

SAFEGUARDING POLICY

ELT Baptist Church is committed to protecting children, young people & adults with care and support needs from harm, and to promoting their welfare.

Every staff member and volunteer has a duty of care to children, young people and adults with care and support needs at ELT **and has a legal responsibility** to identify and act upon concerns for their safety. This policy gives guidance on good practice to avoid them coming to harm, and details the steps you must follow if you are concerned about their safety.

Summary of Steps

1. If you are in doubt or suspicious about anything, speak to the church's **Designated Safeguarding Lead (DSL)**:
Andy Mossop 020 8983 0234 (wk) a.mossop@eltbaptistchurch.org
2. If he is unavailable (sick, on leave etc.), or if an allegation has been made against him, speak to the **Deputy Designated Safeguarding Lead**:
Margaret Davies medavies2u@gmail.com
3. In an emergency, when neither of these people are available, speak to the **Duty Social Worker** at the Tower Hamlets Multi-Agency Safeguarding Team (MAST) on 020 7364 5006 or 020 7364 5601.
Out of office hours you can ring the emergency line on 020 7364 4079.
4. In an absolute emergency you can telephone the **Police Child Abuse Investigation Team (CAIT)** on 020 8217 6484, or phone 999.

If you are concerned that children or adults with care and support needs are not being properly protected, you should call the **NSPCC** Whistleblowing Advice Line anonymously on **0800 028 0285**.

Children, young people & adults can all call **Childline** on **0800 1111**.

This policy is intended as a guide to good practice in safeguarding children, young people & adults with care and support needs at ELT Baptist Church. It does not replace the procedures of the Tower Hamlets Safeguarding Children Partnership, which will always be followed when making a referral.

This policy is written in accordance with The Children Act 1989 and 2004, and the Children & Social Work Act 2017, and based on guidance in Working Together to Safeguard Children 2023.

WHAT IS ABUSE?

- a) Physical Abuse
May involve hitting, shaking, burning, using excessive force or otherwise causing physical harm to a someone.
- b) Neglect
A persistent failure to meet the basic needs of a child or adult with care and support needs: food, clothes & shelter, medical care, proper supervision and protection from harm or danger.
- c) Emotional Abuse
People harmed by constant lack of love and affection, or by lack of access to normal social interaction or by serious bullying such as threats or taunts.
- d) Sexual Abuse
Forcing or enticing children or adults with care and support needs into sexual activities that they do not fully understand or to which they are not able to give informed consent. Includes both physical sexual acts and non-physical acts like pornography.

See Appendix 1 for a detailed list of Indicators of Abuse.

There are many other things that can negatively affect a young person such as Bullying or Peer Abuse (physical, sexual or emotional), or if there is Mental Health, Domestic Abuse or Drug or Alcohol misuse in the family. If you notice that a young person's well-being is being adversely affected by any of these, then the procedures for reporting and dealing with abuse must be followed.

IF YOU SUSPECT OR DISCOVER ABUSE...

1. Record

Within an hour if possible, make a written record of what has been said or noticed, and sign and date it. Use the form available at the back of this policy. Make sure it is clear and factual, and try to write down exactly what you and the young person said. Make a note of the time when it happened, the setting, who was there and what happened immediately beforehand. Keep this report locked somewhere safe, or give it to the DSL. All disclosures children or adults with care and support needs make about abuse should be written up and stored in this way.

2. Report

Report the discovery or disclosure to the DSL as soon as possible (see front page). Say nothing to the young person's parents or alleged abuser (even if it is someone you know well, or a colleague) as this might compromise the young person's safety or an investigation by police or social services. Don't discuss it with anyone else.

Make a record of all the contacts made in following this procedure and keep them with your initial report. Continue to keep records of the young person (their well-being and relationships) even after any referral has been made. These records are not open to the young person.

3. Support

These situations are complex and difficult to handle, and may cause extreme distress for the adults involved. Youth & children's workers should seek support and guidance from their leaders (including the Elders), especially where they are involved in an investigation. If a member of your team is involved in a situation like this, please try to offer them support.

Immediate Emergencies

Where a young person requires urgent first aid or medical treatment, this takes priority over procedures for reporting child protection concerns.

If you think the young person is in immediate danger from an abuser, contact the police first as they have powers of police protection under the Children Act 1989. After the emergency has been dealt with, then follow the procedure to report.

NB

- **If you are not sure what to do, speak to the Designated Safeguarding Lead (DSL). Do not leave it and hope the situation will go away.**
- **Even if the concern seems very minor, it is far better to report it and feel reassured, than to end up as part of an enquiry into the death or serious injury of a child or adult with care and support needs.**

IF A CHILD TELLS YOU THEY ARE BEING ABUSED...

1. Don't offer complete confidentiality

There are legal requirements regarding the protection of young people which do not allow youth workers to offer them total confidentiality.

If a young person tells you about any form of abuse you **MUST** report this to the DSL. This will often result in a social services referral.

Be clear about this with young people, especially if they ask you if they can tell you something in secret.

2. Listen

Listen to what the young person has got to say. Reassure them that they did the right thing to tell you and that you believe them. Ask open-ended questions but do not quiz them. Do not ask leading questions and do not physically examine them. Never stop a child who is freely recalling significant events. Acknowledge how brave they have been to tell you and reassure them that what has happened is not their fault and also happens to other people.

3. Explain

If a young person discloses to you that they are being abused, be sure to explain to them what you must do with the information they have told you. If you have to report the issue to someone else, offer to do it together with the young person as this tends to maintain more confidence between you. At any rate tell them you will let them know what happens. Then record and report the abuse as above.

CREATING A SAFE ENVIRONMENT

ELT Baptist Church aims to minimise situations where it is possible for adults to abuse children or adults with care and support needs, or where it is possible for them to make false accusations against adults. It expects all its youth and children's workers (paid and voluntary) to plan their work accordingly.

