



# SAFER MINISTRY

## POLICY FOR SAFEGUARDING CHILDREN AND ADULTS AT RISK

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## POLICY SUMMARY

- Our responsibility to protect and safeguard those who are vulnerable is paramount to who we are (values) and what we do (vision). As Church Army we will do all that we can to make our ministry a safe place.
- Everyone in Church Army, regardless of their role or context, is responsible for protecting and safeguarding the welfare of the children, young people and adults at risk who are entrusted within our care.
- All our work with children, young people and adults at risk will be in line with our core principles of safeguarding.
- Everyone working with children and adults at risk must:
  - Have a police check prior to commencing the role;
  - Have at least two references taken up prior to appointment;
  - Have read and understood this policy;
  - Attended regular safeguarding training;
  - Promote safe ministry in all that they do.
- All concerns or allegations of suspected abuse, where Church Army personnel are involved or have responsibility for the people, must be reported to Church Army's Safeguarding Coordinator or Deputy. You must not investigate allegations yourself.
- Church Army will take professional advice from thirtyone:eight regarding safeguarding matters and will work collaboratively with the statutory bodies and authorities where required.
- Church Army will do all it can to manage risk in relation to those who may have offended in the past. Risk Assessments and Risk Management Plans will be put in place in these cases proportionate to the matter disclosed.
- Electronic communication should be used wisely and appropriately when doing so with those who we work with; with good boundaries in place.
- Where Church Army personnel are alleged of safeguarding allegations, we will aim to offer pastoral care as appropriate.

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## KEY CONTACTS

For advice about safeguarding or to report allegations or suspicions please contact the following:

Name	Church Army Role	Safeguarding Role	Contact Details
FAYE POPHAM	HR and Volunteering Manager and Safeguarding Lead	Safeguarding Coordinator	<a href="mailto:faye.popham@churcharmy.org">faye.popham@churcharmy.org</a> Direct Dial: 0114 252 1637 Mobile: 07827 805892
SUE WAY	Senior Homeless Manager and South West Regional Development Officer	Deputy Safeguarding Coordinator	<a href="mailto:sue.way@churcharmy.org">sue.way@churcharmy.org</a> 029 2055 6921 07920 811 954
LEONI OXENHAM	Regional Development Officer Wales	Deputy Safeguarding Coordinator	<a href="mailto:leoni.oxenham@churcharmy.org">leoni.oxenham@churcharmy.org</a> 0114 252 7284 07759 844971

All of the above are part of the Church Army's National Office Team, if you have trouble with any of the above numbers you can also contact reception on 0300 123 2113 and they will direct your call.

### Thirtyone:eight

#### Safeguarding Advice

Independent Christian charity providing professional advice, training, support and resources in all areas of safeguarding children and adults at risk of harm. Formerly known as CCAPS.

[www.thirtyoneeight.org](http://www.thirtyoneeight.org)

0303 003 1111

## INTRODUCTION

Church Army recognises the importance of its ministry to **children**, young people and **adults at risk** and its responsibility to protect and safeguard the welfare of such people entrusted to its care.

This document sets out Church Army's policy on the safeguarding of children, young people and adults at risk. It has been informed by the "Promoting a Safer Church" from the Church of England, with whom we work closely.

### DEFINITION OF CHILD

In this policy by the term "child" or "children" we mean all children and young people up to the age of 18 years, including unborn babies.

The fact that a child has become sixteen years of age, is living independently or is in further education, is in the armed forces, in hospital, or in prison or a young offender's institution, does not change their status or their entitlement to services or their protection under the Children Act 1989.

### DEFINITION OF ADULT AT RISK

In this policy, by saying "Adult at Risk" or vulnerable person we mean any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

Where Church Army evangelists work in partnership with, or under the auspices of third parties such as local churches which are legally responsible for the work, there would normally be a local safeguarding policy and support, for instance through the diocese, and it would normally be more appropriate to use that. However, where such policies or support are unclear, inadequate or ineffective, Church Army evangelists are encouraged to obtain the support that they need through the [thirtyone:eight Helpline](#) whilst ensuring that they comply with local policies, unless this would be illegal.

Some Church Army projects, notably the homeless projects at Marylebone and Cardiff, have local policies which are consistent with the principles of this policy but which have fuller explanations or slightly different procedures which are specific to them and their regulatory requirements, which they need follow in the case of allegations or suspicions. For staff based in Scotland, Wales, Northern Ireland and Republic of Ireland, please note that there may be specific variations to you. For more information contact the Safeguarding Coordinators or your local Safeguarding Advisor.

