in a pastoral capacity will be done in an open manner, within the view of another person. Two members of staff or volunteers must be present. Parents will be informed of any pastoral meeting with children, providing that this does not compromise a child's safety. External professional care will be sought as necessary.

A2.5. Good practice – First aid for children:

Any child or young person requiring first aid will be referred to an appropriately trained First Aider. An Incident Report should be filled out immediately and the child's parents should be informed, either immediately or at the collection of the child.

A2.6. Good practice – Adult to child ratios:

Whenever possible, the ratio of adults to children in our care:

children 1 and 2 years old = 1:3

children 3 to 5 years old = 1:8

children aged 6 to 11 years old = 1:13

children aged 12 and over = 1:10

Note: Volunteers under the age of 17 shall not be included in the ratios.

A2.7. Good practice – Camps and conferences:

Children and young people on church-run camps and conferences will be properly supervised in teams on a ratio of no less than one leader for every 10 young people, 1:10. Whenever possible, the ratio of adults to children will be 1:3 for children aged 1 and 2 years old, and 1:8 for children aged 3 to 5 years old and 1:13 for children aged 6 to 11 years old. Volunteers under the age of 17 shall not be included in the ratios.

Rules for staff and volunteers and campers will include:

i) There must be at least two staff and or volunteers supervising children and young people in each dwelling/house/area at all times [dormitory, room - females with females and males with males.]

These leaders do not sleep in the same room/area as the children.

At camps with tents, the tent areas must be well supervised by staff or volunteers of the same sex. See the above ratios.

ii) Children and young people are not allowed to get into bed with another camper or with a staff person or volunteer under any circumstance.

iii) Children and young people of the opposite sex will not share a bedroom, room, or tent. Access to



bathrooms, toilets or dwellings of the opposite sex is not allowed by leaders or campers.

iv) During night security two male and two female leaders will be on duty to deal with any problems. Males will deal with male-related issues and females with female-related issues.

v) Health and safety rules of the campsite being used will be adhered to.

vi) Children will be supervised at all times

A2.8. Good practice – Responsible persons recording

A register of those attending a club or activity should also be maintained, together with a register of workers. This should include a record of arrival and departure times, particularly if the participant does not attend the whole session. It is also good practice to keep parents/carers informed of the nature of activities.

A2.9. Good practice - Transportation

Where children, young people or adults with care and support needs are being transported by mini-bus the organisation needs to ensure there are guidelines in place and that these apply to all drivers and journeys carried out on behalf of and with the knowledge of the organisation. This does not apply to private arrangements for transportation made, for example, between adults with parental responsibility.

The policy for transporting children, young people or adults with care and support needs, is as follows:

- Driving should be restricted to those who have gone through the organisation's recruitment procedures for workers.
- All drivers must have read the safeguarding policy of the organisation and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form (or include it in the General Information and Consent Form).
- The driver should hold a full driving licence; the vehicle must be adequately insured and the vehicle road worthy.

Having checked drivers, it is reasonable to expect that they may be alone with a child for short periods. Consideration should therefore be given to dropping off the least vulnerable last and plan routes accordingly. Two workers in a vehicle does not in itself guarantee safety - there have been incidents where workers have acted abusively together. Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).



When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.

At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to an adult with care and support needs, depending on the nature of their vulnerability and/or disability.

It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or they have romantic feelings for a driver.

If parents or carers do some transporting, ensure they are made aware that such arrangements are their own responsibility and not the organisation.

A2.10. Good practice - Prayer with Children and young people

Some of the main ingredients that underpin any effective ministry to children and young people, including prayer, are:

- acceptance
- respect
- non-judgemental listening,
- sensitivity,
- discernment,
- patience.

In applying these values in the area of prayer, not only will you build trust and respect, but you will also be providing a good 'prayer' model so that children and young people can learn how to pray for others in a sensitive and responsible way.

Although it may seem obvious, it is important parents/carers are aware that prayer is an integral part of church life (particularly if they don't attend church themselves), and that on occasions you may pray with their child either corporately or individually at the child's request. In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must always be respected.



Praying

Prior to praying, always make sure you have the child's permission and always pray in an open area where other leaders and/or children are around. If there is a general invitation to come forward for prayer in or after a family service then it will be helpful to have children's workers available to pray with the children/young people rather than relying on other leaders who may be used to dealing with adults. Only those authorised by the church leadership should be involved in this ministry

The child should be asked if there is anything specific they are requesting prayer for and listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (e.g. my cat's poorly). If they do not have specific needs or requests then simply ask God to bless them.