Work one to one, only when you have to and only in sight of others.

Staff and volunteers should only work alone with one child or an adult with care and support needs when it is absolutely necessary and where another adult can easily observe what is going on. Try to avoid the following situations in your work:

- Giving a young person a lift home on your own
- Inviting a young person into the church building or your home when you are alone
- Making home visits on your own
- Being alone with a young person in a part of the church building where no-one else can see you (e.g. in the Salt Cellar)

If you need to talk to a young person in private, try to do it in the corner of a large room where other people can see you, or in a room with an open door or window through which other people can see you, or outside in the view of others.

Avoid working with a group of young people on your own

Even working with a group of young people on your own presents risks and should be avoided where possible. There should be at least two adult leaders in each children's group, and workers should carefully weigh up the risks before deciding to work alone with a group out of the sight of another adult. Nobody will be required to do this.

Be very careful about physical contact with young people

Workers must never use any form of physical punishment (e.g. hitting or even rigorous handling or holding). If you have to restrain a young person physically to protect someone else or yourself, make it clear to the young person what you are doing and why.

Avoid initiating hugs, hand-holding etc. with young people over the age of 5. If you need to comfort a child make sure you do it in the context of a group, not in private. Avoid doing anything that could be misinterpreted.

Be especially careful about physical contact with teenagers who may develop crushes or infatuations with adults. Do not encourage these and think carefully about how physical contact can be interpreted. Youth Workers are in a position of trust and it is therefore unacceptable for them to engage in any behaviour which might allow a sexual relationship to develop with a young person.

Arrangements for residential/camps etc

It is good practice for the team of adults to reflect the gender of the young people being supervised in all our work, but it is essential on residential. If young women or girls are staying overnight somewhere, there must be an accompanying female adult.

Sleeping accommodation must be single sex, and adults must never enter rooms or tents which are occupied by members of the opposite sex (even if they are currently empty).

Youth workers and volunteers should not sleep in the same room as young people.

Awareness

Let young people know that youth workers have a child protection responsibility and are available to help them if they have concerns about the way other adults treat them.

Be observant to changes in young people's behaviour and discuss this with other team members. Certain activities may trigger current or past abuse experiences (talking about relationships, role plays etc.)

Sexual and Physical abuse may also happen between young people; you need to be alert to this and still follow the child protection procedure for this.

Bullying

Youth workers need to be alert to the possibility of bullying where one person (or a group) behaves in a deliberately hurtful way to another.

If a youth worker sees bullying going on they should take immediate steps to deal with it, and young people should be encouraged to tell a youth worker if they feel they are being bullied.

Young people can also be bullied via the internet – they should also report this to a youth worker to get support. (More details in our On-line Safety Policy)

Data Protection

In accordance with the Data Protection Act 1998, personal information about children (such as addresses & photographs etc) will be kept locked, or password protected if it is on a computer. Old paper records will be disposed of securely with a shredder.

Media & Publicity

We will never make films or photos of children available to the media or the public without obtaining written permission from the parent or carer. The media point of contact for anything concerning young people at ELT is Andy Mossop.

Professional Boundaries

Youth workers and volunteers in the church's professional funded community youth work must not let young people have their personal contact details (including address) or develop inappropriate relationships such as contact with young people that is not part of the work of the project and agreed with the Youth & Community Worker.

1-1 Meetings

In certain situations the church and parents may agree for a young person to meet a youth worker for a 1-1 Bible Study or discussion.

Youth Workers can only hold a 1-1 meeting with a young person if:

- a) it is part of their work
- b) it has been agreed by the Youth & Community Worker
- c) the parents have given written permission for it
- d) it happens in a public place (e.g. public café, room in the church with windows in the door and other people in the building knowing the meeting is happening, communal room in the young person's home with a responsible adult aware and at home.)
- e) a record is made of the meeting

Mobile Phone, Digital & Video Communication

Youth & Children's Workers, and volunteers, must not use their own personal mobile phone numbers or e-mail addresses to communicate with young people or children. ELT will provide separate "club" phones, and "church" e-mail addresses for paid Youth Workers to use. (The only exception to this would be for 16-17 year olds, where there is a separate and specific written arrangement made with the parents, and with the full knowledge of the Youth & Community Worker.)

Only DBS-checked youth workers (& volunteers) will be able to communicate with young people via their mobile phone number or e-mail address.

Youth Workers can only use young people's mobile phone numbers or e-mail addresses to develop contact with them if:

- a) it is part of their work
- b) it is agreed by the Youth & Community Worker
- c) the parents have given written permission for it
- d) it is only to let them know about youth activities or take part in a group project via video.

Youth Workers must not communicate with young people before 8am or after 9pm.

Youth Workers must not use social media platforms to communicate with or follow or befriend Under 18s (e.g. Facebook, Snapchat, Instagram, TikTok etc), but can only use direct messaging services (e.g. E-mail, Texting, WhatsApp etc).

Youth Workers must not lend their personal mobile to young people. Instead they should use the club mobile phone, or a church landline (in the office).

Youth Workers must not take photos of young people on their personal mobiles. Instead they should use a club phone, or a church camera.

Youth & Children's Workers & Volunteers can only use video calls for group discussions or projects (e.g. Zoom, Teams, WhatsApp) - not for 1-1s – and only when the following conditions are met:

- a) the parents give written permission for it
- b) the ELT Youth Workers Zoom or Teams account will be used, and the meeting will not be recorded.
- c) the Youth & Community Worker is informed
- d) ELT's Safeguarding Policy is adhered to in the normal way.

ALLEGATIONS AGAINST STAFF OR VOLUNTEERS

ELT Baptist Church will take seriously any allegation of abuse committed by staff or volunteers, from whatever source (young person, parent, other staff, member of the public).

