



Safeguarding Policy

Arise Church Lincoln
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Charity Name: Arise Church Lincoln Charity Registration Number: 1088731

Introduction

This guide to safeguarding policy, procedures and best practice has been put together by Arise Church Lincoln and is divided into 4 sections:

1. Safeguarding Policy Statement
2. Safeguarding Procedures – these sections provide a clear outline of the reporting procedures required by Arise Church Lincoln.
3. Best Practice Guidelines – these guidelines provide detailed information on key areas of safeguarding in the life of Arise Church Lincoln.
4. Useful Contacts.

Annual Review

Arise Church Lincoln reviews its safeguarding policy, procedures, and practices on an annual basis. This will be done by the DSL and Safeguarding Trustee, reporting back to the Leadership Team.

Definition of Terms

For the purpose of this guide, the term ‘child’ refers to anyone under the age of 18 years.

All adults, including vulnerable adults have the right to choose how and with whom they live even if this appears to involve a degree of risk. All adults should be treated with respect and dignity.

Abuse of adults may be deliberate but may also be the result of ignorance, lack of awareness or sometimes frustration and a lack of support. Abuse may come from relatives, a main carer, service provider or others who are themselves vulnerable.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches’ Child Protection Advisory Service):

'Any adult aged 18 or over who due to disability, mental function, age, 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'.

Section 1 – Safeguarding Policy Statement

Safeguarding Policy Statement for:

Our Vision.

Arise Church Lincoln believe every member, staff member and volunteer has a responsibility to promote the welfare of all children, young people, and vulnerable adults, to keep them safe and practice in a way that protects them. We will give equal priority to keeping safe all people regardless of age, disability, gender reassignment, race, sex, religion, sexual orientation, or belief.

The gospel affirms the value and dignity of every human being and those in positions of responsibility and authority must be trustworthy. Being faithful to share the gospel compels us to take with utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

Safeguarding is the actions we take to promote a safer culture in Arise Church Lincoln. To achieve this, Arise Church Lincoln has in place policies, procedures and training and will actively work to prevent abuse from occurring. We will promote the welfare of children, young people, and adults. We will seek to protect those who are at risk of being abused and respond well to those who have been abused. We will take care to identify where a person may be a risk to others and offer support while taking steps to mitigate such risks. Arise Church Lincoln will take appropriate steps to maintain a safer environment for all. We must practice fully and positively a ministry to all children, young people and adults and respond sensitively and compassionately to their needs to keep them safe from harm.

In fulfilling this vision we:

Welcome children and adults at risk into the life of our community.

Run fully inclusive activities for children and adults at risk

Make our premises available to organisations working with children and adults at risk.

Our Safeguarding Responsibilities

Arise Church Lincoln recognises its responsibilities in safeguarding all children, young people, and adults at risk, regardless of gender, ethnicity, or ability.

As members of this church, we commit ourselves to the nurturing, protection, and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any

abuse disclosed, discovered, or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- [Safer recruitment, support, and supervision of workers](#)

The church will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support, and supervision to promote the safekeeping of children and adults at risk.

- [Respecting children and adults at risk](#)

The church will adopt a code of behaviour for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect that is due to them.

- [Safer working practices](#)

The church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

- [A safer community](#)

The church is committed to the prevention of bullying. The church will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk in the community of the church is managed appropriately.

[Safeguarding Contact Points within our Church](#)

The church has appointed the following individuals to form part of the church safeguarding team:

Clare Porter: Designated Safeguarding Lead (DSL)

Will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number 01522 694694 Email address: safeguarding@arisechurch.co.uk

Kelly Prentice; Deputy Designated Safeguarding Lead (DDSL)

Will assist the Designated Safeguarding Lead (DSL) in helping the church on any matters related to

the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number 01522694694 Email address: safeguarding@arisechurch.co.uk

Tom Gawne: Safeguarding Trustee

Will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Phone number: 01522694694 Email address safeguarding@arisechurch.co.uk



Where possible, the Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

Putting our Policy into Practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office and is available on our church website.
- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

Section 2 – Safeguarding Procedures

2.1 Procedure for Recognising, Responding to and Reporting Abuse

2.1.1 What to do if Abuse is Suspected or Disclosed.

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, **or by failing to act to prevent harm**. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1.

Everyone has his or her part to play in helping to safeguard children and adults at risk within the life of the church.

