

# Excellence in Safeguarding

## Level 2 Training Handout Pack

## Working Together to Safeguarding Children 2026

A guide to multi-agency working to help, protect and promote the welfare of children

### Section 11 of the Children Act 2004

Places duties on a range of organisations, agencies and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

2. Section 11 places a duty on:

- local authorities and district councils that provide children's and other types of services, including children's and adult social care services, public health, housing, sport, culture and leisure services, licensing authorities and youth services
- NHS organisations and agencies and the independent sector, including NHS England and clinical commissioning groups, NHS Trusts, NHS Foundation Trusts and General Practitioners
- the police, including police and crime commissioners and the chief officer of each police force in England and the Mayor's Office for Policing and Crime in London
- the British Transport Police
- the National Probation Service and Community Rehabilitation Companies
- Governors/Directors of Prisons and Young Offender Institutions (YOIs)
- Directors of Secure Training Centres (STCs)
- Principals of Secure Colleges
- Youth Offending Teams/Services (YOTs)

3. These organisations and agencies should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children
- a senior board level lead with the required knowledge, skills and expertise or sufficiently qualified and experienced to take leadership responsibility for the organisation's/agency's safeguarding arrangements
- a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- clear whistleblowing procedures, which reflect the principles in Sir Robert Francis' Freedom to Speak Up Review and are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed
- clear escalation policies for staff to follow when their child safeguarding concerns are not being addressed within their organisation or by other agencies
- arrangements which set out clearly the processes for sharing information, with other practitioners and with safeguarding partners
- a designated practitioner (or, for health commissioning and health provider organisations/agencies, designated and named practitioners) for child safeguarding. Their role is to support other practitioners in their organisations and agencies to recognise the needs of children, including protection from possible abuse or neglect. Designated practitioner roles should always be explicitly defined in job descriptions. Practitioners should be given sufficient

time, funding, supervision, and support to fulfil their child welfare and safeguarding responsibilities effectively

- safe recruitment practices and ongoing safe working practices for individuals whom the organisation or agency permit to work regularly with children, including policies on when to obtain a criminal record (\*now DBS) check
- appropriate supervision and support for staff, including undertaking safeguarding training
- creating a culture of safety, equality, and protection within the services they provide

In addition:

- employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role
- staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and the procedures to be followed if anyone has any concerns about a child's safety or welfare
- all practitioners should have regular reviews of their own practice to ensure they have knowledge, skills and expertise that improve over time

## People in positions of trust

4. Organisations and agencies working with children and families should have clear policies for dealing with allegations against people who work with children. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

7. Employers, school governors, trustees and voluntary organisations should ensure that they have clear policies in place setting out the process, including timescales for investigation and what support and advice will be available to individuals against whom allegations have been made. Any allegation against people who work with children should be reported immediately to a senior manager within the organisation or agency. The designated officer, or team of officers, should also be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police.

8. If an organisation or agency removes an individual (paid worker or unpaid volunteer) from work in regulated activity with children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation or agency must make a referral to the Disclosure and Barring Service to consider whether to add the individual to the barred list.

9. This applies irrespective of whether a referral has been made to local authority children's social care and/or the designated officer or team of officers. It is an offence to fail to make a referral without good reason

## **Voluntary, charity, social enterprise, faith-based organisations and private sectors**

57. Voluntary, charity, social enterprise (VCSE) and private sector organisations and agencies play an important role in safeguarding children through the services they deliver. Some of these will work with particular communities, with different races and faith communities and delivering in health, adult social care, housing, prisons, and probation services. They may as part of their work provide a wide range of activities for children and have an important role in safeguarding children and supporting families and communities.

58. Like other organisations and agencies who work with children, they should have appropriate arrangements in place to safeguard and protect children from harm. Many of these organisations and agencies as well as many schools, children's centres, early years, and childcare organisations, will be subject to charity law and regulated either by the Charity Commission or other 'principal' regulators. Charity trustees are responsible for ensuring that those benefiting from, or working with, their charity, are not harmed in any way through contact with it. The Charity Commission for England and Wales provides guidance on charity compliance which should be followed. Further information on the Charity Commission's role in safeguarding can be found on the Charity Commission's page on Gov.uk.

59. Some of these organisations and agencies are large national charities whilst others will have a much smaller local reach. Some will be delivering statutory services and may be run by volunteers, such as library services. This important group of organisations includes youth services not delivered by local authorities or district councils.