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The policy and procedure applies in full to all work for which Church Army is legally responsible, including building-based projects, field projects, training, research, offices and work being carried out by or under the auspices of employees or trainees of Church Army.

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## THEOLOGICAL FOUNDATION

This policy upholds Church Army's Equal Opportunities Policy, which states:

*"We believe it is a fundamental Christian understanding to hold that all human beings are created in the image of God [Genesis 1:27], that all are valued equally by God and share equally in God's creative love. We believe that God longs for our well-being and fulfilment, and that we are equally responsible to God for the way we treat each other."*

## CHURCH ARMY'S SAFEGAURDING STATEMENT

Church Army affirms that the welfare of children, young people and vulnerable adults is paramount. This means that all our work with such people will maintain the highest professional standards to ensure that their welfare is maintained, and our ministry is a safe place.

Church Army will uphold good practice in order to develop sound relationships of integrity, truthfulness and trust with children, young people and vulnerable adults and work to prevent abuse from occurring, as well as seeking to protect those that are at risk of being abused and those that have been. Church Army will take care to identify where a person may present a risk to others and offer support to them whilst taking the steps to mitigate such risks.

We will do all that we can to make sure that we recruit and train those in positions of trust safely and fairly. The leadership of Church Army are committed to promoting the importance of safeguarding so that everyone sees it as their responsibility, regardless of their role, and takes an active part in making our ministries and projects safe places.

Where there are disclosures or allegations of abuse, Church Army will take them seriously and will co-operate with statutory agencies and will not investigate on its own. We will provide appropriate pastoral care to anyone who is the survivor of abuse as well as recognising our own responsibility to care for those who have had an allegation made against them.

## OUR COMMITMENT

Church Army's core principles to safeguarding are:

### 1. RESPECT

We will value, listen to and respect all those within our care, communities and ministries; treating everyone with the unconditional love of Jesus.

### 2. SAFETY

We are committed to making our ministry safe. That means the safe recruitment, supervision and training for all those who work with children, young people and vulnerable adults; and thorough provisions in place to ensure the safety of our activities.

### 3. RESPONSIVE

We will respond promptly to concerns or allegations regarding those to whom we

have a responsibility for, working with statutory authorities as necessary.

#### 4. PASTORAL

We will seek to offer pastoral care to survivors of abuse<sup>1</sup> and other affected persons; and care for those within our responsibility who have known to offend against a vulnerable person.

#### 5. PROTECTIVE

We will provide appropriate support and care to those whom may present a known risk to others. Church Army will not discriminate against those who have offended in the past, but will do all it can to ensure that risk is assessed and managed within our activities.

In all these principles, we will follow legislation, guidance and recognised good practice. We will aim to work with openly towards those who need to know and confidentially with those who are not directly involved and the sharing of statutory information to the relevant authorities.

### PUTTING THE POLICY INTO ACTION

Church Army believes that everyone who participates in the life of Church Army has a role to play in ensuring a safe environment and culture. Regardless of their role, everyone should be aware of what to do if they have concerns or allegations of abuse.

All Church Army Evangelists, Evangelists-in-Training, employees and volunteers working directly with children, young people and/or vulnerable adults **must**:

- Have read and understood this policy, and signed it as confirmation;
- Attend regular safeguarding training
- Promote safe ministry in all they do

In addition, all those who Church Army have employment responsibility for, must:

- have a criminal record check<sup>2</sup> on first appointment and each time they change post or every three years, whichever is the sooner;
- have references taken up prior to first appointment;

This policy will be reviewed annually. It will be the responsibility of the Safeguarding Coordinator to keep records relating to the above actions and those set out in the Safer Ministry Action Plan.

Where Church Army projects have their own safeguarding policy and processes in place, it is expected that Church Army's policy is adopted as a minimum, but is informed by

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<sup>1</sup> See Appendix 2 for definitions of abuse

<sup>2</sup> Criminal records checks will be with the Disclosure and Barring Service (DBS) for England and Wales. For Northern Ireland it will be an Access NI, for Scotland a Disclosure Scotland and for ROI a Garda Vetting check. Checks will be carried out either through Church Army or by dioceses or other appropriate bodies and Church Army personnel will be expected to share the results of the check with Church Army.

local diocesan and local authority procedures and good practice, but responsive to the needs and context of the project.

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We expect Safeguarding Training to be completed through the National Safeguarding Team for the Church of England or equivalent denominational structure in your local Diocese; or through thirtyone:eight "Facing the Unthinkable". For those in Projects, we would expect this to be done by the local authority or similar qualifying provider.