If the behaviour of a child or adult at risk gives any cause for concern:
If an allegation is made in any context about a child or an adult at risk being harmed: If the behaviour of any individual towards children or adults at risk causes concern:

DO:

- Listen and acknowledge what is being said
- Try to be reassuring and re-assure the person
- Explain clearly what you are doing and what will happen next
- Try to give a timescale for when you/the DSL will contact the person
- Act – do not ignore or downplay the situation.
- Be supportive and acknowledge that they were right to tell you and you are taking it seriously.
- Tell them that you need to pass on the information on to the appropriate agencies
- Wherever possible gain the person's consent (if not possible, you will still tell them that you must pass it on)
- Be open and honest.
- Give details for them to make a referral if appropriate – Police etc.
- Pass this information on in the following priority:
 - Police (if necessary)
 - DSL
 - Deputy DSL

DO NOT:

- Promise confidentiality
- Show shock, alarm, disbelief, or disapproval.
- Ask probing or leading questions.
- Minimise or 'brush off' what is being said.
- Offer false reassurance.
- Delay contacting DSL.
- Contact the alleged abuser.
- Investigate the incident further.
- Leave a child or adult at risk waiting to hear from someone without any idea of when that might be.
- Pass on the information to ANYONE except DSL and Police (if necessary) – not even for prayer.
- Ask to see injuries that are not visible without removing clothing.
- Take photographs of injuries or marks – use the body map (appendix 4) instead to record injuries.

NB: Consent for passing on safeguarding information should always be gained wherever possible from the adult or child who the concern relates to, even if this is not the reporting person. However, if telling the child, you are going to report information is likely to put the child at further risk then you do not need to ask consent but must state that you do not have consent when making a referral to children's services. If a child or adult does not give consent but the risk of harm is significant you must speak to the DSL who will assess if the information needs to be referred without consent.

Please also note information should only ever be passed onto the Police (if needed), the DSL and Deputy DSL or failing that to Tom Gawne – Trustee. Information must not be shared with anyone else; this includes parents, other volunteers, or church leaders.

The DSL and Deputy DSL will decide who needs to be informed. If an allegation is made against a member, regular attender, leader, group leader or trustee of Arise Church Lincoln then the DSL will decide whether, in the interests of public safety the core leadership team need to be informed of the allegation. Consent for sharing information should still be gained from the person making the allegation, if possible, but a refusal of consent may be overruled

by the DSL and Deputy DSL if there is a clear risk of further abuse occurring and core leaders need to be made aware to safeguard others.

2.1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 2.

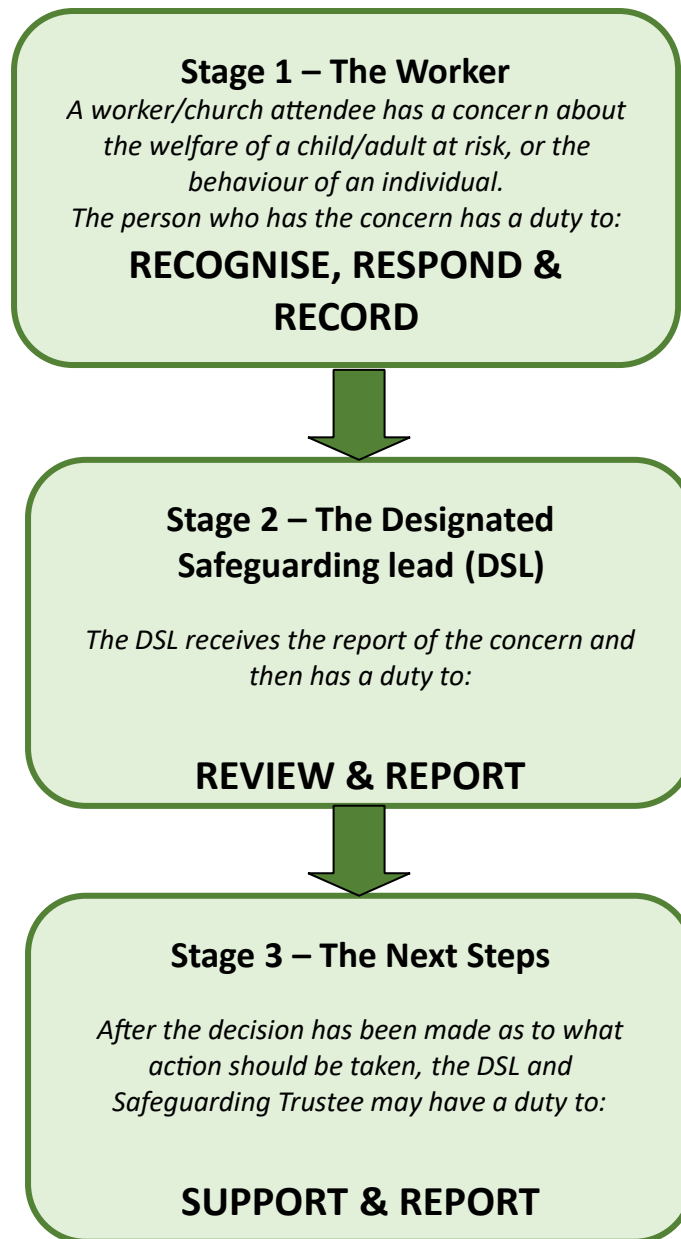
A hand-written record must be made of the concern using standard incident report form and the concern must be passed on to the church DSL within 24 hours.

