HCC Safeguarding Policy

Section 1 - Details of Place of Worship and Safeguarding Team

Name of Place of Worship:
Huntingdonshire Community Church
Address: 83a High Street, Huntingdon PE29 3DP
Tel No: 01480 411665
General Email address: admin@hccuk.org

Location of Sunday Services
Address: Cromwell Academy, Parkway, Huntingdon PE29 6JA

Senior Leader: Matt Brown
Senior Leader Contact Telephone: 01480 411665 / 07903 072320
Email: matt.brown@hccuk.org

Safeguarding Adults Lead: Vicky Rodrigues
Safeguarding Adults Lead number: 01480 411665 / 07885 215018
Email: vicky.rodrigues@hccuk.org

Safeguarding Children's Lead Vicky Rodrigues
Tel: 01480 411665 / 07885 215018
Email: vicky.rodrigues@hccuk.org

Huntingdonshire Community Church (HCC)

1. HCC exists to gather a family of Christians to worship God and advance the Christian faith in Huntingdon and surrounding areas. We seek to show God's love to the people of Huntingdon and be of benefit to the community. We make spare capacity in our building available as a community facility to outside organisations for the benefit of the wider community. We take bookings from a number of different organisations, many of whom are counsellors, and we also hire out rooms for private functions. We are registered with the Charity Commission with charity no 803355.

2. Whilst HCC is based at 83a Huntingdon high street, our services and events also take place at Cromwell Primary School and Hinchingbrooke Country Park. This safeguarding policy applies to all ministries and activities of HCC, including those at our other places of worship such as Cromwell Academy (address above). All safeguarding procedures and responsibilities outlined in this policy are to be implemented at both sites.

Activities with Children & Adults at risk

3. The following is a brief description of our place of worship and the type of work/activities we undertake with children (0-18) and adults (18+) at risk who have care and support needs.

4. Children and youth activities take place at the church as part of our Sunday meetings.

5. Youth have their own small group meetings and occasional activities in the building during the week. The youth meet on a Friday evening.

6. Occasional residential and day trips are organised and specific risk assessments are prepared for these events.

7. All prospective employees or volunteers who will be working alone with children or adults at risk are vetted thoroughly before being recruited. At HCC this means that prospective employees declare any offences at application. On appointment of new staff, and for all trustees, a conditional offer is made dependent on satisfactory references being received plus the appropriate DBS check. We define volunteers as 'anyone working for HCC in unpaid capacity'. Volunteers are also checked in the same way through a comprehensive process. All staff should have their DBS renewed every 3 years.

8. If a volunteer does not have a DBS, in the event that they are still waiting for their DBS application to be processed then the following steps must be followed:

a. Volunteer must never be left alone with an adult at risk or a child

b. A self-disclosure form must be filled out, signed and logged in the HCC Office.

Our Commitment

9. HCC recognises the need to provide a safe and caring environment for children, young people and adults at risk of harm. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We recognise the importance of the Children Act (1989, 2004) and the Care Act (2014) as the legislative framework through which Safeguarding is enshrined in the UK. As a leadership, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance and legal framework below.

Legal Framework for Safeguarding Adults and Children (England)

10. This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Care Act 2014
- Human Rights Act 1998
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 and UK GDPR
- Domestic Abuse Act 2021
- Serious Crime Act 2015
- Sexual Offences Act 2003
- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children, including Working Together 2013
- Updated Working Together to Safeguard Children (2026) **and** Keeping Children Safe in Education (KCSiE 2026)

The Disclosure and Barring Service is part of the legal safeguarding framework in England, particularly around safer recruitment and preventing unsuitable people from working with children or vulnerable adults.

Policy Statement

11. All those working with children and adults at risk must promote their welfare, health, wellbeing and development and take every reasonable precaution to protect them. This means they will consider what is in the best interests of the child or adult at risk.

12. All employees and volunteers have a role to play in identifying concerns, sharing information and taking prompt action. HCC recognises that its employees and volunteers are in a position of trust and that it is unacceptable for anyone in a position of trust to engage in any kind of behaviour which will be to the detriment and well-being of those under its care.

13. HCC seeks to provide an environment where all can work safely to serve the community at large and for their own personal and spiritual development. We will take every reasonable precaution to minimise risk.

14. HCC is committed to ensure that all, and specifically those who are vulnerable, are kept safe from harm while they are involved with the organisation in any way.

15. Employees and volunteers have a personal responsibility for safeguarding the welfare and wellbeing of all children and adults at risk by protecting them from abuse and will support them wherever and whenever this happens.

