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## PREFACE

### The Christadelphian Community

The Christadelphian Community is largely but by no means exclusively to be found in counties that have an English-speaking history. The Community's structure is firmly based within the local Church known as an Ecclesia thus emphasising the role of membership, rather than locality and buildings. Within the Ecclesia structure there are no paid employees or paid members; each and every activity is conducted by members of the Ecclesia as volunteers.

Every Ecclesia is independent and autonomous. Governance is through (usually annual) election to Office, by all baptised members. The offices typically comprise Secretary, Assistant Secretary, Treasurer and four Arranging Brethren; this group is known collectively as the 'Arranging Brethren'. Each Ecclesia has its own Constitution. Each Ecclesia is free to write its own 'Statement of Faith', however Ecclesias assent to a common framework: 'Birmingham Amended Statement of Faith' (BASF); which has the merit of both international consistency and form, coupled most importantly with Scriptural continuity and transparency.

The Community cooperates both locally, nationally and internationally with Community based organizations that are responsible for e.g. delivery of care for its senior and vulnerable members, day-schools, preaching as well as local Sunday school and youth activities. The Christadelphian Community does not have, nor does it look to a central leadership. When issues requiring resolution arise it is for the local Ecclesial leadership – 'Arranging Brethren' to seek resolution within the framework of the BASF and the Ecclesial Constitution; which the local Ecclesia as a whole will decide via democratic ballot as required. Where agreement within a local Ecclesia cannot be reached, Ecclesias within a geographic area may be invited/requested to assist; as may individual members of another Ecclesia who are known to have particular knowledge, experience and expertise.

Whilst there is not a paid ministry, it is presupposed that all brethren are ministers, and as such members of each Ecclesia regularly travel to both speak and preach on Sundays and at mid-week events at another Ecclesia. Therefore, the members of a local Ecclesia are familiar with members both within local and national areas; and often internationally. The Christadelphians are very much a family community worldwide.

## SECTION 1

### 1.1 Details of the Place of Worship / Organisation

Name of Place of Worship / Organisation:	Watford Christadelphians
Address:	8B Langley Road, Watford, WD17 4PT
Tel No:	01442 863484
Email address:	information@watford-christadelphians.org.uk
Membership of Denomination/Organisation	Christadelphians (www.christadelphians.org.uk)

Charity Number	Registered in England and Wales No 11773737
Company Number	N/A
Regulators details (if any)	N/A
Insurance Company	Public Liability Insurance with ANSVAR INSURANCE CHP 2282 932
Safeguarding Coordinator	Jon Waterhouse
Deputy Safeguarding coordinator	Jenny Cook

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children / vulnerable adults:

Our church is a member of a worldwide grouping known as “Christadelphians” who believe that the Bible is the inspired word of God and whose aim is to follow the teaching and example of Jesus Christ. As part of the resulting activity we attempt to introduce young people to the message of the Bible and the gospel of Jesus Christ. We do this through teaching in Sunday School and participation in activities such as boating, swimming, visits, social gatherings and so on. All young people are also invited to attend Sunday and Wednesday evening talks on Bible based themes. We undertake outreach activities as part of our preaching which brings us into contact with adult members of the public some of whom may be in circumstances in which they would be regarded as “vulnerable” under safeguarding legislation. We also are active in caring for our own elderly and sick members.

#### Terminology in the context of Watford Christadelphians:

1. The term “The Leadership” is synonymous with “The Arranging Brethren”.
2. The head of “The Leadership” is termed “The Recording Brother”
3. The organisation to which this Policy applies is termed “Watford Christadelphian Ecclesia” or simply, “The ecclesia”

## 1.2 Our Commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We concur with the Convention on the Rights of the Child in its statement that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by Thirtyone:eight and the “Hertfordshire Safeguarding Adults at Risk” Policy, Issue 9, March 2015.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to, where they are relevant to child protection, the international convention outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with Thirtyone:eight and Hertfordshire County Council Social Services and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