60. All practitioners working in these organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or a volunteer.

61. Every VCSE, faith-based organisation and private sector organisation or agency should have policies in place to safeguard and protect children from harm. These should be followed, and systems should be in place to ensure compliance in this. Individual practitioners, whether paid or volunteer, should be aware of their responsibilities for safeguarding and protecting children from harm, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police if necessary.

62. Every VCSE, faith-based organisation and private sector organisation or agency should have in place the arrangements described in this chapter. They should be aware of how they need to work with the safeguarding partners in a local area. Charities (within the meaning of section 1 Charities Act 2011), religious organisations (regulation 34 and schedule 3 to School Admissions) and any person involved in the provision, supervision or oversight of sport or leisure are included within the relevant agency regulations. This means if the safeguarding partners name them as a relevant partner they must cooperate. Other VCSE, faith-based and private sector organisations not on the list of relevant agencies can also be asked to cooperate as part of the local arrangements and should do so.

## Safeguarding Roles and Responsibilities

### Trustees / Deacons

- Ultimately responsible for safeguarding
- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers
- Responsible for raising awareness about best practice within the church
- Responsible for ensuring that the relevant people have received the appropriate training

### Safeguarding Trustee / Deacon

Not necessarily the person who heads up safeguarding in the church – could be a trustee / deacon with an interest and willingness to learn.

- Takes a lead on safeguarding matters for the trustees / deacons
- Be the point of contact with trustees / deacons for safeguarding issues
- Ensure church policy and procedures are reviewed annually

### Designated Person for Safeguarding

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk
- Listens, observes and acts on those concerns appropriately, having taken advice from the relevant people
- Acts as a link between the church and other agencies or bodies on safeguarding matters

### Disclosure and Barring Service (DBS) Verifier

- Responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the minister).

### The Minister

- Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy
- Should be made aware of any safeguarding issues within the church
- Should take responsibility for ensuring that the pastoral needs of all are being met.

Wherever possible, the minister should **NOT** be the Designated Person for Safeguarding.

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| <b>Types Of Abuse</b>                                                                                                                                                                                                                                                                             | <i>These definitions of abuse have been compiled from a range of sources.</i>                                                                                                                                                                                                                                                                                                                                                                               | <i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Physical Abuse</b>                                                                                                                                                                                                                                                                             | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| To inflict pain, physical injury or suffering                                                                                                                                                                                                                                                     | <p>Hitting, slapping and beating<br/> Shaking, pinching, throwing and pushing<br/> Kicking, burning, drowning and hair pulling<br/> Squeezing, suffocating, poisoning and using inappropriate restraint<br/> Parent or carer fabricates the symptoms of, or deliberately induces illness in a child</p>                                                                                                                                                     | <p>Any injuries not consistent with the explanation given for them<br/> Cuts, lacerations, puncture wounds, open wounds, welts<br/> 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.<br/> Black eyes, burns, broken bones and skull fractures<br/> If the person is seen to have injuries that recur or are in the same place on more than one occasion or are without plausible explanation<br/> Any injury that has not received medical attention or been properly cared for<br/> Poor skin condition or poor skin hygiene<br/> Loss of hair, loss of weight and change of appetite<br/> Repeated or unexplained tummy pains<br/> Person flinches at physical contact &amp;/or keeps fully covered, even in hot weather;<br/> Person appears frightened or subdued in the presence of a particular person or people</p> |
| <b>Emotional Abuse</b>                                                                                                                                                                                                                                                                            | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>The use of threats, fear or power gained by another's position, to invalidate the person's independent wishes</p> <p>Such behaviour can create very real emotional and psychological stress. In children it can cause severe and persistent adverse effects on their emotional development</p> | <p>Mocking, coercing, threatening or controlling behaviour<br/> Bullying, intimidation, harassment or humiliation<br/> The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation<br/> Making someone feel worthless, a lack of love or affection or ignoring the person</p> <p>Psychological abuse may well be indicative of other forms of abuse.</p> <p>All forms of abuse have an emotional component.</p> | <p>Changes in mood, attitude and behaviour<br/> Becoming quiet, clingy or withdrawn or conversely becoming aggressive or angry for no apparent reason<br/> Denial and hesitation to talk openly<br/> Excessive fear or anxiety<br/> Changes in sleep pattern or persistent tiredness<br/> Loss of appetite<br/> Helplessness or passivity<br/> Confusion or disorientation<br/> Implausible stories and attention seeking behaviour<br/> Low self-esteem<br/> Inappropriate relationships with peers &amp;/or adults<br/> Running away, stealing or lying</p>                                                                                                                                                                                                                                                                                                                                                                      |

