



Promoting Safeguarding

Preventing Abuse

Protecting The Vulnerable

Yorkshire Synod

***Safeguarding Policy:
Children & Adults***

January 2017

1. Introduction

Yorkshire Synod agrees that children, young people and vulnerable adults have a right to live in a way that does not cause them harm or impede their human rights. We therefore acknowledge their right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that, in accordance with legislation, the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice.

Safeguarding is taken seriously by Yorkshire Synod.

We will encourage good practice in safeguarding in local churches within the Synod.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and vulnerable adults.

We will follow a safer recruitment process for the appointment of people who work with children or vulnerable adults.

We are committed to supporting, resourcing and training those who come into contact with children and vulnerable adults.

All concerns and allegations of abuse will be responded to appropriately, including referring to the Police and Local Authority.

We will co-operate with the Police, Local Authority in any investigation, will follow multi agency decisions and will maintain confidentiality of any investigations to those directly involved.

All concerns or allegations should be addressed to the Synod Safeguarding Adviser. He/She can be contacted as detailed below *(please insert details)*

Name: Geraldine Sands

Contact phone number: 07427 857495

Email address: geraldine.sands@outlook.com

2. Aim and purpose of this Policy

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting the vulnerable, both children and adults. This includes clear procedures for taking appropriate action following the raising of safeguarding concerns involving children or adults within our Synod, or those who attend our activities and events.

3. Who this policy applies to

This policy applies to Synod trustees, paid staff and volunteers who work with children or vulnerable adults and those who supervise them. It is approved and endorsed by Synod.

4. Duty of care and confidentiality

The Synod has a duty of care both to adults and children. We will maintain confidentiality except in circumstances where to do so would place the individual or another individual at risk.

5. Promoting safeguarding in local churches

General Assembly Resolution of 1997 states that:

‘General Assembly resolves to ensure that the aims of the document ‘Good Practice’ are implemented and monitored in the life of local churches in the United Reformed Church through the Provincial Synods and District Councils overseen by the Assembly Youth and Children’s Work Committee.’

Therefore, the Synod will appoint:

- a Safeguarding Adviser for children and vulnerable adults

He/She will be available to offer advice and support to local churches on safeguarding matters, particularly in dealing with specific protection issues within the Synod, or local churches.

Where known offenders are identified within local churches, one of the Synod safeguarding personnel will work with the church to draw up an appropriate contract with all relevant parties, following the guidelines in appendix 1.

Yorkshire Synod will expect all local churches to adopt and implement good practice policies for safeguarding children and adults. The rationale for encouraging all churches to do this is as follows:

- Churches actively working with children or vulnerable adults should do this in order to safeguard the vulnerable, reassure parents / carers & partner organisations, and protect leaders from false allegations.
- Churches not currently working with children or vulnerable adults should still be prepared with a policy so that they are ready as and when children / vulnerable adults become involved in the church.
- Yorkshire Synod and the United Reformed Church as a whole, expects member churches, as a body to take safeguarding seriously.
- To implement the General Assembly resolution 1997.

Yorkshire Synod will support local churches by offering safeguarding training opportunities to all churches in the Synod encouraging them to undertake safeguarding training at least every 3 - 5 years. Local Church Safeguarding Link Persons will be offered training annually and encouraged to attend at least every 2 years.

The following of safeguarding good practice in the Synod will be monitored. This will be overseen by the Synod Safeguarding Adviser and reported to the Synod Safeguarding Group annually. Churches will be asked to answer questions alongside the Annual Church Returns and from this a database of Safeguarding Link Persons will be maintained. An annual safeguarding review meeting will take place between the Synod Safeguarding Adviser and the Synod Safeguarding Group, to consider the findings and agree what action needs to be taken. This group will report annually to Synod Council.

These monitoring systems are set out in more detail in appendix 2.

6. Preventing abuse and harm at Yorkshire Synod events and activities

Activities will be organised in accordance with URC good practice guidelines so as to promote a safe environment and minimise opportunities for harm. For each event, risk assessment will be carried out, appropriate consent forms will be used for activities with children and young people, appropriate records will be kept (see URC Record Keeping policy for further details), and adequate insurance will be in place for each event.