## SECTION 2

### 2. Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

#### 2.1 Understanding Abuse and Neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and 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 a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In safeguarding those in our places of worship and organisations we have as our starting point the UN Convention on the Rights of the Child and its definition of abuse, Article 19 which states:

*1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Regarding adults, the UN Universal Declaration of Human Rights, Article 5, states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in our policy, as below:

- Definitions of abuse: See Appendix 3
- Signs and symptoms of abuse: See Appendix 4, 4A
- How to respond to a child wishing to disclose abuse: See Appendix 5
- How to respond when there is a suspicion of abuse of a vulnerable adult: See Appendix 5A

#### 2.2 Safeguarding Awareness

The Leadership is committed to arranging on-going safeguarding training and development opportunities for all workers and developing a culture of awareness of safeguarding issues to help

protect everyone. All our workers will receive induction training and undertake safeguarding training on a regular basis. We will use materials and seminars provided by Thirtyone:eight (formerly known as CCPAS), the Christadelphian Support Network (formerly known as the Christadelphian Care Group) and others as appropriate.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## 2.3 Responding to Allegations of Abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. They should follow the procedures set out below. See the ecclesial register for current telephone numbers.

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the "Safeguarding Co-ordinator" who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the "Deputy Safeguarding Coordinator". If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made to a third ecclesial member not normally involved in activities with children (Geoff Elford). In the event that all three are implicated then the report should be made to the Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- If advice is required at this point Thirtyone:eight (as above) may be contacted by the safeguarding coordinator or deputy. If the leadership have nominated others beyond the safeguarding coordinator and deputy as part of the Watford Christadelphian safeguarding team, they may also be consulted (unless they are implicated in the allegations). Such consultation in no way stops the safeguarding coordinator or deputy moving to the next stage.
- The Safeguarding Co-ordinator should then immediately inform the Secretary of Watford Christadelphians. When required the Secretary will inform the insurance company and The Charity Commission.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from Thirtyone:eight as above.
  - The local Children's Social Services office telephone number (incl. Out of office hours) is 0300 123 4043.
  - The local Adult Social Services office telephone number (incl. Out of office hours) is 0300 123 4042 .
  - If you have reason to believe an adult receiving mental health services in Hertfordshire may be at risk of suffering abuse or neglect, then a safeguarding referral can be made to

HPFT (“Hertfordshire Partnership University NHS Foundation Trust) who provide mental health and learning difficulty services in Hertfordshire) on 0300 777 0707.

- The Police Child Protection Team telephone number is (main switchboard) 0845 33 00 222, (direct line) 01707 354000.
- Suspicions must not be discussed with anyone other than those nominated above. A contemporaneous written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay taking advice from Thirtyone:eight or referral to Social Services or the Police.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight. The Leadership does however encourage members of the ecclesia to follow this procedure. If the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. The safeguarding coordinator may nominate the safeguarding deputy, or others first agreed with the leadership, to assist.

## 2.4 Detailed Procedures Where There Is a Concern About a Child

### 2.4.1 Allegations of Physical Injury, Neglect or Emotional Abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases where there appears to be deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor/ambulance/paramedic of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### 2.4.2 Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

### 2.4.3 Allegations of Abuse Against a Person Who Works with Children

If an accusation is made against a worker whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker from activities involving children, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO). Consideration should be given, in consultation with the SA or LADO, as to whether a referral should be made to the Independent Safeguarding Authority.

## 2.5 The Following Procedure Will Be Followed Where There Is a Concern That an Adult Needs Protection

### 2.5.1 Definition of “Vulnerable Adult”

"A person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, 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."

The following factors may lead to an adult becoming vulnerable:

- being elderly and frail due to ill health, physical disability or cognitive impairment;
- having a learning disability;
- having a physical disability and / or a sensory impairment;
- having mental health needs including dementia; or a personality disorder
- having a long-term illness / condition;
- misusing drugs or alcohol;
- as a carer, being potentially subject to physical or emotional abuse from the cared for person;
- being unable to demonstrate the capacity to make a decision and is in need of care and support.