| <b>Sexual Abuse</b>                                                                                                                                                                                                                                                                            | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p>For an adult - Any non-consenting sexual act or behaviour</p> <p>No one should enter a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust</p> <p>For a child – forcing or enticing a child to take part in sexual activities</p>       | <p>Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting</p> <p>Indecent assault, incest, being forced to touch another person in a sexual manner without consent</p> <p>Making sexual remarks, suggestions and teasing</p> <p>Indecent exposure, being forced to watch pornographic material or sexual acts</p> <p>Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways</p> <p>Being spied on while a person is undertaking personal care activities</p>                                                                                                                                         | <p>Emotional distress</p> <p>Preoccupation with anything sexual and age-inappropriate knowledge of sexual behaviour</p> <p>Mood changes</p> <p>Expressions of feelings of guilt or shame</p> <p>Itching, soreness, bruises or lacerations, particularly around the genital areas</p> <p>Difficulty in walking or sitting, or unexplained vaginal or anal bleeding</p> <p>Unexplained venereal disease or genital infections</p> <p>A child who is sexually provocative or seductive with adults</p> <p>Disturbed sleep patterns</p> <p>Torn, stained or bloody underclothing</p> <p>Significant changes in sexual behaviour or outlook</p> <p>A woman who lacks mental capacity to consent to intercourse becomes pregnant</p>                                                                                                                                                                                                                                                    |
| <b>Neglect</b>                                                                                                                                                                                                                                                                                 | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>A person's wellbeing is impaired and their care needs are not met</p> <p>In a child, neglect is likely to result in the serious impairment of the child's health or development</p> <p>Neglect can be deliberate or can occur as a result of not understanding what someone's needs are</p> | <p>Failing to provide access to appropriate health, social care or education services</p> <p>Failing to provide a warm, safe and comfortable environment</p> <p>Ignoring medical or physical care needs, including not providing adequate food or assistance with eating / drinking, or not clothing them sufficiently</p> <p>Leaving alone or unsupervised</p> <p>Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves or to others)</p> <p>Deliberately withholding aids, such as walking sticks or hearing aids</p> <p>Denying social, religious or cultural contacts, or denying contact with the family</p> | <p>Person looking unkempt or dirty and has poor personal hygiene</p> <p>Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food</p> <p>Person is dressed inappropriately for the weather conditions</p> <p>Dirt, urine or faecal smells in a person's environment</p> <p>Home environment does not meet basic needs (for example not heating or lighting)</p> <p>Health and safety hazards in the living environment</p> <p>Untreated medical conditions, pressure sores, rashes, lice on the person</p> <p>Depression</p> <p>Person and / or carer have inconsistent or reluctant contact with Health and Social Services</p> <p>Callers / visitors are refused access to the person</p> <p>Prolonged isolation or lack of stimulation</p> <p>Person who is not able to look after themselves is left unattended and so put at risk</p> <p>Not being helped to the toilet when assistance is requested</p> |