We are committed to safer recruitment and appointment of all paid staff and volunteers and will ensure that these procedures are followed, which include

- Asking applicants to complete an application form
- Providing workers with role/job descriptions and person specifications
- Obtaining Disclosure and Barring Checks where legally entitled to do so
- Taking up two references (not family) and
- Interviewing candidates

Training in safeguarding will be provided and volunteers and paid staff will be given support and supervision in their role.

All trustees, paid staff and volunteers will agree to work within a code of conduct (see appendix 9) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working/volunteering with us.

Synod staff & volunteers using Facebook or other social networking websites to communicate with young people as part of Synod initiatives (e.g. Synod Youth Exec) should comply with the policy set out in Appendix 3.

7. Recognising and responding to concerns of abuse arising

What are we protecting from?

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 4. The definitions of abuse in relation to adults is attached at Appendix 5.

How to recognise abuse

It is important to be aware of possible signs and symptoms of abuse. A list of such possible signs and symptoms in relation to children is attached at Appendix 6 and in relation to adults at Appendix 7. Some signs could be indicators of a number of different categories.

It is essential to note that these are only **indicators** of **possible** abuse. There may be other, innocent, reasons for any of these signs and/or behaviour. They will, however, be a guide to

assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

What to do if there is an allegation

If a child or vulnerable adult makes an allegation or disclosure of abuse, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform the leader in charge of the event (unless implicated) and the relevant Synod Safeguarding personnel as soon as possible.
- Make a written record of the allegation, disclosure or incident and sign and date this record and pass this onto the Synod Safeguarding personnel. There is a proforma in Appendix 8. Any such records will be stored securely in a locked filing cabinet at the Synod Office.
- If any of the Synod Safeguarding personnel are implicated in the allegation, refer to the Synod Moderator.

Procedure in the event of concern

If there is an immediate threat of harm the Police should be contacted.

Where it is judged that there is no immediate threat of harm the following will occur:-

- The concern will be discussed with the Synod Safeguarding Adviser or other Synod Safeguarding personnel and a decision made as to whether the concern warrants a referral to statutory agencies.
- A confidential record will be made of the conversation and circumstances surrounding. This record will be kept securely in a locked filing cabinet at the Synod Office. A copy will be passed to statutory agencies if a referral is made.
- The person about whom the allegation is made may not be informed by anyone in the Synod if it is judged that to do so would place a child or adult at increased risk of further abuse.

If the allegation is regarding a member of staff or volunteer

The Local Authority Designated Officer (LADO) will be contacted for the relevant local authority (which will depend on the particulars of the allegation). A decision will be taken about when to inform the member of staff or volunteer. The timing and method will be discussed and agreed with the LADO.

If someone working on behalf of the Synod is alleged or known to have harmed children or vulnerable adults

The Synod Safeguarding Adviser will inform the Moderator, relevant Synod staff and the Safeguarding Link Person of the local church to which that person belongs and advise on the implications for that person's involvement with children or vulnerable adults in the local church and in Synod activities, both during any investigation and following the outcome of any investigation.

8. Complaints

Should anyone have any concerns or complaints please contact the Synod Safeguarding Adviser. It would be helpful to have complaints in writing as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing complaints will be acted upon.

Any written complaint will be responded to within 10 days.

9 Information Sharing

Where churches work in local ecumenical partnerships either formal or informal, it would be good practice to develop a Memorandum of Understanding to share information on Safeguarding Issues, for children or vulnerable adults. This could be a significant for those individuals who have a history of offending and move from church to church within a local area.

10. Review

This policy should be reviewed by Synod Safeguarding Group and Synod Council annually, and re-adopted by Synod annually.

