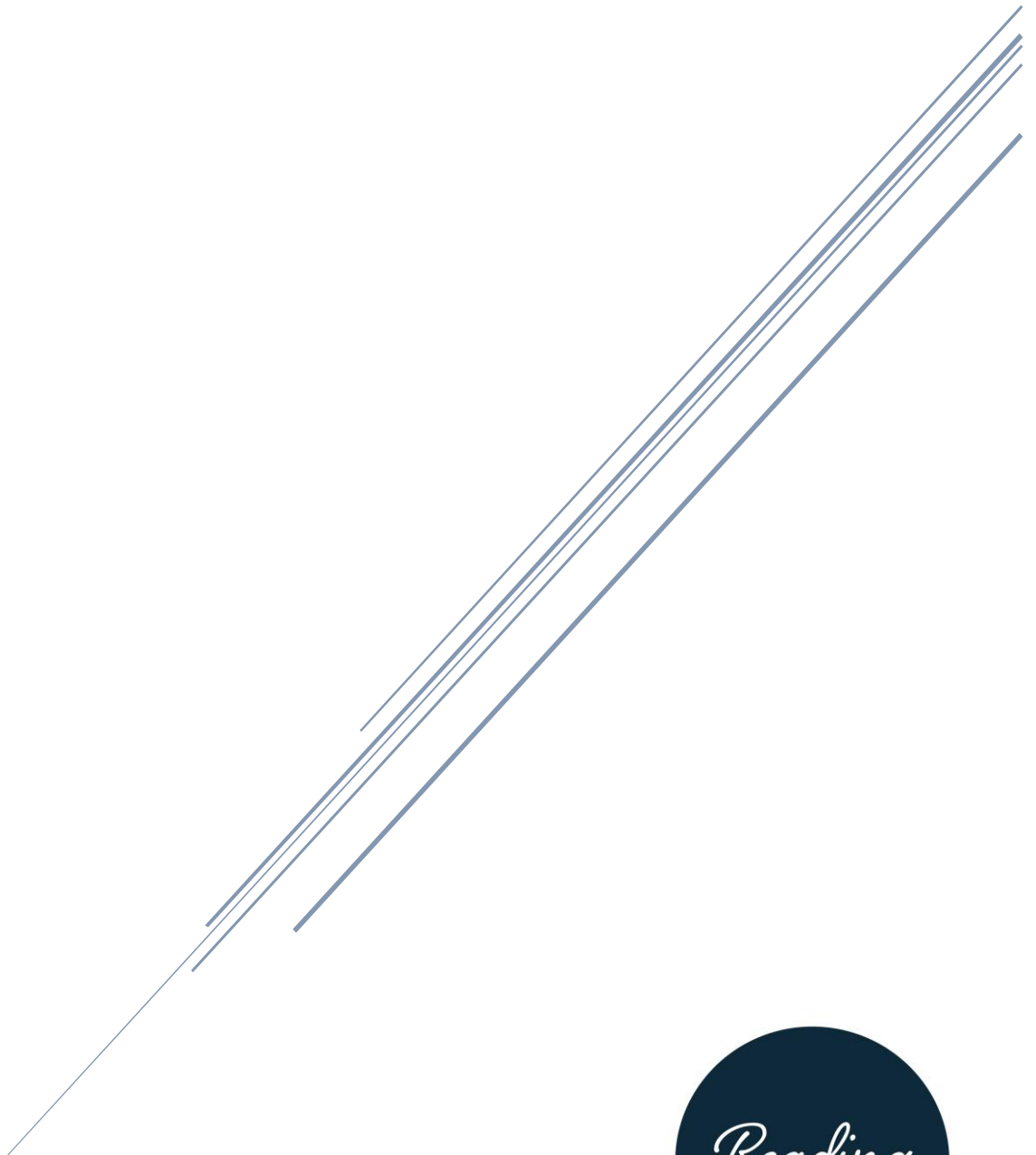


SAFEGUARDING POLICY

Sept 2023



Contents

1. Church details
2. Introduction
 - a. Governance
 - b. Position of Trust
 - c. Our commitment
3. Prevention
 - a. Safer Recruitment
 - b. Training
 - c. Our Practice
 - d. Management of workers
4. Working in Partnership
5. Dealing with concerns
6. Pastoral Care
 - a. Supporting those affected by abuse
 - b. Working with offenders and those who may pose a risk
7. Appendices