Those praying with children and young people should always be alert to child protection issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate action because you are caught up with praying!

If you have prayed about a specific issue it may be helpful to write it down afterwards and give it to the child so that, if they want, they can let their parents/carers know and remember it themselves.

If a child/young person becomes distressed, stop praying. Stay calm and gently ask them if they would like to say what has caused their distress. Depending on the child's response you could consider whether there are any gender issues or whether they would feel more comfortable with someone else

If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/carers, assuming you have no child protection concerns.

Practicalities: When it comes to praying, consider your body language, particularly in relation to things like your height and the height of the child/young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down; but do avoid crowding. Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening. If you think they may appreciate something like an arm round a shoulder or their hand being held always ask them if this is what they would like before doing it. Some churches use substances such as oil on the forehead when praying for healing. Bear in mind that a child/young person may be uncomfortable with the use of anointing oil so it is important to only go ahead with the child and parents' agreement. Remember also that a child/young person may not, for example, understand things like 'speaking in tongues' and it is important therefore not to do anything that may cause confusion or distress.



Language: Use clear uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply “let us pray for you as you are feeling tired” not “I think you are depressed, let’s pray about that”. Keep the prayers simple and short so you can then be confident your prayers have been understood by the child.

Giving Advice: Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed. Even if you believe you have heard from God about their situation, it would be far wiser to pray this through on your own or with another leader. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

Confidentiality: Never promise total confidentiality. Should a child/young person wish to disclose to you a situation such as abuse within a prayer ministry context, you have a duty to pass this on to your church’s child safeguarding coordinator and possibly Children’s Social Services or the police. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a ‘need to know’ basis only and you will make sure they are supported and cared for.

Deliverance / Exorcism: Any religious, traditional or cultural practice that causes significant harm to a child is a criminal offence and cannot be justified. One example of this is when children have been subjected to horrific abuse following accusations they are witches or possessed by evil spirits. When practices such as these come to light, the statutory authorities may investigate and take appropriate action to protect the children involved. Some places of worship believe that a child can have an evil spirit or is possessed when they display behavioural problems or are different in some way. The child may have learning difficulties, mental health issues, copied or unconventional behaviours, or be experiencing some kind of trauma such as culture shock at coming to live in a different country.

Children are easily frightened and very susceptible to suggestion. They may also be upset by shouting and will easily believe they are bad, wicked etc. A child should never be told they are demonised, possessed or oppressed by the devil or evil spirits.



2.11. Good practice – Recruitment:

People joining !Audacious Church as a staff member or volunteer with a view to being in the position of a Responsible Person must have the prior approval of the Department Heads of !Audacious Church and have undergone a pastoral screening process.

2.11.1. Conditions of recruitment:

Disclosure and Barring Service (DBS) disclosure:

It is a criminal offence to offer paid or unpaid work with children to someone who is disqualified from working with children, or to allow them to continue doing such work. !Audacious Church requests an Enhanced DBS Disclosure with Barred Check List from each person applying to work as a Responsible Person with children or young people and all staff and at a minimum, a DBS Disclosure for all volunteers involved in Kids and Youth Church activities.

Suitability Assessment:

In the case of the DBS returning a Disclosure Form with prior convictions, cautions or warnings, it is the responsibility of the Designated Person to assess the impact these will have on the Responsible Person performing their duty. The Designated Person should take into consideration the severity and frequency of the record, and the time lapsed since recording.

The Designated Person may choose to follow further references to aid their decision, or may ask the person to serve in another area of church for a period of time first. In all cases, the well-being of the children takes precedence over the well-being of the adult.

The legal requirement of !Audacious Church to the DBS and policing authorities:

The church has a legal and moral obligation to inform other professional practitioners, those directly working in child or adult service as indicated in Working Together To Safeguard children 2018. This is solely the duty of the Designated Person with the agreement of church leadership.

Grounds for Mandatory Refusal:

A person shall be immediately and irrevocably denied status as a Responsible Person and from any activity with children under 18, in the event of any disclosure indicating a person is on the list of individuals unsuitable for working with children and adults at risk.