This policy has been developed in line with principles set out in the government policy on adult safeguarding. In summary this means that:

- individuals have the right to make choices about their care and treatment – this includes making decisions about their safety, even where those decisions may seem to others to be unwise,
- individuals are enabled to control decisions about their care to the extent they are able,
- any actions that do not have the person’s full and informed consent must have a clear justification, be permissible in law and be the least restrictive of the person’s rights to meet the justifiable outcome.

### 2.5.2 Mental Capacity

The Mental Capacity Act 2005 (MCA) provides the statutory framework to empower and protect people who may lack capacity to make decisions for themselves and establishes a framework for making decisions on their behalf.

The Act states that a person lacks capacity in relation to a matter if at the material time he/she is unable to make a decision for him or herself in relation to the matter because of an impairment of, or disturbance in the functioning of the mind or brain.

The presumption is that adults have mental capacity to make informed choices about their own safety and how they live their lives.

All interventions need to take into account the ability of adults to make informed choices about the way they want to live and the risks they want to take.

### 2.5.3 Definition of Lack of Capacity

The MCA sets out a two- stage test of capacity:

Stage 1 -There must be an impairment of, or disturbance in the functioning of, the mind or brain.

Stage 2 - There must be an inability to make the decision in question as a result of the impairment of, or disturbance in the functioning of, the mind or brain.

Further, a person is not able to make a decision if they are unable to:

- understand the information relevant to the decision or
- retain that information long enough for them to make the decision or
- use or weigh that information as part of the process of making the decision or
- communicate their decision (whether by talking, using sign language or by any other means such as muscle movements, blinking an eye or squeezing a hand).)

Further information can be found in the Mental Capacity Act Code of Practice

<http://www.justice.gov.uk/protecting-the-vulnerable/mental-capacity-act>

### 2.5.4 Suspicions or Allegations of Physical or Sexual Abuse

It is important that all cases of suspected or actual abuse are treated seriously.

If a vulnerable adult has a physical injury or there are indications of neglect, physical, emotional, financial or sexual abuse, the Safeguarding Co-ordinator/Deputy or nominee will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under the Care Act 2014, to investigate allegations of abuse. Alternatively, Thirtyone:eight can be contacted for advice.

### 2.5.5 Allegations of Abuse Against A Person Who Works with Adults with Care and Support Needs

Watford Christadelphian Ecclesia does not employ staff or appoint volunteers from outside the Ecclesia to work with vulnerable adults. However, in certain circumstance members may be appointed to provide support to other members who are vulnerable. At the time of writing this policy, the most likely scenario concerning vulnerable adults is where an elderly or infirm person is being cared for by their family, friends or neighbours and they require additional support. The carers may not be ecclesial members.

Cases where members may be considered to be appointed include (this list will be maintained with successive policy revisions):

- Assignments to the welfare committee.
- Assignments to transport rotas.
- Assignments to visiting rotas.

The Safeguarding policy will also be invoked if there are allegations of abuse or safeguarding concerns implicating any Ecclesial member, over and above those appointed for specific duties.

It is important that all cases of suspected or actual abuse are treated seriously.

A concern may be raised when an ecclesial member believes that a vulnerable adult:

- has been harmed, abused or neglected or is being harmed, abused or neglected or
- is at risk of being harmed, abused or neglected

Those working with adults at risk are responsible to first ensure the immediate safety and well-being of the adult at risk. They should make an immediate evaluation of the risk and take steps to ensure that the adult is in no immediate danger. In situations where there has been or may have been a crime and the police have been called it is important that forensic and other evidence is collected and preserved. Evidence may be present even if you cannot actually see anything. Try not to disturb the scene, clothing or adult at risk if at all possible.

In most cases (unless the situation is urgent and an immediate referral to the police and/or the investigating team is needed) workers should follow the procedures laid out above (“Responding to Allegations of Abuse”). It is important to record the details of the concerns as soon as possible after the disclosure or suspicion and pass to the safeguarding coordinator.