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## INSURANCE

Church Army has a duty of care towards all those we minister to. To ensure that our insurance cover with Ecclesiastical is maintained, the good practice guidelines set out in this document must be followed by everyone. Where it is clear that a claim may be made against Church Army in relation to safeguarding, the insurers will be notified.

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Therefore, it is expected that all safeguarding incidences regarding CA staff, Evangelist's, EIT's and volunteers are reported to us.

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Church Army also has a duty to report serious incidents within Church Army to the Charity Commission.

### DEFINITION OF SERIOUS INCIDENT

The Charity Commission defines serious incident to be an adverse event, whether actual or alleged, which results in or risks significant:

- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work, beneficiaries or reputation

The most common type of incidents include: frauds, thefts, significant financial losses, criminal breaches, terrorism or extremism allegations, and safeguarding issues.

## THE ROLE OF THIRTYONE:EIGHT

Church Army has arranged for Thirtyone:eight (formerly known as CCPAS) to provide advice regarding the protection of children and vulnerable adults and act as the umbrella organisation for its DBS checks for those in England and Wales.

The Thirtyone:eight Helpline is available 24 hours a day 7 days a week.

Where you are unable to get hold of a safeguarding adviser locally or at Church Army and require urgent advice, please contact Thirtyone:eight.

Our membership number is 5175.



## SAFER RECRUITMENT

As part of our commitment to safeguarding those within our ministry, Church Army will carefully select, train and support all those with any responsibility within Church Army in line with Safer Recruitment principles (adapted from Church of England's Safer Recruitment)<sup>3</sup>.

It is a criminal offence for an individual who is barred from working with vulnerable groups to apply for a regulated activity role<sup>4</sup> and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role.

Church Army will ensure the following:

- Roles have a written job description and person specification which state whether the role requires a criminal record check or not;
- Applications are made via a Church Army application form which include a self-declaration section;
- Shortlisted candidates must attend an interview for the post;
- Safeguarding questions are included in an interview, where the role includes safeguarding duties and responsibilities;
- At least two references are received for successful candidates and followed up if necessary;
- A criminal records check is completed and renewed every three years, if the role is eligible for one;
- A six-month probation period and regular supervisions where safeguarding is discussed.

Where volunteers are recruited, the same process as above will take place, however there may be a shorter review period of three months.

## CRIMINAL RECORDS CHECK

Where a post requires a criminal records check, this will be clearly stated on the job description and advert. The check must be received before the person begins the role. All police checks will be renewed every three years. Where Church Army is employing, it is the responsibility of the HR Team Leader for ensuring that the correct criminal records check procedure is followed to ensure safe recruitment.

The Safeguarding Coordinator has a duty to disclose to the Disclosure and Barring Service (or equivalent in other jurisdictions), when we have a concern that a person has caused harm, or poses a future risk of harm to vulnerable groups, including children.

Church Army personnel are expected to be **accountable** to Church Army with regards to their police checks.

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<sup>3</sup> [https://www.churchofengland.org/media/2552006/safer\\_recruitment\\_practice\\_guidance\\_2016.pdf](https://www.churchofengland.org/media/2552006/safer_recruitment_practice_guidance_2016.pdf)

<sup>4</sup> A list of regulated activity roles can be found in Appendix 4

## GOOD PRACTICE PRINCIPLES

Church Army expects all staff and activities to follow the below as good practice principles:

- Treat everyone with respect
- Remember that someone else may misinterpret your actions, no matter how well-intentioned
- Respect people's right to personal privacy
- Set appropriate professional boundaries
- Provide access for people to talk to others about any concerns they have
- Encourage people to feel comfortable and caring enough to point out attitudes and behaviour they do not like
- Avoid one-to-one situations, or at least be within sight or hearing of others
- Obtain written parental consent before taking children anywhere
- Follow minimum staffing ratios<sup>5</sup>
- Keep registers including emergency contact numbers of all children present
- Carry out health and safety risk assessments, have appropriate first aid available, and check that what you propose to do is covered by insurance
- Ensure that all volunteers have had criminal records checks and references
- Act on any concerns you may have about the safety and welfare of children, young people and vulnerable adults
- If in doubt, seek guidance.

## UNDERSTANDING AND RECOGNISING ABUSE

### Understanding abuse and neglect

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

### Abuse of Children

Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms including: sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation<sup>6</sup>.

### Abuse of Adults

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which

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<sup>6</sup> Taken from ["Working Together to Safeguard Children"](#) 2018 pg 8

<sup>5</sup> See Appendix 3

they have not consented or cannot consent.