In these circumstances, the relevant authorities shall be notified that such a person has attempted to gain paid/unpaid work with children. The Designated Person shall be informed and will give guidance on receiving and supporting the person as a part of the wider church community.

Storage and access to Disclosure Forms:

Disclosure Forms are completed by the applicant electronically through an agency designated by the Church and only on request, checked by the church for completion, before lodgement. Access to such forms is only permitted to Designated or Deputy Designated Persons and authorised delegated staff.



The agency will contact the applicant in the event a matter is disclosed and inform the Church of that fact. In that event the applicant for clearance has the option to withdraw the application or authorise disclosure to the Church.

Save for disclosures requiring mandatory refusal, any disclosure will be referred to the Designated Person for assessment and final decision as to whether an individual may be appointed to staff, appointed as a Responsible Person or be involved in any volunteer activity with children or vulnerable adults.

Disclosure information shall not be retained for longer than is necessary to make an appropriate decision of suitability. This should usually be less than six months. The only record kept on church files will be that an application for DBS clearance was lodged and the date clearance was received OR in the event of a disclosure, the decision of the Designated Person following any assessment, or the fact of Mandatory Refusal.

2.11.2 Interview [Face to face] and two character references;

In the interview the person will be asked such questions as:

a. What experience do they have of working with children? b. What do they understand about child safety and child protection? c. Do they know what to do if they receive a disclosure of abuse? d. They will be asked if they have ever been convicted or accused of any untoward acts of child molestation or abuse. [If the answer is 'yes', these people are unable to participate in ministry towards children or young people.] Note: there is a specific set of questions that are assigned to the interviewer by !Audacious Church which will be completed online and any concerns noted sensitively.

Part B: Each candidate is required to provide two character references. It is preferred that one is a current employer and one other designated person of good moral standing. The character reference comments must be logged onto Mosaic very carefully. If for any reason a character reference rejects the candidate or highlights concerns, the information must be recorded, not told to the candidate until agreed upon by church-designated leadership.

2.11.3. Probationary Period:

A three month probationary period will be given, at which point the volunteer or staff member may be required to be interviewed by a senior member of staff regarding their performance.

A2.11. Good practice - Further procedures

Further procedures which are department specific such as social media, restraint, protective services, additional children's policies and procedures etc, are written and approved by the Policies team in conjunction with the designated persons. Each staff member and volunteer will sign off on these as



appropriate. These are compiled in [Appendix 10](#)

All volunteers are encouraged to watch the following training video where applicable

<https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/>



Appendix 3 - Code of Conduct

!Audacious Church behaviour code for working with all people at all times

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for !Audacious Church. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches [name of group/organisation] social media policy



- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave !Audacious Church. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:



Appendix 4: Definitions of a person of trust / responsible person and Designated/deputy designated persons

The government defines the Position of Trust as:

'... one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship'.

From this definition !Audacious church has defined that any staff member or volunteer who is entrusted with supervising and caring for a child or young person under the age of 18 years, or an adult at risk is in a position of trust This is typically, but not limited to, Campus Pastors, Ministry or Sunday team leaders, someone involved with Audacious Kids, Audacious Youth or a church- endorsed school, outreach program, or other community support activity engaging with adults at risk. We say that all team members are therefore considered a **Responsible person**

It is the duty of every responsible person

- i. To comply with background checks and procedures at the instruction of a Designated Person.
- ii. To comply with the !Audacious Church Safeguarding Policy in its fullness at all times.
- iii. To receive Safeguarding and other training as deemed appropriate by a Designated Person.

Notwithstanding our legal and ethical responsibilities for the children, young people and adults at risk in our care, parents and legal care-givers are not bound by this Policy.

Duties of the Designated person and Deputy designated persons:

- i. To accept the prime duty of care for the children, young people and adults at risk in the Church community.
- ii. To adopt and implement Safeguarding policy and procedures and where appropriate, policies and procedures in relation to adults at risk.
- iii. To be responsible for conducting background checks on trustees, staff and volunteers wishing to work with children, young people and adults at risk within the church.
- iv. To be responsible for the training and equipping of staff and volunteers so they are able to confidently undertake their responsibilities.
- v. To ensure that appropriate health and safety policies and procedures are in place and adhered to where children, young people and adults at risk are concerned.



vi. To ensure that those who may cause a threat to children, young people and adults at risk who may attend church, are effectively and sensitively monitored and managed.

vii. To receive, report and monitor any concerns involving the safety of children, young people and adults at risk in our church.

viii. To receive, report and monitor any allegations regarding staff or volunteers causing or potentially causing harm to the children, young people and adults at risk in our church.