The written record should be made as soon as possible after the event, be legible, include the name, date of birth and address of the child or adult at risk. It should also include the nature of any concerns and description of any bruising or injuries that have been noticed, include an exact record of what the person reported, using their own words wherever possible. It should also include and action taken, be signed and dated, be kept secure and confidential and available only to the DSL/Deputy DSL/Police as required.

The report will be reviewed by the DSL with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See appendix 2 for examples of possible actions.

Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

Support should be offered to all parties affected by any safeguarding concerns. This could be the church as a whole but would include victims, alleged perpetrators, children, adults at risk, other family members, church workers, the DSL and safeguarding team and members of the leadership team if required. Referrals should not be discussed with alleged perpetrators and they should not be told a referral has been made about them. Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.



If the DSL is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team, ie. the Deputy DSL (Kelly Prentice) or the Trustee for Safeguarding (Tom Gawne).

If you think anyone is in immediate danger of harm, a report should be made immediately to the Police by calling 999.

2.1.3 Responding to Concerns Raised about Adults at Risk.

When a concern is raised about an adult it should be treated in the same way as a concern about a child ie. the church worker (paid or voluntary) should

- 1) **Recognise** that abuse may be taking place
- 2) **Respond** to the concern
- 3) **Record** all the information they have received
- 4) **Report** the concern to the DSL. If a formal referral to Children's or Adult services is required, the DSL will support you to do this.

It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DSL even if you do not have the consent of the adult to do so – in this instance, make sure the DSL knows that the person concerned has not given consent for the information to be passed on. You must inform the person telling you their concerns that you have a duty to pass on their concerns to the DSL even without their consent, but do not inform anyone else.

The Care Act 2014 provides helpful guidance on these situations:

"If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm.

To be confident that the adult is not being unduly influenced, coerced, or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm".

Care Act 2014.

The DSL will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DSL will contact the Local Authority Adult Safeguarding Team for advice.

2.1.4 Allegations Against Workers

If you see another worker acting in ways which concerns you or might be misconstrued, speak to the DSL about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the DSL they can liaise with the Trustees.

- 4) Whilst waiting for an outcome from the Trustees, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the Trustees are involved, the church will follow their advice with regard to the next steps to take (for example suspension of worker, putting a contract in place)
- 6) A written record of all discussions with Trustees or other parties should be maintained by the DSL and stored securely and confidentially, where only the Safeguarding team can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DSL will be informed of the reasons for this happening.

When concerns are expressed about a Core Leader

Any safeguarding concerns involving a Core Leader should always be reported immediately to the DSL Trustee in addition to following the church's usual procedures. Do not tell the Core leader that a concern has been raised about them.

When concerns are expressed about the church DSL / Safeguarding Trustee

Any safeguarding concerns involving the DSL or Safeguarding Trustee should be raised with the Core Leaders, Do not tell the DSL / Safeguarding Trustee that a concern has been raised about them.

2.1.5 Abuse of Trust

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

2.1.6 Allegations Made Against Children and Adults at Risk.

Children and young people are by nature curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or adult at risk the following procedure should be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents/carers.
- 2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report.**
- 3) Seek advice from the DSL, who will speak to the police or social services about when to inform a parent. The DSL will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community/Working with Alleged or Known Offenders)
- 4) Make sure there is pastoral support in place for the child or adult at risk throughout the process involved. The DSL or Deputy DSL will discuss this with the child or adult at risk to ensure consent and to identify together an appropriate person whom the child or adult feels safe and confident to talk to. This support should **not** take the form of counselling unless you are a qualified practitioner, and please be aware that where a criminal offense has taken place the incident/occurrence cannot be discussed at all until the Police investigation has concluded.