The safeguarding co-ordinator will follow the procedures of 2.3 above and the below as appropriate:

- Contact Thirtyone:eight for advice.
- Contact the Adult Social Care Vulnerable Adults Team who have responsibility under the Care Act 2014, to investigate allegations of abuse.
- Liaise with Adult Social Services regarding the “suspension of the worker” <sup>[NOTE 1]</sup>
- Make a referral to the DBS following the advice of Adult Social Services

## **NOTE 1:**

In the case of Watford Christadelphian Ecclesia this could mean any or all of suspending the member concerned from contact with the vulnerable individual or suspending the individual from the assigned ecclesial role in connection with which the offence occurred. These scenarios would involve a decision by the Ecclesial Secretary in conjunction with the Safeguarding Coordinator and the A.B.s. The safeguarding coordinator would need to confer with Adult Social Service regarding the evidence, the seriousness of the incident and its ramifications for future contact with the vulnerable individual.

## SECTION 3

### 3. Prevention

#### 3.1 Safe Recruitment

Watford Christadelphians do not have a paid clergy, nor do we employ staff. All the work of the Ecclesia is undertaken by members on a voluntary basis. Our safeguarding procedures have been drawn up to reflect this.

The Leadership will ensure that all workers who deal with children will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. Depending upon the duties the following will be completed before members are allowed to work with children, young people or vulnerable adults:

- Written guidance will be provided for those undertaking these duties on behalf of the Ecclesia.
- Members wishing to undertake such work will complete a self-declaration form (Mandatory)
- A criminal records disclosure will be completed where required (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Safeguarding will be discussed with the individual concerned (Mandatory)
- The ecclesia does not employ staff or engage volunteers who are not members of the wider Christadelphian community. For all new members of the Watford ecclesia a letter of recommendation, which will specifically address child protection issues and adult safeguarding, will be requested from the transferring ecclesia (or other body if the member was not previously attached to a Christadelphian ecclesia). (Mandatory)
- No new member of the ecclesia may take on an ecclesial role endorsed by the Leadership, which involves extended contact with children or vulnerable adults, until a period of six months has elapsed from their time of volunteering to work with children or vulnerable members. At the end of this period there will be a decision made by the Leadership as to whether the new member has satisfactorily served the waiting period. The result will be noted formally in the Leadership minutes. This requirement may be waived in certain circumstances but only after agreement and a formal minute by the Leadership.
- Qualifications where relevant will be verified (Sight of original documents).
- A suitable training programme will be provided to members undertaking this work and they will be given a copy of the Thirtyone:eight produced "Safe and Secure – Key Facts" booklet (Mandatory)
- Every member involved in such work will be given a copy of the organisation's safeguarding policy and will know how to report concerns. (Mandatory)

#### 3.2 Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all members who undertake work on behalf of the ecclesia and ensuring that they receive support and supervision. They will be issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

## SECTION 4

### 4.Pastoral Care

#### 4.1 Supporting Those Affected by Abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

#### 4.2 Supporting Carers of Vulnerable Adults

The Leadership will endeavour to ensure support is available to family members, friends and neighbours who are providing care to vulnerable adults known to the Ecclesia, given that they often have a vital role in providing care at home. We appreciate that carers can face stress and pressure in this role and contact with them needs to be handled sensitively.

#### 4.3 Working with Offenders

When someone attending the place of worship / organisation is known to have abused children or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

**SECTION 5**

**5.Practice Guidelines**

As an organisation / place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable members to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for members who work with children or vulnerable adults, we will also have a general risk assessment process covering most formally managed ecclesial events. For specific circumstances where the Leadership consider that there is a need. more specific guidelines will be developed.

**5.1 Working in Partnership**

If we work with external organisations we will ensure that they understand and comply with our expectations as set out in this policy.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX 1

### Leadership Safeguarding Statement

The Leadership recognise the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Leadership on: 27/June/2019

This ecclesia is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve. This will be subject to the fact that only baptised members of the ecclesia can participate in the breaking of bread service and take on formal ecclesial roles.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

**We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that all members of Watford Christadelphian Ecclesia agree to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents, families and carers.

- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

**We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- When working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to the appropriate people in the Watford Christadelphian Ecclesia and the relevant Christadelphian Committee.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Jon Waterhouse \_\_\_\_\_ Child Safeguarding  
Coordinator

Alison Walker \_\_\_\_\_ Deputy Child Safeguarding  
Coordinator

A copy of the full policy and procedures is available from The Leadership

A copy of our safeguarding policy has been lodged with Thirtyone:eight and Local Social Services

Signed by leadership/organisation

Signed \_\_\_\_\_

Date \_\_\_\_\_

APPENDIX 2

# Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



**Your safeguarding team:**

**Children’s safeguarding lead(s):**  
(for anyone under 18 years)

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**Contact details**

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**Adult’s safeguarding lead(s):**  
(for anyone 18 years or over)

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**Contact Details**

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A copy of our safeguarding policy is available upon request.

**In an emergency, or for independent advice call thirtyone:eight on:**

**0303 003 11 11**

With safeguarding support from:



Thirtyone:eight is an independent Christian safeguarding charity.  
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487

## APPENDIX 3 - STATUTORY DEFINITION OF ABUSE UK (CHILDREN & YOUNG PEOPLE)

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

What is abuse and neglect?

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 children 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); or

✦ ensure access to appropriate medical care or treatment.

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

## Appendix 4

### Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

#### Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

#### Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*

#### Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

#### Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

## Appendix 4a

### The signs of adult abuse

- People being abused may become withdrawn, depressed or tearful. They may also be angry or aggressive. They could have unexplained or frequent injuries.
- They might not have any money for leisure activities or to buy food. They might lose their appetite, stop going out or stop welcoming visitors. They may not want to be left alone with certain people.
- They may not take as much care as normal with their appearance, such as not bathing or shaving.

### Who is at risk and who might abuse them?

- Adults at risk are adults in need of care and support. They're often older or have a mental health problem or learning disability.
- Abuse can be from family, friends, neighbours, a stranger or other patients.
- It can also be caused by paid staff, carers and volunteers.

### What are the different types of abuse?

- Physical such as hitting or pushing. Sexual abuse such as inappropriate touching, sexual assault or rape.
- Psychological or emotional abuse such as being shouted at, ridiculed, or bullied. Financial or material abuse, including misusing, withholding or stealing someone's money or belongings.
- Organisational abuse - when any of the above types of abuse are caused by an organisation. This is failure to provide care or the provision of inappropriate care that results in someone being harmed.

## APPENDIX 5

### Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

It is especially important to allow time and space for the person to talk

Above everything else listen without interrupting

Be attentive and look at them whilst they are speaking

Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used

Try to remain calm, even if on the inside you are feeling something different

Be honest and don't make promises you can't keep regarding confidentiality

If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.

Use language that is age appropriate and, for those with sensory disabilities, ensure there is someone available who understands sign language, Braille etc. if possible.

### HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

### DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

## Appendix 5a - Responding to Disclosures or Suspicions Concerning Adults

### Responding to an adult at risk who is making a disclosure

- assure them that you are taking them seriously
- listen carefully to what they are telling you, stay calm, get as clear a picture as you can, but
- avoid asking too many questions at this stage
- do not give promises of complete confidentiality
- explain that you have a duty to tell the safeguarding coordinator, and that their concerns may be shared with others who could have a part to play in protecting them
- reassure them that they will be involved in decisions about what will happen
- explain that you will try to take steps to protect them from further abuse or neglect
- provide support and information in a way that is most appropriate to them
- do not be judgemental or jump to conclusions

### Speaking to the adult at risk

- It may be appropriate for the safeguarding coordinator to speak to the adult at risk. To do this, the safeguarding coordinator should consider:
  - getting their views on what has happened and what they want done about it
  - giving information about the safeguarding adults process and how that could help to make them safer
  - explaining how they will be kept informed
  - identifying communication needs, personal care arrangements and access requests
  - discussing what could be done to ensure their safety

### Speaking to the person alleged to have caused harm

- The safeguarding concern should not be discussed with the person alleged to have caused harm, unless the immediate welfare of the adult at risk makes this unavoidable.
- However, if they are a member of the ecclesia and an immediate decision has to be made to suspend them, the person has a right to know in broad terms what allegations or concerns have been made about them.