1. Church Details

Name of Place of Worship / Organisation:	Reading Family Church
Office Address:	448a Basingstoke Road, Reading, RG2 0RX
Other venues:	John Madejski Academy, 125 Hartland Road, Reading, RG2 8AF Children's Centre, 252 Northumberland Avenue, Reading, RG2 7QA
Tel No:	0118 987 6278
General Email address:	churchoffice@readingfamilychurch.org.uk
Senior Leader Name:	Sean Green
Senior Leader Contacts	: 07920876700 / sean@readingfamilychurch.org.uk
Safeguarding Coordinator Name:	Scott Taylor
Safeguarding Coordinator Contacts:	07810547249 / scott@readingfamilychurch.org.uk
Membership of Denomination/Organisation:	A Newfrontiers church in the Catalyst Network
Charity Number:	1147465
Company Number:	8039827
Insurance Company:	Public Liability Insurance with Chris Knott Ltd

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Reading Family Church is a lively church with ages ranging from babies to people in their eighties. We have grown from a group of fifteen people in a living room in South Reading to a church that has one congregation, gathering people from a wide range of ethnicities, ages, socioeconomic backgrounds, and nations across the world. Our morning meeting is based at John Madejski Academy on Hartland Road at which we provide extensive children's work from 0-16 years of age, and a group for children and young people with additional needs. Our youth group gathers on a Friday evening at 448A Basingstoke Road. The volunteers in these sessions have primary safeguarding responsibilities through the planned sessions.

We run two mums' and toddlers' groups for mums in the church and the local community. Due to the nature of these groups, children are always the responsibility of their parent/carer and are not left alone with volunteers. Throughout each mother and toddler session the children are supervised by their carer and the church volunteers will ensure activities are monitored.

The Church run an annual weekend Camp for Key Stage 2 children. The Church also takes a group of youth away for New Day a (youth Christian Festival with other churches)

We are in partnership with a local charity called Chapter 2. The charity seeks to place boys who have been referred to them to men in local church environments. Each volunteer mentor undergoes a rigorous recruitment procedure with the charity and Reading Family Church. They are DBS checked and have safeguarding training before they become mentors. We expect our volunteers to adhere to our safeguarding policy and the directions given by Chapter 2. See Appendix.

2. Introduction

a) Governance

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. This is worked out through our trustees.

The trustees are appointed to have legal responsibility for the church. It has a critical role in both decision making sure the church is compliant to the law and in financial diligence. They are also a critical friend to the elders in holding us accountable to the purpose of our charitable aims, and in building the culture of the church.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways and we understand we are to have a safeguarding culture not just a safeguarding policy.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)

b) Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022 it is illegal (England and Wales)(Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example.
- are committed to the safeguarding of all.
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures.
- with codes of conduct.

- the values of the organisation are embedded in its day-to-day actions and behaviours of its people.
- and there is open communication.

c) Our commitment

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

The policy and any attached practice guidelines are based on the Safe and Secure safeguarding standards published by thirtyone:eight. Thirtyone:eight are an independent Christian safeguarding charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse. We are a registered organisation with Thirty:one:eight, gaining from their advice and guidance.