Appendix 1. Guidelines for churches on disclosure that a person who has (or may have) committed sexual offences against children is present in the church community

“The Christian church is unique in that, based on the uncompromising message of the gospel, it opens doors to all. It has also been known for some time that a significant number of sexual offenders living in the community also attend church.” (Help – CCPAS, 2005)

The Christian church has somewhere near its centre a belief of forgiveness and restoration. Equally the gospel command is to protect and safeguard vulnerable people. In cases where an offender (or possible offender) is attending a local church congregation these imperatives may appear in tension with one another. These guidelines are for churches in the Yorkshire Synod of the United Reformed Church to follow when an offender (or suspected offender) is attending a local congregation.

Disclosure – how might a church become aware of an offender?

- A church may be contacted by local authority official, probation department or police to be informed of person with sexual offences against children.
- A member of the public or congregation may inform a church official of knowledge or suspicion of such previous offences or concerns.
- Church officials or members of the church congregation may have noticed suspicious or worrying behaviour towards a child.

The following process is required when any of the above disclosures becomes apparent.

Guideline/Procedure - who should do what?

These first three stages are necessary in all disclosures:

1. Inform local church Safeguarding Link Person / Minister.
2. Local church contact SYNOD Safeguarding Adviser to consider next step and plan next stage of process.
3. SYNOD Safeguarding Link Person to advise SYNOD moderator and Synod Safeguarding Group of the case

The following steps are necessary when it is clear a sexual offender is present in a church congregation and may also be appropriate when there is a suspicion of such a circumstance:

4. Consideration given to sharing information with person concerned together with SYNOD Safeguarding Adviser.
5. Strategy meeting held with local church officials, Synod Safeguarding Adviser and possibly local authority officials/police/probation. This meeting will develop protection plan and make decisions around sharing information with the offender.
6. Meet with offender and create “working agreement” between offender, local church and SYNOD. *This will include a) restrictions on behaviour and participation in church activities, b) decisions of which church officials are advised of agreement and c) details of support issues for all participants.*
7. Copy of the agreement to SYNOD Moderator (to be filed confidentially and archived at Synod Office).
8. Local church to monitor agreement and seek advice from SYNOD Safeguarding Adviser if the agreement is breached, or if they have any concerns.
9. Review agreement annually.

Sample contract for a known offender in the church

Formal Agreement betweenandChurch

.....Church welcomes and wishes him/her to find in this church, a community of people with whom he/she may worship and grow in the faith. Becausehas been convicted of committing a criminal offence, we have an obligation to consider the welfare of children, young people, and vulnerable adults in our community, as well as ensuring his/her protection from false allegations. This agreement is designed to meet those ends.

Ihereby agree to the following:

- 1. I will never allow myself to be in a situation where I am alone with children/ young people/vulnerable adults.
- 2. I will continue to sit away from the vicinity of children/young people/vulnerable adults in the church.
- 3. I will not work with the children or youth in the church.
- 4. I will not attend church events held in homes where children or youth may be present.
- 5. I will remain in the presence of other adults when collecting my children from any church youth event.
- 6. I accept that there are certain people who will need to be told of my circumstances in order for them to fulfil their role of safeguarding the children/young people for whom they care in the church. They are named below.
- 7. I understand that if I do not keep to these conditions, then I will not be permitted to attend the church.
- 8. I understand that this agreement will be reviewed regularly, and I will be asked to meet with the clergy and appointed church officers annually.

Signed:.....

Date:.....

Minister / LCL / Church Secretary:

Date:

The following Church and Synod officers will be aware of this agreement:

Minister / Local Church Leader / Church Secretary

Local Church Safeguarding Link Person

Local Church Youth & Children’s Work Elder

Synod Safeguarding Adviser

Synod Children’s & Youth Development Officer or equivalent post

Synod Moderator

Appendix 2. Monitoring of the use of Good Practice in the Synod

Part of the role of the Synod Safeguarding Adviser is to provide a system of monitoring of the use of Good Practice in the churches in the Synod. The purpose of this part of the role is to:

- *Support the churches in their use of Good Practice*
- *Identify where Good Practice is not being used in the churches*
- *Identify the difficulties in use of Good Practice by the churches*
- *Ensure that Good Practice is being used in the churches in the Synod*

We will seek to achieve this purpose through the use of questions/questionnaires both in the church annual returns and in the course of the Local Ministry & Mission Review (LMMR).