16. HCC undertakes to:

a. Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.

b. provide on-going safeguarding training for all its workers and will review the operational guidelines attached on a yearly basis. All Staff and volunteers will have training once a year. All consent forms and checklist will be checked on a yearly basis.

c. ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.

d. 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.

Section 2 - Prevention

Understanding Abuse and Neglect

17. Abuse is a form of maltreatment. It is the violation of an individual's human and civil rights, usually for gratification. Abuse can be self-inflicted or inflicted by another person or persons. In the context of safeguarding, it is used to refer to any knowing, intentional or negligent act by another that causes harm or a serious risk of harm to another. Any form of abuse is usually perpetrated as the result of deliberate intent. However vulnerable people can also be harmed, damaged or distressed by acts of neglect or ignorance.

18. Abuse can take place wholly online, or technology may be used to facilitate offline abuse.

19. Abusers are usually known to their victims and are trusted by them or dependent on them. An abuser will make every effort to establish trust and will seek to maintain the respect of friends and colleagues alike. Contrary to commonly held belief, strangers very seldom abuse because without having gained trust they cannot be confident that their victims will not tell.

20. Abuse may consist of single, multiple or repeated acts, either to one person in a continuing relationship or service context, or to more than one person at a time.

21. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. It may result in death.

Children

22. The definition of child abuse comes from the Children Act (1989, 2004) and Working Together to Safeguard Children (2006, 2018). There are five types of recognized child abuse:

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Neglect
- Bullying

23. Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in this policy at appendices 2 and 3.

24. To safeguard those in our places of worship and organisations, we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

> a. 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.
>
> b. 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.

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

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

Adults

26. The Care Act 2014 defines safeguarding as protecting an adult's right to live in safety, free from abuse and neglect.

27. The Care Act 2014 defines adults at risk as a person aged 18 or older who:

- Has care & support needs

- Is experiencing or is at risk of abuse or neglect
- As a result of these support & care needs, is unable to protect themselves from the risk or experience of abuse of neglect

28. There are 10 types of recognised adult abuse. HCC recognises that not all of the following will be applicable to its groups or activities (much of it would be appropriate to an institutional setting) but it is worth listing all types of abuse here so that all church workers are informed as to what is considered to be abuse and can recognise it should any members of the congregation be the subject of abuse elsewhere.

- Physical Abuse
- Sexual Abuse
- Financial Abuse
- Neglect / Acts of Omission
- Discriminatory Abuse
- Organisational Abuse
- Domestic Abuse
- Self-Neglect
- Modern Day Slavery
- Spiritual Abuse

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included at appendices 2, 3 and 6.

29. For the purposes of this policy and practice guidelines the definition of an adult who may need safeguarding is as follows:

- Is elderly and frail
- Has a mental disorder including dementia or a personality disorder
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is an unpaid carer
- Is homeless
- Adults who are eligible for community care services
- Adults whose independence and wellbeing would be at risk if they did not receive appropriate health and care support.
- Adults who are unable to protect themselves from significant harm
- Adults subject to domestic violence

30. HCC also recognises that abuse can and does occur because of the failure to provide support or services to adults through lack of training, support, supervision or monitoring. HCC recognises it has a pivotal role to play in the safeguarding of adults from abuse and in reporting concerns where it's alleged or suspected that an adult may have been subjected to abuse.

Safer Recruitment

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

a. There is a written job description / person specification for the post

b. Those applying have completed an application form and a self-declaration form

c. Those short listed have been interviewed

d. Safeguarding has been discussed at interview

e. Written references have been obtained, and followed up where appropriate

f. A Disclosure and Barring Service 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)

g. Qualifications where relevant have been verified

h. A suitable training programme is provided for the successful applicant

i. The applicant has completed a probationary period

j. The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding Training

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

33. 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.

Management of Workers – Codes of Conduct

34. The Leadership is committed to supporting all staff members and ensuring they receive support and supervision. All workers will be issued with a code of conduct towards children, young people and adults with care and support needs. All workers, paid and volunteers, will be expected to sign and return a Code of Conduct.

Section 3 - Practice Guidelines

35. As an organisation / place of worship working with children, young people and vulnerable adults 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.

36. As well as a general code of conduct for workers at Appendix 5, we will also develop good practice guidelines for activities we are involved in as required.

37. Parents/carers of children participating in activities In HCC will be required to sign a General Consent Form before placing their child under the supervision of HCC workers in HCC activities.

Working in Partnership

38. 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.