If you become aware of potential abuse or are suspicious of behaviour by a staff member or volunteer, report your allegation or concern immediately to the church's Designated Safeguarding Lead (DSL), using the form provided at the end of this policy. If the allegation is against the DSL, report it to the Deputy Designated Safeguarding Lead.

Initial enquiries will be made by the DSL (or the Deputy) to determine any necessary further action. (Was the concerned person present at the time of the alleged offence? Who else was present and what did they witness? It should be recognised that certain workers may be more vulnerable to allegations than others, e.g. workers doing one to one work, male workers, single people, anyone who has had a recent disagreement with a young person).

During this enquiry open questions will be used, and it will be considered possible that the incident did occur. A previously excellent church record, good reputation or high level of skill or Christian commitment are not sufficient reasons not to take further action.

Where it seems possible that the incident has occurred the matter will be referred immediately to the Local Authority Designated Officer (LADO). Child Protection Procedures take precedence over all other procedures. In some cases, it will not be appropriate to inform the staff member or volunteer that an allegation has been made against them.

ELT Baptist Church will not attempt to conduct its own child protection investigation.

ELT Baptist Church will not allow a staff member or volunteer to be "let go" or resign, instead of a proper investigation being conducted.

ADULTS WITH CARE AND SUPPORT NEEDS

People with care and support needs, such as older people or people with disabilities, are more likely to be abused or neglected. They may be seen as an easy target and may be less likely to identify abuse themselves or to report it. People with communication difficulties can be particularly at risk, because they may not be able to alert others.

“Adults with care and/or support needs” refers to adults who require help with day-to-day tasks that most people would be able to perform for themselves.

What kinds of abuse can Adults with Care & Support needs suffer?

As well as physical, sexual and emotional abuse, and neglect (see p. 2), adults with care and support needs can also suffer from the following:

- a) Self-Neglect
- b) Domestic Abuse (or Violence)
- c) Financial or Material Abuse
- d) Modern Slavery
- e) Institutional (or Organisational) Abuse
- f) Discriminatory Abuse

See Appendix 2 for a detailed list of all these types of abuse.

How will we protect them?

We will follow the same principles of safeguarding set out for children in this policy, but with one significant difference – we will allow, support and empower these adults to make decisions for themselves wherever possible. We only have a legal duty to report a concern on their behalf when and if they meet the statutory threshold of an “adult in need of protection”. If in doubt speak to the DSL.

Any staff or volunteers appointed by the church specifically to support adults with care & support needs, will go through the same process as those appointed to work with children.

Their appointment will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS) if they will be undertaking any of the following:

- Giving lifts on behalf of the church
- Providing health care, or transporting or accompanying to health care appointments
- Providing personal care, or transporting or accompanying to personal care appointments
- Assisting with cash/paying bills or obtaining shopping
- Running a group specifically for adults with care and support needs

STAFF AND VOLUNTEER APPOINTMENT

Staff and volunteers being appointed to work with children or adults with care and support needs will be asked to fill in and sign an application form giving two references and a declaration of previous criminal convictions.

Appointments to all positions which involve work with children or adults with care and support needs will be subject to an interview to probe their motivation for working with children (with the Designated Safeguarding Lead (DSL) or someone appointed by them), two satisfactory references, an Enhanced Disclosure from the Disclosure & Barring Service (DBS), the express agreement of the DSL and the Trustee responsible for Safeguarding, and a probation period of 3-6 months where appropriate. It is the DSL's responsibility to ensure that these steps are taken for each appointment.

Appointment to the position of Trustee will also be subject to an Enhanced Disclosure from the DBS.

STAFF AND VOLUNTEER TRAINING

All staff or volunteers working with children or adults with care and support needs will receive in-house introductory training in safeguarding, as part of their induction to their work at ELT Baptist Church. They will also receive a copy of the relevant parts of this policy (pages 1-7 and the relevant appendix).

The DSL (and the Deputy DSL) will attend DSL Training every two years and will keep other staff and volunteers up to date. They will keep a record of safeguarding training undertaken by all staff & volunteers.

All staff employed to work with children or adults with care and support needs at ELT will undertake a half-day training in Introductory/Basic Safeguarding Awareness every three years.

Volunteers will be supervised and supported by the designated leader for their team. They will also be offered opportunities to complete the half-day Safeguarding Awareness training, which is especially recommended for any volunteers in lead roles.

CRIMINAL RECORD CHECKS (Disclosure)

We will only seek an Enhanced Disclosure from the Disclosure & Barring Service (DBS) after applicants have been interviewed and offered a provisional position.

Disclosure will be re-applied for, or re-checked, every 3 years.

The church will make every effort to comply fully with the DBS code of practice and the Data Protection Act 1998 in relation to the handling of Disclosures & all DBS related information (both electronic & paper). In particular:

1. Information gained through Disclosure will only be seen by those who need to have access to it in the course of their duties (i.e. the Designated Safeguarding Lead and possibly the Trustees). All DBS related information (both electronic & paper) will be stored securely in a locked place. Only the people mentioned above will have access to them.
2. Once a decision has been made about an application, we will keep copies of Disclosure Certificates only for as long as necessary – generally no longer than 6 months, unless the applicant has applied for the update service and has given written permission for a copy of the certificate to be kept on file for future status-checks.
3. We will securely dispose of copies of Disclosure Certificates & all DBS related information (both electronic & paper).

We will accept an Enhanced Disclosure if the applicant already has one for a similar role, provided it is less than 3 years since it was issued, and the applicant's identity details match the information on the certificate. Disclosure will then be re-applied for 3 years after the date of the original certificate.

Applicants can start work before their Disclosure arrives as long as they are working alongside others and are not the Lead Worker, but for up to a maximum of 1 month.

APPOINTMENT OF EX-OFFENDERS

The application form to work with children or adults with care and support needs will make it clear to applicants that the post requires the disclosure of all criminal record information, but that the church is willing to consider ex-offenders for this work.