| <b>Financial Abuse</b>                                                                                                                                                                                                                                                                                                          | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p>The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions</p>                                                                                                                                                                                                                         | <p>Theft, fraud or embezzlement of monies, benefits or goods</p> <p>Exploitation or profiteering</p> <p>Applying pressure in connection with wills, property or inheritance, or financial transactions</p> <p>The abuse of influence, power or friendship to persuade a person to make gifts or change their will</p> <p>Being charged excessive amounts for services such as minor building works on a property</p>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Unexplained loss of money</p> <p>Missing personal belongings such as art, jewellery and silverware</p> <p>Deterioration in standard of living, not having as much money as usual to pay for shopping or regular outings</p> <p>Inability to pay bills, getting into debt</p> <p>Sudden changes in a person's finances</p> <p>Person unable to access their own money or check their own accounts</p> <p>Cheques being signed or cashed by other people without someone's consent</p> <p>Recent acquaintances expressing sudden or disproportionate interest in the person and their money</p> <p>Reluctance on the part of the family, friends or the person controlling the person's funds to pay for necessary food, clothes or other items</p> <p>Recent changes of deeds / title of home</p> <p>Inappropriate granting and / or use of Power of Attorney</p> <p>Sudden change or creation of a will to benefit and individual significantly</p> |
| <b>Spiritual Abuse</b>                                                                                                                                                                                                                                                                                                          | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>The inappropriate use of religious belief or practice</p> <p>Coercion and control of one individual by another in a spiritual context</p> <p>The abuse of trust by someone in a position of spiritual authority (such as a minister)</p> <p>The person experiences spiritual abuse as a deeply emotional personal attack</p> | <p>Forcing religious ideas or practices onto people, particular those who may be vulnerable to such practices</p> <p>Extreme pastoral interference in personal matters – reducing individual choice and responsibility</p> <p>The misuse of scripture or power to control behaviour and pressure to conform</p> <p>The requirement of obedience to the abuser, or the suggestion that the abuser has a "divine" position</p> <p>Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm</p> <p>The denial of the right of faith or opportunity to grow in the knowledge and love of God</p> <p>Exclusion of people to the full range of church life (no arrangements for gluten-free wafers or non-alcoholic wine at Communion, or fear of involving those who are HIV positive)</p> | <p>It is often difficult for churches to identify spiritual abuse because its definition may be more an issue of personal interpretation of common practices in the church or denomination</p> <p>Pastoral practices that 'force' people into accepting religious values or ideas</p> <p>Confusion, and uncertainty of who, what or why they believe any more</p> <p>Deeply scarred – emotionally, psychologically and spiritually</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| <b>Discriminatory Abuse</b>                                                                                                                                                                                                                                                                   | <b>Includes....</b>                                                                                                                                                                                                                                                                           | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                               |
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| The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability                                                                                                                                                            | Ageist, racist, sexist, or abuse based on a person's disability<br>Abuse linked to a person's sexuality<br>Harassment, slurs or similar treatment<br>Withholding services without proper justification, or lack of disabled access to services and activities                                 | Low self-esteem<br>Withdrawn<br>Anger<br>Person puts themselves down in terms of their gender or sexuality<br>Abuse may be observed in conversations or reports by the person of how they perceive themselves                                                                                                                                                                                                                                   |
| <b>Institutional Abuse</b>                                                                                                                                                                                                                                                                    | <b>Includes....</b>                                                                                                                                                                                                                                                                           | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                               |
| The mistreatment of a person by a regime or individuals within an institution.<br>It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse | The inability of an institution to safeguard people from emotional or even physical harm and neglect<br>Having fixed rules and routines by which people are controlled<br>People prevented from doing things that are their rights<br>No access to personal possessions or personal allowance | Being routinely referred to in a condescending fashion<br>Disrespectful language and attitudes<br>Being spoken to or treated like a child<br>A person's privacy and dignity is routinely compromised.<br>Failure to recognise the individuality of people and applying a 'one size fits all' approach to support<br>No evidence of support services care plans that focus on the individual's needs<br>Premises that are regularly understaffed |

| Domestic Abuse                                                                                                                                                                                                                                               | Includes....                                                                                                                                                                                                                                                                                                                                                                                                              | Some of the key indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p>Domestic abuse is any threatening behaviour, violence or abuse between persons aged 16 or above who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.</p> | <p>Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.</p> | <p>Symptoms of depression, anxiety, post-traumatic stress disorder, sleep disorders</p> <p>Suicidal tendencies or self-harming</p> <p>Alcohol or other substance misuse</p> <p>Sudden changes in appearance and / or behaviour</p> <p>Avoids contact with family and friends.</p> <p>Chronic unexplained pain</p> <p>Traumatic injury, particularly if repeated and with vague or implausible explanations</p> <p>Problems with the central nervous system – headaches, cognitive problems, hearing loss</p> <p>Unexplained chronic gastrointestinal symptoms, gynaecological symptoms, or genitourinary symptoms</p> <p>Adverse reproductive outcomes, including multiple unintended pregnancies or terminations. Repeated health consultations with no clear diagnosis.</p> <p>Delayed pregnancy care, miscarriage, premature labour and stillbirth</p> <p>Vaginal bleeding or sexually transmitted infections</p> <p>Intrusive 'other person' in consultations, including partner or spouse, parent, grandparent, or an adult child (for elder abuse).</p> |

| <b>Online Abuse</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| The use of information technology to repeatedly harm or harass other people in a deliberate manner. The Online Safety Bill, 2021, introduces new rules for internet search engines and firms who host user-generated content, i.e. those which allow users to post their own content online or interact with each other. Platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may be barred from operating. | Harming or harassing others via:<br>Email<br>Mobile phones<br>Websites<br>Social media<br>Instant messaging<br>Chatrooms                                                                                                                                                                                                                                                                                                                                                | Spends a lot more or a lot less time than usual online, texting, gaming or using social media.<br>Seems distant, upset or angry after using the internet or texting.<br>Is secretive about who they're talking to and what they're doing online or on their mobile phone.<br>Have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.<br>Becomes abnormally withdrawn from friends and family.<br>Appears uneasy about going to school or outside in general.                                                          |
| <b>Self-harm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.                                                                                                                                                                                                                                            | Cutting yourself<br>Poisoning yourself<br>Over-eating or under-eating<br>Exercising excessively<br>Biting yourself<br>Picking or scratching at your skin<br>Burning your skin<br>Inserting objects into your body<br>Hitting yourself or walls<br>Misusing alcohol, prescription and recreational drugs<br>Pulling your hair<br>Having unsafe sex<br>Getting into fights where you know you will get hurt                                                               | Unexplainable scars, marks, wounds, or bruises<br>Frequent injuries<br>Hair loss/thinning<br>Overdosing on medicine and requiring medical attention<br>Dressing inappropriately for the weather, such as wearing long-sleeved tops in the summer<br>Avoiding activities that expose the body, such as swimming.<br>Hiding potentially dangerous objects like razors or lighters<br>Withdrawing from social interactions<br>Mood changes, anxiety, depression<br>Hanging out with friends who self-harm<br>Participating in other potentially harmful behaviours |
| <b>Mate crime</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.                                                                                                                                                                                                                                                                                                                    | Theft/financial abuse – the abuser might demand or ask to be lent money and then not pay it back or the perpetrator might misuse the property of the adult.<br>Physical assault/abuse – the abuser might hurt or injure the adult.<br>Harassment or emotional abuse – the abuser might manipulate, mislead and make the person feel worthless.<br>Sexual assault/abuse – the abuser might harm or take advantage of the person sexually<br><b>Cuckooing – see below</b> | Bills not being paid, a sudden lack of money, losing possessions, suddenly changing their will<br>Changes in routine, behaviour, appearance, finances or household (new people visiting or staying over, lots of new 'friends,' lots more noise or rubbish than normal)<br>Cutting themselves off from established networks of friends/family and support, missing weekly activities<br>Secretive internet or mobile phone use.                                                                                                                                 |

| <b>Cuckooing</b>                                                                                                                                                                                                                                             | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends. | <p>The abuser might take over the person's home and visit or stay there, despite the person not wanting them to.</p> <p>Victims are vulnerable individuals, often drug users but can include people who are:</p> <ul style="list-style-type: none"> <li>Older</li> <li>Living with a mental or physical health condition</li> <li>Living with a learning disability</li> <li>Involved in prostitution</li> <li>Single parents</li> <li>Isolated</li> <li>Living with forms of addiction, such as Alcoholism and Drug use</li> </ul> | <p>An increase in people entering and leaving.</p> <p>People coming and going at strange times.</p> <p>An increase in cars or bikes outside</p> <p>An increase in anti-social behaviour</p> <p>Damage to the door / the door propped open.</p> <p>Unknown people pressing buzzers to gain access to the building.</p> <p>You have not seen the person who lives there recently or, when you have, they have been anxious or distracted.</p> <p>Unexplained acquisition of money, clothes, or mobile phones</p> <p>Excessive receipt of texts / phone calls and / or having multiple handsets</p> <p>Relationships with controlling / older individuals or groups</p> <p>Leaving home / care without explanation</p> <p>Suspicion of physical assault / unexplained injuries</p> <p>Carrying weapons</p> <p>Gang association or isolation from peers or social networks</p> <p>Self-harm or significant changes in emotional well-being</p> <p>Lack of healthcare visitors</p> <p>Presence of young people frequenting the property</p> |
| <b>Human Trafficking</b>                                                                                                                                                                                                                                     | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders.                                                             | Traffickers will trick, coerce, lure or force vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.                                                                                                                                                                                                                                                                                                                                      | <i>See indicators of modern slavery below</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| Modern Slavery                                                       | Includes....                                                                                                                                                                                       | Some of the key indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p>Modern slavery is the practice of treating people as property</p> | <p>Modern slavery includes bonded labour, child labour, sex slavery and trafficking</p> <p>In the UK we see examples of this through County Lines, Child Sexual Exploitation and forced labour</p> | <p>Believe that they must work against their will.</p> <p>Be unable to leave their work environment or home environment.</p> <p>Show signs that their movements are being controlled.</p> <p>Show fear or anxiety.</p> <p>Be subjected to violence or threats of violence against themselves or against their family members and loved ones.</p> <p>Suffer injuries that appear to be the result of an assault.</p> <p>Be distrustful of the authorities.</p> <p>Be threatened with being handed over to the authorities.</p> <p>Be afraid of revealing their immigration status.</p> <p>Have false identity or travel documents (or none at all)</p> <p>Come from a place known to be a source of human trafficking.</p> <p>Have had the fees for their transport to the country of destination paid for by facilitators, whom they must pay back by working or providing services in the destination.</p> <p>Be found in or connected to a type of location likely to be used for exploiting people.</p> <p>Be unfamiliar with the local language.</p> <p>Not know their home or work address</p> <p>Allow others to speak for them when addressed directly.</p> <p>Act as if they were instructed by someone else.</p> <p>Be forced, threatened, or deceived into working in poor conditions.</p> <p>Be disciplined through punishment.</p> <p>Receive little or no payment.</p> <p>Work excessively long hours over long periods without time off</p> <p>Live in poor or substandard accommodations</p> <p>Have no access to medical care.</p> <p>Have limited contact with their families or with people outside of their immediate environment.</p> <p>Be unable to communicate freely with others.</p> <p>Be under the perception that they are bonded by debt.</p> <p>Be in a situation of dependence</p> |