APPENDIX 6



DECLARATION OF THE RIGHTS OF THE CHILD

Adopted by UN General Assembly Resolution 1386 (XIV) of 10 December 1959

WHEREAS the peoples of the United Nations have, in the Charter, reaffirmed their faith in fundamental human rights and in the dignity and worth of the human person, and have determined to promote social progress and better standards of life in larger freedom,

WHEREAS the United Nations has, in the Universal Declaration of Human Rights, proclaimed that everyone is entitled to all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status,

WHEREAS the child, by reason of his physical and mental immaturity, needs special safeguards and care, including appropriate legal protection, before as well as after birth,

WHEREAS the need for such special safeguards has been stated in the Geneva Declaration of the Rights of the Child of 1924, and recognized in the Universal Declaration of Human Rights and in the statutes of specialized agencies and international organizations concerned with the welfare of children,

WHEREAS mankind owes to the child the best it has to give,

*The General Assembly*

Now, therefore, Proclaims

THIS DECLARATION OF THE RIGHTS OF THE CHILD to the end that he may have a happy childhood and enjoy for his own good and for the good of society the rights and freedoms herein set forth, and calls upon parents, upon men and women as individuals, and upon voluntary organizations, local authorities and national Governments to recognize these rights and strive for their observance by legislative and other measures progressively taken in accordance with the following principles:

- 1 The child shall enjoy all the rights set forth in this Declaration. Every child, without any exception whatsoever, shall be entitled to these rights, without distinction or discrimination on account of race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status, whether of himself or of his family.
- 2 The child shall enjoy special protection, and shall be given opportunities and facilities, by law and by other means, to enable him to develop physically, mentally, morally, spiritually and socially in a healthy and normal manner and in conditions of freedom and dignity. In the enactment of laws for this purpose, the best interests of the child shall be the paramount consideration.
- 3 The child shall be entitled from his birth to a name and a nationality.
- 4 The child shall enjoy the benefits of social security. He shall be entitled to grow and develop in health; to this end, special care and protection shall be provided both to him and to his mother, including adequate pre-natal and post-natal care. The child shall have the right to adequate nutrition, housing, recreation and medical services.

- 5 The child who is physically, mentally or socially handicapped shall be given the special treatment, education and care required by his particular condition.
- 6 The child, for the full and harmonious development of his personality, needs love and understanding. He shall, wherever possible, grow up in the care and under the responsibility of his parents, and, in any case, in an atmosphere of affection and of moral and material security; a child of tender years shall not, save in exceptional circumstances, be separated from his mother. Society and the public authorities shall have the duty to extend particular care to children without a family and to those without adequate means of support. Payment of State and other assistance towards the maintenance of children of large families is desirable.
- 7 The child is entitled to receive education, which shall be free and compulsory, at least in the elementary stages. He shall be given an education which will promote his general culture and enable him, on a basis of equal opportunity, to develop his abilities, his individual judgement, and his sense of moral and social responsibility, and to become a useful member of society.  
The best interests of the child shall be the guiding principle of those responsible for his education and guidance; that responsibility lies in the first place with his parents.  
The child shall have full opportunity for play and recreation, which should be directed to the same purposes as education; society and the public authorities shall endeavour to promote the enjoyment of this right.
- 8 The child shall in all circumstances be among the first to receive protection and relief.
- 9 The child shall be protected against all forms of neglect, cruelty and exploitation. He shall not be the subject of traffic, in any form.  
The child shall not be admitted to employment before an appropriate minimum age; he shall in no case be caused or permitted to engage in any occupation or employment which would prejudice his health or education, or interfere with his physical, mental or moral development.
- 10 The child shall be protected from practices which may foster racial, religious and any other form of discrimination. He shall be brought up in a spirit of understanding, tolerance, friendship among peoples, peace and universal brotherhood, and in full consciousness that his energy and talents should be devoted to the service of his fellow men.