39. We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations. It is also our expectation that any organisation using our premises, as part of any use agreement, will have their own policy that meets national safeguarding standards. Centre users will be expected to provide a copy of their safeguarding policy to be stored on file.

40. 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.

Section 4 – Responding to Allegations of Abuse

41. Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The procedures below should be followed:

42. **Documenting a Concern using the 4 Rs**

- Reassure: reassure the child or adult that it was right that they disclosed the abuse.
- Respond: tell them clearly what you are planning to do
- Report: inform the Safeguarding Officer of the situation
- Record: make detail notes of the abuse and the actions taken

43. **Who to report to in HCC?**

a. The HCC Safeguarding Coordinator (hereafter referred to as the 'Safeguarding Coordinator') can be contacted via safeguarding@hccuk.org. The Safeguarding Coordinator is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities. In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to:

b. HCC's Deputy Safeguarding Coordinator (hereafter referred to as the 'Deputy Safeguarding Coordinator') can also be contacted via safeguarding@hccuk.org.

If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to **thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111.** Alternatively contact Social Services or the police.

Reporting to Huntingdonshire Local Authority

44. **Name of local authority:** Cambridgeshire & Peterborough Safeguarding Partnership

45. **Referrals made by Huntingdonshire Community Church** As a professional organisation, HCC needs to use the relevant Safeguarding Referral Form (child or adult) When making a referral it is important that:

a. All basic details are completed on the referral form (correct names and spellings, family members, date of birth, addresses, ethnicity, first language, disabilities etc)

b. The referral must clearly identify the concerns and the impact on the child/adult at risk as well as what support has been provided previously to help address these concerns and what strengths/resilience there is within the family.

c. Referrals should set out what the referrer wants to see happen as a result of the referral, and should include the views of the family and, where appropriate, the child or young person.
The more information that is provided, the easier it is for the MASH to make a decision about the best course of action to take. The form is available here:
https://www.safeguardingcambspeterborough.org.uk/concerned/

46. **Referrals made by members of the public** Members of the public can make phone referrals:

Tel: 8am – 6pm Monday to Friday

Children: 0345 045 5203, Out of hours Tel: 01733 234 724,
Email: referralcentre.children@cambridgeshire.gov.uk

Adults at Risk: 0345 045 5202, Out of hours Tel: 07765 898732,
Email: referral.centre-adults@cambridgeshire.gov.uk

Website Address: https://www.safeguardingcambspeterborough.org.uk/concerned/

47. **Allegations against an Adult in a Position of Trust** If the concern is in regards to an adult working with a child under the age of 18, we need to contact the Cambridgeshire Local Authority Designated Officer (LADO):

Email: LADO@cambridgeshire.gov.uk

Tel: 01223 727967 Out of Hours Emergency Duty Team: 0345 0455203 Cambridge

48. **Other Contact Details:**

NSPCC Tel: 24hr Help Line 0800 800 5000

Police Protection Team Tel: 101 or 999 (emergency)

49. **Further Actions Once a Report is made.** The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern:

a. HCC will support the Safeguarding Coordinator or Deputy in their roles 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.

b. Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.

c. Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18 at HCC, or we know they are in a position of trust elsewhere.

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

General Considerations on Reporting

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

51. 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 HCC will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(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.

52. If the adult does not want to make a report or take action then their right to choose must be upheld, providing they are mentally capable of making that decision. The only exception would be if they lack the mental capacity to make such a choice or where the rights and safety of others would be compromised, in which case advice should be sought from Adult Social Care.

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

Detailed Procedures Where There is a Concern About a Child

54. If any member of HCC staff or volunteers have a concern about a child, they must use the 4 Rs, and critically report this to HCC Safeguarding Coordinator / Deputy who have the responsibility to ensure that HCC takes appropriate action.

55. The worker will need to complete the form “Responding to Abuse – Workers Action Sheet” (Appendix 8) but the completion of this form should not delay any action necessary to safeguard the person. HCC is committed to ensuring that children and adults get support when there is a concern. The Safeguarding Coordinator / Deputy will provide guidance, and action would be taken according to the below levels:

a. Significant Harm: if a child is at risk of harm, we will refer out to Children’s Social Services. The Safeguarding coordinator / deputy should be immediately notified, and they can lead the referral procedure. If a child or vulnerable adult’s life is in immediate life-threatening danger, Police or 111 is the appropriate action to take.

b. Case specific advice: via thirty:one eight, and/or NSPCC. This is to check out any concerns or risks that do not immediately or readily meet significant harm thresholds, but where we are concerned about potential risk to children and families. This could be the case in families where there is for example poor parenting practice. The purpose is to have a case specific discussion to enable a safeguarding coordinator decision on risk and likely course of action. The decision making would be clearly recorded.

c. Welfare issue: HCC Pastoral Team can give generic advice on a range of issues and signpost children and families to specific services who can support.

d. Information sharing: One to watch. For example, where a young person has experienced a key life event, disclosed some historic information or we have noticed a behaviour change; this is shared within the children and youth team workers and flagged in HCC records. These records are shared on a need-to know basis with children's workers.

Detailed Procedures Where There Is a Concern That an Adult Is in Need of Protection

56. Suspicions 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 these, the Safeguarding Coordinator/Deputy will:

a. Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.

b. If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

c. If there is a concern regarding spiritual abuse, Safeguarding Coordinator will:

i. Identify support services for the victim, ie counselling or other pastoral support.

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

Working with Known Offenders

57. Where someone attending a church meeting or an event is a convicted known abuser of children then whilst extending friendship to the individual and helping them to achieve their full potential, HCC has a responsibility to do everything in its power to protect the children and other members of HCC in its care. The Child Protection Co-ordinator or Deputy will meet with the individual and discuss their management and supervision within HCC. The offender will be given set boundaries that they will be expected to keep. He or she will be asked to sign a contract and adhere to it; if they do not adhere to it, they will be asked to leave HCC. A copy of the contract is shown in Appendix 7 of this policy. See also "How to Respond to a child wanting to talk about Abuse" Appendix 6

Allegations of Abuse against a Person who Works with Children/Young People

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

a. Liaise with Children's Social Services regarding the suspension of the worker.

b. Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

c. 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.

59. This also applies if the person accused is known to work or volunteer in a position of trust with children elsewhere. Such positions of trust include teachers, doctors, kids/youth team, youth band leaders, or even taxi drivers who are on an education pick-up contract. Positions of trust also include people in high positions of authority, even when they do not directly work with children – e.g., church pastors, councillors, political figures.

60. The Safeguarding Co-ordinator will contact LADO even if unsure of the severity of the 'abuse' as LADO will advise where to go next. If the abuse or behaviour towards a child is deemed as low level (e.g., the use of inappropriate language around children), LADO can give advice on disciplinary, or training measures the organisation can instigate. It is then the organisations responsibility to follow through. If low level behaviour is repeated further, LADO may suggest further measures.

61. If someone in a position of trust discloses thoughts of abusive behaviour towards children but claim they have not acted on that, we must make it clear to them that we cannot keep that confidential and we will need to report to LADO for advice and potentially disclosure. If this person is in a position of trust at HCC, they will be stepped down immediately. If the person is in a position of trust elsewhere, we need to encourage them to speak with their employer. We will report to LADO the disclosure and the positions of trust they hold

62. At HCC we also recognise that children and young people can also be abusers. Should this be the case, our Safeguarding Children's lead will take appropriate action in informing the relevant services.

Section 5 - Pastoral Care

Supporting Those Affected by Abuse

63. The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation. This will be offered through HCC's pastoral care team or, if appropriate, through counselling organisations available locally.

Appendices:

1. Leadership Safeguarding Statement
2. Definitions of Abuse
3. Signs of Abuse
4. Best Practice for Organising Activities in HCC
5. Code of Conduct for regular activities with Children
6. How to respond to someone wanting to talk about abuse
7. Contract for Offenders
8. Responding to Abuse - Workers Action Sheet
9. Online Safeguarding Policy

APPENDIX 1

Leadership Safeguarding Statement

1. The Leadership of Huntingdonshire Community Church recognise the importance of its ministry/work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

2. The following statement was agreed by the leadership in July 2022 'HCC is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being'.

3. Specifically:

- Huntingdonshire Community Church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We recognise that the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of HCC.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm.

4. We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by HCC.
- Supporting all in HCC affected by abuse.

5. We recognise:

- Children's Social Services (or equivalent) have lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

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

A copy of the full policy and procedures is available from the HCC Administration Office

Signed by Senior Leader, HCC

Signed _____

Date _____

APPENDIX 2

Definitions of Abuse (England)

Children

1. The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

What is abuse and neglect?

2. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

3. 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

4. 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

5. 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

6. 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.

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

Adults

Statutory Definitions of Abuse (Adults)

8. The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons.'

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

Physical Abuse

10. This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

11. This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

12. These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

13. This is the inappropriate use of the money, property or possessions of the adult by another, including misuse, embezzlement or theft of a person's money, property or possessions, refusing a person access to his/her own money, property or possessions, extortion of money, property or possessions through theft, failing to account satisfactorily for the use of a person's money, property or possessions, fraudulent use of money, pressure in connection with wills; testaments; property; inheritance etc., misuse or misappropriation of property; possessions or benefits (e.g. personal income subsumed into household income), loans made to anyone if made under duress, threat or dishonestly extracted.

Neglect or Acts of Omission

14. This is the repeated deprivation of assistance that the adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult or to others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired, for example, denial of educational, social and recreational needs, lack of adequate heating/lighting, lack of adequate food and fluids, lack of appropriate medical care - inappropriate use of medication or over medication, being allowed to take unwarranted/unreasonable risks, poor hygiene/cleanliness, lack of attention to toe and finger nails, lack of attention to teeth (natural or false), denial of religious or cultural needs.

Discriminatory Abuse

15. This is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse includes unequal treatment, inappropriate use of language: racist remarks, sexist remarks, derogatory remarks or verbal abuse, humiliating behaviour, comments about disability, bullying or other forms of harassment, slurs or similar treatment, deprivation of normal social contact and cultural identity, deliberate exclusion.

Institutional Abuse

16. Institutional abuse is the mistreatment or abuse of an adult by a regime or individuals within an institution (such as a hospital, residential home, nursing home). It can be through repeated acts of poor or inadequate care and neglect or poor professional practice. The following factors may be relevant: Authoritarian or rigid management, lack of leadership or supervision and monitoring of staff or volunteers, poor care standards, lack of positive response to complex needs, rigid routines, inadequate staffing, insufficient knowledge base within the service, pervasive abusive and disrespectful attitudes among staff, inappropriate use of physical interventions (control and restraint) by poorly trained staff, poor practice in the provision of intimate care, staff not taking account of individuals' needs, culture, religion or ethnicity.

Spiritual Abuse

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

APPENDIX 3

Signs of Possible Abuse

Children and Young People

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

2. **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*

3. **Sexual**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia (these indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year)

4. **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

5. **Neglect**

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

6. **Female Genital Mutilation** Female genital mutilation (FGM) is when a woman or girl's genitals are deliberately cut, injured or changed for no medical reason. It is also known as female circumcision or

cutting. It is usually carried out on young girls between infancy and 15 years old, most commonly before puberty starts. It can also be carried out during adolescence or before a young woman gets married. It can also happen to adult women. FGM is a crime and must be reported to the police.

If someone is in immediate danger of FGM, call the police.

If you know a British national who has been taken abroad for FGM, contact the Foreign and Commonwealth Office on 020 7008 1500.

Vulnerable Adults

7. **Physical**

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

8. **Sexual**

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

9. **Psychological**

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

10. **Financial or Material**

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

11. **Neglect or Omission**

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

12. **Discriminatory**

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

13. **Institutional**

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

APPENDIX 4

Best Practice for Organising Activities in HCC

1. The HCC Safeguarding policy and procedures should be applied to all activities organised by, or on behalf of HCC.

- Never leave children, young people or vulnerable adults with employees or volunteers who do not have a satisfactory DBS check.
- Activities should be planned to involve more than one person being present, in the sight or hearing of others.
- Each group activity should have a clearly identified Team Leader (over 18 years) and the Team Leader should not permit an activity to start or continue if they are not satisfied with the employees/volunteer levels available.
- Appropriate dress should be worn by all leaders and those participating in proposed activities at all times.
- Registers should be completed and attendees should be signed in and out (where under 8's are attending an activity, they must be signed in and out by a parent/carer).
- The recommended leader to participant ratios to be followed in HCC activities are:
    - 0yrs - 2yrs 1:3
    - 2yrs - 3yrs 1:4
    - 3yrs - 5yrs 1:8
    - 5yrs + 1:10
- For outings, the recommended leader to participant ratios to be followed in HCC outings are:
    - 0yrs – 8yrs 1:3
    - 9yrs+ 1:5
- Treat everyone with respect and ensure everyone has the opportunity to participate in the activity equally (favouritism should not be shown)
- Inappropriate language should be avoided and sexually suggestive comments should never be made.
- Where individuals are able to take care of things of a personal nature, then allow them to do so. If it is necessary to support the undertaking of things of a personal nature (e.g. toilet trips), these should be undertaken as a pair/group, or where they can be seen (e.g. first aid).
- Attention seeking behaviour should be dealt with in a firm and fair manner.
- Where an individual needs medication, a health care plan should be drawn up to ensure their safety and protection. With the permission of parents/carers, an individual should be encouraged to self administer medication or treatment (including the application of ointment, sun cream or the use of inhalers).
- When administering first aid, an employee or volunteer should ensure another member of employees/volunteer is present, or aware of the action being taken.
- Parents/carers should always be informed when first aid has been administered and sign the completed accident report form.
- The individual's privacy should be respected at all times and where confidentiality is important (e.g. counselling) and a child or young person is being seen on their own, others should be aware the meeting is taking place and should be close by in the same building, should their presence be required.
- Only people permitted to participate in an activity should be present. Others should not have free access to any activity.

APPENDIX 5

Code of Conduct for Regular Activities with Children

1. The best way to stay safe (for the child and the worker) is to be open and transparent in all dealings with children. This will involve good communications between team members and the need to always help and support one another.

2. All Members of Staff and Volunteers are required to sign a Code of Conduct to show that they have read it and aware of appropriate behaviours with Children & Youth

Toileting

3. From time to time, you may be asked to assist a child in the toilet and whilst giving help you must respect their privacy. Assess the level of personal care that is needed taking into account the age of the child, but also bear in mind that some children have special needs and may require a higher level of support than another of the same age.

- If possible, two members of the team should be present at toileting times.
- If it is not possible for two team members to be present in the toilet, tell another member of the team where you are going, with whom and what you are doing. Let them know when you have returned.
- Once a child has been helped to sit on the toilet, withdraw from the cubicle ensuring the child's privacy and stand by the door until they are ready for your assistance to complete the toileting procedure.
- Encourage the child to manage the toileting process themselves, if at all possible, by talking them through the stages. If a child is too young to do this, or has special needs and finds it impossible, then you must help them. Obviously, it will be necessary for physical contact in this instance. Deal with it in a matter-of-fact way, make no personal remarks, wear protective gloves and talk the child through the process.
- At all times treat the children with dignity and respect in your attitude, the language used and in all actions. Treat them as you would wish to be treated yourself.
- Whilst older children do not need the same level of care as younger ones, workers should be vigilant when children excuse themselves to go to the toilet. Because they are areas that provide a degree of privacy, they can be used by older children to take advantage of younger ones. It is not always adults that abuse children. Be vigilant about the use of the toilet and take note of who is using it and for how long. Send in a worker of the same gender to check if you are at all uncomfortable.
- A note should be kept as to who has helped child to the toilet , the name of the leader & the level of help given. The time should also be logged to account for how long the leader has helped child in toilet.

Inappropriate talk both in Person or Online

4. Bear in mind the following:

- Do not use sexually explicit language, nor allow children to use it. Be concerned if a child talks in such a way that it shows they have knowledge beyond their years about sexual activity. Talk to the Child Protection Coordinator.
- Discourage swearing.
- Do not allow racially abusive language.
- Do not allow words that condemn, judge or discourage another person, nor allow children to use them.

- Do not allow blasphemy; teach the children what it is and that it is not used in the Charity. Remember some of them will probably hear it in their own homes and it will be normal talk, so deal gently with them.

Inappropriate Touch

5. Workers may show appreciation, affection, support or sympathy with a hug or an arm around the shoulder. This is fine and is not to be discouraged, but when working with children it is important to remember boundaries. Keep your touch to an arm round the shoulder or holding a hand. If a child wants to sit on your lap gently discourage it and suggest they sit beside you. Again, remember the open and transparent rule; be aware that you may be open to false claims of abuse, so eliminate the risk by staying in rooms with other people. If a child wants to 'tell you a secret' or talk to you privately do not leave the room but stay where other people can see you and just draw to one side out of hearing of others.

Transport

6. Ensure that arrangements for transporting children are with the knowledge of the line manager and have parental approval. In some circumstances it may be unwise to carry a particular child on their own. If it is unavoidable to transport a child alone, seat them in the rear of the car. Workers should inform another worker that the young person or child has been collected and dropped off

Inviting Children to your Home

7. You should never invite a lone child into your home. If you want to invite a group of young people to your home, ensure this is with the knowledge of the line manager and that you have parental consent. The parent needs to know the purpose of the visit, if there will be any other people there and how long the visit will be.

Inviting children to Online Private Spaces.

8. Before engaging with a person under 18 in private online spaces, one should check with their line manager that their HCC role permits such conversation. Then check the child's parents have consented to them being contacted by HCC staff and youth volunteers. If you are contacting an under 18 about something outside of HCC activities or rotas, you should inform the parent as to why you are in contact with the under 18. If you want to invite a group of young people to a private online space, ensure this is with the knowledge of your line manager and that you have parental consent. The parent needs to know the purpose of the online space, if there will be any other people there and how long the online space will be used.

If you need to Visit a Child's Home

9. Children's workers and leaders may need to visit children and their families at home from time to time. We recommend the following guidelines: Inform your line manager/another worker of the proposed visit. Carry some form of identification authenticated by the Church which can be shown to the child's parent/carer. Never go into a child's home if a parent is absent. Keep a record of the visit, noting date and purpose, who was present, and a record of the discussion. If the parent/carer is absent when you call, leave some means of identification/explanation that can be handed to them if the child is at home alone/with other children. Provide information about your group to the parent/carer, including contact telephone numbers etc.

Access to Meetings

10. Make sure that the only people allowed into a child's activity are the workers assigned to that group, whether in person or online. You should not allow other adults to have free access. If they need to be there

for a specific reason (eg guest speaker, maintenance person), ensure that you note in a logbook, the name of the person and the time they came/left.

Children from the Community

11. Sometimes children playing outside or wandering the streets with no adult supervision will join in the Church's organised activities without the knowledge of their parents. The following are guidelines recommended by thirtyone:eight: On arrival, welcome child/children and attempt to gain some factual information about them, i.e., name, age, where they live, telephone number and then record in a register. Enquire if the child's parents are aware of where they are, and whether they are expected home at any time. Ring parent if possible. Make sure the child leaves the meeting to get home on time. Without quizzing the child, you will need to find out as soon as you can whether the child has any special needs, e.g., is the child on any medication, so that you can respond appropriately in any emergency. On leaving, give the child a leaflet about the group with contact telephone numbers etc., and inviting the parent to make contact. If you are not comfortable with the situation, tell the child they cannot stay this time because their parent does not know where they are, but you would love to see them next week 'if Mum or Dad says it's OK'.

Signature

I confirm I have read the code of conduct and will adhere to best practice:

Name:	
Position:	
Signed:	

APPENDIX 6

How to Respond to Someone Wanting to Talk about Abuse

1. It is not easy to give precise guidance, but the following may help:

Children General Points

- Show acceptance of what the child says (however unlikely the story may sound)
- Do not ask leading questions
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – do not promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know you are always ready to listen

Helpful Things You May Say:

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

Don't Say:

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true? Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as, "I am shocked, don't tell anyone else"

Concluding (Remember the 4 Rs – see Section 4 above)

- Again, reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Children's Services or the police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the Charity's Coordinator or Deputy or contact an agency such as CCPAS for advice or go directly to Children's Services/Police/NSPCC
- Record all discussions.
- Consider your own feelings and seek pastoral support if needed

Adults

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

3. There are six key principles that underpin our work in safeguarding adults:

- **Empowerment:** People being supported and encouraged to make their own decisions and informed consent.
- Prevention: It is better to take action before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented.
- Protection: Support and representation for those in greatest need.
- Partnership: Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability: Accountability and transparency in delivering safeguarding.

Responding to an Adult Experiencing Domestic Violence

4. The church recognises that it is more likely to be a woman facing domestic violence and will support them by:

- Believing them; it is possible that what they are describing is just the tip of the iceberg
- Reassure them that it is not their fault and that they do not deserve to be treated like this
- Not under-estimating the danger to them
- Not blaming them for their partner's violence
- Giving them details of the local women's Refuge and where they can obtain legal advice
- Supporting and respecting their choices, even if they choose to return to their abuser
- Helping them with a safety plan, such as setting aside some money, keeping copies of important papers like passports, etc., having a change of clothes packed. Planning how they can exit the house safely
- Protecting their confidentiality
- Where there are children in the relationship, considering the child protection implications of the information they have shared, in which case there may be the need to refer the matter to Children's Social Services Suspicions

5. If the adult has a physical injury or symptom of sexual abuse the Safeguarding Coordinator or Deputy Safeguarding Coordinator will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life
- If the adult is in immediate danger or has sustained a serious injury contact the emergency services, informing them of any suspicions
- Contact the Adult Social Care Team for advice, as they have a responsibility under Section 47 of the NHS and Community Care Act 1990 to investigate allegations of abuse. Alternatively ThirtyOne:eight can be contacted for advice.

APPENDIX 7

Contract for Known Abusers

1. This contract is made between Huntingdonshire Community Church and (enter details)

Name:

Address:

Tel. No:

Declaration of the Church

2. HCC is fully committed to extending love and friendship to you in order that you may reach your full potential. Alongside this desire we also have a duty to act responsibly on behalf of all HCC members under our care and accordingly we will manage and supervise your movements and activity at meetings or events in order to protect both you and the children and their families.

3. We therefore require that you both agree to and sign the following conditions. You must understand that you are agreeing to attend only those meetings which are named below. If you wish to attend any other special meetings that may be arranged, you must speak first to the Safeguarding Coordinator or Deputy who will make arrangements for your supervision if they agree.

Declaration of Offender

- I agree to be open and honest regarding my offending.
- I agree to declare any potential problems arising during my time at HCC meetings or events, which would make a repeat offence more likely.
- I agree that open and frank discussions should take place between my Probation/Supervising Officer and HCC.
- I agree that I will only attend meetings and events agreed with the Safeguarding Coordinator or Deputy.
- I agree to take the following precautions at all meetings:
    - To stay away from areas of the building where children and young people congregate
    - To never be alone with children or young people either prior to or after the meetings
    - To sit next to a named adult who has been chosen by HCC
    - To supervise me if they deem it necessary
- If I am invited to visit families where children or young people are present, I agree to:
    - Seek the agreement of my Probation Officer and the Charity first
    - The parents being informed of my circumstances
    - To never be alone in a room with a child or young person
- I agree not to apply to work with children or young people in HCC
- I agree not to engage in conversation with any child or young person unless a parent or other responsible adult is present and to terminate any approach made to me by children or young people and immediately inform HCC.
- I will not offer to baby sit or temporarily care for a child or young person.
- I will not offer lifts to children or young people.
- I agree to HCC informing any groups or organisations linked to HCC that work with children and young people that I am a known offender.

(Depending on each individual situation, other conditions may be written into the contract)

Breach of these Conditions

4. I understand that if I break any of the above conditions I may be banned from attending HCC and my Probation/Supervising Officer will be informed.

Duration of Contract

5. This contract will run until the completion of probation or parole licence, and it will only end when HCC feel it is safe to end.

Signed: …….. Date: ……..

Name: ……..

WITNESSED BY:

Signed: …….. Date: ……..

Name: ……

Safeguarding Coordinator

Signed: …….. Date: ……..

APPENDIX 8

RESPONDING TO ABUSE WORKERS ACTION SHEET

Responding to Abuse Form for Children and Adults at Risk of Harm	
Please fill out this form as close in time to the events	
Name of Places of Worship/Organization:	
Name of Child/Young Person/Adult at Risk:	
Address:	
Date	
Time of incident	
Sequence of Events/Actual Words Used/Observations; (Brief description of the incident that caused concern)	
Other Agencies known to be involved with the client (please tick and give details) Police Probation Service Social Services Adult Learning Mental Health Service Local Housing Authority Voluntary Sector	Details:
Action Taken (including person(s) contacted and any later actions with dates):	
Name of person completing the form:	
Role in the organisation:	
Contact details:	
Date of report	
Time of report	
Further notes	

APPENDIX 9

Online Safeguarding Policy

1. HCC works with children and families as part of its activities. These are listed in section 1.2.

2. The purpose of this policy statement is to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- Provide staff and volunteers with the overarching principles that guide our approach to online safety
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

3. The policy statement applies to all staff, volunteers, children and young people and anyone involved in HCC activities.

Legal Framework

4. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- Online abuse: learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- Bullying: learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- Child protection: learning.nspcc.org.uk/child-protection-system

5. We believe that:

- Children and young people should never experience abuse of any kind
- Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

6. We recognise that:

- The online world provides everyone with many opportunities; however, it can also present risks and challenges
- We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- We have a responsibility to help keep children and young people safe online, whether or not they are using HCC network and devices
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

7. We will seek to keep children and young people safe by:

- Providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults (Appendix 4)

- Supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- Supporting and encouraging parents and carers to do what they can to keep their children safe online
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- Reviewing and updating the security of our information systems regularly
- Ensuring that usernames, logins, email accounts and passwords are used effectively
- Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Providing supervision, support and training for staff and volunteers about online safety
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

8. If online abuse occurs, we will respond to it by:

    - Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
    - Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
    - Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
    - Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

9. Specific online platforms used by HCC and our safety measures:

    - Zoom – we hold occasionally hold sessions for kids and youth on zoom. We have our Youth worker who will host the Zoom at all times. We install a waiting room so the host only admits the right attendees into the Zoom call. We save the chat for any potential safeguarding reporting. We allow group messaging in the chat and direct messaging is only permitted to the team member hosting the Zoom, not between the young persons.
    - Social Media platforms – Youtube, Facebook and Instagram