As well as those listed above, abuse in adults can also include<sup>7</sup>:

1. Financial or Material
2. Discriminatory
3. Organisational
4. Domestic Violence
5. Psychological
6. Modern Slavery
7. Neglect and acts of omission
8. Self-neglect

For details of possible signs of abuse in children and adults please see Appendix 2.

## RESPONDING TO ALLEGATIONS, CONCERNS AND DISCLOSURES

Allegations of abuse are likely mainly to be received in the following ways:

- By Evangelists in the field, Evangelists-in-Training or Support Workers;
- By the Chief Executive or a Senior Leader; members of the Operations team; a member of Management Group or other church officials;
- By office staff who have no connection with those involved, by post, e-mail or telephone, probably from alleged victims or those close to them – these should be passed immediately without any discussion to the Safeguarding Coordinator (Faye Popham on 0114 252 1637) in the Sheffield office, or in her absence Sue Way or Leoni Oxenham (Deputy Safeguarding) (contact details can be found [here](#)).

The responsibility of the person receiving the communication ceases as soon as they have spoken to Faye or a Deputy so that they know that the matter is being followed up immediately, but it is still their responsibility to keep the safeguarding team of any changes or developments that they become aware of.

### Responding to someone who wishes to disclose abuse to you

The following are Church Army's guidelines for how to respond:

- Allow time and space for people to talk
- Listen without interrupting and asking questions
- Be attentive – look at them as they speak
- Take seriously what they say, even if you don't think it sounds likely
- Be honest, do not make promises; you can't keep confidentiality
- If they decide not to tell you after all, accept their decision but let them know you are always available to listen
- Use language that is age appropriate and for those with disabilities, ensure that there is someone there who understand sign language etc. if needed.
- Think about what you say, be careful not to say:
  - Why didn't you tell me this before?
  - Are you sure this is true?
  - Why? When? How? Who? Where?
    - I am shocked, don't tell anyone else

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Definitions can be found in Appendix 1

Instead consider responses like:

“I am glad you have told me” or “I will try and help you”

- Refer allegations on to the Safeguarding Coordinator in accordance with the policy.

### **Investigating allegations of abuse**

The following are Church Army’s principles for responding to allegations:

- YOU SHOULD NOT carry out an investigation into an allegation of abuse or suspicion of abuse on your own
- Concerns or suspicions should be reported as soon as is possible to either the Safeguarding Coordinator, Faye Popham (0114 252 1637) or Deputy Coordinators Sue Way, or Leoni Oxenham.
- In the absence of these two people, or if the allegation relates to these people, please contact the PA to CEO on (0300 123 2113) who will direct your call appropriately.
- The Safeguarding Coordinator will take professional advice from Thirtyone:eight on the allegation and/or suspicion.
- Where the circumstances of the allegations or the nature of the concern may have wider implications for the organisation, others senior leaders will be informed, and if necessary, the insurance company and other statutory authorities. It may be necessary for the Safeguarding Coordinator in these circumstances to establish a crisis management group to manage the situation and possible risks. This will usually include: CEO, Chief Operating Officer (COO) Communications Manager, HR Manager and Operations Director or Community Leader depending on the context. The group will be chaired by the CEO or in their absence the COO.
- All information will be kept confidential on a strict need to know basis.
- Written records of concerns and allegations will be shared with the Safeguarding Coordinator.
- Church Army will work with the authorities as required including referring or liaising with the Local Authority Designated Officer (LADO).
- Where an allegation or suspicion relates to an Evangelist, volunteer or employee, working in a church context, Church Army will work with the relevant local diocese safeguarding team on the case. Church Army will aim to communicate effectively, sensitively and on a strictly need to know basis with diocese safeguarding teams. When another responsible body, such as a Diocese, or Provincial Offices in Scotland and Wales, are taking the lead in dealing with a safeguarding concern or allegation regarding Church Army personnel, the Safeguarding Coordinator will arrange for a suitable representative from Church Army’s Crisis Management Group to sit on their safeguarding group, in agreement with the third party.

### **Concerns regarding Church Army workers**

If someone has a concern about the conduct of a person involved in the activities of Church Army, you must report it to the Safeguarding Coordinator, Faye Popham or Deputy Coordinators Sue Way, or Leoni Oxenham. If the person is investigated they will be suspended from working with children, young people and vulnerable adults until the investigation is completed.

Church Army will take advice from Thirtyone:eight on these matters, where necessary.

## WORKING WITH KNOWN OFFENDERS

Church Army aims to make its ministries accessible to all. This may mean that known offenders are actively involved in our projects and activities, and Church Army will do all that it reasonably can to ensure that this person is able to engage.

