



# Safeguarding Policy, Procedures, and Codes of Conduct

## Document details

Reference: POL02
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Sensitivity: External distribution
Version: Latest entry in Version history table
Next review date: March 2027
Offices for whom this policy is relevant: All  <b>Location of training materials TBC</b>  Scripture reference: But let all who take refuge in you rejoice; let them ever sing for joy, and spread your protection over them, that those who love your name may exult in you. (Psalm 5:11)

## Version history

Version	Details Initials	Date
0.1	Initial draft BW/EO	17 November 2022
0.2	Updates following review by Deputy DSLs and BW Dan Adams - issued to GCW for review	30 November 2022
1.0	Incorporated FBC materials as detailed in BW/EO comparison document "Comparison of FBC and GCW Safeguarding" - and approved at GCW Family Meeting.	11 Jan 2023
1.1	Reviewed and updated by Nick Curry (DSL), Carole Rogers & Rachel Rouse - for review by Trustees and approval by GCW Church Meeting	21 Jan 2025

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## Summary

This document contains our safeguarding policy and the basis for our procedures. Specific procedures are documented separately. It has been based on a template provided by the Christian Safeguarding Service with minimal alteration. Those wishing to work with children and vulnerable adults will be directed to read specific parts of this policy as it concerns their role.

## Introduction

We want everyone who comes into contact with us to feel safe, valued and cared for. We believe that each person is made in the image of God, and as a result have an inherent dignity and worth.

We also recognise that we live in a sinful world, where human beings rebel against God and his ways for us, and harm one another in innumerable ways. We believe that the human heart is wicked and deceitful and that we are all capable of falling into sin.

We believe in the good news that God offers us forgiveness and new life if we will receive Jesus Christ as our saviour and Lord. We believe that when we submit to God and allow him to work in us by his Holy Spirit, we will grow in our faith and gradually become more like Jesus. Our greatest purpose and joy is to be in relationship with God, and to know his transforming work within us that gives us the power to change and become more Christlike; living lives that glorify God.

The church is a place where the love of God for each person is displayed and where we live, learn, and grow together in our faith. This involves supporting, encouraging, and even challenging and rebuking one another when we sin; all for the glory of God and for our individual and mutual good. We believe that God sees everything and that he knows even our secret and hidden sins and that one day each of us will stand before him as our judge.

As we journey and grow together in this life of faith, we recognise that we are not perfect and that at various times we will all have to both offer and seek forgiveness from others. We do, however, recognise that within our church there is the opportunity for individuals or groups to harm, abuse, or exploit others. We as a church wish to stand against any misuse of power, abuse, or exploitation. We all have a responsibility to care for and protect each member of our church community, but particularly those who are weaker or more vulnerable.

If you have any concerns about the way that you, or anyone else has been treated, or about anything that we do as a church, please speak to one of the Elders or Deacons or to one of our Safeguarding Officers. You can find out who they are from the posters on the notice boards. Our safeguarding policy and procedures are available on our website.

As a church we take safeguarding seriously and we work with local and national organisations to help us to do all we can to keep everyone safe. We will fulfil all our legal duties to protect both children and Adults at Risk of Abuse, but we aim to go above and beyond and to discharge our safeguarding duties in a way that is biblically faithful and pleasing to our loving heavenly father, who calls us to do justice, love kindness and to walk humbly before him.

We commit to speaking to you openly and honestly if we have any concerns that you need to know about. If you have any concerns or require any support of help, please do not hesitate to speak to someone that you trust within the church.

# Christian Safeguarding Services

## Safeguarding Policy and procedures:

Safeguarding children, young people, and vulnerable adults

Version 3.0

### **1. Purpose**

This policy with its procedures and appendices outlines how we will seek to:

- 1.1. Ensure that we provide a healthy and spiritually nurturing environment for everyone who engages with our church community;
- 1.2. Ensure that every member of our church community is protected from harm, including harassment, abuse, and exploitation;
- 1.3. Ensure that any harm that is identified, regardless of where it occurred, is handled effectively, promptly, and proportionately;
- 1.4. Ensure that when supporting people who have experienced harm:
  - 1.4.1. We treat them with dignity, respect, and compassion;
  - 1.4.2. That their views and wishes are given full consideration;
  - 1.4.3. That we act in their best interest;
  - 1.4.4. That we ensure they are appropriately involved in and informed of decisions that affect them.
- 1.5. Ensure that where concerns or support needs are identified that fall below the threshold for reporting to statutory services, responses that are appropriate, proportionate, and consent-based are made;
- 1.6. Ensure that appropriate, confidential safeguarding records, that allow us to fulfil our duty of care to protect and promote the wellbeing of those to whom we minister, are securely kept, and disposed of in line with our legal duties and best practice under both safeguarding and data-protection legislation and guidance (details of our data storage and disposal procedures can be found in POLICY 45 - Records Retention);
- 1.7. Ensure that our Trustees, Staff, and Volunteers are clear about their responsibilities and duties and are supported to fulfil them competently and confidently;
- 1.8. Support the development of an open and transparent culture that listens to the views and wishes of every member of our church community and encourages and supports the raising of concerns, complaints, and allegations;
- 1.9. Provide leadership and accountability for every member of our church community, including our most senior leaders in relation to safeguarding;
- 1.10. Ensure that all our ministry is provided in a manner that is consistent with our biblical beliefs, and that where challenge, or even formal church discipline, are required that Christian love, grace and mercy, gentleness and kindness characterise our interactions;
- 1.11. Ensure that our leaders model biblical and Christlike servant leadership, valuing, caring for and nurturing those that God brings under their authority with meekness and humility, as those who will give an account in the final judgement;
- 1.12. Ensure that all church members have a basic understanding of safeguarding and that they understand their responsibility to raise and challenge any abusive behaviours.

## 2. Scope

2.1. This policy applies in particular to Staff or Volunteers who work on our behalf with vulnerable people (children, young people, their parents / carers, adults at risk of abuse or adults with care and support needs) and to those who have leadership and oversight of the church's activities. This includes Trustees, senior leaders, group / **Ministry Team Leaders**, paid Staff, Volunteers, or others working on our behalf.

2.2. The policy also outlines the general responsibilities of every member of our church community to raise concerns about individuals or practice in the church with the appropriate officers.

## 3. Context

Grace Church Wrecclesham is a church (hereafter referred to as "the church") affiliated to the FIEC and meeting in Wrecclesham, Farnham.

Christian Safeguarding Services is a Charitable Incorporated Organisation, charity number 1196236. Details of how the church runs can be found in the Church Handbook.

Any significant or unusual features that influence the approach to safeguarding: none

## 4. Definitions

**Abuse:** see Appendix G

**Additional needs:** is a term most often applied to children who require support beyond what we would usually expect to provide to a child of that age or developmental stage.

**Adult:** a person who is at least 18 years of age

**Adult at risk of abuse / in need of protection:** refers to adults who have care and support needs, are at risk of abuse, and due to their support needs are unable to protect themselves from the abuse.

**Adult with care and / or support needs:** refers to an adult who requires help with day-to-day tasks that most people would be able to perform for themselves.

**Child:** A child is a person who has not yet attained their 18<sup>th</sup> birthday which aligns with the United Nations Convention of the Rights of the Child.

**Child in Need:** Similar to targeted safeguarding, this refers to care and support that is offered to a child or family with more complex needs such that if effective support is not provided, the child is unlikely to achieve or maintain a satisfactory level of health, development, or wellbeing.

**Child Protection:** refers to safeguarding activity that has met the statutory threshold for referral to the Police or Social Care and involves the prevention of, or response to "significant harm".

**Chair of Trustees:** The Senior Pastor of the church.

**Deacon(s):** refers to those appointed by the church to that office to support the Elders and serve the church in practical and legal matters.

**Elder(s):** refers to those appointed by the church to that office to provide spiritual leadership and instruction. The Elders have the spiritual authority within the church.

**Investigating Officer:** person appointed by Grace Church Wreclesham to investigate a particular complaint or allegation

**LADO:** Local Authority Designated Officer

**Ministry Team Leader:** individual who has responsibility for a particular area of church life such as the music leader.

**Officers:** refers to all those who hold formal office in the church including Deacons and Elders, and Trustees.

**Regulated activity:** refers to activity that a barred person must not do. In simple terms, it is an activity that requires a DBS check.

**Safeguarding arrangements:** is used in this policy, procedures and related documents as a generic term that includes all aspects of the church's approach to safeguarding, including matters related to policy, process, culture, and practice.

**Safeguarding Trustee:** A single Trustee with specific responsibility for Safeguarding

**Single Central Record:** is the master record of all pre-appointment checks and processes that were completed prior to appointment to a role.

**Spectrum of safeguarding:** is the whole range of safeguarding activities that includes universal safeguarding, consent-based care, and support (i.e., support that falls below the statutory threshold), and the statutory responsibility to protect children, young people, and adults at risk of abuse from significant harm.

**Staff:** refers to any paid employee or office holder.

**Statutory threshold:** the point at which the church has a duty to report a concern ~~to report a matter~~ to one of the statutory bodies such as the Police, Social Care, or the Charity Commission.

**Sub-threshold (or consent based) safeguarding:** matters or concerns which do not meet the criteria for referral to statutory authorities. These issues may still be serious and require a response from the church, however, internal processes will be followed.

**Senior Pastor:** Most senior member of Staff with responsibility for leading the Staff team and chairing the board of Trustees.

**Targeted Safeguarding:** care or support that is offered to a child or their family on the basis of consent to prevent harm and promote wellbeing where there is a risk of poor outcomes for the individual if their support needs are not met.

**Threshold For Reporting To The LADO** - this is where a person has:

- Behaved in a way that has harmed, or may have harmed a child or vulnerable adult
- Possibility committed a criminal offence against or related to a child or vulnerable adult
- Behaved towards children in a way that indicates they may pose a risk of harm to them or vulnerable adult

**Trustee(s)** refers to those who are legally responsible for the governance and oversight of the church.

**Universal safeguarding:** activity that is required to keep everyone safe. This includes those who have no additional needs and includes the interface with other aspects of safety such as Health and Safety and employer responsibilities.

**Volunteer(s):** refers to anyone who is appointed by the church to a role or who performs identified tasks on behalf of the church for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised).

**Vulnerable people:** is a generic term that can be used to mean different things and so care is needed. In the context of this policy, the term is used in a generic sense to include anyone who has a support or care need or whose ability to protect themselves against abuse is limited. This includes children, young people, adults with support needs and adults at risk of abuse. It also includes those who, due to specific individual circumstances, find themselves, either for a short time or over a more extended time, requiring additional care, support, or protection, but who would not otherwise be regarded as needing support.

**Young People:** persons who have started year 7 at school but have not yet turned 18

## **5. Values and beliefs**

A summary of our beliefs and values can be found in the Church Handbook.

5.1. Everyone who engages with our church community, including Staff, Volunteers, and beneficiaries, has the right to be protected from any form of bullying, harassment, exploitation, or abuse and we will seek to ensure that we provide a caring and nurturing environment that is open and transparent, and that promotes the raising of concerns with senior leaders.

5.2. We have a particular responsibility to protect and promote the wellbeing of those who have care and support needs and those at risk of abuse including children, young people, and adults at risk of abuse; ensuring they are safe while in our care and that we respond appropriately to disclosures or indicators that they may be experiencing abuse or neglect while in our care or elsewhere.

5.3. Every member of our church community has a responsibility to act to support the values and commitments outlined in this policy.

5.4. Everyone who engages with our church community has the right to be treated with dignity and respect.

5.5. Our approach to safeguarding is rooted in and is a practical outworking and expression of our biblically based values, and supports and confirms our gospel witness.

### **5.6. Our approach to safeguarding is shaped by our belief as Christians that:**

5.6.1. God is holy, loving, merciful and just and he requires his people to live in accordance with his character; acting justly, loving mercy, and living humbly before our God who will ultimately judge all people for the deeds performed in this life.

5.6.2. The church, as the body of Christ on earth, should uphold truth and justice with grace, without fear or favour, prejudice, or privilege.

5.6.3. Those in authority within the church are accountable to and will be judged by the God who sees all things and judges impartially.

5.6.3.1. Higher standards are expected of leaders, who will be judged more severely than those who do not teach.

5.6.3.2. Leaders are to follow the example of Christ, leading with sacrificial, servant-hearted humility.

5.6.4. The church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God.

5.6.4.1. We are called to encourage and challenge each other lovingly and to spur one another on to greater holiness and obedience to God in an attitude of humility, grace, and forgiveness.

5.6.4.2. Where necessary, the church may impose formal discipline on its members in accord with its governing documents and rules of church order.

5.6.4.3. Sin in the church should be identified, confronted, and dealt with through confession and repentance.

5.6.4.3.1. Where such sin involves criminal activity, it should be reported to the civil authorities who are appointed by God to uphold justice and order in society.

5.6.5. We are to honour those that God has set in authority over us and to live as responsible and good citizens in the time and place that God has set us.

5.6.6. Every human life, including that of the unborn, is valuable to God and each person bears his image. 5.6.7. We live in a fallen and sinful world where there are many risks and dangers and we must seek to protect everyone, but particularly the vulnerable in our midst from those dangers.

5.6.8. God cares for the widow, the orphan, and the stranger; he calls us to protect and care for those who are vulnerable in our society and to oppose exploitation, oppression, abuse, and the inflicting of harm due to negligence.

5.6.9. Jesus' example was one of valuing and caring about those with whom he came into contact; even when delivering difficult and challenging messages.

5.6.10. We are to love those around us as God loves them and to seek to bring healing, restoration and reconciliation to broken and damaged lives by the manifestation of the love of God through us. 5.6.11. The church is a place of grace, forgiveness and transformation, justice, truth and holiness. 5.6.11.1. The gospel offers forgiveness by grace, through faith, but does not negate justice or remove the temporal consequences of the sin that has been forgiven.

5.6.12. In this present time, the kingdom of God on earth is a spiritual kingdom that resides in the lives of God's people, and it can only be advanced by proclamation of the gospel and the work of the Holy Spirit in convicting and convincing people.

5.6.12.1. The kingdom of God cannot be advanced by coercion or force.

## **6. Our responsibilities and commitments**

### **6.1. Our responsibilities**

6.1.1. To ensure that the protection of all members of our community, but particularly children, young people and adults at risk of abuse, and the promotion of their welfare, is of paramount importance to us and that best practice in safeguarding is embedded into the culture of our church.

6.1.2. To treat each person as equal in the sight of God, showing no favour or partiality.

6.1.3. To seek to minister to one another, and to encourage growth in obedience to God and his word with equity, transparency, and sensitivity, in accordance with our fundamental beliefs as laid out in our statement of faith, charitable aims and governing documents.

6.1.4. To value, respect and listen to the wishes of every member of our community, including those who are vulnerable or find it difficult to make their voice heard.

6.1.5. To ensure that as a church we are alert to the risks within society, including risks associated with grooming, online abuse, radicalisation, gender-based violence, exploitation, domestic abuse etc and to report appropriately.

6.1.6. To work in partnership with children, young people, their parents / carers, adults at risk of abuse and local and national partner agencies and organisations as appropriate, to promote the welfare of and to protect each member of our community; particularly those who are more vulnerable.

6.1.7. To work to develop and maintain an environment that is protective, caring and nurturing for all who engage with our community, in accordance with our doctrines and beliefs as outlined in our governing documents.

6.1.8. To ensure that everyone who ministers or serves within the life of the church is suitable and competent to do so and that they understand the responsibilities of their role.

## **6.2. How we will seek to fulfil these responsibilities**

6.2.1. We aim to visibly demonstrate our commitment to safeguarding throughout the church and our most senior leaders will support the development of best practice and provide accountability to everyone who works (whether paid or voluntarily) on our behalf; including providing accountability and challenge to each other.

6.2.2. We will ensure that those who are responsible for safeguarding at the various levels of the church are appropriately trained and supported to fulfil their role competently and confidently.

6.2.3. We will actively seek to create and maintain a culture that is consistent with our biblical beliefs and best practice in safeguarding.

6.2.4. We will ensure that we have robust and relevant policies, procedures and systems that support the culture of our organisation and the work of all those involved in safeguarding, and that these are reviewed for effectiveness annually.

6.2.5. We will ensure that we appoint a Designated Safeguarding Lead (DSL) and at least one deputy (Deputy DSL) who will take responsibility for leading the safeguarding of children and adults across the organisation.

6.2.5.1. Safeguarding will be promoted and overseen by our senior leaders.

6.2.5.2. Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions and the church's safeguarding structures, complete with contact details, will be included in our procedures, and made publicly available.

6.2.6. We will adopt proportionate safer recruitment best practice in the recruitment and selection of Staff and Volunteers.

6.2.7. We will provide effective leadership, management and support to the Staff and Volunteers who deliver services on our behalf including:

6.2.7.1. Ongoing training and skills development.

6.2.7.2. Supervision and pastoral support.

6.2.7.3. Quality and performance management measures.

6.2.8. We will ensure that we consider safety in all areas of our work and ministry, by:

6.2.8.1. Developing a positive culture.

6.2.8.2. Managing health and safety through effective policies and procedures, using risk assessment processes and proportionate systems.

6.2.8.3. Creating a positive and nurturing environment in all aspects of the community, including physical, social, emotional, psychological and spiritual environments.

6.2.8.4. Considering the online as well as the physical environments; including our use of social media and technology.

6.2.9. We will ensure that we monitor the conduct of our Staff and Volunteers and that we have policies, procedures, and systems for managing allegations against Staff or Volunteers, supported by a culture of listening to allegations and responding with rigour, fairness, and transparency.

6.2.10. We will ensure that our expectations in relation to the conduct of members of our community are clear through codes of conduct, policies and procedures including:

6.2.10.1. Anti-bullying and zero-tolerance approach to bullying; including cyber-bullying and the bullying of Volunteers, Staff, and leaders.

6.2.10.2. Dealing with peer-abuse (including domestic abuse) and harassment (including sexual harassment).

6.2.10.3. Clear accountability processes and sanctions for infringements of the codes of conduct.

- 6.2.10.4. Equality and diversity and a culture of zero-tolerance of discriminatory or abusive attitudes, language, or behaviours - always governed by the Church Constitution and the Church Handbook.
- 6.2.11. We will seek to clearly identify concerns about the safety or wellbeing of those who are part of our community and to respond appropriately and proportionately:
- 6.2.11.1. To signpost or refer them to local or national services that can help them.
- 6.2.11.2. To provide information, guidance and support as we are able.
- 6.2.11.3. To share information appropriately with partner agencies where we have concerns about the safety of an individual and statutory thresholds and / or criteria are met.
- 6.2.12. We will record and store information accurately, keeping it securely in line with our legal duties, information sharing policies and national and local guidance and agreements. This will include records such as:
- 6.2.12.1. Consent forms.
- 6.2.12.2. Attendance data for work with children, young people, and adults at risk of abuse.
- 6.2.12.3. Accident and incident reporting.
- 6.2.12.4. Confidential recording of safeguarding concerns.
- 6.2.13. We will involve children, young people, their parents or carers and adults at risk of abuse in our safeguarding processes wherever possible; making reasonable adjustments where necessary to enable them to participate in the decisions that affect them.
- 6.2.14. We will ensure that we have a culture and policies and procedures for raising concerns or complaints by any member of our community including children, young people, adults at risk of abuse and their parents / carers and for dealing with those concerns in an efficient, open, honest, and fair manner, including clear appeals processes.
- 6.2.14.1. We will also ensure that our leaders are competent and confident in handling complaints, concerns, and allegations.
- 6.2.15. We will develop a culture that encourages every member of our community to identify and raise concerns and will support this with a clear whistleblowing policy.
- 6.2.16. We will ensure that relevant policies, procedures, codes of conduct etc. are publicly available.

## Safeguarding Procedures

### **7. Purpose**

These procedures aim to provide Staff and Volunteers with clear and simple instructions as to how safeguarding is promoted and how concerns should be handled. They are not provided for training purposes and will not be used as a substitute for training.

### **8. Scope**

These procedures apply to all Staff and Volunteers and others who act on behalf of the church.

## 9. Governance and oversight

The Trustees will provide effective oversight of safeguarding across the church by:

- 9.1. Ensuring that they appoint from amongst their number a nominated Safeguarding Trustee who will act on their behalf to provide leadership and guidance on matters related to safeguarding.
- 9.2. Ensuring that the church leadership promotes the importance of safeguarding and leads the development of a culture that is biblically faithful, healthy, transparent, and accountable and that safeguarding is appropriately prioritised, and its profile maintained.
- 9.3. Ensuring that a suitably knowledgeable and appropriately trained and skilled DSL and Deputy DSL are appointed and that they are adequately supported and resourced.
- 9.4. Ensuring that a proportionate and legally compliant safeguarding policy is implemented and that it is reviewed by the Trustees with input and support from the DSL and Deputy DSL at least annually, but more frequently as required.
- 9.5. Ensuring that clearly defined safeguarding procedures and systems are in place, that they are understood and implemented by all Staff, Volunteers, and anyone else who acts on the Trustees' behalf.
- 9.6. Ensuring that the DSL provides an update to all Trustee meetings (which will be conveyed by the Safeguarding Trustee) and that a written annual report is provided to the Trustees by the Safeguarding Trustee, the DSL, and Deputy DSL.
- 9.7. Ensuring that the effectiveness of the safeguarding arrangements is monitored on an ongoing basis and reviewed annually in line with the review of the policy and procedures.
- 9.8. Ensuring that safeguarding roles and responsibilities are clearly defined, and that appropriate accountability is provided (see appendix A).
- 9.9. That a clear statement in relation to safeguarding is included in the annual Charity Commission submission.
- 9.10. That any "Serious Incidents" (as defined in the Charity Commission Guidance - <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>) are reported accurately and in a timely manner.

## 10. Recruitment and ongoing support of Staff and Volunteers

*The recruitment / appointment and support of Staff and Volunteers is of critical importance to Grace Church Wrecclesham and to our work and ministry. To fulfil our legal duties and to ensure we meet the still higher standards dictated by scripture, all Staff and Volunteers will be subject to appropriate recruitment processes.*

### 10.1. Management of recruitment processes

- 10.1.1. At least one person who is involved in the process of recruitment of Staff or appointment of Volunteers will be trained in safe recruitment.
- 10.1.2. Staff and Volunteers will be provided with written job / role descriptions and person specifications prior to deciding whether to take up the position / role.
  - 10.1.2.1. Roles that involve regulated activity and which consequently are subject to a DBS check will be clearly identified as exempt from the Rehabilitation of Offenders Act 1974.
- 10.1.3. Appropriate records will be kept of all recruitment processes and decisions. 10.1.4. A "Single Central Record" of recruitment checks and a training log will be maintained.

## **10.2. Recruitment process**

10.2.1. Prior to appointment, all Staff and Volunteers will be required to submit an application form (see appendix D) including a self-declaration of fitness and suitability for the role (see appendix D). Where necessary and appropriate (e.g. lack of literacy skills, English as a second language etc) support can be provided for completion of the forms.

### **Paid Staff positions**

10.2.2. Prior to appointment all paid Staff will be required to attend a formal interview involving two interviewers, regardless of whether a competitive process is in operation

10.2.3. Prior to appointment of Staff, references will be sought including, where possible, a reference from the current or previous employer

10.2.4. Upon commencement of their position, all Staff will be required to complete a formal induction process as outlined in their role description and including any matters identified during the recruitment process

10.2.5. The Single Central Record, training log and personnel file will be updated as appropriate throughout the process

### **Volunteer positions**

10.2.6. Prior to appointment, all Volunteers will be required to attend a formal discussion involving two people already involved in the area of work to ensure their suitability and clarity of understanding of the role and its requirements

10.2.7. Prior to appointment, references will be sought.

10.2.8. Following appointment and prior to commencement of the role, Volunteers will be required to begin an induction process as defined in the role description and will be required to read and sign the Safeguarding code of conduct.

10.2.9. The Single Central Record, training log and personnel file will be updated as appropriate throughout the process

### **DBS Checks**

10.2.10. Following appointment and prior to commencement of the role, Staff and Volunteers involved in regulated activity will be required to complete a DBS check.

10.2.10.1. Under normal circumstances, the individual will not commence their role until the result of the DBS check has been received.

10.2.10.2. Under exceptional circumstances and where it is necessary for the person to commence prior to receipt of the DBS check result, a risk assessment will be made.

10.2.11. Once formal notification of a clear DBS check has been received, the Single Central Record will be updated with the relevant information.

## **Blemished DBS Checks**

10.2.12. The applicant will be asked to present the DBS certificate to the lead recruiter for the role in question.

10.2.12.1. The applicant may, if they wish to, withdraw their application.

10.2.12.2. If the application is withdrawn, consideration should be given to whether this requires the triggering of the "Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people" process (*see section 14 of this policy*).

10.2.13. If the applicant self-declares the blemish and it has been discussed previously, the recruiter will check to ensure that the detail provided in the self-disclosure is consistent with the information on the DBS certificate.

10.2.14. If the applicant did not self-disclose, an open conversation about the circumstances of the blemish will be discussed with the applicant.

10.2.15. Whether the discussion arises from self-disclosure or examination of the certificate, a formal assessment will be conducted to ascertain the applicant's suitability for the role and the outcome will be recorded.

10.2.15.1. Advice can be sought from CSS if required.

10.2.15.2. The applicant will be given every opportunity to provide input to the assessment and the outcome will be explained to them.

10.2.16. A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. The risk assessment may conclude:

10.2.16.1. That the individual is unsuitable for the role;

10.2.16.2. That further investigation is required;

10.2.16.3. That the person is suitable for the role with restrictions; or

10.2.16.4. That the blemish does not indicate unsuitability.

10.2.17. If the risk assessment concludes that the individual is unsuitable for the role, consideration will be given to whether the "Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people" process (*see section 14 of this policy*) needs to be triggered.

10.2.18. Once the details of the certificate have been recorded in the Single Central Record, the certificate will be returned to the applicant and no copies will be retained.

## **Probationary periods**

*The precise nature and expectations of probationary periods will vary from role-to role as described in the role description, however, they are intended to be supportive of the Volunteer / Staff member and to provide a framework that provides accountability to both the individual and the church. Probationary periods will not be used for punitive purposes.*

10.2.19. All Staff and Volunteers working with children or vulnerable adults will be subject to a formal probationary period.

10.2.20. Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided.

10.2.21. Regular support, guidance and review will be provided throughout the probationary period and the outcome (passed, extended, failed) will be communicated to the Staff member or Volunteer prior to the end of the probationary period and records will be retained of all discussions.

### **Ongoing support and supervision**

10.2.22. All Staff and Volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and performance management.

10.2.23. Where DBS checks are required, these will be updated at least every three years.

### **Training**

10.2.24. All Staff and Volunteers in roles that involve regulated activity or those who manage such Staff will be required to attend regular safeguarding training.

10.2.24.1. Trustees will receive initial training - specifically CCS' Leadership, Oversight & Strategic Management of Safeguarding Governance Training for Churches & Charities. While there is no legal requirement for formal update training, the Trustees will ensure that they are competent in their roles and that their knowledge of compliance with legislation and Charity Commission guidance is up to date.

10.2.24.2. Church leaders will refresh their training every three years (see above course).

10.2.24.3. Volunteers and Staff involved in working with children, young people, or adults at risk of abuse are required to update their training at least every three years - specifically CCS' Essential Awareness in Safeguarding.

10.2.24.4. As CCS' Essential Awareness in Safeguarding is an e-learning course, Volunteers and Staff are expected to complete it before becoming involved in regulated activity.

10.2.24.5. The DSL and the Deputy DSL are required to attend formal update training at least every two years - specifically CCS' Safeguarding Lead Coordinator Training.

10.2.24.6. All Staff, Volunteers and Trustees will undergo some informal update activity annually.

10.2.25. A log of training and DBS checks will be maintained by the church.

## **11. Ensuring a safe and healthy environment**

*Grace Church Wrecclesham fully recognises that there are many factors that impact on and contribute to the safety of the environment for everyone; some of these being procedural and others cultural. Here we describe only the procedural aspects.*

### **Health and Safety**

11.1. The Trustees aim to ensure that the health and safety of everyone who enters our church community is protected by:

11.1.1. Regularly reviewing our health and safety policy to maximise effectiveness and ensure ongoing legal compliance.

11.1.2. Maintaining and implementing proportionate risk assessments for both the premises and the activities of the church.

11.1.3. Maintenance and analysis of Accident and Incident Reports on receipt to ensure appropriate lessons are learned and timely responses are implemented and an overview analysis of reports that examines trends and recurring themes will be conducted at least annually.

11.1.4. Ensuring that First Aid kits are available, and that preferably qualified First Aiders administer First Aid, except in emergency situations when instructed to do so by Emergency Services.

11.1.5. Ensuring that appropriate safety equipment such as First Aid kits, Fire Extinguishers etc are available and maintained on an ongoing basis - or this is provided by the owner of the premises.

11.1.6. Key Health and Safety information will be prominent and best practice will be promoted through announcements, effective signage etc - or this is provided by the owner of the premises.

### **Awareness raising**

11.2. *Grace Church Wrecclesham recognises that any member of our church community could discover or receive a disclosure of abuse, and therefore all members need a basic awareness and competence, regardless of whether they engage directly in ministry to children, young people, or vulnerable adults. We will raise awareness by ensuring that:*

11.2.1. Information about our policies , procedures and codes of conduct are publicly available and promoted by our leaders.

11.2.2. Details of our safeguarding team are prominently displayed.

11.2.3. We set clear expectations of conduct and that clear processes for identifying, challenging, investigating and dealing with inappropriate conduct are implemented.

11.2.4. We implement and promote clear and transparent processes for the raising of concerns or complaints, supported by a culture that encourages and welcomes these as opportunities to learn and improve.

### **When engaging in ministry to children and / or young people we will:**

11.3. Ensure that registers of children attending, and leaders present, are maintained.

11.4. Ensure that parents / carers of regular attenders have completed registration forms.

11.5. Ensure that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures.

11.6. Ensure that consent is obtained for their attendance at the group and that contact details and information about any additional or specific needs are recorded.

11.7. Ensure that appropriate child: adult ratios are maintained in line with guidance from the NSPCC:

✓ 0 - 2 years - one adult to three children

✓ 2 - 3 years - one adult to four children

✓ 4 - 8 years - one adult to six children

✓ 9 - 12 years - one adult to eight children

✓ 13 - 18 years - one adult to ten children - even if an activity is being led by one of the young people

11.8. Ensure that in all cases there shall be a minimum of two adults present.

11.9. Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner.

11.10. Ensure that appropriate order and discipline are maintained.

11.11. Ensure that children are encouraged and empowered to raise any concerns that they may have with leaders or their parents / carers as appropriate.

**When children or young people are present at meetings that are primarily aimed at adults and childcare is not provided and their parents are present:**

11.12. During these times, children remain the responsibility of their parents / carers who are responsible for their safety and care.

11.13. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

**When Young People are present at meetings that are primarily aimed at adults (the purpose of each meeting shall be made known before it takes place) and participating in that meeting in their own right:**

11.14. Although there are no specific procedures for such meetings, the normal principles of safeguarding will apply.

11.15. If the young person is not believed to be competent to consent to attendance, consent will be sought from their parents / carers.

11.16. If the young person is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents / carers and consent will be sought for the church to contact the parents / carers and establish open communication and transparency.

11.17. Leaders of the church or of the meeting in question will be vigilant to ensure that the young person is adequately protected.

11.18. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

**When ministering to Adults at risk of abuse or Adults with additional support needs**

11.19. If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers.

11.20. If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carers, and consent will be sought for the church to contact them with a view to establishing open communication and transparency.

11.21. Leaders of the church or of the meeting in question will be vigilant to ensure that the individual is adequately protected.

11.22. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

**General provisions**

11.23. The church will ensure that information relating to safeguarding, including contact details and other relevant information, is prominently displayed in the building and online.

11.24. Leaders will promote the need for every member to be vigilant to safeguarding concerns through the processes, teaching and culture of the church and by personal example.

## **12. Responding to and reporting safeguarding concerns and disclosures**

### **Managing immediate risk**

12.1. Upon identification of a concern or receipt of a disclosure, the Staff member or Volunteer (worker) involved should make an assessment as to whether any immediate action is necessary to protect the individual.

12.1.1. The process is the same regardless of whether the individual concerned who is potentially at risk is an adult or child - decisions on mental capacity of adults are best made by professionals with the relevant background information to hand.

12.1.2. The worker may seek advice from the team leader or from the DSL, however, the seeking of advice should not unnecessarily delay or prevent the protective action or place the individual at risk of further or increased harm.

12.1.3. In such urgent situations and if the DSL cannot be immediately contacted, the worker should contact either the police on 999 or Social Care to obtain support. Under such circumstances, the DSL should be notified at the earliest possible opportunity.

### **Reporting concerns to the Designated Safeguarding Lead**

12.2. Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL.

12.2.1. The concerns will be discussed with the DSL at the earliest opportunity, to ensure clarity of understanding.

12.2.2. Details of the concern must be recorded on the "Incidents and concerns reporting form" (See appendix D) either before, during, or immediately after the discussion with the DSL.

### **Managing the risks: the role of the DSL**

12.3. In discussion with the worker reporting the concern, the DSL will review any immediate actions taken and will be responsible for follow-up or further action that may be required.

12.4. Upon receipt of the completed form, the DSL will establish a "Confidential File" in relation to the person at risk.

12.4.1. A Chronology (See appendix D) will be established and inserted at the front of the confidential file.

12.4.2. The Confidential File will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis.

12.4.2.1. The DSL will confirm to the person raising the concern that the matter has been actioned. The DSL will not provide any unnecessary information. Information is only shared on a "need to know" basis.

12.5. Where the concern meets the statutory threshold, the DSL will notify the parent or carer of the individual concerned (or the individual themselves if they are a competent adult) that a referral is being made to Social Care.

12.5.1. Information will not be shared with the parent / carer in situations where:

12.5.1.1. To do so would place a child at increased risk of harm or neglect.

12.5.1.2. To do so would place an adult at increased risk of harm or abuse.

12.5.1.3. The concern relates to fabricated or induced illness.

12.5.1.4. An alleged perpetrator is a child or vulnerable adult - *their* parent / carer will not be immediately informed.

12.5.2. The referral will be made to the appropriate Social Care service (See appendix B for contact details).

12.5.3. If the referral has not been acknowledged within 3 working days, the DSL will follow up with Children's Social Care.

12.5.4. The DSL will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process.

12.5.5. All conversations, correspondence, and documentation etc will be placed into the confidential file and the "Record of action" and Chronology will be maintained on an ongoing basis.

12.6. Confidential Files will be stored in a locked box (either paper or removable media) within a facility dedicated to Grace Church Wrecclesham (e.g. a rented office).

12.7. Records will be retained for 75 years or until the church ceases to be a legal entity, whichever comes first.

12.8. The DSL will share information as necessary with other individuals in the church to facilitate effective safeguarding.

#### **Pastoral care**

12.9. During this process a person who is separate to the other activities offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

12.10. Where a statutory investigation is underway, this support will be provided with the knowledge of the statutory authority involved.

12.11. Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

### **13. Allegations against or concerns about Staff and Volunteers**

*Grace Church Wrecclesham takes allegations against our Staff and Volunteers very seriously and will ensure that they are investigated thoroughly, via a transparent process that expedites the matter in a timely manner. We recognise that we have a responsibility to take the allegation seriously, to manage the situation effectively while the investigation takes place and to and to support the person accused throughout the process.*

13.1. Allegations against Staff or Volunteers within the church should be reported to the DSL

13.1.1. If the allegation is against the DSL, it should be reported to the Senior Pastor.

13.2. Full details of the allegation will be recorded.

13.3. The church's Investigating Officer will assess whether any immediate action is required to ensure the safety of everyone involved.

13.3.1. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable.

13.3.2. If so, care will be taken not to compromise the gathering of evidence.

13.3.3. If it is necessary to notify the individual at this stage, details of the allegation will not be divulged.

13.3.4. Support must be offered to the subject of the allegation as well as any potential victims.

13.4. At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted.

13.4.1. If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS).

13.5. If the allegation meets the Threshold For Reporting To The LADO, the church's investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed.

13.6. If the allegation does not meet the threshold for LADO, the investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency.

13.7. Thorough records of all aspects of the handling of the allegation will be retained throughout the process.

13.7.1. These records will be held confidentially in a locked box (either paper or removable media) within a facility dedicated to Grace Church Wrecclesham (e.g. a rented office).

13.7.2. Records will be retained for 75 years or until the church ceases to be a legal entity, whichever comes first.

13.8. The DSL will seek and follow specialist advice throughout the process.

#### **14. Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people**

As a church, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

14.1. Where the church becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, the church leaders will enter into an open and frank discourse with that individual to understand the context and the risks.

14.2. With the consent of the individual (if required), the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate.

14.3. The leaders will assess the risk posed by the individual and a formal risk assessment will be formulated.

14.4. Depending on the outcome of the risk assessment, a formal agreement with the individual may need to be drawn up and will be signed by both the church leaders and the individual. The agreement will include:

14.4.1. The church's commitments to the individual who poses the risk.

14.4.2. The steps the church will take to support the individual while simultaneously protecting everyone in the church community.

14.4.3. The restrictions and conditions that will be applied to the individual's involvement in the life of the church.

14.4.4. The consequences of failure to comply with the agreement.

14.4.5. When and how the risk assessment and formal contract will be reviewed.

14.5. All decisions and agreements will be formally recorded and securely stored.

14.6. The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members by the leaders either:

14.6.1. With the agreement of the individual who poses a risk.

14.6.2. Where information needs to be shared to protect vulnerable people and then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared.

14.7. If the individual chooses to leave the church to avoid the management of the risk and starts to attend elsewhere, the church leaders will take specialist advice as to whether this information should be passed on.

## 15. Complaints and concerns

*Grace Church Wrecclesham recognises the importance of listening to all members of our church community, including those who find it hard to make their voices heard and those who hold contrary views to the church leadership. The Trustees will proactively seek the views of all who engage with the church in a variety of ways; however, we also recognise the importance of responding well when concerns, criticisms or complaints are raised with us.*

*It is our hope that the majority of concerns that do not meet the statutory thresholds for referral to external agencies can be resolved informally through constructive discussion and in line with Matthew 18: 15-35, however, we recognise that for a variety of reasons, resolution via such dialogue will not always be possible or appropriate. This procedure seeks to establish a robust process for dealing with complaints or concerns that have not or cannot be resolved through informal discussion.*

*Use of informal discussion (as described above) is **not** a prerequisite for initiating the formal complaint process. Not all complaints will involve a safeguarding element. The same process will be followed for all complaints.*

### Complaints log

15.1. Grace Church Wrecclesham will maintain a log of all complaints (See appendix F).

### Anonymous complaints and media campaigns (including social media)

15.2. Complaints that are made anonymously cannot be handled in the usual way and will generally be filed without full investigation.

15.3. Complaints that request a level of confidentiality that would compromise the integrity of an investigation, or its outcome will not be investigated, but may be considered in general terms. They will generally be filed without full investigation.

15.4. Grace Church Wrecclesham will not respond to complaints made in public space such as social media or other online or in-print publications. All complaints should be addressed to Grace Church Wrecclesham directly using this complaints process.

15.5. Although anonymous complaints cannot, by definition, be handled in the usual way, Grace Church Wrecclesham will:

15.5.1. Log the complaints.

15.5.2. Seek to establish whether any pattern or consistency can be identified.

15.5.3. Consider whether any form of investigation or action can and should be taken.

### External investigations

15.6. Concerns, complaints, and allegations will generally be investigated internally.

15.7. In exceptional circumstances such as where CSS has concerns about the independence or competence of Staff, or their capacity to conduct a timely investigation, CSS will consider whether it is appropriate to involve an independent external individual or organisation to assist with the investigation.

15.8. Unless directed by a statutory or regulatory body to involve an independent, external body, CSS will make such decisions. Advice can be sought from CSS or other sources, but this decision rests solely in the hands of CSS Trustees and senior leaders.

### **Making a complaint**

15.9. Complaints should be addressed to one of the Elders.

15.9.1. If the complaint is about all of the Elders, the complaint should be addressed to the Trustees.

15.10. The details will be entered into the complaints log and progress to conclusion will be tracked.

15.11. The Elders will inform the Trustees of the complaint and an initial plan of action will be developed.

15.12. Consideration will be given to whether a Serious Incident Report to the appropriate charity regulator is required.

15.13. An Investigating Officer(s) will be identified.

### **Preliminary actions**

15.14. The Trustees or the Investigating Officer may consult with CSS, who will provide independent support and advice to ensure transparency.

15.15. The Investigating Officer will acknowledge receipt of the complaint and will notify the complainants of the initial plan of action which will include:

15.15.1. Discussing the complaint with the complainants to confirm and clarify the details of the complaint.

15.15.2. Details of the complaint process and of key contacts will be provided to the complainants.

15.15.3. The investigating Officer will establish whether the complainants wish to start the process at stage 1 (informal resolution) or stage 2 (formal investigation).

15.15.4. A detailed investigation plan will be developed by the investigating officer and signed off by the Trustees.

### **Stage 1 – Informal resolution**

15.16. Where possible, Grace Church Wrecclesham prefers to commence at this stage; believing this to be best aligned to the biblical principles, however, this will be a decision for the complainants, and if they request commencement at stage 2, that decision will be fully respected by the church.

15.17. The investigating officer, supported by a note-taker, will arrange to discuss the matter with the complainants.

15.18. The aim at this stage is to establish whether agreement can be reached about action that is required.

15.19. The Investigating Officer will make a written record of the discussion that includes:

15.19.1. The key points discussed, and views expressed.

15.19.2. Areas of agreement.

15.19.3. Areas of disagreement.

15.19.4. Conclusions and actions agreed.

15.20. A copy of the written record of the meeting will be provided to the complainants who will have opportunity to request amendments or clarification.

15.21. Once agreed, the complainants will be asked to confirm the accuracy of the notes of the discussion.

### **If resolution has been agreed**

15.22. Once Grace Church Wrecclesham has completed the agreed actions, they will notify the complainants of the action taken.

15.23. The complainants will be asked to confirm that they are happy that the matter has been addressed.

15.24. The complaints log will be updated, and the notes will be stored securely.

### **If resolution has not been agreed**

15.25. A record of the closing position of the informal stage will be agreed between these complainants and the Investigating Officer. This will include any progress made and actions agreed / completed and the issues that could not be resolved.

15.26. The closing report will be signed off by the Trustees, who will escalate the matter to the formal stage.

### **Stage 2 – Formal investigation**

15.27. Complaints at the formal stage will be reviewed by the Trustees to establish whether there are sufficient grounds for a full investigation.

15.28. If a full investigation is required / justified, this will be agreed and authorised.

15.29. The “Investigation officer” for this stage will be agreed.

15.30. An investigation plan will be developed and communicated to the complainants

15.31. The matter will be thoroughly investigated, and a final (Stage 2) report will be delivered to the Trustees for sign off.

15.32. Once signed off, the outcome will be communicated to the complainants:

15.32.1. The complainants will be notified of their right of appeal and of the process and timescales for doing so.

15.33. All records will be stored confidentially.

### **Stage 3 - Appeal**

15.34. If the complainants believe that the process or findings if the formal investigation is incorrect, they can raise their concerns using the appeal process.

15.35. The complainant must clearly outline the basis of the appeal and the justification for appealing the process and / or outcome.

15.36. The Trustees will consider the grounds of appeal and decide whether the appeal is justified.

15.37. The appeal will be conducted by a suitably skilled individual(s) who were not part of the stage 2 investigation (excluding the sign off process) and who are not involved in the complaint.

15.38. An appeal report will be produced and submitted to the Trustees (or the subgroup thereof) for final signoff.

15.39. The complainants will be notified of the outcome of the appeal and their options of further action (e.g., referral to the Charity regulator, the police, or the Local Authority etc will be provided.

15.40. *The process will be reviewed to identify lessons that can be learned.*

## 16. Concerns about practice and whistleblowing

*Grace Church Wrecclesham strives to create an environment that is open, transparent, and accountable. We want to listen and respond well to any concerns raised by our Staff and Volunteers.*

16.1. Staff and Volunteers are encouraged to raise concerns about process, practice, or culture with the most appropriate Ministry Team Leader for the context of the concern.

16.1.1. If they do not feel able to do so, or if they feel that concerns raised have not been given due consideration, they can be raised with one of the Elders, or with the Safeguarding Trustee or the Chair of Trustees.

16.2. The concerns will be carefully considered, and a formal response will be provided to the individual explaining the decision. The examination of the concerns raised may conclude:

16.2.1. The concerns are wholly or partially valid and require corrective action.

16.2.2. That the concerns did not take account of all relevant factors, and no further action is required.

16.2.3. That the concerns were invalid and have been dismissed.

16.3. If the complainant is not satisfied with the response, they should formally raise the matter with the Safeguarding Trustee or the Chair of Trustees, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response.

16.4. Once the Trustees have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision.

16.4.1. Details of how to raise the complaint externally will also be provided as part of the response.

16.4.2. This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the Trustees wish to offer.

## Basis of policy and legal framework

This policy is consistent with:

- Current legislation
- National guidance
- Local arrangements
- Our charitable objectives, governing documents, and doctrinal statements

Details of the relevant legislation and guidance is available in appendix B

Related policies and procedures

This policy should be read in conjunction with:

- Our Statement of Faith
- Our Governing Documents

Policy due for review:

December 2025

Policy last reviewed:

December 2024

Last review conducted / approved by:

Nick Curry, Carole Rogers and Rachel Rouse

## Appendix A

### Safeguarding Responsibilities

#### Governance of safeguarding

The Trustees will ensure that they provide leadership of safeguarding across the organisation by:

- Ensuring that legally compliant policies, procedures, codes of conduct and systems are implemented.
- Ensuring that a suitably skilled and knowledgeable Safeguarding Officer and at least one deputy is appointed, supported, and resourced.
- Providing accountability to those responsible for various aspects of safeguarding.
- Reviewing the safeguarding arrangements to ensure that an effective and proportionate approach is thoroughly implemented and consistently enacted across the church.
- Ensuring that the Safeguarding Officer and deputy provide regular updates to the Trustees.
- Ensuring that Charity Commission requirements, including the responsibility to report any serious incidents are fully met.

#### Leadership and management of safeguarding

The Designated Safeguarding Lead and their deputy will ensure that:

- The Safeguarding Policy is regularly reviewed, updated and any changes signed off by the Trustees.
- Safeguarding concerns are managed in a timely and proportionate manner, including making referrals to statutory agencies as required, working with partner agencies such as the Local Authority and the Police and the maintenance of accurate records and systems.
- Leading the implementation of the safeguarding policies and procedures.
- Ensuring that those engaged in ministry on behalf of Grace Church Wrecclesham are provided with proportionate and appropriate training and that they are competent to discharge their safeguarding responsibilities.
- Ensuring that regular reports are provided to the Trustees and that any urgent issues are communicated to the Chair of Trustees in a timely manner.
- Raising awareness of safeguarding and promoting its importance across the organisation.

#### Individual responsibilities

Everyone working on behalf of Grace Church Wrecclesham is required to:

- Act in accordance with the policies, procedures and codes of conduct provided.
- Adhere to local legislation, guidance, and procedures.
- Ensure that they remain vigilant to the risks of harm to children and vulnerable adults

**Appendix B**  
**Key Safeguarding Contacts**

**Organisational**

Phone: 07767 990607

E-mail: [dsl@gracechurchwrecclesham.org.uk](mailto:dsl@gracechurchwrecclesham.org.uk)

**Leadership**

**Designated Safeguarding Lead: Nick Curry**

**Deputy Designated Safeguarding Leads:**

**Carole Rogers and Rachel Rouse**

**Statutory services**

**Local Authority details**

Surrey County Council - details below

**Safeguarding Children**

Emergency out-of-hours: The church's dedicated phone number is 07767 990607.

Note that as the church is small, this Emergency number may not be answered immediately and the caller may need to leave a voicemail.

Email: [dsl@gracechurchwrecclesham.org.uk](mailto:dsl@gracechurchwrecclesham.org.uk)  
*(Please remember that email is NOT secure so confidential or sensitive data should not be included)*

Our policies and other useful information about safeguarding can be found at:  
<https://www.gracechurchwrecclesham.org.uk/resources/policies/>

Local interagency referral forms can be found here:  
<https://www.surreyscp.org.uk/professionals/resources-for-professionals/multi-agency-safeguarding-forms/>

Allegations against Staff or Volunteers should be reported to **Nick Curry**  
*(Please remember that email is NOT secure so confidential or sensitive data should not be included)*

The roles and responsibilities of those involved in safeguarding can be found in appendix A

**Surrey Safeguarding Children Partnership**

Phone: 0300 470 9100 (office hours) or 01483 517898 (out of hours)

Website: <https://www.surreyscp.org.uk/>

E-mail: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

**The Local Authority Designated Officer (LADO)** Service manages allegations against individuals in contact with children and young people in an employed or voluntary role. Contact: 0300 123 1650  
[lado@surreycc.gov.uk](mailto:lado@surreycc.gov.uk) *(Please remember that email is NOT secure so confidential or sensitive data should not be included)*

Since the church catchment includes Hampshire, their details are as follows:

### **Hampshire Safeguarding Children Partnership**

Phone: 0300 555 1384 (office hours) or 0300 555 1373 (out of hours)

Website: <https://www.hampshirescp.org.uk/child.protection@hants.gov.uk> *(Please remember that email is NOT secure so confidential or sensitive data should not be included)*

Hampshire LADO: 01962 876364

[child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk)

### **Safeguarding Adults**

Report concerns to Surrey Adult Social Care

Phone: 0300 470 9100 (office hours) or 01483 517898 (out of hours)

E-mail: [ascmash@surreycc.gov.uk](mailto:ascmash@surreycc.gov.uk) *(Please remember that email is NOT secure so confidential or sensitive data should not be included)*

Safeguarding Adults Board can be contacted through <https://www.surreysab.org.uk/>

For Hampshire: 0300 555 1386 (office hours) or 0300 555 1373 (out of hours); email is not permitted.

Safeguarding Adults Board can be contacted through <https://www.hampshiresab.org.uk/>

## Appendix C - Basis of the policies and procedures and the legal framework

- Our statement of faith
  - This policy reflects the organisation's fundamental biblical beliefs and should be read in conjunction with the statement of faith
- Our governing documents (e.g., constitution / Memorandum and Articles of Association etc)

### Safeguarding Children Safeguarding Adults

#### ● National legislation and guidance (Safeguarding Children)

- Children Acts (1989 & 2004)
- Children and Families Act 2014
- Children and Social Work Act 2017
- Working together to safeguard children (2018)
- What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015)
- Protection of Children Act 1999
- Safeguarding vulnerable groups act 2006
- Protection of freedoms Act 2012
- Disqualification under the childcare act 2006 (2018 amended)
- Prevent duty guidance 2016
- Sexual offences Act 2003
- The Safe Network Standards (available from the NSPCC website)

#### ● National legislation and guidance (Safeguarding adults)

- The Care Act 2014
- Human Rights Acts 1998
- Care Standards Act 2000
- Mental Capacity Act 2005
- Deprivation of Liberty Safeguards 2007
- Sexual Offences Act 2003
- Police and Criminal Evidence Act 1984 of Fraud Act 2006
- Public Interest Disclosure Act 1998
- Health and Social Care Act 2008
- Disclosure and Barring Service (DBS)
- Multi-Agency Public Protection Arrangements (MAPPA)
- Multi-Agency Risk Assessment Conference (MARAC)
- LSAB Multiagency Policy and

Procedures

- The policy also takes account of the principles outlined in:
  - Keeping children safe during community activities, after school clubs and tuition
  - Keeping children safe in education 2021
  - FGM duty guidance
  - Prevent duty guidance

**Appendix D  
Standard Document Samples**

	Application to volunteer
	Concerns reporting form
	Role description
	Confidential file chronology
	Confidential file record of conversations and actions
	Template report from DSL to Trustees
	Complaint form

**Grace Church Wrecclesham**

**Volunteer application form**

**About You**

Full name and address

Phone number

Mobile number

E-mail address

**About the role**

Department /Group / Ministry Area/ Role applied for

Is the role subject to a DBS check?

Children only/ Adults only/ Children and adults

**Personal statement**

Please briefly describe your reasons for applying for this role and any appropriate experience in similar roles.

Do you have any questions or concerns about the role, or your ability to fulfil it, that you would like to discuss with us?

Please supply details of 2 people who can comment on your suitability for this role.	
Reference 1	Reference 2
Name	Name
Relationship to you or capacity in which you are known to them	Relationship to you or capacity in which you are known to them
Address	Address
Phone	Phone
E-mail address	E-mail address
<b>Self-declaration</b>	
	Yes/ No
Do you have any criminal convictions that would affect your ability to perform this role?	Yes/ No
Is your state of physical, mental, emotional, and spiritual health adequate to fulfil this role?	Yes/ No
If the role involves working with children, young people, or vulnerable adults, are you, or have you ever been barred from such work?	Yes/ No
Are you in agreement with the church's beliefs as outlined in the statement of faith?	Yes/ No
Do you agree to abide by the policies, procedures, codes of conduct, risk assessments etc that are relevant to this role?	Yes/ No
Is there anything that you wish to add or that you wish us to consider in relation to this self-declaration?	Yes/ No

I confirm that the information supplied in this form is accurate to the best of my knowledge.

Signature:

Date:

**For office use only: Form reference / volunteer reference as per Single Central Record.**

**Grace Church Wrecclesham**  
**Staff / volunteer role description**

Role title:

Responsible to:

Role purpose

Role description

Person specification

Date last reviewed  
Reviewed by

**Grace Church Wrecclesham**  
**Incident / concern reporting form**

**About this form and the person completing it**

Your name	Your phone number Your mobile number Your email address
Are you reporting: <i>Please circle the appropriate option</i>	An incident  A disclosure  A concern
Department /Group / ministry area Date completed	

**About the person or people, we are concerned about or involved in the incident**

Their name(s)	Their address and contact details  Their date of birth  Name & contact details for parent / (where appropriate)
---------------	---

**Details of the incident / disclosure / concern**

*What happened / was said / have you noticed etc?*

**Context of the incident / disclosure / concern**

*Where / when / who else was present etc.*

Date of incident / disclosure

Time of incident / disclosure

Action taken to ensure immediate safety

Other action taken or advice sought

Signature

**For office use only: Form reference –**

**Notes for completion**

**About this form and the person completing it**

Please complete all sections

**About the person or people, we are concerned about or involved in the incident.**

When reporting a concern involving a child or young person, please complete all sections.  
When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required. **Details of the incident / disclosure / concern**

Please include as much relevant detail as you can

When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

**Context of the incident / disclosure / concern**

Please include as much relevant detail as you can

**Action taken to ensure immediate safety**

Please provide details. If no action was required, please indicate by writing "None".

**Other action taken or advice sought**

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

**Signature**

Please ensure that you sign the form.

**Grace Church Wrecclesham**

**Confidential File Chronology**

Date	Document reference	Document Type	Brief summary of content	Entered by




**Grace Church Wrecclesham**

**Record of safeguarding conversations and actions**

Date of action / conversation  
Document reference

Description of record

Information given

Advice received

Actions to take
Outcomes
Recorded by Date recorded

<p><b>Report from the Designated Safeguarding Lead and Deputy covering the period from 1<sup>st</sup> April.... to 31<sup>st</sup> March....</b></p> <p><b><u>Grace Church Wrecclesham</u></b></p> <p><b><u>Safeguarding report to the trustees and officers</u></b></p>	
Report completed by:	
Date:	
Summary of safeguarding activity	
<u>Number of concern / incident reports received in relation to children</u> <u>Number of concern / incident reports received in relation to adults</u> <u>Number of cases referred to Children's Social Care</u> <u>Number of cases referred to Adult Social Care</u> <u>Number of allegations received</u> Number of allegations investigated by Local Authority	
Number of reportable incidents reported to charity commission	
Were there any common themes or issues in the reports submitted?	Yes / No

If so, what?	
Do you have any concerns about the effectiveness of the safeguarding arrangements that are in place?	Yes / No
If so, what?	
What training or informal update activity has been completed this year?	
Any recommendations to or requests of the Trustees?	

Declaration from Safeguarding Leads	Yes	No
Has the policy been reviewed for legal compliance and effectiveness? <i>(CSS can be consulted to check whether any significant changes have occurred)</i>		
Are DBS checks up to date for all Staff and Volunteers?		
Is the Single Central Record up to date?		
Is Staff and volunteer training up to date?		
Is DSL training up to date?		
Is the training log up to date?		

Any other comments:
---------------------

**Complainant details**

**Grace Church Wrecclesham**

**Complaints and concerns**

Name: Home address:

Phone: E-mail:

**Details of the concern or complaint**

Details of the complaint:

Have you raised this matter with anyone from the church before completing this form?  
If yes, please provide details of who.

**Handling of this complaint**

*Please delete statement that does not apply*

I would like this complaint to commence at stage 1 of the complaints process (informal resolution)

I would like this complaint to be considered at stage 2 of the complaints process (formal investigation)

Date completed

Office use

Complaints log reference:

**Appendix E**

**Codes of Conduct**

**Code of conduct for Staff and Volunteers working with children or young people**

### **Those working with children and young people will:**

- Ensure that they understand the policies, procedures, systems, guidelines, and risk assessments etc that are provided and that they are implemented.
- Attend safeguarding training on the frequency stipulated in this policy.
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge from parents and carers.
- Ensure that their conduct embraces their responsibility for the safety of the children in their care.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children.
- Refrain from any abuse of their power or authority as adults and leaders within the group.
- Only take responsibility for children if they are physically and mentally fit and able to do so.
- Treat them with respect and dignity.
  - Treat them in an age-appropriate way that recognises their developmental stage and ability.
    - For children and young people with special needs it is good practice to check with their parents or carers how this applies to the specific child.
  - Provide them with appropriate levels of choice.
  - Treat them as individuals.
  - Respect their views and wishes.
  - Promote and ensure appropriate behaviour towards one-another.
  - Ensure that appropriate professional boundaries are maintained.
    - Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. It is not acceptable for a church worker to form a romantic relationship with a child with whom they have a relationship of trust.
    - While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.
  - Ensure that age-appropriate boundaries are clearly explained and consistently implemented in accordance with this policy.
  - Ensure that any age-appropriate physical contact is child led.
  - Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group.
  - Refrain from any physical chastisement.
  - Minimise use of social media within the following guidelines:
    - Keep records of conversations (eg on WhatsApp)
    - Copy in another adult (eg on emails or in a WhatsApp group)
    - Keep messages within certain hours and with factual content (eg arranging to meet up, sharing a Bible verse or asking for prayer needs, but not discussing how someone is doing)
  - Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
  - Act with fairness and treat children equitably, avoiding discrimination or favouritism.
  - Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding.

**Code of conduct for Staff and Volunteers working with vulnerable adults including adults at risk of abuse**

### **Those working with vulnerable adults including adults at risk of abuse will:**

- Ensure that they understand the policies, procedures, systems, guidelines, and risk assessments etc that are provided and that they are implemented.
- Attend safeguarding training on the frequency stipulated in this policy.
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge.
- Ensure that their conduct embraces their responsibility for the safety of those with whom they are working.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them.
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual. Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses. Workers should avoid behaviour that suggests favouritism or gives the impression of a special relationship.
- Only engage in activity for which they are physically and mentally fit. Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs. Workers need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role
- Treat them with respect and dignity and encourage them to make their own decisions about any actions or outcomes.
- Ensure that support is client led and that their views, wishes, and choices are respected.
- Treat them as individuals.
- Promote and seek to ensure appropriate behaviour towards one another.
- Ensure that appropriate professional boundaries are maintained.
  - Relationships between adults at risk and their church workers can be described as 'relationships of trust'. It is not acceptable for a church worker to form a romantic relationship with an adult at risk with whom they have a relationship of trust.
- If working in groups, seek to ensure that necessary behavioural and interpersonal boundaries are clearly explained and consistently implemented.
- Ensure that any physical contact is client led.
  - When an adult at risk requires personal care and/or assistance with medication while attending the church, a care plan will be completed in advance and agreed with their carer. This will stipulate who can provide the care.
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group.
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- Act with fairness and treat each person equitably, avoiding discrimination or favouritism. By way of example this includes but is not limited to:
  - Using appropriate language, enabling the greatest level of inclusivity and accessibility.
  - Adapting an activity for a person's disability - for example providing large print words to enable them to take part in worship
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding.
- Make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed. If in doubt, don't take the photograph.

### **Code of conduct for Staff and Volunteers providing pastoral care**

*(Please note: this code of conduct is not intended to cover disciplinary issues, although the broad principles would still apply)*

#### **Those involved in providing pastoral care will:**

- Ensure that support provided is led by the person receiving the support.
- Ensure that the dignity and wishes of the individual are always respected.
- When delivering challenging or difficult messages, will do so in a respectful, compassionate, and gentle way that is in line with their best interests (including their emotional and spiritual wellbeing).
- Will seek to ensure that the individual's right to question or ignore any advice or suggestions is fully understood.
- Attend safeguarding training on the frequency stipulated in this policy.
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them .
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual.
- Only engage in activity for which they are physically and mentally fit.
- Ensure that appropriate professional boundaries are maintained.
- Ensure that any physical contact is client led.
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group.
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- Act with fairness and treat each person equitably, avoiding discrimination or favouritism.
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding.
- Where appropriate (e.g. a person of an opposite gender is providing pastoral care and when the pastoral care setting is a private rather than a public space), ensure two people should be involved in providing care.
- Ensure financial integrity by:
  - If handling money for someone else, always obtain receipts or other evidence of what has been done.
  - Workers should not be influenced by offers of money.
  - Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
  - Any money received by the church should be handled by two unrelated church workers.
  - Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
  - Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
  - If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.

## Appendix F Complaints log



Microsoft Excel  
Worksheet

Reference	Date Rec'd	Complainant name(s)	Nature of complaint / key theme(s)	Acknowledged	Stage 1 commenced	Stage 1 complete	Stage 1 outcome	Stage 2 commenced	Stage 2 complete	Stage 2 outcome	Appeal commenced	Appeal complete	Appeal outcome	Closed
2021-1														

## **APPENDIX G - DEFINITIONS OF ABUSE**

### Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk 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 a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child / Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child. To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	<p>The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.</p> <p>The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.</p>

<i>Sexual</i>	<p>Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.</p> <p>Any non-consenting sexual act or behaviour.</p> <p>No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.</p>
<i>Neglect</i>	<p>Where adults fail to care for children and protect them from danger, seriously impairing health and development.</p> <p>A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.</p>

### **Abuse Additional Definitions**

<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves. Mate crime 'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.

<p><i>Modern Slavery</i></p>	<p>Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world. Human Trafficking Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.</p>
<p><i>Radicalisation</i></p>	<p>The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others. Honour / Forced Marriage An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.</p>
<p><i>Female Genital Mutilation</i></p>	<p>Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out. Historic Abuse Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.</p> <p>Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:</p> <ul style="list-style-type: none"> <li>● unexplained injuries on areas of the body not usually prone to such injuries</li> <li>● an injury that has not been treated/received medical attention</li> <li>● an injury for which the explanation seems inconsistent</li> <li>● a child or adult at risk discloses behaviour that is harmful to them</li> <li>● unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)</li> <li>● inappropriate sexual awareness in children</li> <li>● signs of neglect, such as under-nourished, untreated</li> </ul>