Appendix 5: Definitions of abuse (children)

Definition of a child

The legal definition of a *child* is *someone under the age of 18* according to The Children Act 1989. Throughout this guidance when we refer to a child our meaning (unless otherwise stated) is a person under the age of 18.

What is meant by child 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.

Government guidance defines four main categories of maltreatment: physical abuse, sexual abuse, emotional 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. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

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.

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: 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 cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

Neglect: 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.

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

Child sexual exploitation: is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology



Extremism: goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Signs of Possible Abuse (children & 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.

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

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.



Appendix 6: Definitions and signs of abuse (adults)

Definition of an adult at risk of harm:

An adult is someone over 18 (unless specific legislation states otherwise).

The adult safeguarding duties under the Care Act 2014 apply to an adult, aged 18 or over, who:

has needs for care and support (whether or not the local authority is meeting any of those needs) and;

is experiencing, or at risk of, abuse or neglect; and

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 and support is the mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent - including older people, people with a disability or long-term illness, people with mental health problems, and carers. Care and support includes assessment of people's needs, provision of services and the allocation of funds to enable a person to purchase their own care and support. It could include care home, home care, personal assistants, day services, or the provision of aids and adaptations

When considering the safeguarding issues regarding adults, other pieces of legislation are also relevant such as the Anti-Social Behaviour, Crime and Policing Act 2014 which deals with Forced Marriage, the Modern Slavery Act 2015 which deals with trafficking and abuse, the Domestic Violence Crime and Victims Act 2004 which is self-explanatory but which may be strengthened to deal with coercive and controlling behaviour. These pieces of legislation apply to England and Wales.

Another important piece of legislation when dealing with safeguarding adults is the Mental Capacity Act 2005. Where decisions are being considered regarding the welfare of adults, under the Care Act 2014 they have to be full participants in the process and those who are involved in the investigations and assessments will form a view of the adult's capacity to make decisions for themselves. This means that where there are safeguarding concerns, referrals must be made to Adult Services so that this level of capacity can be assessed.



Definitions of Abuse (Adults)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

- The Safeguarding duties apply to an adult who;
- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- 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.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

Definitions of Abuse (adults)

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

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 and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or 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, or the misuse or misappropriation of property, possessions or benefits.



Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

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. Incidents of abuse may be one-off or multiple, and affect one person or more.

Signs of Possible Abuse in Adults

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Corecive, controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.



Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns

Psychological abuse

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.



Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

Institutional Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention


Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression



Appendix 7: Incident form (a digital version can be completed by [clicking here](#))





ACCIDENT & INCIDENT FORM

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident

Names, addresses and ages of those involved in the incident

Where did this incident take place?

Name of place of worship/organisation/event:

Who was responsible for the group at the time of the incident, if different from the above?
 (Name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Describe the accident/incident (include injuries received and any first aid or medical treatment given).

Have you retained any defective equipment? (Please tick)
 YES ☐ NO ☐ NONE INVOLVED ☐ DETAILS

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use? YES ☐ NO ☐ (Please tick)

Is the equipment still safe for your group to use? YES ☐ NO ☐ (Please tick)

Who else do you need to inform?

Have they been informed? YES ☐ NO ☐ (Please tick)

If so, when and by whom?

OFFICE USE ONLY

Have you reported a serious/significant accident or injury to the Local Authority environmental health department? YES ☐ NO ☐ (Please tick)

Person in charge of group at time of accident/incident:

SIGNED	PRINT NAME	DATE
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Form seen by:

SIGNED	PRINT NAME	DATE	ROLE
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(state role eg. Church Minister, Head of Organisation/Health & Safety Officer)