It is possible that some of those putting themselves forward for roles within Church Army projects which will involve working with children, will have convictions or cautions on their records.

### DEFINITION OF OFFENDER

The term "offender" applies only to those who have a conviction or who have accepted a caution, reprimand or warning for a criminal offence.

Known offenders may include those who have convictions against children, but there are others who may have been convicted of violent or sexual offences against adults, including domestic violence; people involved in drug or alcohol addiction, or those whose medical conditions or disabilities that might, in rare cases, result in erratic behaviour. If any of these people want to work with children, we will need to carefully and sensitively consider whether they pose a risk to children.

Where Church Army has an employee, trainee or volunteer who has a conviction, Church Army is the owner of that risk and will need to take appropriate actions to make sure that risk is managed. Those for whom Church Army undertakes a police check which contains blemishes, will undergo a risk assessment with the Safeguarding Coordinator or a suitable trained person, and the Project Leader; and a formal written risk management plan will be created and lodged with the Safeguarding Coordinator. The nature of the risk assessment should be proportionate to the matters disclosed. Where complex cases are apparent, it may be appropriate to establish a safeguarding management group.

It will be the responsibility of the Project Leader to manage the risk in accordance with the plan, on a day to day basis and to keep the assessment under regular review with the individual. Any change in circumstances or risk should be discussed with the Safeguarding Coordinator, who will take advice if necessary. Records of risk assessments, actions taken and conversations held with the individual must be lodged with the Safeguarding Coordinator.

Church Army acknowledges that those who have done wrong are capable of reform, and therefore the approach is not taken as judgement but to take seriously our responsibility for minimising risk.

It is an offence for someone who is barred from working with children to seek work or for an employer knowingly to offer it.

Where a perpetrator of harm of children<sup>8</sup>, is wanting to be involved in the activities of Church Army, but not seeking a position of trust, there are good guidelines available from Thirtyone:eight and the Church of England about this. To ensure that Church Army activities allow for an offender to engage in the activities, a meeting should be held with the offender and a written agreement should be entered into detailing clearly what needs to be in place to create a safe environment. The offender should not accept any role which will give them status or authority; a child may deem that person to be trustworthy. The highest level of confidentiality should be maintained unless there is a breach of the agreement and it is necessary to inform others to protect a child.

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**If you have a known offender of children within your responsibility, we expect you to take advice from Thirtyone:eight or your safeguarding adviser about what to do to make it a safe place for them and others and inform us of any agreements in place.**

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## **KEEPING SAFE**

It is expected that all those involved in the activities for which Church Army are responsible for, are carried out with due diligence with regards to those who will be taking part in them. It is the responsibility of the leader of the activities to make sure that the activities are carried out as per our good practice guidelines and that there is a written record of the activities risk assessment. Leaders are also responsible for making sure that other workers for the activity have received the appropriate training and information and that it is easily accessible.

Where there is dual responsibility for a Project, the founding documents such as the memorandum of agreement, should clearly state which party will take lead responsibility for managing the safeguarding aspects of the project and in dealing with any safeguarding concerns or allegations when they arise.

### **Electronic Communication**

Church Army acknowledges that the use of text messages and email as well as online communication such as Facebook, Twitter, Messenger and Whatsapp; are common methods used for communicating with those involved in our projects and ministries in order to reach participants most effectively.

However, there should be clear boundaries in place for any communication between Church Army workers and those that we work with; and it is expected that communication is transparent regardless of the method.

The following guidelines are in place:

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children;

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<sup>8</sup> This may include a sexual offence, but could also include neglect, physical or emotional abuse.

- If young people want you to hold their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed;
- Only make contact with young people for reasons related to the work of the project;
- Only give personal contact details to young people that are within the public domain of the organisation, including your mobile telephone number;
- Where possible use only equipment provided by the organisation to communicate with children (such as a work mobile phone);
- Ensure you respond well to young people through the media they have chosen, and assess whether it is the most appropriate media for the nature of the communication. Consider whether it would be better to fix a time to communicate face to face, during or following the activity;
- Use an appropriate tone: friendly, but not over-familiar or personal;
- Be warm and friendly, but do not suggest or offer a special relationship;
- Be careful how you sign off: consider, for instance, how 'love' and 'XXX' might be perceived and misinterpreted by the young person;
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications;
- Make sure that communication would not cause embarrassment if it were seen by the young person's parents;
- Do not share any personal information with a young person, or request or respond to any personal information from the young person, other than that which might be appropriate as part of your role;
- Be guarded in your communications with young people to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming;
- Respect the young person's confidentiality unless abuse is suspected or disclosed
- Recognise that text messaging is rarely an appropriate response to a young person in a crisis situation or at risk of harm;
- Do not delete e-mail, MSN and text messages they should be retained in case needed at a later stage. If a message contains anything which causes concern, print it out and/or retain on file/hard drive on the Church Army server.