Having a criminal record will not be used as a reason, in and of itself, to prevent someone from working with children or adults with care and support needs. Each applicant will be judged on merit.

With regard to certain specific areas, our policy is as follows:

- Applicants will not be accepted if they have previous offences against children or adults with care and support needs.
- Applicants with any offence involving possession, supply or use of drugs where the conviction took place within the five years prior to the individual's application will not be accepted.
- Applicants with any offence involving dangerous, drunk or careless driving, where the conviction took place within the ten years prior to the individual's application, will not be allowed to drive with children or adults with care and support needs in their vehicle.

Other offences and issues will be considered on an individual basis by the church leaders, in discussion with specific youth leaders where appropriate. We will consider the following points:

- the relevance of the conviction to the position
- the seriousness of the offence
- the length of time since the offence occurred
- whether there is a pattern of offending behaviour
- whether the applicant's circumstances have changed since the offence
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

Applicants with a criminal record will be given the opportunity to discuss Disclosure information before a final decision about appointment is made, except where the information is confidential material which we are not permitted to mention.

Applicants are entitled to appeal to the DBS if they think the information given is inaccurate.

Similarly, a current volunteer or staff member who is found to have a criminal record through Disclosure will not necessarily be stopped from working with children. A decision will be made after a thorough appraisal of the situation, including the issues listed above and taking account of the individual's track record of youth work at the church.

Trustee responsible for safeguarding at ELT:

Adekunle Adeoye

The person responsible for putting this policy into practice:

Andy Mossop, Youth & Community Worker

Policy written & reviewed annually by Andy Mossop.

Reviewed every 2 years by the Trustees.

Last Reviewed and agreed by Trustees: 1 December 2025

Next Review of this policy by Trustees: November 2027

OTHER RESOURCES

At the church building we have the following publications:

- *Working Together to Safeguard Children 2023* Also available on-line.
- After-school clubs, community activities, and tuition: Safeguarding guidance for providers 2023 (DfE) – available on-line.
- *London Child Protection Procedures 2020*. Available on-line.
- Thirtyone:eight (formerly CCPAS) tel. 0303 0003 1111
- *Keeping it Safe* 4th edition - NCVYS (2016)
- *Revised Code of Practice for DBS (Nov 2015)*. Also available on-line.

Appendix 1 INDICATORS OF ABUSE

The following information is designed for you to use as a guide to help you become more alert to and aware of the signs of possible abuse. It is not intended to turn you into an expert. Recognising possible abuse is a complex and complicated procedure and it is not your responsibility to decide whether a child or young person has been abused or is at significant risk. However, you do have a responsibility to act on any concerns and report them in accordance with your reporting procedures.

1. NEGLECT – this can be a difficult form of abuse to recognise, and yet it can have some of the most lasting and damaging effects. The physical signs and changes in behaviour that may indicate neglect include:

- constantly hungry, perhaps stealing food from others.
- constantly dirty or in an unkempt, unwashed state.
- inappropriately dressed for the weather conditions.
- a loss of weight or being constantly underweight.
- being tired all the time.
- failure to attend medical appointments or not requesting them.
- mentioning being left alone or unsupervised.

2. PHYSICAL ABUSE – it is quite normal for children and young people to get cuts and bruises as part of their daily life. However, some children and young people will have bruising or cuts that could only have been caused non-accidentally. Important indicators are where on the body the bruises or injuries occur, whether any explanation given, or the lack of explanation, fits the injury, and also whether there was a delay in seeking medical treatment when treatment may be quite necessary. The physical signs and changes in behaviour that may indicate physical abuse include:

- injuries on any part of the body that cannot be explained.
- bruises which reflect hand marks or fingertips from slapping or pinching.
- cigarette burns, bite marks, broken bones or scalds.
- a fear of approaching parents for an explanation.
- aggressive behaviour or severe temper outbursts.
- flinching when touched or approached.
- depression or withdrawn behaviour.
- running away from home.
- a reluctance to get changed.

3. EMOTIONAL ABUSE – again, this can be very difficult to identify; often those who appear well cared for may be emotionally abused by being put down or belittled. Some children and young people may be receiving little or no love, affection and/or attention from their parents/carers. Those not allowed to mix and play with others may also be experiencing emotional abuse. The physical signs and changes in behaviour that may indicate emotional abuse include:

- a failure to thrive or grow.
- sudden speech disorders.
- delayed development, either physically or emotionally.
- exhibiting neurotic behaviour such as hair twisting or rocking.
- a reluctance to have their parents/carers contacted or approached regarding their behaviour.
- exhibiting a lack of confidence or the need for approval or attention.
- a fear of making mistakes.
- exhibiting self-harming behaviour.

4. SEXUAL ABUSE – adults who exploit their power and use children or young people to gratify their own sexual needs abuse both girls and boys of all ages, cultures and abilities - including babies, toddlers and young people. More often than not, the child or young person's behaviour will cause you to become concerned; however, there are physical signs that highlight concerns. In all cases, children and young people who talk about sexual abuse do so because they want it to stop. Therefore, it is vitally important that they are listened to and taken seriously. The physical signs and changes in behaviour that may indicate sexual abuse include:

- stomach pains or discomfort when walking or sitting down.
- bruising or injuries to parts of the body that are not normally seen.
- pregnancy.
- sudden or unexplained changes in behaviour and/or mood, i.e. becoming aggressive or withdrawn.
- nervousness or fear of being left with specific persons or groups.
- acting in a sexually inappropriate way with peers and/or adults.
- sexual knowledge, drawings and language that are beyond the child's age or developmental level.
- running away.
- self-harm and mutilation, or suicide attempts.
- eating disorders such as bulimia or anorexia.
- indicating that they have secrets that cannot be told to anyone.
- bed wetting.
- substance abuse (drug and alcohol).