!AUDACIOUS



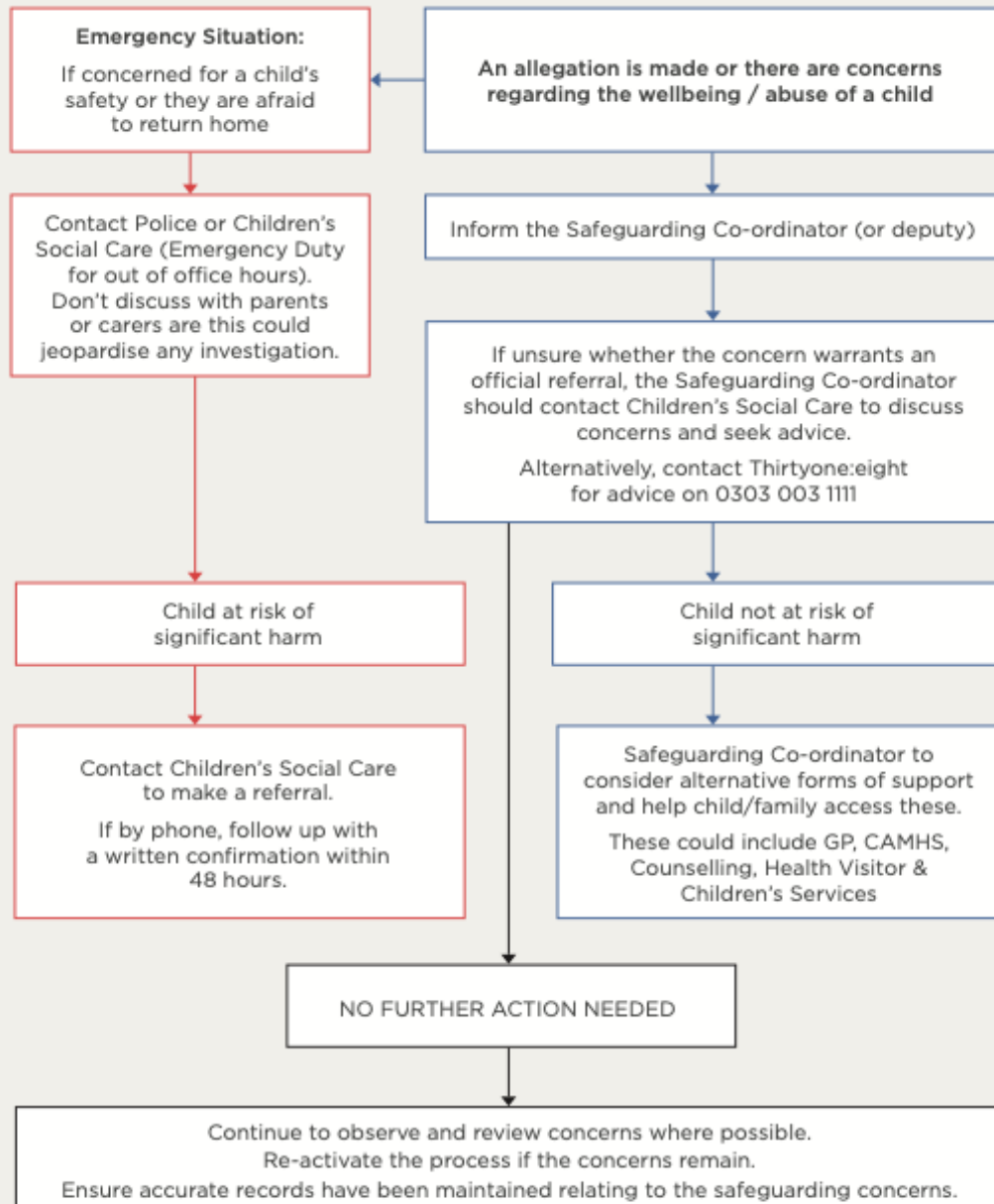
Appendix 8: Flowchart of actions (children and young people)





FLOWCHART FOR ACTION: CHILDREN & YOUNG PEOPLE

This flowchart 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.



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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."

Flow Chart for Action (Children & Young People) © Thirtyone:eight August 2018



Appendix 9: Flowchart of actions (adults)





FLOWCHART FOR ACTION: ADULTS AT RISK

This flowchart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



Appendix 10: Further guidance and good practice

10.1 !Audacious Youth Safeguarding Appendix

!Audacious Youth is the youth ministry of !Audacious Church. !Audacious is committed to providing a safe and secure environment which nurtures young people and protects them from spiritual, emotional, physical and sexual abuse.