MONITORING THROUGH CHURCH ANNUAL RETURNS

This will be the quickest and easiest way to identify where Good Practice is being used and to identify where to prioritise some follow-up.

These questions will be sent out with the church annual returns:

- 1a) Does your church have a Good Practice Policy for Safeguarding Children and Young People?
YES / NO
- b) When was your policy last updated?
- c) When was your policy last re-adopted by Church Meeting (or equivalent)?
- d) On which guidelines is your safeguarding policy based?
URC / Methodist / Baptist / Anglican / CCPAS / Other (please specify)
2. Repeat the questions for safeguarding vulnerable adults.
3. In formal Local Ecumenical Partnerships, one denominational safeguarding system should be followed, rather than trying to follow more than one. Which denominational safeguarding system is the church following?
4. We recommend that those who work with children & young people and/or vulnerable adults should refresh safeguarding training regularly (ideally every 3 years). On that basis, how many at your church would be due for this training in the next 12 months? (N.B. this information will help the Synod in planning training events more strategically). Evidence of refresher training will be needed from churches in LEPs where they have opted to undertake additional training.
5. Who are your nominated Safeguarding / Child protection Link Person(s)?

Rather than asking too many or over long or complicated questions these questions would identify which churches are using Good Practice immediately and a contact person to speak with.

The results of this survey will be analysed and taken to an annual Synod Safeguarding Review meeting, which will agree follow-up actions, such as:

- A letter & phone call from the Synod Safeguarding Adviser explaining the importance of having a safeguarding policy & link person in place, and offering advice & support in drawing such a policy up if required.
- Clarifying with Local Ecumenical Partnerships, which denominational safeguarding guidelines / systems will be followed. Liaison with the relevant denomination will follow to compare information and confirm that each church is following one denomination's safeguarding guidelines / systems.

MONITORING THROUGH LOCAL MINISTRY & MISSION REVIEW (LMMR) QUESTIONNAIRE

We urge that the following questions be asked as part of LMMR that take place with churches. Relevant information should be sent to the Synod Safeguarding Adviser.

The following questions could be used to establish the current situation, prior to other questions being used to generate discussion and a fuller understanding of the situation. It is important to remember that all churches should have a policy in place for both children and vulnerable adults, even those that currently do not have children in attendance.

- Does your church have a Good Practice Policy for Safeguarding Children & Young People?
- When did your church agree this policy?
- Which guidelines are the policy based on?
- When was the policy last reviewed?
- Does your church have a Good Practice Policy for Safeguarding Vulnerable Adults?
- When did your church agree this policy?
- Which guidelines are the policy based on?
- When was the policy last reviewed?
- Who is your nominated Safeguarding / Child Protection link person?

The following questions should perhaps encourage more discussion or questioning:

What does your Good Practice Policy include?

Guidelines/what to do in relation to child protection/child abuse disclosure etc. recruitment/recording. How are those who work with children made aware of guidelines?

Guidelines/what to do in relation to vulnerable adult protection/abuse disclosure etc. recruitment/recording. How are those who work with vulnerable adults made aware of guidelines?

What process have you used to recruit young people and children's leaders?

Volunteer forms (including self-declaration of criminal convictions) /references /

Informal interview /role descriptions/ criminal records checks

What records are kept in respect of youth and children's work?

Attendance, accident and injury, disclosure of or concerns of abuse

Which forms for parental consent and medical information etc. are used?

URC Good Practice proformas or similar forms.

How are health and safety checks carried out on premises?

What insurance cover are you using?

How/when is the Good Practice Policy reviewed?

It would be expected that the results of these questions and possible discussion areas would be included in any report made from the LMMR process and where appropriate incorporated into any recommendations.

Appendix 3. Policy for participation in a Church Facebook group or other social media sites with young people

This policy has been created to help ensure that all members of any social media groups can participate safely and enjoy being members of the group.