With regards to social networking sites, like Facebook, we would expect staff working at one of our projects, or others in positions of trust, not to befriend/follow a service user on social media whilst they remain in employment with us, or for 6 months after they or the service user has left Church Army.

Please refer to our Online Safety Policy for more information.

### **Use of photography**

Church Army would encourage the promotion of our activities through photographs, but must make sure that the use of them ensures privacy and respect.

As photographs of an individual is classed as personal data under the General Data Protection Regulation, consent is required and the GDPR must be complied with.

Church Army's guidelines for the use of photographs are as follows:

- Consent should be obtained before taking and using images, and a chance to opt

- out must be given.
- Do not take pictures of children or adults with care and support needs, without another adult present.
  - When an image is taken for publication or distribution, those being photographed should be aware that it is being done. Awareness can be assumed if:
    - people are attending a photo-call
    - the intention of taking images is included in the invitation to the event and people are given the option of opting out.
  - Ensure that any use of images is reflective of the diversity of the age, ethnicity and gender of the people undertaking the activity or attending the event.
  - Images should only be used for the specific purpose agreed by the person photographed.

Model Release Forms are available from the communications team.

If the Photographer is not from within Church Army, they will be expected to be briefed in advance of these guidelines by a member of the Communications Team or the Project Leader and sign the briefing to say that they have understood.

If consent is not given in advance, a photo shoot **must not** go ahead. If there are problems with getting consent, advice should be taken from the Communications Manager and the Safeguarding Coordinator.

### **Record Keeping**

All Church Army staff and volunteers are expected to comply with the Data Protection Policy and legislation with regards to keeping records.

You must keep accurate records regarding any safeguarding concerns, disclosures or allegations. Records must be made as close to the time of the event, concern or allegation, as possible.

Sensitive personal data must be kept securely. It should never be left unattended or made easily accessible.

Any records regarding any safeguarding issues, should be shared with the Safeguarding Coordinator based in Sheffield, so that a central record can be kept securely.



## APPENDIX ITEMS

1. Signs of possible abuse
2. Definitions
3. Recommended Rations
4. Regulated Activity Roles
5. Useful Information Links
6. Useful Contacts

### APPENDIX 1: SIGNS OF POSSIBLE ABUSE

#### Children and Young People

Physical	Emotional
<ul style="list-style-type: none"> <li>· Injuries not consistent with the explanation given for them</li> <li>· Injuries that occur in places not normally exposed to falls, rough games etc</li> <li>· Injuries that have not received medical attention</li> <li>· Reluctance to change for, or participate in, games or swimming</li> <li>· Repeated urinary infections or unexplained tummy pains</li> <li>· Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation</li> <li>· Cut/scratches/substance abuse</li> </ul>	<ul style="list-style-type: none"> <li>· Changes or regression in mood or behaviour particularly where a child withdraws or becomes clinging</li> <li>· Depression, aggression, extreme anxiety</li> <li>· Nervousness, frozen watchfulness</li> <li>· Obsession or phobias</li> <li>· Sudden under achievement or lack of concentration</li> <li>· Inappropriate relationship with peers or adults</li> <li>· Attention seeking behaviour</li> <li>· Persistent tiredness</li> <li>· Running away/stealing/lying</li> </ul>
Sexual	Neglect
<ul style="list-style-type: none"> <li>· Any allegations made concerning sexual abuse</li> <li>· Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour</li> <li>· Age inappropriate sexual activity through words, play or drawing</li> <li>· Child who is sexually provocative or seductive with adults</li> <li>· Inappropriate bed-sharing arrangements at home</li> <li>· Severe sleep disturbances with fears, phobias, vivid dreams, or nightmares, sometimes with overt or veiled sexual connotations</li> </ul>	<ul style="list-style-type: none"> <li>· Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illness</li> <li>· Inadequate care, inappropriate clothing or home conditions, poor personal hygiene, dental/medical issues etc.</li> </ul>

## Signs of Possible Abuse in Adults

<b>Discriminatory abuse</b>	<b>Domestic Violence</b>
<ul style="list-style-type: none"> <li>• Inappropriate remarks, comments or lack of respect</li> <li>• Poor quality or avoidance care</li> <li>• Low self-esteem</li> <li>• Withdrawn</li> <li>• Anger</li> <li>• Person puts themselves down in terms of their gender or sexuality</li> <li>• Abuse may be observed in conversations or reports by the person of how they perceive themselves</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained injuries or 'excuses' for marks or scars</li> <li>• Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.</li> <li>• Age range extended to 16 yrs.</li> </ul>
<b>Financial or material abuse</b>	<b>Institutional Abuse</b>
<ul style="list-style-type: none"> <li>• Disparity between assets and living conditions</li> <li>• Unexplained withdrawals from accounts or disappearance of financial documents or loss of money</li> <li>• Sudden inability to pay bills, getting into debt</li> <li>• Carers or professionals fail to account for expenses incurred on a person's behalf</li> <li>• Recent changes of deeds or title to property</li> <li>• Missing personal belongings</li> <li>• Inappropriate granting and / or use of Power of Attorney</li> </ul>	<ul style="list-style-type: none"> <li>• Low self-esteem</li> <li>• Withdrawn</li> <li>• Anger</li> <li>• Person puts themselves down in terms of their gender or sexuality</li> <li>• Abuse may be observed in conversations or reports by the person of how they perceive themselves</li> <li>• No confidence in complaints procedures for staff or service users.</li> <li>• Neglectful or poor professional practice.</li> </ul>
<b>Modern slavery</b>	<b>Neglect and acts of omission</b>
<ul style="list-style-type: none"> <li>• Physical appearance; unkempt, inappropriate clothing, malnourished</li> <li>• Movement monitored, rarely alone, travel early or late at night to facilitate working hours.</li> <li>• Few personal possessions or ID documents.</li> <li>• Fear of seeking help or trusting people.</li> </ul>	<ul style="list-style-type: none"> <li>• Deteriorating despite apparent care</li> <li>• Poor home conditions, clothing or care and support.</li> <li>• Lack of medication or medical intervention</li> </ul>

Physical	Psychological abuse
<ul style="list-style-type: none"> <li>• History of unexplained falls, fractures, bruises, burns, minor injuries.</li> <li>• Signs of under or over use of medication and/or medical problems left unattended.</li> <li>• Any injuries not consistent with the explanation given for them</li> <li>• 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.</li> <li>• Recurring injuries without plausible explanation</li> <li>• Loss of hair, loss of weight and change of appetite</li> <li>• Person flinches at physical contact &amp;/or keeps fully covered, even in hot weather;</li> <li>• Person appears frightened or subdued in the presence of a particular person or people</li> </ul>	<ul style="list-style-type: none"> <li>• Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful</li> <li>• Intimidated or subdued in the presence of a carer</li> <li>• Fearful, flinching or frightened of making choices or expressing wishes</li> <li>• Unexplained paranoia</li> <li>• Changes in mood, attitude and behaviour, excessive fear or anxiety</li> <li>• Changes in sleep pattern or persistent tiredness</li> <li>• Loss of appetite</li> <li>• Helplessness or passivity</li> <li>• Confusion or disorientation</li> <li>• Implausible stories and attention seeking behaviour</li> <li>• Low self-esteem</li> </ul>
Self-neglect	Sexual abuse
<ul style="list-style-type: none"> <li>• Hoarding inside or outside a property</li> <li>• Neglecting personal hygiene or medical needs</li> <li>• Person looking unkempt or dirty and has poor personal hygiene</li> <li>• Person is malnourished, has sudden or continuous weight loss and is dehydrated - constant hunger, stealing or gorging on food</li> <li>• Person is dressed inappropriately for the weather conditions</li> <li>• Dirt, urine or faecal smells in a person's environment</li> <li>• Home environment does not meet basic needs (for example not heating or lighting)</li> <li>• Depression</li> </ul>	<ul style="list-style-type: none"> <li>• Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse</li> <li>• Unexplained change in behaviour or sexually explicit behaviour</li> <li>• Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting</li> <li>• Infections or sexually transmitted diseases</li> <li>• Full or partial disclosures or hints of sexual abuse</li> <li>• Self-harming</li> <li>• Emotional distress</li> <li>• Mood changes</li> <li>• Disturbed sleep patterns</li> </ul>

## APPENDIX 2: DEFINITIONS

Please note that some definitions vary across England, Wales, Scotland and N Ireland.

### CHILDREN

#### ENGLAND

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.



Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.
Emotional Abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical and emotional harm or danger c. ensure adequate supervision (including the use of inadequate caregivers) d. ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
Child sexual exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

## WALES

The Welsh Assembly Government (2006) produced Safeguarding Children - Working Together Under the Children Act, 2004 which provided definitions of abuse. The All Wales Child Protection Procedures (2008) give the following definitions:



<b>Child Abuse and Neglect</b>	A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan.
<b>Physical abuse</b>	Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.  Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after. This situation may be described as fabricated or induced illness by carer.