This policy sets out the procedures that all !Audacious Staff Members and Volunteers must follow when involved in !Audacious Youth Programmes. The Policy relates to young people (Youth) aged 11 through 18, and references to the “Parent” includes legal guardians and primary caregivers. This policy is to be read in conjunction with the latest version of the !Audacious Safeguarding Policy.

Volunteers/Team

To ensure all Youth Team members are both safe and equipped to work with young people, they must go through multiple checks and training before working with anyone under the age of 18:

- All Youth Team members must have a clear DBS check
- All Youth Team member must complete Youth Team training annually
- All Youth Team must complete an online Safeguarding Training Course
- All Youth Team must complete an online Behaviour Management Course
- All Youth Team must sign a volunteer agreement
- Any volunteers under the age of 18 cannot be counted as Responsible Persons in any capacity or for any reason

Pastoral support

When working with young people, pastoral and safeguarding concerns might come to light during conversations. To protect both the young person and team member we ensure there are clear guidelines to follow in these situations:

- Listen without interrupting
- Be attentive to what is being said.
- Remain calm even if what they are saying is emotive or shocking
- Be honest and never promise to keep a secret - tell them you have to tell someone.
- If a young person decides to not disclose anything to you, accept their decision.
- Be encouraging with your responses (e.g. I am glad you have told me or you have done the right thing in telling someone). Never be judgmental or sceptical.



Meeting a Young Person

To keep young people and team safe during meetups we have some clear guidelines to follow when meeting outside of an official !Audacious programme:

- If you are intending to meet a young person outside of a planned programme, then you need to inform the Youth Pastors in person or via a phone call
- Always meet in a public place and where possible meet with another team member.
- Always send a text to the Youth Pastors when the meeting has started and when the meeting has ended.
- Never drive a young person to and/or from a meet-up unless there is another DBS checked, over 18 in the car.

Young People With Additional Needs

To ensure every young person feels safe and included when attending our programmes, we have several things in place to help those with additional needs:

- Every aim should be taken to be as inclusive as possible. This includes contact with parents/guardians/schools to collaborate on strategies and ways to ensure inclusivity
- Where needed a personalised behaviour management plan should be created in conjunction with the young person and parent/guardian
- Having a space for young people experiencing high levels of anxiety and stress should be made available where possible.

Disclosures

To ensure all disclosures and safeguarding concerns are dealt with appropriately we have some clear systems and guidelines in place for youth team to follow:

- Report all disclosures directly to the Youth Pastors either in person or via a phone call
- Straight after speaking with the Youth Pastors make a record of the disclosure using the Incident Report Form (***Found here on the Youth Team Internet***)
- Confidentiality is important, please do not share this information with anyone else. The Youth Pastors and/or Safeguarding Officer will come to you with any follow up questions.



Altar calls and Prayer

During !Audacious Programme's times of prayer and response might result in Youth Team members praying for and/or with young people. To ensure this is a safe interaction we have some guidelines to follow during these moments:

- Obtain verbal consent before praying for a young person: (e.g. 'Do you mind if I pray with you?')
- Obtain verbal consent before putting your hands on a young person (e.g. 'Do you mind if I put my hand on your shoulder?')
- Only lay hands on their shoulders and/or head
- Aim to stand in front of them where possible
- Always follow the rule of female to female and male to male when praying.

Anti Bullying

!Audacious will not tolerate any forms of bullying and will act quickly in the event of bullying being witnessed by following these guidelines:

- All bullying needs to be reported quickly and directly to the Youth Pastors who will communicate with the !Audacious Safeguarding Officer
- Parents will be notified immediately of any bullying that has taken place and will be offered support and advice where needed
- In extreme cases the Police will be contacted

Toilets and Showers

To keep young people and team safe during our programmes we have some clear guidelines for when using bathroom facilities:

- All Youth Team should use the inclusive toilet during Youth Programmes
- If team need to enter the toilets for any reason they should do so in pairs
- Only enter the toilet of the sex you are (e.g. Male to male, female to female)
- Where possible keep the main toilet door open



Sleeping Arrangements

During !Audacious Youth programs there may be occasions where young people and youth team are sleeping in the same building/facility. To keep young people and team safe we have some clear guidelines to follow in these situations:

- There should be different sleeping areas for Males and Females
- There should be different sleeping areas for under 16's and over 16's
- No over 18 is permitted to go into an under 18's sleeping area alone
- Youth Team should never sleep in the same area as Under 18's
- Guards on duty

Photography & Video

To protect our youth team and young people we have clear GDPR guidelines to follow when taking photos and videos at Youth Programmes:

- At Youth events photos and videos should be taken by members of the !Audacious Photography Team & !Audacious Media Team
- Youth Team should only take photos and videos with young people if they have permission to do so from their parents. (Check churchsuite consent)
- Youth Team should never take a picture of a young person on their own.
- Youth Team should never send (Text, email, Social media) a picture of them and a young person to another adult.