It is important to know and remember that these lists are not definitive but should act as a guide to assist you in becoming more aware. Children and young people may show some of these indicators at some time; however, the presence of one or more should not be taken as proof that abuse is occurring or has occurred. As mentioned, it is not your responsibility to determine whether abuse has or is taking place; your responsibility lies in reporting any and all concerns to the relevant and appropriate people. There may be a whole range of other factors within the family that may be the reason for sudden changes in behaviour.

Appendix 2 **ABUSE TO ADULTS WITH CARE & SUPPORT NEEDS**

1. Types of physical abuse

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)
- Involuntary isolation or confinement
- Misuse of medication (e.g. over-sedation)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (e.g. tying someone to a chair)

2. Types of sexual abuse

- Rape, attempted rape or sexual assault
- Inappropriate touch anywhere
- Non-consensual masturbation of either or both persons
- Non-consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

3. Types of emotional abuse

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

4. Types of neglect

- Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- Providing care in a way that the person dislikes
- Failure to administer medication as prescribed
- Refusal of access to visitors
- Not taking account of individuals' cultural, religious or ethnic needs
- Not taking account of educational, social and recreational needs
- Ignoring or isolating the person
- Preventing the person from making their own decisions
- Preventing access to glasses, hearing aids, dentures, etc.
- Failure to ensure privacy and dignity

5. Types of 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

6. Types of domestic abuse (or violence)

Domestic abuse or violence can be characterised by physical, sexual, emotional or financial or material abuse.

It includes 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 so called 'honour'-based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- acts of assault, threats, humiliation and intimidation
- harming, punishing, or frightening the person
- isolating the person from sources of support
- exploitation of resources or money
- preventing the person from escaping abuse
- regulating everyday behaviour.

7. Types of financial or material abuse

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home
- Misuse of benefits or direct payments in a family home
- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, e.g. unauthorised use of a car
- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

8. Types of modern slavery

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

9. Types of institutional or organisational abuse

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

10. Types of discriminatory abuse

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010)
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

(Information taken from the Social Care Institute for Excellence website)

Child Protection Referral Form

This form is to be used by all youth and children's workers when referring a child or young person to the church's Designated Safeguarding Lead (DSL)

Please telephone the church's Designated Safeguarding Lead first, and then complete as much of this form as possible within 24 hours.

A. CHILD/ YOUNG PERSON

Family Name					Forename/s				
DOB		M		F		Ethnicity		Religion	
Child's first language:							Is an interpreter or signer required? Y / N		
Address									
Postcode				Tel.					

B. CHILD/YOUNG PERSON'S PRINCIPAL CARERS

FULL NAME	DOB (?)	Relationship to child	Ethnicity	Parental responsibility?
				Y / N
				Y / N
First language of carers:			Is an interpreter or signer required: Y / N	

C. OTHER HOUSEHOLD MEMBERS

FULL NAME	DOB (If known)	Relationship to child	Ethnicity	Tick if also referred

D. YOUR DETAILS

Name of person completing this form (please print)			
Name of Group at ELT			
Home Address			
Telephone number(s)			
Signature		Date	

[illegible]

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F. ANY OTHER AGENCIES INVOLVED ?