Reading Family Church Leadership undertakes to:

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

3. Prevention

Understanding abuse and neglect

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

In order to safeguard those at Reading Family Church we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 states:

- *Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- *Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

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

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

a. Safer recruitment

The Leadership will ensure all workers and volunteers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description (duties and responsibilities) and person specification for the post.
- Those applying have completed our Getting to Know You form and a self-declaration form.
- The applicant has been interviewed in some capacity.
- Safeguarding has been discussed at interview.
- The applicant has had two “taster” sessions whereby we can see how they act around children, young people or adults with care and support needs to assess their suitability and raise any concerns we have.
- Written references have been obtained and followed up where appropriate.
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- For non-UK applicants, we will do all we can to try to obtain a criminal record check from their home country as well as the DBS check. The Safeguarding Deputy will consult <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> to obtain the correct check from the individual’s home country.
- The applicant must attend the safeguarding training as soon as possible after joining the team.
- The applicant will complete a probationary period for a term.
- The applicant will be given a copy of the safeguarding policy and knows how to report concerns, and a copy of the Code of Conduct.

b. Safeguarding training

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

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

c. Our Practice

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

As well as our Code of Conduct, we also do specific risk assessments and require consent forms for every activity we are involved in outside our regular Sunday/Friday night meetings. We use a "Welcome to Church" leaflet to give to parents of children attending Kids Church which references safeguarding.

d. Management of workers – codes of conduct

As a leadership we are committed to supporting all workers and ensuring they receive support. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their job/ serving role and out. They will also receive further training as necessary. Those leading sessions with vulnerable people will also have a responsibility to observe and encourage good practice.

4. Working in Partnership

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

We discuss with all partners what at their expectations of safeguarding are and how we can work together in mutual understanding to deliver this alongside our own expectations and procedures.

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

5. Dealing with concerns

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

- Documenting a concern - The worker or volunteer should make a report of the concern by filling in (within an hour if possible) a *Responding to Abuse* form and, if helpful, a body map. Copies in all registers. It should then be forwarded to the safeguarding co-ordinator.
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Safeguarding Co-ordinator: Scott Taylor

Tel: 07810547249 Email: scott@readingfamilychurch.org.uk

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

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Deputy safeguarding co-ordinator (hereafter the "Deputy"): Giles Allchurch

Tel: 07505307379 Email: giles.allchurch@readingfamilychurch.org.uk

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

Trustee for Safeguarding: Kathryn Twine

Email: kathryn.twine@readingfamilychurch.org.uk

Then to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Concerns about a child

If there are allegations of abuse or there are concerns that a child has been abused the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), try and gain consent to refer the case through to the Local Authority, but not if this places the child at risk of significant harm.
- Submit an appropriate referral
- Offer to accompany the parents if that supports them and the agencies interacting with them

- If they still fail to act, contact Children’s Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children’s Social Services.

Name of local authority: Reading

Children’s Social Services (Brighter Futures for Children)

Tel: 0118 937 3641

Website Address: <https://brighterfuturesforchildren.org/concerned-about-a-child/>

Name of Local Authority – Wokingham

Phone us: 0118 908 8002

Email us: triage@wokingham.gov.uk

Name of Local Authority – West Berkshire

Telephone: 01635 503090.

Email: child@westberks.gov.uk.

If it is felt the child is in immediate danger, the police should be called on 999

For out of hours safeguarding concerns the out of hours Safeguarding Service will deal with children and vulnerable adult queries

Tel 01344 351 999

Police Protection Team Tel: 101

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern:

- Trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

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

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

The leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of

Reading Family Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

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

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

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse.

Reading:

Reading Adult Social Services

Tel: 0118 937 3747

Out of hours Tel: 01344 351 999

CSAAdvice.Signposting@reading.gov.uk

Wokingham:

0118 974 6371

West Berkshire:

01635 519056

safeguardingadults@westberks.gov.uk

For Emergencies contact the police and for Out of hours social care 01344 351 999

Alternatively thirtyone:eight can be contacted for advice.

Concerns regarding spiritual abuse

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will refer to the policy for spiritual abuse:

Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Make a referral to the Local Authority Designated Officer (LADO)

whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

The Reading LADO can be contacted on 0118 937 2684 or via email LADO@brighterfuturesforchildren.org

The Wokingham LADO can be contacted via email on LADO@wokingham.gov.uk.