Social Media

When following and engaging with young people and social media there are guidelines and systems in place to protect youth team and young people:

- Following a young person on Instagram, Tik-Tok, Facebook, YouTube, Twitter and BeReal must be initiated by the young person (e.g. they must follow you first)
- You must not private message any under 18's on any form of social media unless this is on an Official !Audacious account. (This includes sending photos and videos via private message)
- Youth Team are asked to not have a SnapChat account
- Youth Team should not post pictures/videos of young people online unless they have permission to do so from the young person's parents



Phones and Texting

When communicating with young people on the phone / online it's important to keep to the following guidelines:

- Do not have an emotional conversation with a young person or group of young people over iMessage, text message or WhatsApp. Acknowledge how they feel, check that they are safe, but ask to have the conversation in person.
- Always check a young person's communication permissions on ChurchSuite before contacting them and respect the permissions they have chosen.
- Do not text or call a young person after 8pm unless you believe they are in immediate danger or risk of harm (We advise speaking to the Youth Pastors before you do this)
- Keep a record of all communication (e.g. Leave notes on ChurchSuite, don't delete text messages)
- Where possible and appropriate text a young person in a group rather than individually

Physical Touch

In addition to following the good practice guide for touch in the safeguarding policy (A.2.3) it's important that all physical touch between young people and youth team is appropriate and follows these guidelines:

- Keep everything public and think about the context (e.g. a hug in a group is different to one behind closed doors)
- Physical touch should be gender appropriate where possible
- Avoid all touch that could be sexually stimulating (e.g. a touch on the leg)
- Young people are entitled to personal space and the right to decide if they want to engage in physical touch
- Young people are not allowed to touch Youth Team or other young people in a way that is inappropriate
- Team members should not unnecessarily hold the hand of a young person, even in a public/group setting
- When consoling a Young Person in need always ensure two youth team members are present.
- Team members should report anything they think to be inappropriate levels of physical touch directly to the Youth Pastors.



Transport

Youth team are permitted to transport young people, however they need to ensure they are following these guidelines:

- There must always be two DBS checked, over 18's in the vehicle when transporting a young person
- In the event of an emergency and/or when two Youth Team members are not available, you must call a Youth Team member and keep them on loud speaker for the entirety of the journey
- All under 18's need to sit in the back of the vehicle
- Seatbelts must be worn at all times
- Youth Team should not post transport young people unless they have permission to do so from the young person's parents
- Youth team should sign off on the Church driving policy

Restraint and Discipline

At times it might be necessary to defuse situations at our Youth Programs, to ensure this is done safely, we have clear guidelines to follow:

- The !Audacious Youth behaviour policy should always be followed.
- No Youth Team member may use physical discipline on a young person under any circumstances
- Restraint in extreme situations should only be employed as a last resort to ensure the safety of the young person or other young people. In this event, it must be done in the presence of another Youth Team member and must be recorded on an Incident Report Form

Attending Youth Events

We want every single person who attends our programmes to feel safe throughout, to ensure this happens we have some clear guidelines:

- All young people must fill in a 'Connect Form' before joining in with any !Audacious Youth Programmes
- Young People must be supervised at all times by the Youth Team.
- Every young person, Youth team member, staff member and volunteer should be checked in when they are attending an !Audacious Youth Event.
- Parents that stay in the building do not need to sign in but should be recorded in case we need to evacuate (e.g. due to a fire)
- There should be a minimum of two Youth Team members on the front door at the end of every event ensuring that young people go home with the appropriate people and acknowledge those going on public transport.



- !Audacious is not responsible for young people when they choose to leave the programme and/or building.
- When locking up a sweep of the building should be done to make sure that everyone has left the building.