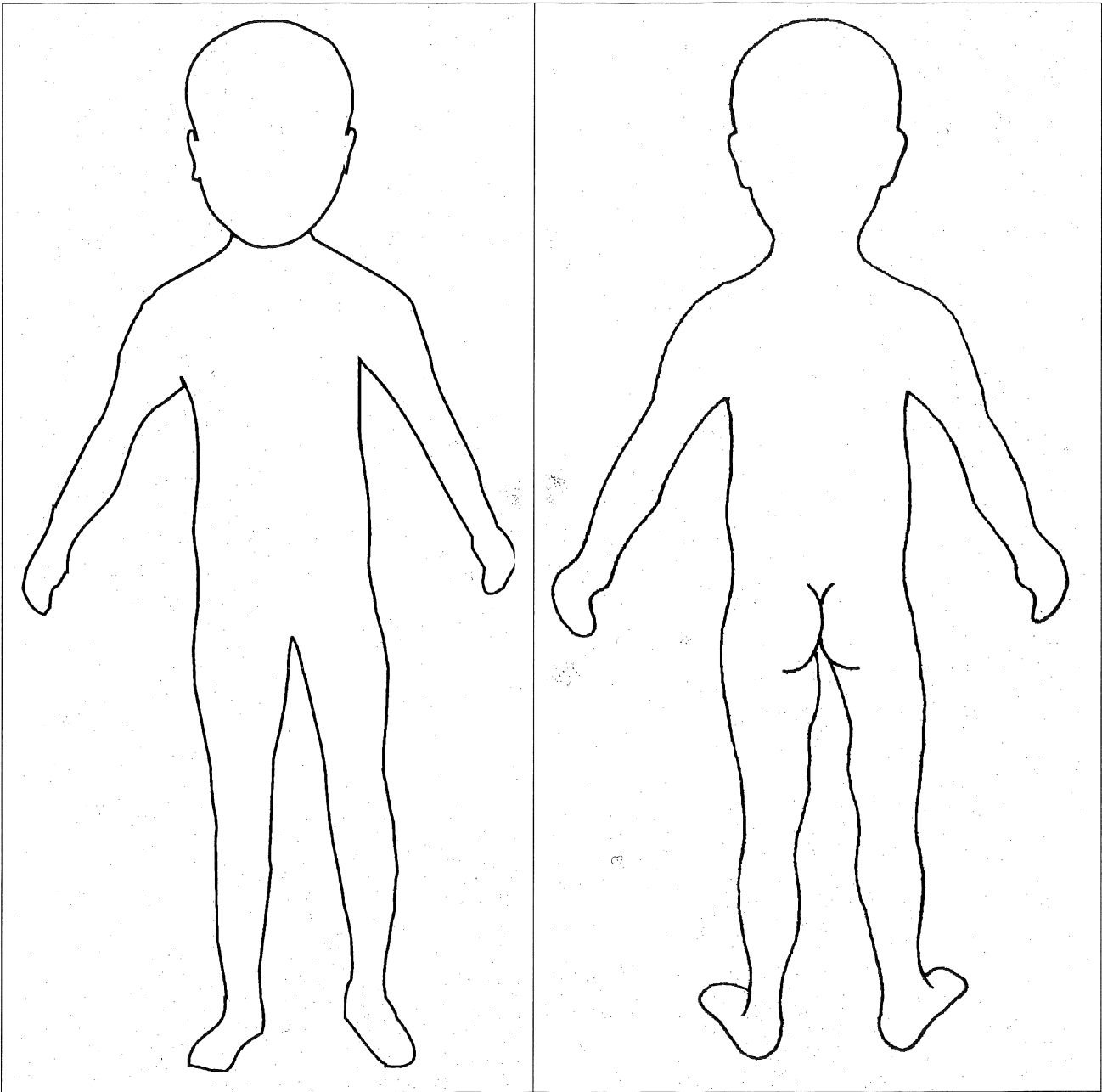
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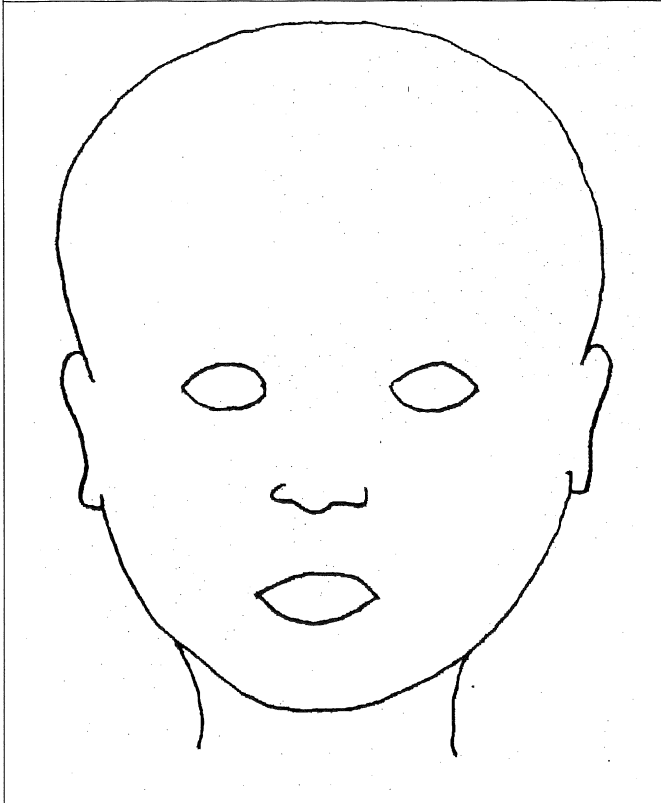
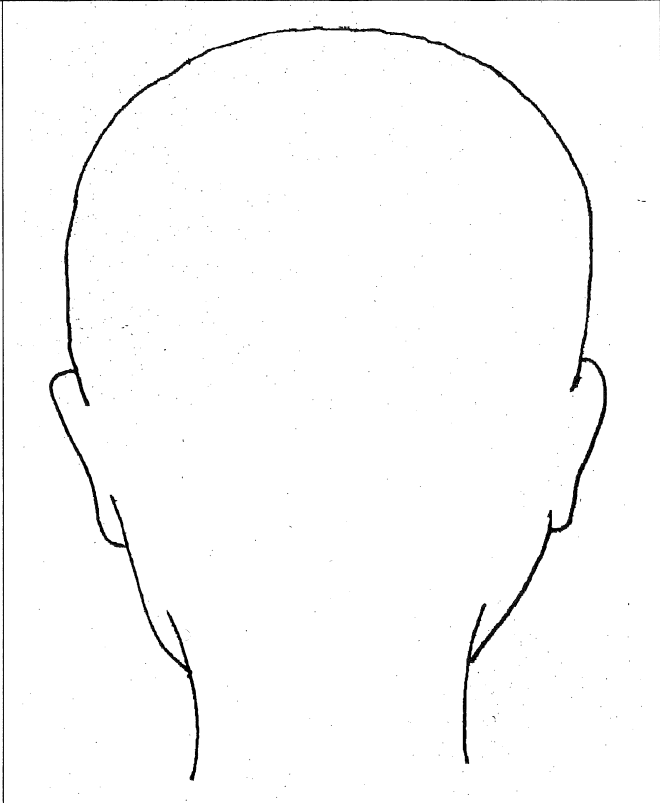
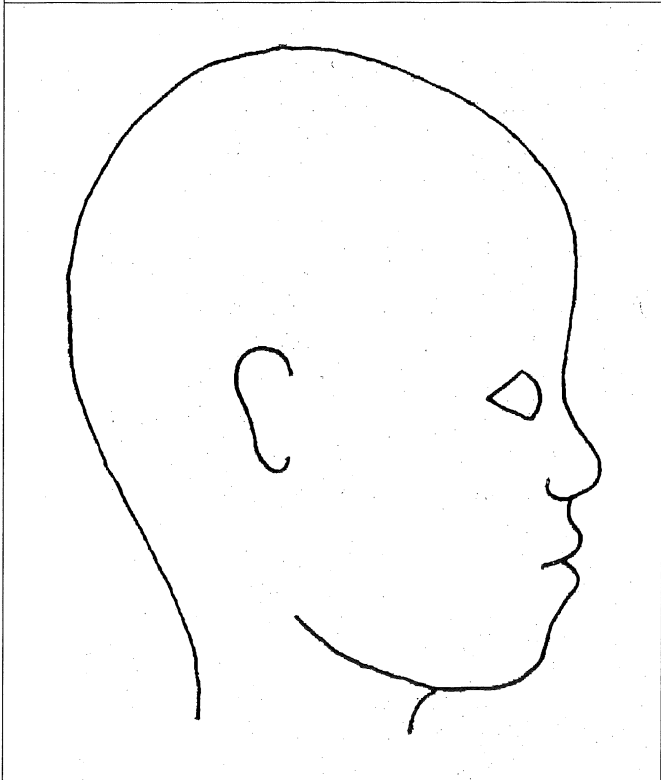
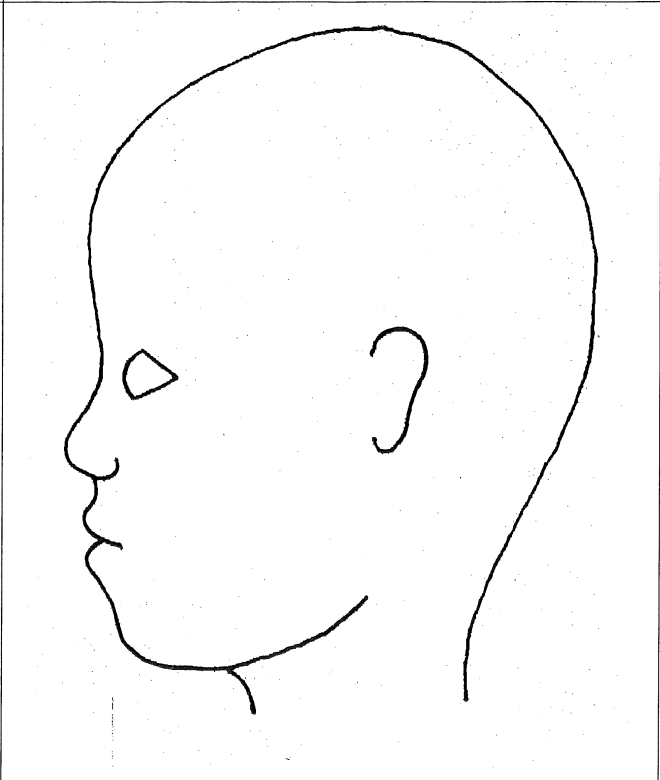
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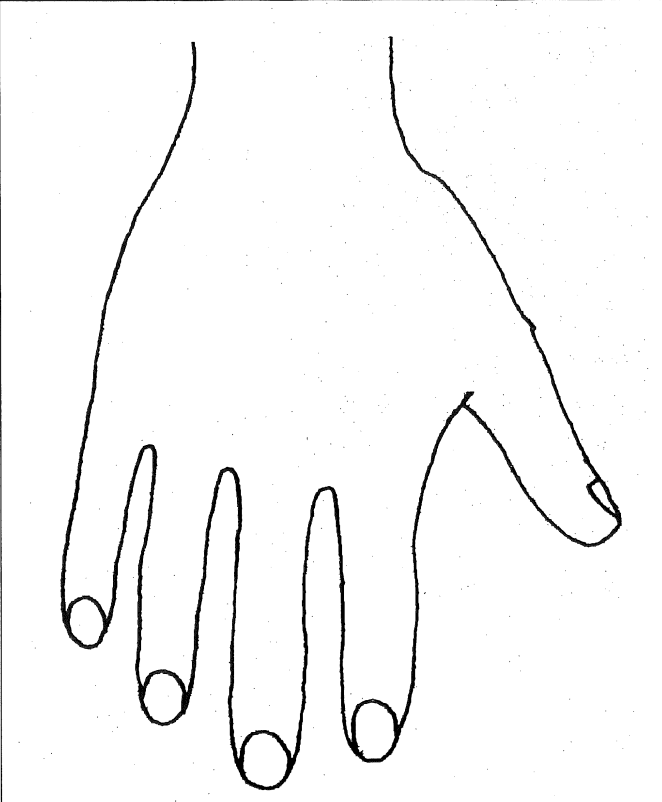
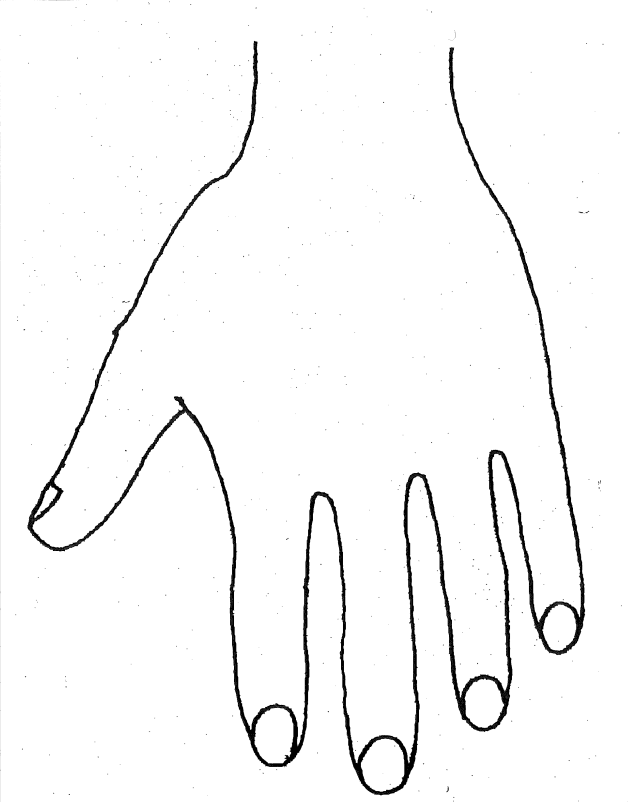
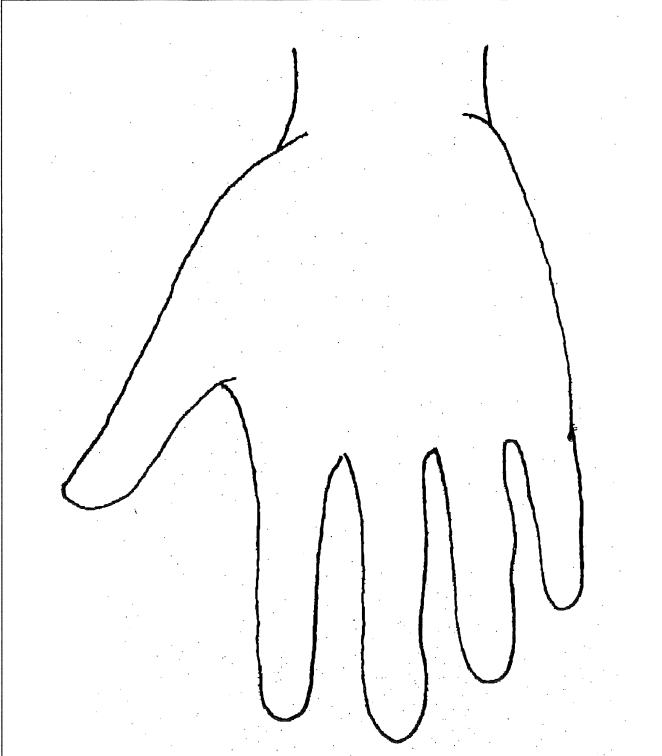
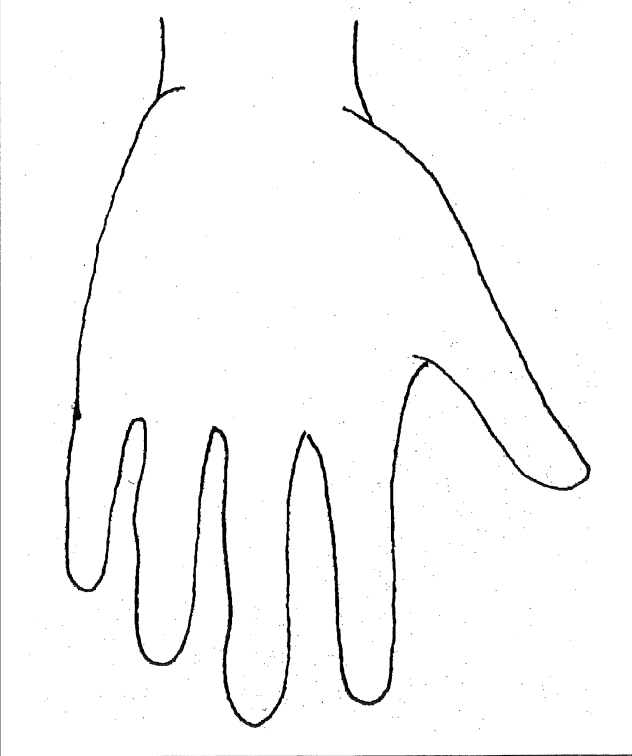
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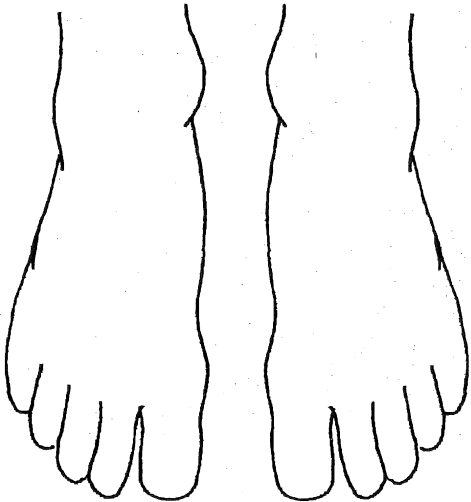
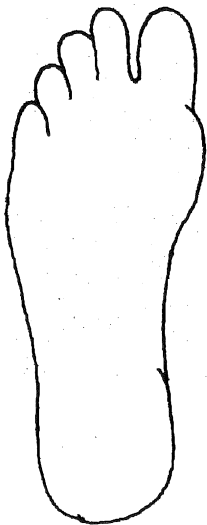
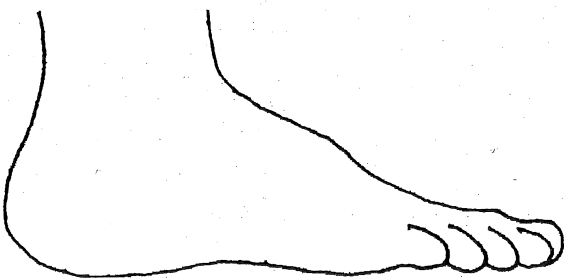
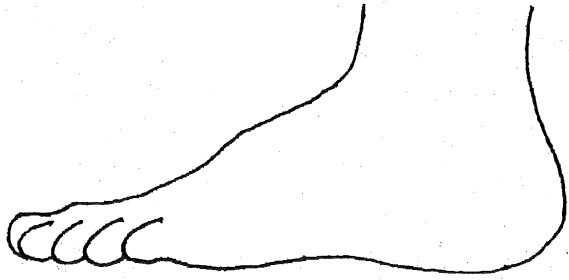
(This must be completed at time of observation)

Names for Child:		Date of Birth:	
Name of Worker:		Agency:	
Date and time of observation:			



Name of Child:		Date of observation:	
			
FRONT		BACK	
			
RIGHT		LEFT	

Name of Child:		Date of observation:	
			
R		L	
BACK			
			
R		L	
PALM			

Name of Child:			Date of observation:		
					
R	TOP	L	R	BOTTOM	L
					
R			L		
INNER					
					
R			L		
OUTER					
Printed Name and Signature of worker:			Date:		
			Time:		
Role of Worker					
Other information:					