



BEACON CHURCH

Expanding God's Kingdom by loving and serving Jesus, each other and our community

Beacon Church Safeguarding Policy

This policy has been developed from the Model Safeguarding Policy provided by Thirtyone:eight. The policy and procedures have been divided into five sections covering all ten Thirtyone:eight safeguarding standards. Along with details of the place of worship and a statement of intent and commitment to safeguarding, the policy covers the following sections:

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Updated – August 2025

Next Review – August 2026

The Safeguarding Policy

Section 1.

Place of worship details

Name of place of worship:

The Beacon Church

Address:

c/o Daniel Carson
2 Coralin Way
Bryn
Wigan
Greater Manchester
WN4 0ET

Telephone: 07592 944627

Email: contact-us@beacon-church.org.uk

Senior Pastor Name:

Antony Billington Tel: 07892 950946 Email: antony@beacon-church.org.uk

Safeguarding Coordinators:

Emma Billington Tel: 07792 091896 Email: emma@beacon-church.org.uk
Julian Pollard Tel: 07880 891956 Email: pollard1404@hotmail.com

Charity Number: 1150685

Insurance Company:

Ansvar Insurance
Ansvar House
St Leonard's Road
Eastbourne
East Sussex
BN21 3UR

Policy Ref: CHF6068417

The Beacon Church is an independent evangelical church of about 120 people of all ages that is committed to the clear proclamation of the Christian gospel of salvation by the grace of God through faith in Jesus Christ. We aim to maintain a community in which Christians can grow in their faith and serve God to his glory, which is summed up in our mission statement of 'Expanding God's kingdom by loving and serving Jesus, each other, and our community'.

Clubs run for young people are as follows:

Club/Activity	Time	Responsible Adult(s)
Kids Church @ Stubshaw Cross IM	Sunday 09.45 – 11.00am	Emma Billington Nikki Partridge
Beacon Beebies (Parent & Toddler Group) @ Stubshaw Cross IM	Monday 10.00 – 11.30am	Dawn Galloway Nikki Partridge
Lighthouse Club (4–10yrs) @ Stubshaw Cross IM	Wednesday 5.30 – 6.45pm	James Lycett
Youth Club (10–14yrs) @ Stubshaw Cross IM	Wednesday 7.30 – 9.00pm	Phil Standish
Beacon Teens (Years 9–13) @ Stubshaw Cross IM	Tuesday (Bible study) 7.15 – 9.00pm Friday (Social) 7.15 – 9.00pm	Jacqui Thomas Jonny Thomas Jennie Martin Ste Martin
Connect Young People with Additional Needs @ Stubshaw Cross IM	Saturday 6.00 – 8.00pm Once a month	Doreen Woods Emma Woods Sue Heyes Ruth Hart

There is a busy programme of special events that varies from year to year. These sometimes include Holiday Specials in the school holidays and various outreach events. Further details of all church activities can be found at www.beacon-church.org.uk.

Section 2.

Governance and leadership

Our commitment

The Beacon Church Pastors, Elders, and Deacons (PED) 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 church, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

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

The Beacon Church PED undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above;
- provide ongoing safeguarding training for all its workers, and will regularly review the Code of Conduct;
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that they are welcoming and inclusive;
- support the Safeguarding Coordinators 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 Beacon Church PED agree not to allow the document to be copied by other organisations.

Governance

The Beacon Church's trustees are appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

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.

'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' (IICSA The Governance Institute, 2017).

The trustees will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator.

The Beacon Church trustees are aware of the responsibility as an organisation to report to the Charity Commission as and when the need arises: 'How to report a serious incident in your charity' – GOV.UK, <<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>>.

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

- Those who lead do so by example, and are committed to the safeguarding of all.
- Those who work or volunteer are safely recruited and trained for their roles.
- There are accountability structures.
- There is a clear Code of Conduct.
- The values of the organisation are embedded in its day-to-day actions and behaviours of its people.
- There is open communication.

Section 3. Prevention

(a) 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 with care and support needs 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.

For the purposes of this policy, a child will be referred to as someone under 18 years old.

The Care Act 2014 states that adult safeguarding duties apply to any person aged 18 years or older who:

- Has care and support needs.
- Is experiencing, or is at risk of, abuse or neglect.
- Is unable to protect themselves because of their care and support needs.

An adult at risk of harm will be defined as above in this policy.

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

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

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

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

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

Detailed definitions and signs and indicators of abuse are included in Appendix 2 of this policy.

(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 use their position of power and authority inappropriately, and are mindful of the sorts of actions that might lead to this. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and 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.

(c) Safer recruitment

The Beacon Church PED will ensure all workers/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/person specification for the post.
- Those applying have completed an application form and a self-declaration form.
- Those shortlisted have been interviewed.
- Safeguarding has been discussed before taking up a position of responsibility.
- Written references have been obtained, and followed up where appropriate.
- A DBS check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- If required, a suitable training programme is provided for the successful applicant/volunteer.
- The applicant/volunteer has completed a probationary period.
- The applicant/volunteer has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

(d) Safeguarding training

The Beacon Church PED are committed to ongoing 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 by Thirtyone:eight on a regular basis (normally every three years) and annual refresher training by the Safeguarding Coordinators.

The Beacon Church PED will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. Where possible, the Beacon Church PED will provide or facilitate additional training for the requirements of the role.

The Beacon Church PED will provide or facilitate specialist safeguarding training for the governance board/board of trustees which will be renewed every three years.

The Beacon Church PED 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.

(e) Practice guidelines

As an organisation 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 potential harm or abuse and false or unfounded accusations.

We have specific good practice guidelines for every activity we are involved in, and these are in the appendices.

Some activities require specific forms, e.g. consent forms, risk assessments, etc.

For further information, see guidance in Appendix 6.

(f) Management of workers: codes of conduct

The Beacon Church PED are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a Code of Conduct towards children, young people, and adults with care and support needs, and workers will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The Code of Conduct can be found in Appendix 5.

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

We believe good communication is essential in promoting safeguarding – 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 5.

Responding appropriately to an allegation or suspicion of abuse

(a) Responding to allegations of abuse

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

1. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Julian Pollard/Emma Billington (hereafter the Safeguarding Coordinators).

Contact numbers:

Julian	07880 891956
Emma	07922 091896

Julian and Emma are nominated by the Beacon Church PED 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 Coordinators, or if the suspicions in any way involve the Safeguarding Coordinators, then the report should be made to James Lycett (hereafter the Deputy), tel. no. 07541 963612.

If the suspicions implicate both the Safeguarding Coordinators and the Deputy, then the report should be made in the first instance to Glyn Tither (Safeguarding Trustee), tel. no. 07733 364676.

The worker or volunteer can also contact Thirtyone:eight to get further advice if required: Thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ, tel. no. 0303 003 1111.

The worker or volunteer should record the disclosure, allegation or concern onto the Cause for Concern form and share this with the Safeguarding Coordinators/ Safeguarding Deputy or Safeguarding Trustee as soon as possible. Please see a copy of the Cause for Concern form in Appendix 7.

The Safeguarding Coordinators may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then contact the relevant statutory services.

The Safeguarding Coordinators may need to inform others depending on the circumstances and/or nature of the concern, e.g. the Chair of Trustees or the Safeguarding Trustee who may need to liaise with the insurance company or the Charity Commission for England.

2. Where the concern is about a child, the Safeguarding Coordinators should contact Children's Social Services in the area the child or adult lives. Where the concern is regarding an adult in need of protection, the Safeguarding Coordinators should contact Adult Social Services or take advice from Thirtyone:eight as above.

The local Wigan Children's Social Services office telephone number (a 24-hour service) is 01942 828300.

The local Wigan Adult Social Services office telephone number (a 24-hour service) is 01942 828777.

The Police Child Protection Team telephone number is 0161 872 5050.

3. The Safeguarding Coordinators should also inform the designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

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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. Prompts to support appropriate recording will be provided.

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

The Beacon Church PED will support the Safeguarding Coordinators/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.

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 Beacon Church PED hope that members of the place of worship will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinators/Deputy have not responded appropriately, or where they have a disagreement with the Safeguarding Coordinators as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Beacon Church PED demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

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

(b) Detailed procedures where there is a concern about a child

Allegations of physical injury, neglect, or emotional abuse

If a child has a physical injury, a symptom of neglect, or where there are concerns about emotional abuse, the Safeguarding Coordinators/Deputy will:

1. Contact the relevant medical services, informing the Doctor of any concerns, if the child requires immediate medical attention.
2. 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.
3. Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.

For lesser concerns, e.g. poor parenting

1. Encourage the parent/carer to seek help, but not if this places the child at risk of significant harm.
2. Where the parent/carer is unwilling to seek help, offer to accompany them.
3. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

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

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinators/Deputy will:

1. Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct.
2. Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parent(s) of the child. If they are not sure about this, then they will contact Thirtyone:eight.
3. Seek and follow the advice given by Thirtyone:eight if, for any reason, they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

(c) Detailed procedures where there is a concern that an adult is in need of protection

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

If there is concern about any of the above, the Safeguarding Coordinators/Deputy will:

1. If the adult is in immediate danger or has sustained a serious injury, contact the Emergency Services, informing them of any suspicions.
2. Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, Thirtyone:eight can be contacted for advice.

If there is a concern regarding spiritual abuse, the Safeguarding Coordinators/Deputy will:

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

(d) 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 Coordinators, in accordance with Local Safeguarding Children Board (LSCB) procedures, will:

1. Liaise with Children's Social Services in regards to the suspension of the worker.
2. 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.
3. Make a referral to the DBS 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.

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

The Safeguarding Coordinators/Deputy will:

1. Liaise with Adult Social Care in regards the suspension of the worker.
2. 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.

(f) Allegations of non-recent sexual abuse from an adult

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Coordinators will:

- Give the adult the option to report this to the Police. If the adult does not wish to report this to the police, then the Safeguarding Coordinators can pass on the information relating to the alleged Perpetrator, but must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them consider appropriate action with regards to the scale of the concern.

(g) How to respond to someone wishing to disclose abuse: effective listening

- Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.
- Allow time and space for the person to talk.
- Listen without interrupting.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Try to remain calm, even if on the inside you are feeling something different.
- Be honest and don't make promises you can't keep regarding confidentiality.
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc., if necessary.

Helpful responses:

'You have done the right thing in telling.'

'I am glad you have told me.'

'I will try to help you.'

Don't say:

'Why didn't you tell anyone before?'

'I can't believe it!'

'Are you sure this is true?'

'Why? How? When? Who? Where?'

'I am shocked, don't tell anyone else.'

Section 6.

Wellbeing support and pastoral care

(a) Supporting those affected by abuse

The Pastors and Elders are committed to offering pastoral care, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who have contact with or are part of the place of worship. Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name: Antony Billington

Tel: 07892 950946

Email: antony@beacon-church.org.uk

(b) Working with those who may pose a risk

When someone attending the place of worship is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs, the Pastors and Elders will supervise the individual concerned and offer pastoral care, but in their 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.

Adoption of the Policy

This policy was agreed by the Pastor and Elders of the Beacon Church and will be reviewed annually.

Signed by: _____ Pastor/Elder

Date: _____

Appendix 1.

Recognising signs of abuse

(a) Definitions 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.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

What is abuse and neglect?

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

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 causes, illness in a child.

Injuries caused by accidents such as trips and falls are not uncommon, especially in children, but these usually occur on prominent areas such as knees, shins, and elbows.

Abusive injuries tend to involve softer areas that are harder to damage accidentally, e.g. upper arms, forearms, chest, back, abdomen, and thighs.

Emotional abuse

Emotional abuse (or psychological abuse) involves harming a person emotionally and includes any persistent emotional ill-treatment that causes severe and persistent adverse effects on a person'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 online bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Children also need protecting from radicalisation and being exposed to extremist views. Churches should be alert to anyone who discloses that they have been exposed to extremist actions, views or material, including online. Where there is concern that

someone may be vulnerable to extremism or radicalisation, advice should be sought from the Local Safeguarding Children's Board. Where there is concern about a child, young person, or adult, advice should be sought from the Police Prevent Team.

Spiritual abuse

Spiritual abuse is coercion and control of a person by another in a spiritual context. It 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. This may include: manipulation and exploitation, censorship of decision-making, requirements for secrecy and silence, pressure to conform, misuse of Scripture to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, and isolation from others, especially those external to the abusive context. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his or her will on other people, perhaps threatening dire consequences if disobeyed.

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, and whether or not it is claimed they have consented or agreed. 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 the 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, using sexual language toward a child, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

Financial or material abuse

County lines is a form of criminal exploitation where gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to other areas. It can happen in any part of the UK and is against the law and a form of child abuse.

Neglect

Neglect (or acts of omission) is the failure to meet a child's basic physical and/or emotional needs, which is likely to have a serious negative impact on the child's health or development. It happens when a person deliberately withholds, or fails to provide an appropriate level of care and support which is needed by another person. Neglect may happen because of a lack of knowledge or awareness, or through a failure to take reasonable action, whether deliberate or not.

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, or assistance with personal hygiene;
- provide adequate shelter (including exclusion from home or abandonment) and heating;
- protect a child from physical and emotional harm or danger;

- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to prescribed medication and appropriate medical care or treatment;
- ensure access to educational services;
- meet a child's basic emotional needs; and
- take action when a child is taking unnecessary risks (especially when the child lacks capacity to properly assess risk).

Neglect is the most common form of child abuse in the UK.

(b) Definitions of abuse: adults

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14, Safeguarding.

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);
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

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

Link: The Care Act 2014: <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014: <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

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 that could give rise to a safeguarding concern.

Physical abuse

This includes assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

Domestic abuse

This includes psychological, physical, sexual, or financial abuse for those in family or close relationships, and so-called 'honour' based violence.

Sexual abuse

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography

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

Psychological or emotional abuse

This includes verbal abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, online bullying, isolation, or unreasonable and unjustified withdrawal of services or supportive networks.

Spiritual abuse

Spiritual abuse is coercion and control of a person by another in a spiritual context. It 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. This may include: manipulation and exploitation, censorship of decision-making, requirements for secrecy and silence, pressure to conform, misuse of Scripture to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, and isolation from others, especially those external to the abusive context. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his or her will on other people, perhaps threatening dire consequences if disobeyed. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or God's) acceptance and approval.

Financial or material abuse

This includes 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

This 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

This includes any form of harassment, slurs, or similar treatment pertaining to race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse

This includes 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 ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation.

Neglect and acts of omission

This includes 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.

(c) Signs and indicators of abuse: children

The following signs could be indicators that abuse has taken place, but should be considered in the 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.
- Physical injuries and bruising, particularly to the thighs, buttocks, upper arms, and neck.
- Bleeding, pain or itching in the genital area or when walking or sitting.
- 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.*

Financial or material abuse

- Travelling alone, particularly in school hours, late at night or frequently.
- Looking lost or in unfamiliar surroundings.
- Anxious, frightened, angry or displaying other behaviours that make you worried about them.
- In possession of more than one phone.
- Carrying lots of cash.
- Potentially under the influence of drugs or alcohol.
- Being instructed or controlled by another individual.
- Accompanied by individuals who are older than them.

- Seen begging in a public space.

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.

Spiritual

- Scripture is misused to coerce behaviour.
- Children may feel unable to ask questions, disagree, raise issues, or make their own choices.
- Children may be isolated from others due to perceived non-conformity or disobedience.
- Children may be excluded or isolated in an overly punitive way for non-compliance.
- Children may experience public shaming and humiliation because of a perceived lack of obedience or conformity.
- Children may be controlled through threats of spiritual consequences for non-compliance with personal directives.
- Inappropriate mentoring relationships.

Neglect

- Poor appearance or hygiene, e.g. being smelly or dirty.
- Inappropriate or inadequate clothing.
- Signs of malnutrition or not being given enough food, e.g. failure to grow, constant hunger, stealing or gorging food.
- Having frequent and untreated medical issues.
- Body issues, such as sores, skin complaints, poor muscle tone or prominent joints.
- Poor language or social skills.
- Being left alone for a long time.
- Being withdrawn, depressed, or anxious.
- Tiredness or finding it hard to concentrate or take part in activities.
- Self-soothing behaviours, drug or alcohol misuse, and self-harm.

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

(d) Signs and indicators of abuse: adults

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them.

- Bruising and discolouration – particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games, etc.
- Recurring injuries without plausible explanation.
- Loss of hair, loss of weight, and change of appetite.
- Person flinches at physical contact and/or keeps fully covered, even in hot weather.
- Person appears frightened or subdued in the presence of a particular person or people.

Domestic abuse

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness, or anger.
- Reluctance to be alone with a particular person.
- Physical injuries or bruising.
- Injuries that don't match the explanation given.
- Unexplained falls.
- Subdued or changed behaviour.
- Changes in weight, being excessively under or overweight or malnourished.
- Signs of coercive control.
- Feeling that the abuse is their fault when it's not.
- Isolation – not seeing friends or family.
- Limited access to money.
- So-called 'honour' based violence and Female Genital Mutilation.
- These definitions include 16 and 17 year olds, as those in the 16–19 year old age-group are statistically most likely to suffer domestic abuse from a partner.

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse.
- Unexplained change in behaviour or sexually explicit behaviour.
- Torn, stained, or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases.
- Full or partial disclosures or hints of sexual abuse: self-harming, emotional distress, mood changes, disturbed sleep patterns.
- Psychological abuse.
- Alteration in psychological state, e.g. withdrawn, agitated, anxious, tearful.
- Intimidated or subdued in the presence of a carer.
- Fearful, flinching, or frightened of making choices or expressing wishes.
- Unexplained paranoia.
- Changes in mood, attitude and behaviour, excessive fear or anxiety.
- Changes in sleep pattern or persistent tiredness.
- Loss of appetite.
- Helplessness or passivity.
- Confusion or disorientation.
- Implausible stories and attention-seeking behaviour.
- Low self-esteem.

Psychological or emotional

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness or anger
- Reluctance to be alone with a particular person.

Spiritual

- Scripture is misused to coerce behaviour.
- Individuals may feel unable to ask questions, disagree, raise issues, or make their own choices.
- Individuals may be isolated from others due to perceived non-conformity or disobedience.
- Individuals may be required to be accountable to another without consent, and without choice and control over boundary setting in the relationship.
- Individuals may be excluded or isolated as a punishment for non-compliance.
- Individuals may experience public shaming and humiliation because of a perceived lack of obedience or conformity.
- Individuals may be controlled through threats of spiritual consequences for non-compliance with personal directives.
- Inappropriate mentoring relationships.

Financial abuse

- Unusual financial activity, such as making an unexpected change to a will, a sudden sale or transfer of a property, or unusual activity in a bank account.
- Sudden inclusion of additional names on a bank account or where a signature does not resemble the person's normal signature.
- Reluctance or anxiety by a person when discussing their finances.
- A substantial gift to a carer or other third party.
- A sudden interest by a relative or other third party in the welfare of the person.
- Bills remaining unpaid.
- Complaints that personal property is missing.
- Signs of coercive control or neglect.
- Inappropriate granting and/or use of Power of Attorney.

Modern slavery

- Signs of physical abuse or emotional abuse.
- Signs of neglect.
- Isolation from the community.
- Seeming under the control or influence of others, e.g. movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Lack of personal possessions or identification documents.
- Avoidance of eye contact, appearing frightened, or hesitant to talk to strangers.
- Fear of seeking help or trusting people, including law enforcers.

Discriminatory abuse

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- The person appears withdrawn and isolated.
- Signs of distress, tearfulness, anger, or anxiety.
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic, e.g. disability, race, etc.

Organisational abuse

- Signs of neglect.
- Inadequate staffing levels.
- Poor standards of care.

- Lack of adequate procedures.
- Absence of visitors.
- Few social, educational, or recreational activities.
- Unnecessary exposure during bathing or using the toilet.
- Lack of management overview and support.
- Signs of physical or emotional abuse.

Neglect and acts of omission

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

Self-neglect

- Hoarding inside or outside a property.
- Neglecting personal hygiene or medical needs.
- Person looking unkempt or dirty, and has poor personal hygiene.
- Person is malnourished, has sudden or continuous weight loss, and is dehydrated – constant hunger, stealing or gorging on food.
- Person is dressed inappropriately for the weather conditions.
- Dirt, urine, or faecal smells in a person's environment.
- Home environment does not meet basic needs, e.g. no heating or lighting.
- Depression.
- Collecting a large number of animals in inappropriate conditions.

Appendix 2.

Leadership Safeguarding Statement

We, the Elders and Pastor (David Case, James Lycett, Glyn Tither, and Antony Billington) of the Beacon Church recognise the importance of our ministry work with children, young people, and adults in need of protection and its responsibility to protect everyone entrusted to our care. We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our church. The Beacon Church is committed to the safeguarding of children, and adults with care and support needs, and ensuring their well-being.

Specifically:

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

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults, and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the Safeguarding Coordinators in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship.
- Supporting parents and families.
- Nurturing, protecting, and safeguarding children and young people.
- Ensuring we have enough workers – both male and female – for activities with secondary school age children (though a single worker may spend some time with a small group of children, providing there are other adults to call upon if required).

- Supporting, resourcing, training, monitoring, and providing supervision to all those who undertake this work.
- Supporting all in the place of worship affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by Thirtyone:eight.

We recognise:

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

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

If anyone connected with the Beacon Church has any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as Safeguarding Coordinators for this place of worship.

Safeguarding Coordinators: Emma Billington and Julian Pollard
Deputy Safeguarding Coordinator: James Lycett

A copy of the full policy and procedures is available on the church's website, <beacon-church.org.uk>

Signed by: _____ Pastor/Elder

Date: _____

Appendix 3.

Guidance on physical contact

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person, or vulnerable adult's needs, not the worker's, and should be with the person's consent where possible.
- Touch should be age-appropriate and generally initiated by the child, young person, or vulnerable adult, rather than the worker.
- Avoid any physical activity that may be sexually stimulating.
- All children, young people, and adults with care and support needs are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream, etc.), encourage the child, young person, or vulnerable adult to do what they can themselves but, in their best interests, giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.
- When on beach mission once with all the family we were advised not to let our own children sit on our knees if at all possible. This may seem harsh, but how might this be perceived by an onlooker?

Appendix 4.

Guidance on transporting children and adults with care and support needs

Some of our activities at the Beacon Church involve transporting people to and from activities. It is important that we are very clear on this area. The simple argument would be to give no lifts, but this would mean a number of people would then not be able to access church activities.

- Transport and travel arrangements are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the church if church workers organise or provide them.
- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to giving lifts to and from a church activity.
- All those who drive children on church-organised activities should be over 21 and should have held a full driving licence for over two years.
- All cars that carry children should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts during church activities. The insurance company should be informed that lifts may be given.
- Driving minibuses requires separate arrangements.
- All cars that carry children should be considered to be clean and in a roadworthy condition.
- All children must wear suitable seat belts and use appropriate booster seats.
- Take care in assisting children to board or leave vehicles.
- At no time should the number of children in a car exceed the usual passenger number.
- There must be a seat belt for every passenger.
- If a child is known to have a disability or special need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him or her.
- Any driver who has an endorsement of six points or more on their licence should inform one of the Safeguarding Coordinators.
- Any driver who has an 'unspent' conviction for a drink-driving offence or for dangerous driving or racing on the highway should not transport children.
- There should preferably be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.
- To ensure that these guidelines are adhered to, it would be appropriate to obtain a signed undertaking covering the above issues from those people who are prepared to transport children in their cars.

Appendix 5.

Code of Conduct

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers), to be read in conjunction with the Safeguarding Policy. The Code of Conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

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

Good practice

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

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns.
- Taking unnecessary risks.
- Any behaviour that is or may be perceived as threatening or abusive in any way.
- Passing on your personal and/or social media contact details, or accepting a social media friend request.
- Using any device to take and/or share photographs of children/young people without the express permission of their parents/carers.
- Developing inappropriate relationships.
- Smoking, consuming alcohol or illegal substances whilst working with children, young people, or adults with care and support needs.
- Favouritism/exclusion – all people should be equally supported and encouraged.

Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff, where one of the PED team will consult the

Safeguarding Coordinators as appropriate). Depending on the seriousness of the situation, you may be asked to leave the Beacon Church. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this Code, you should escalate your concerns to the Safeguarding Coordinators.

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with children and adults with care and support needs.

Name:

Signature:

Date:

Appendix 6.

Practice guidelines

(a) Group activities

When running group activities you should:

- Consider the ratios or number of workers needed to run the group safely.
- Consider the mix of workers needed, e.g. how many male/female or senior/junior leaders you should have.
- Have a clear process for bringing in extra help or support when needed, e.g. in situations where a worker is working alone with a child, young person or adult at risk.
- Consider the level of personal care required appropriate to the needs of the individual, e.g. help with toileting.
- Have clear guidelines on personal privacy, e.g. when working with children avoiding questionable activity such as rough or sexually provocative games and comments.
- Not allow anyone under 18 years of age to be left in charge of children of any age.
- Not leave the group unsupervised.
- Conduct a risk assessment for each activity, e.g. an informal check before the start of an activity.
- Ensure that only workers assigned to the group are allowed to participate in the activity.
- Other adults should not be allowed free access.
- Make a note of other people in the building during the activity and any other events taking place at the same time.
- Have rules about how transportation to and from an activity or venue is provided and who is authorised to provide it.
- Keep records of your activities such as a register of who attended, a log book for recording concerns, and use the church accident book as needed.
- Ensure you have sufficient first aid cover and abide by food hygiene standards.

(b) Intimate care

Intimate care is a term used to describe activities involved in meeting the personal care needs of a child which require direct or indirect contact with, or exposure of, private parts of the body. The Beacon Church is committed to providing intimate care that is carried out in a safe, respectful and child-centred way. When running group activities, you should:

- Think about the age and needs of children in the group, and identify any general possible intimate care needs, e.g. help getting onto the toilet.
- Make sure before the group starts that any aids, e.g. a toilet step, are already in place.
- Identify which adult might take very young children (under 5s) to the toilet before a group starts.
- Use the accessible toilet on St Luke's side during Sunday Kids Church, leave the door ajar, and stand in the doorway.
- Talk to the child you are accompanying, and 'coach' them through the different steps of using the toilet independently, as opposed to doing it for them. (This may take some time, which is OK.)
- Ask the child if they'd like help and wait for their consent if they appear to need help, e.g. to pull up their pants.

- Inform the child's parent carer after church that you have helped their child to use the toilet, using the duplicate book provided.
- Not change nappies, unless there is a specific intimate care plan in place for that child, signed by their parent/carer.

(c) Peer-led activities for 16–18s

- All peer-led activities should be overseen by named adults who have been through the organisation's safer recruitment process.
- Junior leaders must be trained and supported by at least one adult worker and should be aware of safeguarding procedures, including reporting concerns to their supervising adult, and that sensitive information should not be shared openly in the group.
- No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children or adults with Care and Support needs.
- Although it is possible to undertake DBS checks for those aged 16–18, best practice is that only those aged 18 or over are responsible for working with children or vulnerable adults.
- People aged 16–18 who help with caring for other children/young people should be subjected to the same recruitment process as adults and have undertaken safeguarding training.

(d) Consent forms

For a range of church activities, we may need to seek consent from parents/carers, e.g. around giving lifts in cars, around photographs and videos, around social media groups for specific groups for teens.

Before a group commences, or in the period leading up to the restart of activities in September, leaders for each group will consider:

- Whether or not they may need to give lifts to children/young people, even if only in an emergency.
- Whether or not they will be taking photographs and/or videos, and how they might like to share/use these.
- Whether or not a social media group, e.g. a WhatsApp group for leaders and young people in a group, might be a good form of communication.
- How parents/carers wish to be contacted for routine information.
- It is also good practice to include a general statement of consent for emergency medical treatment to be given, and emergency contact information, e.g. both parents, any other adults trusted to collect a child/young person.
- Ensure that their regular registering of children at the start of the year includes relevant consent.
- Ensure all parents/carers complete the form.
- Ensure all leaders for a group are aware of any parents/carers who have NOT given consent, and what adjustments may need to be made (if any).

(e) Communicating safely

Beacon Church recognises the value of using social media groups such as WhatsApp to communicate quickly and effectively. They are also a great way to build friendships and have fun! We also recognise in our church community that many of our children and young people are already connected on various social media sites because of the many long-

standing friendships and interwoven families. The following guidance concerns the use of social media in the context of a group of older teens.

When communicating with children or young people online:

- Share the parameters of any planned social media group with the Safeguarding Coordinators before going ahead.
- Invite children to be members if they are over the required minimum age limit.
- Seek consent from parents/carers, and consider the impact on any young people for whom consent is NOT given in terms of being 'excluded' from any group chatter.
- Any social media group set up, eg, WhatsApp or Facebook Messenger, must contain at least two non-related DBS-checked adult volunteers.
- Do not add children to your personal social networking page if they are under the age of 18. (Note that in the Beacon Church, leaders may already be connected via social media with various children who are part of their extended family or friendship circles, which is of course fine.)
- Only use an agreed social networking account for contact with children.
- Ensure personal profiles on any social networking sites are set to the highest level of security and privacy to avoid unauthorised access.
- Where concerned that there may be an e-safety incident ensure that this is reported to your Safeguarding Coordinators.
- Use an appropriate tone in communications.
- Be warm and friendly but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share and be clear to avoid any possible misinterpretation of motives or behaviour.
- Do not share personal information with children, or request or respond to any personal information from a child other than that which would be appropriate as part of your role.
- Only make contact with children for reasons related to the work of the church and maintain a log of all electronic contact.
- Have a clear cut off time for communicating with children and young people, e.g. no contact past 9pm.

(f) Guidelines for children's and youth ministry in personal homes

The Beacon Church recognises that homes can be places that play a key role in nurturing wellbeing and spiritual growth, and contributing significantly to the pastoral care and development of young people. We also recognise the need to be aware of, and follow, current safeguarding guidance on the use of the home as a setting for youth work. At the Beacon Church, this includes:

Risk assessments

A full risk assessment should be done for each property to be used, and of the activities to be carried out. This will include the active involvement of hosts in setting up any activity to ensure their home meets safety standards.

- Ensure potentially unsafe places are out of bounds, e.g. garages, tool sheds.
- Ensure that a clean toilet with a lock is available to all users without access via a bedroom.
- Have a fire evacuation plan to be shared with the group.
- Alcohol, medication and dangerous items must be removed from any room accessible to young people and kept locked away securely.

- Ensure there is a first aid kit available, and someone suitably competent to carry out basic first aid.
- Consider risks not listed above, e.g. in a kitchen/bathroom etc, and take appropriate action.
- Check that the Beacon Church insurance covers home-based activities.

Criminal record checks

Anyone involved in youth work will have an appropriate level of DBS check. This applies to all adults on the property that will have contact with the young people, regardless of the location of the provision.

Appropriate supervision

There must be at least one DBS-checked adult present who does **not** live at the venue and isn't related to those who do, and at least **three** adults in total. Leaders of Beacon Teens will be at least 21 years of age, to give a 3 year 'buffer' from leaving the group post Y13.

No other adults permitted

Other adults must not be permitted in the same space where the activity is happening. The host can designate a 'family space' for other family members/non-DBS checked adults not involved in the group. This family space will also be out of bounds to the young people attending.

Consent forms

Specific consent to conduct youth activities in someone's home should be sought from the parent/guardian beforehand, and emergency contact details should be collected and kept on hand for the duration of any activity. Informed consent forms (which need to be updated annually) should include notes for parents/carers on what they can expect from an activity/event and how they can raise concerns at any stage. (See Practice Guidelines on *Consent Forms* for further information.)

Keeping a register

A register of attendees will be kept along with records of any adults present.

Clear travel arrangements

Volunteer workers will not transport young people without parental permission and that of the Safeguarding Coordinators. Own transport to and from the home needs to be arranged with clear drop off and pick up times, but provision needs to be made for young people who may not be able to attend without transport assistance. (See Appendix 4, *Guidance on transporting children and adults with care and support needs*, for further information.)

Seek young people's views

The views of how comfortable the young people are with the setting will be sought. This will allow them to voice any anxieties or concerns and give choice where possible. Leaders will be sensitive to potential embarrassment, eg laundry on radiators, using an upstairs toilet etc.

Boundaries will be discussed and clarified

A session will be held with the young people to help them understand boundaries, be clear on relationships with volunteer leaders, and what to do if they feel unsafe or want to report a concern. A set of ground rules will be agreed, irrespective of where the activity is taking place. The Beacon Code of Conduct (Appendix 5) will be shared and discussed with the young people.

Transparency about Safeguarding measures

Clear information about safeguarding measures and how people may address any concerns will be provided to parents/carers and young people at the start of the year.

Appendix 7.

Cause for Concern form

Part 1: Record of concern about a child/adult's safety and welfare

(for use by any staff/volunteers – this form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)^{1, 2, 3}

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): _____		Role/Job title:
Signature: _____		
Other members of the household: ⁴		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(Please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened? ⁴		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Co-ordinator: ⁵ _____		

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Coordinator without delay

Guidance notes for Form 1 (volunteers/staff only)

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too.)
2. Essential principles of recording the information received/disclosed/observed:
 - a. Remember: do not investigate or ask any leading questions.
 - b. Make notes within the first one hour of receiving the disclosure or observing the incident.
 - c. Be clear and factual in your recording of the incident or disclosure.
 - d. Avoid giving your opinion or feelings on the matter.
 - e. Aim to record using the 4 Ws and 1 H: when, where, what, why and how.
 - f. Do not share this information with anyone else except your Safeguarding Coordinators in the first instance and they will advise on who else will need to be informed, how and when.
 - g. Make use of the additional information section to add any other relevant information regarding the child/adult/family that you may be aware of. This can include any historic concerns or observations.
3. ***What constitutes a safeguarding concern?*** Any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under six different categories (with regards to children) as already stated within the Safeguarding Policy (physical, sexual, financial, spiritual, emotional, and neglect). With regards to adults there are further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your Safeguarding Coordinators or Thirtyone:eight at this stage.
4. ***Why do you need information regarding 'other household members'?*** It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. ***Passing information to the Safeguarding co-ordinator.*** Your Safeguarding Coordinators and Safeguarding Trustee hold ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Coordinators – this form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received: Advice received about informing parents or in the case of adults, seeking consent/capacity: ¹				
Initial Assessment of concern					
Action taken with reasons recorded (e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)	Date:	Time completed:	By whom:		
	Referral		To whom		
	Signposting to other community resources				
	Pastoral Care and other support from church				
	Ongoing Monitoring				
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			

Any other relevant information			
Name of Safeguarding Coordinator:		Signature:	

OVERVIEW OF ACTIONS:³

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring) – include dates

Guidance Notes for Form 2

Following are some helpful pointers in completing the above form(s):

- 1. Importance of consent from parents/carer or adults (in the light of mental capacity)** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
- 2. Initial assessment** – Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/Thirtyone:eight/CEOP, etc.), what are the concerns categorised as?
- 3. Overview of actions** – Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.