The West Berkshire LADO can be contacted on 01635 503153 or via email LADO@westberks.gov.uk

- Liaise with the LADO in regards to the suspension of the worker
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The safeguarding co-ordinator will:

- Liaise with the relevant Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

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

Managing disclosure

A child or a vulnerable adult may make a disclosure direct to a staff member or volunteer that indicate a safeguarding concern

It may be difficult for the person to share their experience – give them space and time to say what has happened – show that you are listening

Listen carefully to what has been said. Don't ask leading questions but reflect back to them what you think you have heard

Let them know you will need to pass the information on – do this as soon as you are able

Record the specifics of what was said and what you observed as soon as possible afterward – sign and date it and send it to Scott Taylor. Here is a useful link to remember what to do.

<https://www.youtube.com/watch?v=bvJ5uBIGYgE>

6. Pastoral Care

Supporting those affected by abuse

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

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties. There will be Church representation at any risk management meetings that are undertaken as a part of the supervision of the individual.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually.

Signed by:

Position:

Signed by:

Position:

Date:

A copy of this policy has been lodged with:

Appendix 1 - Statutory Definitions and signs of Abuse (Children)-

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance. 'Working Together to Safeguard Children (2018)' identifies abuse as

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others.

This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

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

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

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

Signs of Possible Abuse (children & young people)

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

Physical

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

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or
- Veiled sexual connotations
- Eating disorders

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes
- clingy.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

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

Appendix 2 - Other Kinds of Abuse:

Child exploitation:

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

Domestic Abuse

Domestic abuse involves any single incident or pattern of conduct where someone's behaviour towards another is abusive, and where the people involved are aged 16 or over and = are, or have been, personally connected to each other (regardless of gender or sexuality). Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence. The abuse can involve, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional
- violent
- threatening
- controlling
- coercive behaviour

Complex abuse occurs both as part of a network of abuse across a family or community, involving one or more abusers and a number of children. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. (Working Together 2010 Sections: 6.10 – 6.11)

Female Genital Mutilation (FGM): The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. The Female Genital Mutilation Act 2003 made it an offence for UK nationals or permanent UK residents to carry out FGM 19

Definitions of Abuse (Adults)

The Safeguarding duties apply to an adult who

- has need for care and support (whether or not the local authority is meeting any of those needs and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

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

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

Domestic Abuse– including psychological, physical, sexual, financial, emotional abuse, coercive control, and ‘honour’ based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Emotional abuse – including psychological abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

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

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

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

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

Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

All definitions are taken from <https://thirtyoneeight.org/>

Appendix 3:

Mentoring with Chapter 2 - Safeguarding and Code of Practice

1. Purpose

This appendix is an integral part of our Safeguarding Policy and deals specifically with the activities of Chapter 2. The purpose of this appendix is to provide more detailed guidelines for the mentoring activities undertaken by Mercy Central in partnership with Chapter 2.

2. Scope

The guidelines contained herein cover all meetings and communications involving a Mentor and Mentee and until such time as the mentoring relationship has been formally ended.

3. General Guidelines and Procedures

Prior to the start of the mentoring relationship the following guidelines and procedures apply:

- The Parent/Guardian shall provide written agreement that they are supportive of RFC and Chapter 2 working with their child
- A Co-ordinator shall be appointed with responsibility for managing the mentoring activities and providing support and oversight for the team of Mentors on behalf of RFC. The Co-ordinator will sign a written agreement with RFC detailing the expectations of this role.
- The Mentor and/or Co-ordinator shall perform a risk assessment prior to any activity in which the activity has a level of risk beyond normal day-to-day activities.

4. Training and Assessment of Mentors

In addition to the Safe Recruitment guidelines in the RFC Safeguarding Policy, it is also a requirement for activities associated with Chapter 2 that:

- All Mentors must undertake appropriate training (approximately four evening sessions or one daylong session), which must include safeguarding procedures and guidelines.
- All Mentors will maintain regular contact with the Co-ordinator to ensure training and guidelines are being applied.
- All Mentors must be interviewed for suitability and provide at least two references.

All Mentors will be required to sign a written agreement with RFC detailing the principles of the Mentor role and including a self-disclosure.

5. Location

One-to-one meetings between the Mentor and Mentee shall adhere to the following guidelines:

- One-to-one meetings should be visible to other adults and, wherever possible, in a public place. Examples of public places include a coffee shop, local park, fast-food outlet, cinema café, bowling alley, sports centre foyer, football pitch, etc.
- Avoid meeting in an isolated, closed or private space.
- The time, frequency, duration and location of one-to-ones should be appropriate to age, maturity, culture and parental expectations.
- Meetings should take place where there are others around who can see both the Mentor and Mentee, even if not continuously.

- If meeting in a room within a communal/non-residential space (such as church offices), Mentors should consider having another adult attend. If the Mentee wishes to discuss a matter privately then the Mentor should:
 - i. ask another adult to periodically monitor the situation and/or inform them when the meeting starts and finishes via text message, phone call or similar means of instant communication.
 - ii. leave the door open and position themselves so they are visible from outside the room if possible.

6. Travel

The following principles and guidelines apply to travel:

- Wherever practicable Mentees should be transported by the Parent /Guardian or travel using public transport.
- In circumstances where the above is not practicable, then the Mentor should consider co-ordinating with another Mentor so that they are not travelling alone with their Mentee.
- In circumstances where there is no practicable alternative, provision of lifts by Mentors to Mentees

should be minimised and then only for short journeys. In such situations the following procedures

shall apply:

- i. The Parent/Guardian of the Mentee shall agree in advance to the travel plans, including estimated time of return.
- ii. Mentors shall confirm with another Mentor and/or the Co-ordinator via text message, phone call or similar means of instant communication, following the return of the Mentee.
- iii. The Mentor shall carry a mobile phone so that they can be contacted by the Parent/Guardian if required.
- iv. The Mentor shall make a written record of the journey and a summary of the meeting.

7. Home Visits

Visits to the Mentee's home shall only occur if the Parent/Guardian is present and has provided their prior support for such visits. Such meetings shall take place in communal rooms and with internal doors open.

Visits to the Mentor's home, in which the Parent/Guardian is not present, shall only occur with the:

- pre-approval of either the Co-ordinator for RFC.
- prior consent of the Parent/Guardian; and
- shall take place in communal areas with internal doors open with other trusted adults present.

8. Social Media

It is recognised that some private communication between Mentors and Mentees is pragmatic given the need to arrange meetings. However, the following protocol should be applied:

- The Parent/Guardian should be made aware of all planned meetings.

- Wherever possible a virtual 'group' (Mentor, Mentee and Parent/Guardian) communication should be used for communications between Mentor and Mentee.
- Private communications should be kept to a minimum and such messages should be retained by the Mentor.
- Use of any platforms that use disappearing messages such as Snapchat are not allowed.

9. Definitions

Chapter2 is a charity registered in England and Wales (registration number 1177011) working in partnership with RFC. The Co-ordinator is the individual appointed by RFC to manage the Chapter2 programme.

A Mentor is an adult male who has agreed in writing to mentor a child in accordance with the RFC policies and expectations governing such activities and within the Chapter2 programme.

Mentee is a child whose Parent/Guardian has consented in writing to being part of the Chapter2 programme with RFC and has been formally allocated a Mentor.

Change History

Version Author(s) Date Change summary

1

Sarah Horne

Scott Taylor

22nd July 2015 First issue

2

Sarah Horne

Scott Taylor

29th January 2016 Added in the page with the additional forms of abuse of vulnerable adults

3

Sarah Horne

Scott Taylor

31st July 2018 Updated with the most recent CCPAS template

4

Sarah Horne

Scott Taylor

20th February 2020 Updated with the most recent 31:8 template

5

Sarah Horne

Scott Taylor

22nd October 2020 Added Covid-19 Addendum & Chapter2 Appendix

6

Sarah Horne

Scott Taylor

6th September 2021 Updated with the most recent 31:8 template

7

12.02.2023 – Updated - added Contents, edited contents, updated Local Safeguarding contacts, updated Domestic Abuse legislation, formatting changes

Giles Allchurch

Scott Taylor

8

19/09/2023 – updated – reformatted, added new trustee for safeguarding, recognised importance of creating culture, added piece on spiritual abuse