<b>Emotional abuse</b>	<p>Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional 8 one NOTES See sections 3.3.4, 3.7.3 and 3.8.4 and boxes 5, 9 and 12 for more about working with children. See 'Working Together' 7.12 abuse is involved in all types of ill treatment of a child, though it may occur alone.</p>
<b>Sexual abuse</b>	<p>Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, or encouraging children to behave in sexually inappropriate ways.</p>
<b>Neglect</b>	<p>Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>

## SCOTLAND

The Scottish Government have produced National Guidance for Child Protection in Scotland 2010.



<b>Child abuse and neglect</b>	<p>Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Assessments will need to consider whether abuse has occurred or is likely to occur. While it is not necessary to identify a specific category of abuse when adding a child's name to the Child Protection Register, it is still helpful to consider and understand the different ways in which children can be abused. The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child.</p>
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Physical abuse	Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.
Emotional abuse	Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age- or developmentally-inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.
Sexual abuse	Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or nonpenetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.
Neglect	Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

## NORTHERN IRELAND

### Safeguarding Board for Northern Ireland

<b>Harm and Abuse</b>	<p>Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse.</p> <p>Although the harm from the abuse might take a long time to be recognisable in the child or young person, professionals may be in a position to observe its indicators earlier, for example, in the way that a parent interacts with their child. Effective and ongoing information sharing is key between professionals.</p> <p>Harm from abuse is not always straightforward to identify and a child or young person may experience more than one type of harm or significant harm. Harm can be caused by:</p> <p>Physical abuse, Sexual abuse, Emotional abuse, Neglect and Exploitation</p>
<b>Physical</b>	<p>Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.</p>
<b>Sexual</b>	<p>Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts.</p>
<b>Emotional</b>	<p>Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children</p>
<b>Neglect</b>	<p>Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing; failing to protect a child from physical harm or danger; failing to ensure access to appropriate medical care or treatment; lack of stimulation or lack of supervision.</p>



### APPENDIX 3: RECOMMENDED RATIO'S

Church Army recommends the following ratio's for safely supervising activities, based on the advice of Thirtyone:eight and government guidance:

0-2 years	1 adult to 3 children
2-3 years	1 adult to 4 children
3 years and over	1 adult to 8 children

There are no legal requirements for older groups, but the Thirtyone:eight safeguarding manual 'Safe and Secure' provides guidance in this area based on numbers and the type of activity being undertaken.

When working with children and/or young people it should be "in the open" and publicly visible. If working one to one, you should ensure that there is visual access and avoid remote or secluded areas.

### APPENDIX 4: REGULATED ACTIVITY ROLES

The new definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- (I) unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;
- (II) work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly.

Regulated Activity Roles regarding **children** can be found [here](#)

Regulated Activity Roles regarding **adults** can be found [here](#)

## APPENDIX 5: FURTHER INFORMATION

<a href="#">Thirtyone:eight Guidance</a>
<a href="#">Church of England Safeguarding Policies</a>
<a href="#">Care Act 2014 Factsheet</a>
<a href="#">NSPCC</a>
<a href="#">Gov.uk advice of safeguarding</a>
<a href="#">Wales Gov advice</a>
<a href="#">Child Protection Scotland</a>
<a href="#">Safeguarding Board for Northern Ireland</a>
<a href="#">Safeguarding Trust Ireland</a>

## APPENDIX 6: USEFUL CONTACTS

Here are a few agencies that may be able to offer advice if you need it:

	
0808 800 5000	0808 1111
	
0800 678 1602	020 8943 7706
	
0808 1000 900	116 123

# SAFEGUARDING PRINCIPLES

All those working within Church Army are committed to these safeguarding principles:

## 1. RESPECT

We will value, listen to and respect all those within our care, communities and ministries; treating everyone with the unconditional love of Jesus.

## 2. SAFETY

We are committed to making our ministry safe. That means the safe recruitment, supervision and training for all those who work with children, young people and vulnerable adults; and thorough provisions in place to ensure the safety of our activities.

## 3. RESPONSIVE

We will respond promptly to concerns or allegations regarding those to whom we have a responsibility for, working with statutory authorities as necessary.

## 4. PASTORAL

We will seek to offer pastoral care to survivors of abuse and other affected persons; and care for those within our responsibility who have known to offend against a vulnerable person.

## 5. PROTECTIVE

We will provide appropriate support and care to those whom may present a known risk to others. Church Army will not discriminate against those who have offended in the past, but will do all it can to ensure that risk is assessed and managed within our activities.