- a) The group will be a closed group, set up for use only by the young people of the local church or Synod (including associated Pilots and uniformed groups) and church officers.
- b) The lower age limit to be on Facebook is 13 therefore this will be adhered to. An upper age limit will be set at 25 (in line with FURY age limits). The only people over this age limit will be the group leaders / administrators.
- c) Approval of new members will be undertaken by the administrators. Steps will be taken to verify that a new member is indeed a young person; for example by: seeing them in person, through their attendance at a youth event, or by checking with the church they say they are affiliated to. This is to minimise the risk of people joining the group under a false identity (e.g. an adult pretending to be a young person)
- d) The group leaders will obtain parental consent for those under 18 wishing to be members of the group.
- e) All members of this group should have their privacy settings set at the highest level for activity within this group. We want all group members to be safe online and to ensure the group operates in line with Synod Safeguarding guidelines.
- f) Tagging of photos within this group will not be permitted, in order to maintain the security of the group area.
- g) Bullying will not be tolerated and posts may be removed by the administrators. Bullying includes name calling, threats, discriminatory comments, putting people down, posting humiliating or inappropriate photos. This may lead to members being removed from the group.
- h) Posts will be monitored by the group administrator(s).
- i) Group leaders should communicate as clearly and unambiguously as possible, being careful about their use of language and minimising their use of abbreviations in order to avoid misunderstandings (e.g. lol can be read as 'laughing out loud' or 'lots of love')
- j) Group leaders should keep a record of any messages sent to young people. These may be checked by Synod Staff to keep the group transparent and accountable.
- k) Group leaders should customise their Facebook privacy settings in order to maintain the boundaries between their personal and professional lives. They should avoid uploading inappropriate personal information.
- l) Any significant conversations between group leaders and young people should be encouraged to take place in person.
- m) Any communication from the group leaders will be restricted to between 7am and 10pm. Group leaders should try to avoid communicating with young people if they are at school.
- n) Any concerns about the conduct of group leaders in this online group can be reported to the Synod Safeguarding Adviser.

URC - United Reformed Church

FURY - Fellowship of United Reformed Youth

Appendix 4. What is abuse and neglect - Children

These definitions are taken from *Working Together 2013*

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

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 (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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.

Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Appendix 5. What is abuse? Adults in need of protection

The following definitions of abuse are laid down in *'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):*

Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

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 he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

APPENDIX 6. Signs of Possible Abuse - Children

Physical abuse

Physical Signs include:

- Unexplained injuries
- Injuries that are inconsistent with explanation
- Injuries that reflect an article used e.g. an iron
- Bruising, especially trunk, upper arm, shoulders, neck or fingertip bruising.
- Burns/scalds, especially cigarette.
- Human bite marks.
- Fractures, especially spiral.
- Swelling and lack of normal use of limbs.
- Serious injury with lack of / inconsistent explanation.
- Untreated injuries.

Psychological/Emotional Signs include:

- Unusually fearful with adults.
- Unnaturally compliant to parents.
- Refusal to discuss injuries/fear of medical help.
- Withdrawal from physical contact.
- Aggression towards others.
- Wears cover up clothing.

Fictitious Illness by Proxy

- Psychiatric Illness, whereby a parent or carer deliberately inflicts harm onto a child.
- Normally the child's mother.
- The child has commonly had genuine serious illness in the first year of life (a dependency on medical attention has developed in the mother).
- Very difficult to diagnose/evidence.
- Most common example – Beverley Allet – a nurse convicted of murder and actual bodily harm in the 1980's.

Female Genital Mutilation

A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision.

- Illegal in UK.
- Normally undertaken on pre-pubescent girls.
- Girls either taken abroad for procedure or "practitioners" come to UK.
- There can be no anaesthetic, no sterile equipment, barbaric practice.
- Complications include – serious infection, septicaemia, death, numerous gynaecological problems.

Sexual abuse

Physical Signs include:

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy especially in very young girls
- Soreness to genitalia area, anus or mouth
- Repeated stomach aches
- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

Psychological/Emotional Signs include:

- Sexual knowledge inappropriate for age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self-mutilation, self-disgust
- Eating disorders

Emotional abuse

The classic description of Emotional Abuse is “Low Warmth High Criticism” style of parenting.