| <b>Radicalisation</b>                                                                                                                                                                                                                                                                                            | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.                                                                  | <p>Extremist material online, where radicalisers groom people</p> <p>Public displays of hate and division, such as racially antagonistic graffiti</p> <p>The adoption of icons or symbolism, which are often a demonstration that someone is bonding to a group, cause or ideology.</p> <p>Face-to-face contact, which might look normal on the outside, such as people meeting in a park, but where a person is actually at risk.</p> <p>Promoting ideologies, such as a protest or handing out material that promotes hatred and division.</p> <p>Travelling to an area of conflict, which can be dangerous to the person concerned.</p> | <p>Talking as if from a scripted speech</p> <p>Unwillingness or inability to discuss their views.</p> <p>A sudden disrespectful attitude towards others</p> <p>Increased levels of anger</p> <p>Increased secretiveness, especially around internet use</p> <p>Spend increasing amounts of time talking to people with extreme views (this includes online and offline communication)</p> <p>Change their style of dress or personal appearance.</p> <p>Lose interest in friends and activities that are not associated with the extremist ideology, group or cause.</p> <p>Have material or symbols associated with an extreme cause.</p> <p>Try to recruit others to join the cause</p>                                                                                                                                                                                                                                                                                                                                        |
| <b>Honour / Forced Marriage</b>                                                                                                                                                                                                                                                                                  | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage.                                                                                                                                                                                              | <p>Physical, psychological, financial, sexual, and emotional pressure may be exerted in order to make the marriage go ahead.</p> <p>The motivation may include the desire to control unwanted behaviour or sexuality.</p>                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Education: persistent absence from school; fear about forthcoming school holidays; decline in behaviour or performance; being withdrawn from school; not being allowed to attend extra-curricular activities.</p> <p>Health: being accompanied to doctors or clinics; self-harm or attempted suicide; eating disorders; depression; substance misuse; unwanted pregnancy; FGM.</p> <p>Police: victim or other siblings in the family reported missing; reports of domestic abuse, harassment or breaches of the peace; FGM; threats or attempts to kill or harm; reports of other offences such as rape or kidnap.</p> <p>Employment: poor performance or attendance; limited career choices; not allowed to work; unable to attend business trips or functions; leaving work accompanied; unable to be flexible in their working arrangements.</p> <p>Family history: siblings being forced to marry; early marriage of siblings; death of a parent; family disputes; running away from home; unreasonable restrictions.</p> |
| <b>Female Genital Mutilation</b>                                                                                                                                                                                                                                                                                 | <b>Includes....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Some of the key indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Female genital mutilation (FGM) is a cultural practice common around the world involving removal or injury to the female genitalia. It is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out. | FGM comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO).                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Having difficulty walking, standing, or sitting</p> <p>Spending longer in the bathroom or toilet</p> <p>Appearing quiet, anxious, or depressed</p> <p>Acting differently after an absence from school or college</p> <p>Reluctance to go to the doctors or have routine medical examinations.</p> <p>Asking for help – though they might not be explicit about the problem because they're scared or embarrassed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| Peer-on-Peer Abuse                                                                                                     | Includes....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Some of the key indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.</p> | <ul style="list-style-type: none"> <li>• Sexual violence, such as rape, assault by penetration and sexual assault</li> <li>• Sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.</li> <li>• Up-skirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or to cause the victim humiliation, distress, or alarm.</li> <li>• Sexting (also known as 'youth-produced sexual imagery')</li> <li>• Receiving unsolicited explicit photographs or videos</li> <li>• Sending, or being pressured to send, nude and semi-nude photographs or videos.</li> <li>• Being sent or shown solicited or unsolicited online explicit material, such as pornographic videos</li> </ul> | <ul style="list-style-type: none"> <li>• Behaviour changes such as a child turning more frightened or anxious, becoming angry, appearing depressed, or spending more time on their own than usual.</li> <li>• Attempts of self-harm</li> <li>• Feeling embarrassed or guilty</li> <li>• Attempts of running away or a child missing school</li> <li>• Low self-esteem or feelings of worthlessness</li> <li>• Trouble sleeping</li> <li>• Bedwetting</li> <li>• A change in a child's grades at school (they may be unable to concentrate due to worry)</li> </ul> |
| Child on Child Abuse                                                                                                   | Includes....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Some of the key indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Child on Child abuse is when a child abuses another child of any age or stage of development</p>                    | <ul style="list-style-type: none"> <li>• Bullying (including cyberbullying, prejudice-based and discriminatory bullying)</li> <li>• Abuse in intimate personal relationships between children/young people</li> <li>• Physical abuse</li> <li>• Sexual violence, such as rape, assault by penetration and sexual assault. Sexual harassment</li> <li>• Non-consensual sharing of nude and semi-nude images and/or videos. Up-skirting</li> <li>• Causing someone to engage in sexual activity without consent.</li> <li>• Initiation/hazing type violence and rituals.</li> </ul>                                                                                                                                                                                                                                                                                                                               | <p><i>See indicators of peer-on-peer abuse</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| Historic Abuse                                                                                                                                                                                                                                                                                              | Includes....                                                                                                                                                                                                                                              | Some of the key indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around 1/3 people abused in childhood waiting until adulthood before they share their experience.</p> | <ul style="list-style-type: none"> <li>• This could include the physical, sexual, or emotional abuse of a child.</li> <li>• It could have happened once or over a period of time.</li> <li>• It could happen within and outside of the family.</li> </ul> | <ul style="list-style-type: none"> <li>• Emotional difficulties like anger, anxiety, sadness, or low self-esteem</li> <li>• Mental health problems like depression, eating disorders, self-harm, or suicidal thoughts.</li> <li>• Problems with drugs or alcohol</li> <li>• Disturbing thoughts, emotions, and memories</li> <li>• Poor physical health</li> <li>• Struggling with parenting or relationships</li> <li>• Revictimisation, where someone suffers abuse again</li> </ul> |

## What to do & what not to do when responding to abuse or concerns

| WHAT TO DO                                                                                                                                                                                                                                                                                                                                                          | WHAT NOT TO DO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Remember the confidentiality statement</li> <li>Listen well and take what they say seriously</li> <li>Remain calm</li> <li>Use TED questions</li> <li>Follow your church procedures</li> <li>Explain your role and what will happen next</li> <li>Thank and reassure them</li> <li>Listen, observe and pass it on</li> </ul> | <ul style="list-style-type: none"> <li>Promise confidentiality</li> <li>Show shock, alarm, disbelief or disapproval</li> <li>Minimise what is being said</li> <li>Ask leading questions or push for more information.</li> <li>Offer false reassurance.</li> <li>Delay in contacting the Designated Person for Safeguarding.</li> <li>Contact the alleged abuser.</li> <li>Investigate the incident any further.</li> <li>Pass on information to those who don't need to know - not even for prayer ministry.</li> </ul> |

### Children

If you have any concerns about a child's welfare or if a child discloses abuse to you...

***You must always pass this on***

You have a duty of care to protect the child and an obligation to report it to your church's Designated Person for Safeguarding (DPS)

### Adults

If you have any concerns about an adult's welfare or an adult discloses abuse to you...

***They have the right to tell you not to pass it on***

This includes upholding their right to follow a course of action which you may deem unwise or eccentric, including staying in a situation of abuse.

If an adult talks to you about something that has happened to them, you should **always** share it with the DPS. If the adult says they don't want it to be shared, then you should write this onto your notes so that the DPS is aware. The DPS will then need to think about whether the church needs to share the information with statutory agencies.

The DPS will pass on the information if

- The adult consents to it being shared
- If the adult may not be able to consent: If there are any concerns about an adult's mental capacity, the Designated Person for Safeguarding should contact your Local Authority's Adult and Social Care Services for advice. For more information, see the Mental Capacity Act 2005.
- Or if there is a public interest concern. BUGB's position would be to recommend that information should be shared if there is any potential risk to others.

## Mental Health and Safeguarding

Josh Kane, Baptist Minister at Mill Hill East Baptist Church and Regional Minister for London Baptists, talks about mental health and what his church has put in place to support the whole community with being mentally healthy.

Josh Kane describes how his church has a high number of vulnerable adults. In the context of safeguarding, churches have an additional responsibility to people in their community who are vulnerable. The legislation (Care Act 2014) now uses the terminology of 'adults at risk' and, whilst not everyone who is vulnerable as a result of their mental health needs will meet the legal definition of an adult at risk, churches have a duty to care for the welfare and wellbeing of adults with care and support needs and to do their best to safeguard them from abuse or neglect. For information, the Care Act 2014 definition of an adult at risk is an adult who:

- (a) has need for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The Baptist Union Excellence in Safeguarding materials refer to the definition of adults at risk from ThirtyOne:Eight as this helps to see who it applies to within a faith setting:

*'Any adult aged 18 years or over who due to disability, mental function, age or illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation'.*

Josh talks about how his church engages with people who have mental health issues through their church community teaching and discipleship programmes, identifying that everyone can have poor mental health at times. The church needs to be a safe place for all, where there is security and belonging, and a place where people are challenged to grow and change in their mental health journey as well as their spiritual journey. This video talks about the clear boundaries required for supporting adults with mental health needs, the thresholds for church activities and how to identify the need for referral to specialist supports.

The church at Mill Hill East is an example of a church that has engaged with people who have mental health issues as part of a community that is learning to grow together and meet challenge together. They recognise the need for training and accountability, both in their pastoral care team and the whole church.

The video is part of a resource provided by the Baptist Union National Safeguarding Team to support churches to respond well to people facing mental health challenges, to create healthy boundaries and relationships and recognise the limits of church-based care. Josh speaks of several resources in the video:

[Renew Wellbeing - Home](#)

[Rev Shaun Lambert : Jesus and Watchfulness \(christianmindfulness.co.uk\)](https://christianmindfulness.co.uk/)

[The Outcome Star: The Star for People with Housing and Other Needs | The Homeless Hub](#)

The link to the video is on the website and is shared here for you

[https://www.baptist.org.uk/Articles/693347/Mental\\_Health\\_and.aspx](https://www.baptist.org.uk/Articles/693347/Mental_Health_and.aspx)

## Safeguarding incident form

### PERSON REPORTING THE INCIDENT OR CONCERN:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Role in Church: \_\_\_\_\_

### DETAILS OF CHILD / ADULT AT RISK YOU ARE CONCERNED ABOUT:

Name: \_\_\_\_\_

Date of Birth / Approximate Age: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Do they know that you are sharing concerns about them?

If not, please explain why: \_\_\_\_\_

### IF UNDER 18 PLEASE INCLUDE DETAILS OF THE PARENT OR CARER:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to the child/ young person: \_\_\_\_\_

Do they know that you have concerns that you are sharing?

If not, please explain why: \_\_\_\_\_

### DETAILS OF ALLEGED PERPETRATOR (IF RELEVANT)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Are they an adult or a child (under 18): \_\_\_\_\_

Relationship to the child/adult at risk: \_\_\_\_\_

Does the child / adult at risk live with the alleged perpetrator? \_\_\_\_\_

**DETAILS OF INCIDENT OR CONCERN:**

- Remember to include the 4 W's – Who, What, Where, When.
- Be clear whether this is something you have been told about or something that you have observed directly.
- Include names of anyone else who witnessed the incident or is aware of the concern.
- Refer to the church safeguarding policy if you are unsure what to include.

Please continue on a separate sheet if necessary

**HAVE YOU CONTACTED ANYONE ELSE (SOCIAL SERVICES, POLICE, LADO, REGIONAL SAFEGUARDING LEAD, MINISTER)?**

Please give details of who and when below:

Organisation: \_\_\_\_\_

Name of contact: \_\_\_\_\_

Date of contact: \_\_\_\_\_

This Incident Form should be passed to the Designated Person for Safeguarding (DPS) within 24 hours of any incident or concern arising. Do not delay reporting your concerns to the DPS because you do not have all the information requested in this form. Where there is an immediate risk of harm, please call the DPS straight away and use this form to follow up on that call. Remember if they are not available call the police or social services, do not wait for the DPS to be available.

***Remember: Treat this information confidentially. Do not discuss the contents of this form with anyone other than the DPS, not even for prayer purposes.***

Signed .....

Date .....