2.1.7 Pastoral Care

Following an allegation / suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved. As previously stated, this must all be arranged in discussion with and with the consent of the victim, and their family if they are aware, information must only be shared with consent and on a 'need to know' basis. Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved and providing that there is no criminal investigation underway. Also as previously discussed it is not the responsibility of the church to make an alleged perpetrator aware of an allegation against them.

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

Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced abuse, and we recognise it is important that those who have experienced abuse:

Are accepted for who they are, without being made to forgive or being put in a position of feeling guilty and responsible for what happened to them.
Know that God loves them unconditionally, and that nothing can or will change this truth.
Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long and difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The DSL has a list of relevant local information and contacts.

2.2 Safer Recruitment

As a church, we are committed to safer recruitment practices.

There is no legal definition of a volunteer, however a volunteer may be someone who does not have what in law amounts to a contract of employment and does not receive any form of financial reimbursement for their services other than expenses. A volunteer agreement is not a legally binding contract and there is no legal requirement to have one however in the interests of all involved, best practice would be to have a signed written agreement detailing what the volunteer and the charity can expect of each other. It is good practice for Charity's to take out Employers Liability or Public Liability Insurance which covers it volunteers. Volunteers are expected to complete safeguarding training and have a basic knowledge of how to recognise abuse and what to do with their concerns before, or within 2 weeks of starting their role.

Training will be organised and at times provided by Arise Church Lincoln, but will include outside training provided by The

Lincolnshire Safeguarding Children's Partnership (LSCP) and the Lincoln Safeguarding Adults Board (LSAB)

When recruiting both paid and volunteer church workers, the following process will be applied:

- 1) We will develop a clear role profile, person specification and application form; for volunteers a volunteer agreement specific to the role they are undertaking will be developed.
- 2) When advertising a paid role which involves working with children or adults at risk, we will make it clear that any appointment is subject to a DBS check.
- 3) All applicants will be asked to complete an application form and include the names of two referees.
- 4) Shortlisting of applicants for paid positions will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for.
- 5) Interviews for paid employee's will be carried out by at least two people, including the line manager or group leader.

- 6) References, a Self-Disclosure Form, and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their paid role.
- 7) All volunteers who require a DBS check as per the guidelines set out by the government will need a satisfactory check before beginning a voluntary role. Guidance can be found below:
<https://www.gov.uk/government/publications/disclosure-applicationprocessforvolunteers/disclosureapplication-process-for-volunteers>

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone

disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

Additional checks for paid workers

In addition to the above checks, which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role.

References

Formal written references will be requested, ideally in the form of at least one professional and one personal reference.

Appointment and Supervision

The church's safeguarding policy and procedures will be discussed with the applicant, and they will be required to sign their agreement and adhere to it. All workers will have a role description and clear lines of accountability to a leader and the leadership team. All volunteers will have a volunteer's agreement in place before beginning their role. Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed.

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

Training

It is important that all workers understand our church's agreed safeguarding procedures and attend Safeguarding training at least once a year for volunteers (this will be provided by the church, but volunteers can also register for training with the safeguarding boards if they wish). Paid staff are encouraged to follow the Lincolnshire Safeguarding Children Partnership (LSCP) and Lincolnshire Safeguarding Adults Board (LSAB) training pathway and as a minimum should attend the 2-day Introduction to Safeguarding Training. Training can be accessed via the Lincolnshire County Council Website - <https://www.lincolnshire.gov.uk/safeguarding/lscp/3>
To access training:

Select – Register to Access training and add your details; under Group find Lincoln Diocese – other. You will need to wait for approval and for log-in details before you can access training. This should come via email.

Young leaders under 18 years of age

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.

2.3 Safer Behaviour

The church has a code of behaviour for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering.
- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child.
- Avoid sexually provocative games.

- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the DSL of any children's trips which take place in the name of the church. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have Class 1 Business Use insurance cover in place as well as parental permission.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

No one should normally be left working alone with children, young people or adults at risk, but should instead work as part of a team. If there are insufficient leaders for groups:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

If workers do find themselves on their own with children or adults at risk, they should:

- Assess the risk of sending the child or adult at risk home.
- Phone another team member and let them know the situation.
- Train additional leaders as soon as possible.

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.11 for recommended ratios. A married couple, or two members of the same family should be considered to count as only one person when considering the distribution of workers through different groups. If a married couple want to work together then a third person will need to be assigned to that group.

The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

Section 3 – Best Practice Guidelines

The church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

3.1 – Working with Children

When working with children the following recommended minimum ratios of workers to children apply:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young helpers who are under the age of 18 should be counted as one of the children, not one of the workers. A married couple or other directly related people should be counted as one adult for the purposes of the recommended ratios rather than two workers.

3.1.2 Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

3.1.3 Visiting Children or Young People at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Core Leaders.

3.1.4 Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents/carers, workers will:

- Welcome the child and try to establish their name, age, address and telephone number.

- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency.
- Give the child a consent form and explain it needs to be filled in and brought back next time.

3.1.5 Mentoring

If a worker is working with a young person as part of the recognised church mentoring programme:

- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places, and should be in view of other people.
- A mentoring meeting should have an agreed start and end time, and someone should be aware that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place in regard to times and demand, ie not phoning or texting late at night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

3.1.6 Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with safer recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation, adult leaders will contribute to programme planning and reviews and will always be present to oversee any peer-led activities taking place.

3.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the DSL.

3.1.8 Electronic Communications - Cyber Safety

Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with young people. It should also include the expectations of the church in relation to their use. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

It is not appropriate to use these communication methods with children aged 11 years and younger.

Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying each message to a designated email address. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

All communications to Arise Church Lincoln Youth will be copied into the following email address, which the DSL, the Deputy DSL and Tom Gawne- Trustee's have access: youth.comms@arisechurch.co.uk

Communicating using Instant Messaging (e.g. Snapchat, WhatsApp, Instagram)

Instant messaging should be kept to an absolute minimum. Workers should save significant conversations and keep a log stating with whom and when they communicated.

Mobile Phones

Workers need to take care in using mobile phones to communicate with young people:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid workers will be issued with a mobile phone under a contract that provides itemised billing.
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

Social Networking

- Workers should have a site that is used solely for children's/youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.
- Photos and videos of children under 18 will not be used on the church social media sites. Except to advertise youth ministry meetings, and then only with written consent from parents and the full consent of the child.

3.2 WORKING WITH ADULTS AT RISK

3.2.1 Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

3.2.2 Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

3.2.3 Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear

- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

3.2.4 Insurance

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by our insurance company. All workers who may give lifts to adults must have Class 1 Business use insurance and this must be evidenced before they take people in their vehicle.

3.2.5 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

3.2.6 Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

3.2.7 Computers

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. We will create a policy specifically for church computer use, including terms and conditions for use as well as what will happen if someone breaches these conditions.

3.2.8 Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding

allegations, concerns or disclosures should be passed on to the DSL and stored in a safe and secure manner for at least 75 years.

3.2.9 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.3.1 Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms. The first week someone attends workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for adults at risk.

3.3.2 Health and Safety

All activities for children, young people and adults at risk will comply with the church's current health and safety policy, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible, at all events involving food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's and adult at risk groups will be properly maintained. A representative from the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

3.3.3 Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire.

3.3.4 First Aid

All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

For full details regarding first aid please see Arise Church Lincoln's Health and Safety Policy, but for clarification purposes here; Arise Church Lincoln has 2 First aid boxes, these are located in: The Hub Kitchen and the Church Kitchen. A full list of trained / qualified first aiders is held within the Church offices. The accident book is located in The Hub Office and an additional copy is located in the church kitchen first aid box. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated individual.

3.3.5 Supervision of Groups

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

3.3.6 Food Hygiene

The Food Hygiene (England) Regulations 2013 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

3.3.7 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out. It is advisable to appoint someone specifically for this task.

3.3.8 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance in place. In addition, drivers must ensure that they have Class 1 Business Use before they carry passengers.

3.3.9 Transport

These guidelines apply to all drivers involved in the transportation of children, young people and adults at risk on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through the church safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have Class 1 Business Use insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers (unrelated to each other) should be present when transporting children as part of a church role.

3.3.10 Outings and Overnight Events involving Children

There are some specific considerations which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling, where it is customary practice and there is more than one worker per room. Workers will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

Adventurous Activities

No child will participate in adventurous activities without the written consent of the parent /carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 2004, the activity leader needs to ensure that the premises are licensed.

Fire Safety

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also need to comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

Safety

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site. General safety rules will be applied as appropriate (e.g. no running around tents due to the risk of injury from tripping over guy lines).

Swimming Trips

There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

3.3.11 Outings and Overnight Events involving Adults at Risk

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

- A risk assessment must be carried out beforehand.
- Planning for the trip should consider specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care).
- Adults at risk should be included in the planning of trips and events.
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event.
- Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

Sleeping Arrangements

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Personal Care

It is not appropriate for church workers to perform personal care for adults at risk unless this is their usual task (i.e. if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

Activities

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site. General safety rules will be applied as appropriate and advice sought from the

event organiser/venue about the fire evacuation procedures. A copy of the event/venue risk assessment should be included with the group leader's risk assessment.

Consent and Medical Information

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DSL with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Medication

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.

3.3.12 Hiring of Church Premises

The responsible adult for an activity held at Arise Church Lincoln must book the premises for their activity through the booking form held at the Hub and notify admin staff.

3.4 Safer Community

3.4.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame

themselves. They can become fearful and reclusive. It is important that within Arise Church Lincoln we are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the church:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.
- The church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously, and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated, and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the DSL or the Trustee's as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

3.4.2 Working with Alleged or Known Offenders

When someone attending Arise Church Lincoln is known to have abused children or adults at risk, or a serious allegation has been made, the church safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person who they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse but hasn't been convicted.

In determining the details of the contract:

- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The DSL should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DSL should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the SBO, Trustees and LADO.

3.4.3 Alleged or Known Offenders who are Themselves Adults at Risk.

A risk assessment and formal contract may be quite a daunting process for someone with learning difficulties or a young person yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

Section 4 Useful Contacts

Name	Position	When to contact	Contact Details
Clare Porter	Designated Safeguarding Lead (DSL)	<p>If you have a concern about the safety of a child or an adult at risk.</p> <p>If you feel unsafe.</p> <p>If you are aware Safeguarding codes of conduct have been breached.</p> <p>If you have an allegation about a volunteer or paid member of staff.</p>	<p>Please call 07493 939411 and then FOLLOW UP with an email to safeguarding@arisechurch.co.uk</p>
Kelly Prentice	Deputy DSL	If the DSL is not available.	safeguarding@arisechurch.co.uk
Tom Gawne	Trustee for Safeguarding	<p>If the DSL and the Deputy DSL are not available.</p> <p>If you have a complaint or an allegation about the DSL or the Deputy DSL.</p>	safeguarding@arisechurch.co.uk

Local Authority Designated Officer (LADO)		If you have a Safeguarding allegation about a children's worker within Arise Church.	LADO Office Tel: 01522 554674 Email: LSCP_LADO@lincolnshire.gov.uk
Emergency Services	Police or Ambulance	In an emergency – you are witnessing violence, a crime is being committed, or someone is injured and needs medical attention.	999 101 or 111 if you need emergency help but are not sure 999 is warranted.
Rachel Freeman	Head of Children's Services		Tel: 01522 552141 Email: Rachel.freeman@lincolnshire.gov.uk
Justin Hackney	Assistant Director, Adult Care – Specialist Adult Services		Tel: 01522 554259 Email: justin.hackney@lincolnshire.gov.uk

Appendix 1 – Definitions of Abuse

Understanding, Recognising and Responding to Abuse.

There are four recognized types of abuse against children.	Description <i>(includes but not limited to ...)</i>
Physical	<i>Actual or likely physical injury to a child, or failure to prevent physical injury to a child.</i>
Emotional	<i>The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.</i>
Sexual	<i>Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.</i>
Neglect	<i>Where adults fail to care for children and protect them from danger, seriously impairing health and development.</i>

There are 10 recognised types of abuse against adults at risk	Description <i>(includes but not limited to ...)</i>
Physical	<i>Assault, rough handling, scalding, burning and other types of physical punishments or assault.</i>
Domestic	<i>Domestic violence and abuse include any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members, regardless of gender or sexuality. It also includes ‘honour’ based violence, female genital mutilation and forced marriage.</i>
Sexual	<i>Non-consensual sexual acts or assault of any kind including but not limited to, rape, attempted rape or sexual assault, inappropriate and unwanted touch anywhere, any sexual activity that the person lacks the capacity to consent to, inappropriate looking, teasing or sexual harassment, including ‘upskirting’, sexual photography or pornography, indecent exposure.</i>
Psychological (emotional)	<i>Cyber bullying, threats of harm or abandonment, enforced social isolation or cutting someone off from their family or friends, removing mobility or communication aids, preventing expression of choice and opinion, failure to respect privacy, intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse.</i>
Financial or material	<i>Theft of money or possessions, fraud, scamming, denying assistance to access financial affairs or benefits, misuse of benefits on behalf of an adult at risk, undue pressure or influence to force an adult at risk to lend money, give money or in connection with loans, wills, property, inheritance or financial transactions.</i>
Modern slavery	<i>Human trafficking, forced labour, domestic servitude, sexual exploitation, such as escort work, prostitution and pornography, debt bondage.</i>
Discriminatory	<i>Unequal, verbal abuse or derogatory remarks, harassment or deliberate exclusion based on the 8 protected characteristics (age, disability, Gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation).</i>
Organisational	<i>When an adult at risk is being cared for or supported by an organization and that organization discourages visit, isolates the person from friends and family, doesn’t give adequate care, treatment, support or medication,</i>
Neglect	<i>Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, providing sub-standard care, failure to administer medication, refusal of access to visitors, not taking account of educational, recreational and social needs, ignoring or isolating a person, preventing a person from making their own decisions, failure to ensure privacy and dignity.</i>

Self-neglect

Lack of self-care to an extent that it threatens personal health and safety, neglecting to care for one's personal hygiene, health or surroundings, inability to avoid self-harm, failure to seek help or access services to meet health and social care needs, inability or unwillingness to manage one's personal affairs.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- Unexplained injuries on areas of the body not usually prone to such injuries.
- An injury that has not been treated/received medical attention.
- An injury for which the explanation seems inconsistent.
- A child or adult at risk discloses behaviour that is harmful to them.
- Unexplained changes in behaviour or mood (eg. becoming very quiet, withdrawn, or displaying sudden bursts of temper).
- Inappropriate sexual awareness in children.
- Signs of neglect such as under-nourishment, untreated illnesses, inadequate care.

This list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is taking place. If in doubt please have a conversation with the DSL.

Appendix 2 – Detailed Guidance on Reporting Requirements

Stage 1 – The Worker

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on their concerns to the DSL. If she is not contactable, or they are implicated in the situation, Tom Gawne or Kelly Prentice should be contacted instead.

Concerns should be passed on to the DSL within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DSL, they should be informed as soon as possible afterwards.

A written record using the standard incident report form appendix 3) should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- Be hand-written as soon as possible after the event

- Be legible and state the facts accurately (when hand-written notes are typed up later the original handwritten notes should be retained)
- Include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known) include the nature of the concerns/allegation/disclosure.
- Include a description of any bruising or other injuries that you may have noticed
- Include an exact record of what the child or adult at risk has said, using their own words where possible
- Include what was said by the person to whom the concerns were reported
- Include any action taken as a result of the concerns
- Be signed and dated
- Be kept secure and confidential and made available only to the church Safeguarding Team and representatives of any statutory authorities involved.

If concerns arise in the context of children's or adult at risk work, the worker who has the concern should not delay passing on to the DSL. It should be clear that the duty remains with the worker to record and pass on their concerns to the DSL.

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DSL, who will have greater expertise in dealing with the issue at hand. For this reason, we cannot promise confidentiality and concerns may need reporting to statutory authorities.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report and will also themselves have a duty to pass on the concern to the DSL.

Stage 2 – The Designated Safeguarding Lead

The duty of the DSL on receiving a report is to **REVIEW** the concern that they have received and **REPORT** the concern on to the appropriate people, where necessary. [The duty to REVIEW](#)

In reviewing the report that is received, the DSL:

- should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The DSL will decide who the report should be referred on to, working in conjunction with the Deputy DSL where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.

- refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate, if this is in the interest of public safety or the safety of the child or adult at risk.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
 - the person lacks the mental capacity to make such a choice
 - there is a risk of harm to others
 - in order to prevent a crime

If an allegation is made against someone who works with children under 18* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

If an allegation is made against someone who works with adults at risk*, it should be reported to the police or Adult Social Services.

**If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the DSL and Core Leadership team, or Trustees if the allegation relates to a member of the Core Leadership Team*

Whenever a formal referral is made to the police, Social Services or LADO, the DSL should report the referral to:

- The Safeguarding Trustee
- The Core leaders

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DSL and a written record should be made of the actions taken.

STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Core Leaders.

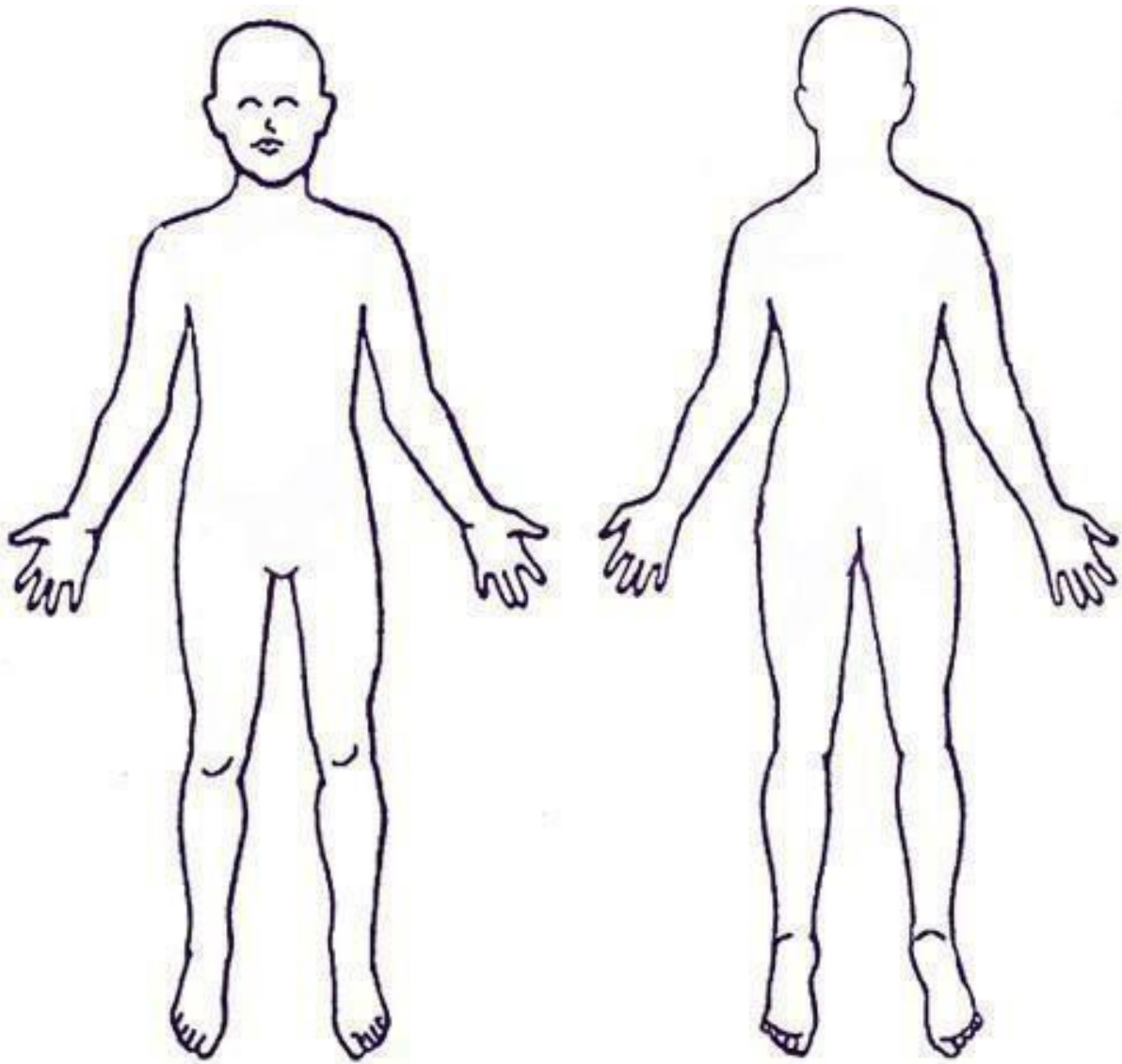
Have the carers or parents / guardians been informed?		What future action needs to be taken?	
If so, when and by whom?		Who is responsible for this?	
Have the statutory authorities been informed?		<i>Signature DSL</i>	<i>Date and time</i>
Have the Local Association/Authorities been informed?		<i>Signature Core Leader</i>	<i>Date and time</i>

Appendix 4 – Body Map

Name of Individual of Concern _____

Name of person completing this form _____

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it is not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe, and pass it on.**



Signature _____

Date and time _____