Signs include:

- Physical, mental and emotional lags.
- Acceptance of punishments, which appear excessive.
- Over reaction to mistakes.
- Continual self-depreciation.
- Sudden speech disorders.
- Fear of new situations.
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking).
- Self-harm.
- Extremes of passivity or aggression.
- Drug/solvent abuse.
- Running away.
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

Neglect

Physical Signs include:

- Tired/listless
- Poor personal hygiene.
- Poor state of clothing.
- Emaciation, potbelly, short stature.
- Poor skin tone and hair tone.
- Untreated medical problems.
- Failure to thrive with no medical reason.

Psychological/Emotional Signs include:

- Constant hunger.
- Constant tiredness.
- Frequent lateness/nonattendance at school.
- Destructive tendencies.
- Low self-esteem.
- Neurotic behaviour.
- No social relationships.
- Running away.
- Compulsive stealing/scavenging.
- Multiple accidents/accidental injuries.

Appendix 7. Signs of Possible Abuse - Adults

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc.
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

APPENDIX 8.



INCIDENT RECORDING FORM

Date and time of incident:

Date on which this report is written.....

(N.B. This should preferably be immediately or no later than up to 48 hours of the incident taking place)

Your name:

Name of Child, Young Person or Vulnerable Adult:

.....

Date of Birth.....

Address if known.....

Recording:

Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.

Record what you said as well as what the child, young person or Vulnerable Adult said.

Include details such where the conversation took place and who else was present, if anyone.

If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion. It would assist, where possible, to also include descriptions of tone of voice, facial expression and body language.

Record

Who have you spoken to about your concerns?

Synod Safeguarding Adviser

Name: _____

Social Services

Name: _____

Police

Name: _____

NSPCC

Name: _____

Parent/Carer

Name: _____

Child: _____

Other

Name: _____

Follow up work:

Signed:.....

Dated:

Appendix 9.

Code of Conduct for working with children or young people

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children and young people. Therefore, all workers agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model within the United Reformed Church.

More specifically, all workers agree to the following code of conduct:

- Do treat all people with dignity and respect.
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo).

- Do act inclusively, seeking to make all people feel welcome and valued.
- Don't exclude other children or workers from conversations and activities unless there is a good reason.

- Do treat people with equal care and concern.
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc.) or encourage excessive attention from a particular child (e.g. gifts).

- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently.
- Don't threaten or use sanctions which have not been agreed or make empty threats.

- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences.
- Don't feel you have to deal with every problem on your own.

- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact.
- Don't use physical restraint except as a last resort to prevent injury. This should be the use of minimum force.

- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk.
- Don't spend time alone with children out of the sight of other people and without the knowledge of someone in leadership.

- Do make sure that any electronic communication is done with parental consent, and in a way which is transparent, accountable and noted / recorded and adheres to safeguarding policies.
- Don't keep communication with children secret, while still respecting appropriate confidences.

- Do have a designated photographer to take, store and share photos of your group’s activities, in line with people’s consent and URC good practice guidelines.
- Don’t take photos and video without consent and stored in a place designated by the church and only use in the ways agreed in line with Good Practice guidelines.

- Do use physical contact wisely - it should be:
 - in public
 - appropriate to the situation and to the age, gender and culture of the child.
 - in response to the needs of the child, not the adult.
 - respectful of the child's privacy, feelings and dignity.

- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual.

- Do respect children's privacy.
- Don't assume that children should tell you anything you ask just because you are a worker.

- Do respect the right of children to wash, change and use the toilet in private.
- Don’t walk in unnecessarily or unannounced.

- Do listen to children and do tell the Safeguarding Adviser if you have any concerns about a child's welfare.
- Don't promise to keep something secret if it is about a children at risk of harm, but only tell those who need to know.

- Do respect and promote the rights of children to make their own decisions and choices.
- Don’t work in ways that put your needs and interests before those of the children you work with.

- Do respect and encourage respect for difference, diversity, beliefs and culture.
- Don’t discriminate or leave discrimination or bullying unchallenged.

I agree to abide by the above code of conduct while working with children & young people at Yorkshire Synod events and activities.

Name:

Signed: Date: