



BSC Safeguarding Policy

Section 1 - Details

Bristol Schools Connection

Providing support for spiritual development and pastoral care to students, school staff and families thus impacting positively upon the school community. Enabling safe and imaginative spiritual development and learning opportunities for all ages within school and informal church contexts. Working with churches and schools to connect the life of the two communities to their mutual benefit

Registered Charity No. 1162067

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Safeguarding Coordinator Name: Wendy Massey

Safeguarding Coordinator Contact Telephone / Email: Safeguarding4BSC@gmail.com

Section 2: Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Board of Trustees

The trustees are appointed to have independent authority and legal responsibility for the charity and have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022 it is illegal (England and Wales)(Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,

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- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day to day actions and behaviours of its people
- and there is open communication

Our commitment

As Trustees we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states 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”. We also concur with the Convention on the Rights of the Child which states 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.

Section 3

Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an 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 adult.

To safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

- 1. States 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.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. APPENDIX 2.

Safer recruitment

The Trustees will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding training

The Trustees are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Trustees will also ensure that children and adults with care and support needs 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.

Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

BSC consultants will keep a record of visitors representing BSc in schools, including the school name, nature of visit and date and time of visit.

BSC will issue guidelines to those visiting schools, advising their representatives to not be alone with children, to stay with allocated staff and follow school guidelines for safeguarding.

BSC has guidance about capturing and storing images of children to ensure appropriate permission has been obtained and children are protected.

We have specific good practice guidelines for every activity we are involved in and these are attached or in the appendices. These include Appendices 3-9:

Safeguarding Recording Form (Appendix 3)

Supporter & Training Events where children are present (Appendix 4)

Come and See Training Events in Schools – including a Code of Conduct for visitors with BSC (Appendix 5)

BSC Consultants / Trustees - Visiting schools (Appendix 6)

BSC Consultants / Trustees - Visiting churches (Appendix 7)

Good practice guidelines for churches working in schools (Appendix 8)

Risk assessment guidelines for churches working in schools (Appendix 9)

Management of Consultants & Trustees – Codes of Conduct

As Trustees we are committed to supporting all consultants and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their job role and out. They will also receive further training as necessary. See Appendix 10

Section 4:

Partnership working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

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

Section 5

Responding to allegations of abuse

Under no circumstances should a volunteer or consultant carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- Documenting a concern

The consultant or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Wendy Massey

Tel: 01179421109

Email: Safeguarding4BSC@gmail.com

The above is nominated by the Trustees 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:

Name: **Sally Martin** (hereafter the "Deputy")

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111. Option 2

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

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Name of local authority: Bristol City Council

Bristol: Children's Safeguarding Team

0117 903 6444- Monday to Friday Office Hours

01454 615 165- Out of hours/Weekend

Other numbers that you can call are:

- **Police Child Abuse Investigation Team (CAIT): 0117 945 4320**
- **NSPCC 24 hour Helpline: 0800 800 5000 (free from a landline)**
- **NSPCC Asian Languages Helpline: 0808 800 5000 (free from a landline)**
- **NSPCC Text helpline: 88858 (service is free and anonymous)**
- **Police: 101 (non-emergency calls)**
- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a consultant or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made, using Safeguarding Reporting Form, appendix 3, in accordance with these procedures and kept in a secure place in a locked filing cabinet or password protected file.
- 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 referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The Trustees 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 as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Trustees hope that members of the organisation will use this procedure. If, however, 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 Trustees 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.

Detailed procedures where there is a concern about a child:

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 of 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 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.

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.

Detailed procedures where there is a concern that an adult needs protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Section 6

Pastoral Care

Supporting those affected by abuse

The Trustees are 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 organisation.

Adoption of the policy

This policy was agreed by the trustees and will be reviewed annually at the November meeting:

Signed by: Tony Miles

Position: Chair of Trustees

Signed by: Wendy Massey

Position: Safeguarding

Date: 14/11/2023

APPENDIX 1:

Safeguarding statement

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Bristol Schools Connection

The following statement was agreed by the Trustees on: 13th November 2023

- This organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as an organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Supporting all in the organisation affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

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

Wendy Massey

Safeguarding Co-Ordinator

Appendix 2: Categories of Abuse and additional information

Categories, Definitions and Indicators of Harm (Last statutory definition update October 2021)

Type Of Harm	Definition	Examples	Indicators
Physical Abuse Adults and Children	Non-accidental harm to the body. From careless rough handling to direct physical violence. Unlawful or inappropriate use of restraint or physical interventions.	Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.	History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.

<p>Sexual Abuse Adults</p>	<p>Any contact or non-contact sexual activity that happens without consent or understanding or with forced consent or coercion. Individual did not fully understand or was pressured into consenting.</p>	<p>Rape, attempted rape, sexual assault. Inappropriate touch anywhere. Any sexual activity that the person lacks capacity to consent to. Inappropriate innuendo and sexual harassment. Forced use of pornography or witnessing of sexual acts. Indecent exposure. Image based sexual abuse, grooming and stalking.</p>	<p>Physical injury due to sexual assault, behavioural changes, decline in mental health, self-harm, obsession with washing, fear of pregnancy, trauma related symptoms such as flashbacks, poor memory, poor sleep, anxiety, hypervigilance. Increased use of substances or alcohol.</p>
<p>Sexual Abuse Children</p>	<p>Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. Activities may involve physical contact or be non-contact such as watching indecent content or encouraging children to behave in sexually inappropriate ways. Sexual abuse can take place online and includes grooming behaviors.</p>	<p>Rape and sexual assault, kissing, rubbing and touching outside of clothing. Children watching adult pornography or being exploited in the production of indecent images.</p>	<p>Avoiding being alone or frightened of people or a person they know. Language or sexual behaviour you wouldn't expect them to know for their age. Nightmares, disturbed sleep, bed wetting. Use of substances and self-harm. Changes in eating habits. Changes in mood, feeling angry, anxious or depressed.</p>

<p>Emotional Abuse</p> <p>Adults and Children</p>	<p>Behaviour which has a harmful effect on an individual's emotional well-being or development, causing mental distress undermining their self-esteem and affecting individual's quality of life.</p> <p>Wilful infliction of mental suffering by a person in a position of trust and power.</p>	<p>Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self-expression, deprivation of contact, undermining self-esteem, isolation and over-dependence.</p> <p>Failure to provide a loving environment for a child.</p>	<p>Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self-harm, refusing to eat, deliberate soiling, unusual weight gain or loss, poor self-esteem, expressed feelings of worthlessness and self-blame.</p>
<p>Neglect</p> <p>Adults and Children</p>	<p>Failure of any person who has responsibility for the charge, care or custody of an adult with care and support needs or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.</p> <p>For children includes the ongoing failure to meet their basic needs including food, shelter, health, education and safe environment and supervision.</p>	<p>Fail to meet basic needs including food, shelter, heating and utilities, access to health care and education, failure to provide for social needs.</p> <p>Leaving a child or person with needs for care with an unsuitable or unsafe carer. Not providing adequate emotional support and preventing access to social opportunities.</p>	<p>Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation. Clothes not suited to the weather. Underweight, seems hungry; tiredness. Frequent untreated nappy rash in infants. Accidents related to poor supervision. Poor language and communication skills. Being left alone for a long period of time. Caring for younger siblings.</p>

<p>Financial</p> <p>Adults</p>	<p>The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult with care and support needs without their informed consent or authorisation. Includes coercion and control of finances within domestic abuse.</p>	<p>Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the person the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences. Preventing access to money or choice about what it is spent on.</p>	<p>Unexplained or sudden inability to pay bills such as rent, utilities, travel costs. A person taking control of finances when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services. Not having food in cupboards or heating on in the cold.</p>
<p>Organisational</p> <p>Adults</p>	<p>Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults with care and support needs. Mainly relates to health and social care provision but aspects may be relevant to Church settings.</p>	<p>Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice.</p>	<p>Whistle blowing policy not in place and accessible, insufficient employees training and development. Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible.</p>

<p>Discriminatory Adults</p>	<p>Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.</p>	<p>Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language.</p>	<p>Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice.</p>
<p>Modern Slavery Adults and Children</p>	<p>Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. If modern slavery is suspected call the national helpline (24/7): 08000 121700</p>	<p>Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour. Adult or Child forced to work as domestic servant. Adult or child forced to work as sex worker, farm labourer, car cleaner.</p>	<p>Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with.</p>
<p>Self Neglect Adults</p>	<p>A wide range of behaviour involving neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.</p>	<p>May not react to or appropriately fulfil own needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or improve conditions.</p>	<p>Environment which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individuals wellbeing at risk. May have untreated or inadequately treated physical health issues.</p>

<p>Domestic Abuse</p> <p>Adults and Children</p>	<p>The Domestic Abuse Act 2021 statutory definition of domestic abuse applies to those aged 16 and above. It recognizes that domestic abuse occurs where individuals are personally connected to each other and there is physical or sexual abuse, violent or threatening behavior, controlling or coercive behavior, economic abuse, psychological or emotional abuse. It is also recognized that children who live in a home where there is domestic abuse experience that abuse even if they do not directly witness it.</p>	<p>Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage. Includes coercive and controlling behaviour where the perpetrator controls every aspect of the victims life using threats and coercion.</p>	<p>Appears to be afraid of partner or family member and of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves, seeks permission for everyday activities.</p>
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<p>Spiritual Abuse Adults and children (not defined in Statutory Guidance)</p>	<p>Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision-making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism.'</p>	<p>The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm and abuse.</p>	<p>May present very differently in settings but will usually include manipulation and exploitation, enforced accountability, censorship of decision-making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism.</p>
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Some Additional Information:

Child Sexual Exploitation: All children and young people can be at risk of sexual exploitation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be a risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children's Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Female Genital Mutilation: Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child or adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

Terrorism and Extremism: Any person may become drawn into extremism or sympathy with such views and into terrorism. This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school or faith organisation. The Counter-Terrorism and Security Act 2015 places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**

Position of Trust: The Sexual Offences Act 2003 has been amended to clarify the meaning of a person in a "position of trust". Under the new law, A has a position of trust in relation to B if they actually and knowingly coach, teach, train, supervise, or instruct B on a regular basis in a sport or a religion.

The age of consent for sexual activity in the UK rises from 16 years to 18 years where one person in a position of trust is involved. The implications of this change in law is to make it illegal for religious leaders and sports coaches to engage in sexual activity with those aged 16 and 17 years.

A person under 18 cannot consent to sex if it is with a person who has a duty of care or is in a position of trust/authority (e.g. teacher, doctor etc.) It is the position of the Parish of Bishopston and St Andrews that any person in a position of trust (e.g. clergy, staff, PCC, wardens, children/youth team volunteers and leaders) aged over 18, never has a romantic relationship with a child under 18 who is a member of the church whilst in a position of leadership and trust. This is in line with statutory organizations and would be in line with best practice. Where members of the youth (under 18) attending the church are romantically involved with each other and one takes up a leadership position a risk assessment should be completed and the roles and responsibilities agreed with the PSO, Associate Minister for Children and Youth and the clergy to ensure there is no conflict of role and position of trust.

Safeguarding Recording Form - Private and Confidential



This form is to be used when a concern is raised or disclosure is given. The form should be started and kept up to date by the Safeguarding Officer and kept in a safe and secure location.

Section 4 should be kept up to date to provide a record of activity and actions taken.

Please fill in as many details as possible

Section 1: Who is this record about?

Details of the person you are concerned about:			
Is this person the alleged victim or the alleged		Victim <input type="checkbox"/> Perpetrator <input type="checkbox"/>	
Please provide as much information about the person about whom you are			
Subject of concern is an:	Adult <input type="checkbox"/> Child <input type="checkbox"/>	Gender	Female <input type="checkbox"/> Male <input type="checkbox"/>
Surname:		Forenames	
If the person is a child please provide their parent/carers details if known:			
Surname:		Forename:	
Address:		Postcode:	
Telephone		Email:	
Surname:		Forename:	
Address:		Postcode:	
Telephone		Email:	
Have the parents/ carers been notified of this incident?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes please provide details of what was said and what if any action has been agreed:			
If No please explain why the child's parents haven't been informed:			

Section 2 – What is this record about?

Details of the disclosure/incident			
Time and date of disclosure/ incident:	Time:		Date:
Name and contact details of person making the disclosure/ reporting the incident:			
Surname:		Forenames:	
Address:		Postcode:	
Telephone number:		Email:	
Location of disclosure/ incident:			
Names of anyone else (witnesses) who was present:			
Position if any within the Parish/ Church/ School:			
Surname:		Forename:	
Address:		Postcode:	
Telephone number:		Email:	
Record of disclosure/incident (attach any notes made by others regarding the disclosure/Incident)			
Has a previous referral been made:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Name of agencies involved already:	
Have you informed the DSA?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Time/Date of Discussion:	
Who else have you spoken to:			
Your name:			
Your contact number:			
Your role:			

Signed:	_____	Date:	
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Section 3 – Who else has been contacted?

Onward referrals and external agency involvement			
External referral made:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Time		Date :
With consent:	YES <input type="checkbox"/> NO <input type="checkbox"/> (If No please give reason)		
Referral form sent?	YES <input type="checkbox"/> NO <input type="checkbox"/> (Attach a copy of the referral form if used)		
Name of social worker/ police officer/ team:			
Telephone number:			
Outcome of referral to external agency:	NFA <input type="checkbox"/> ongoing enquiries <input type="checkbox"/> open case <input type="checkbox"/>		
Other Action taken:			
Details of support offered:			
Name of person in the dealing with this referral:			
Signed:		Date :	

Appendix 4

BSC Events where children are present - Training Events and Supporter Events: Safeguarding good practice guidelines for BSC Consultants and Trustees

Appendix 4



BSC will not provide a creche or childcare, but will provide an area in the main event room with children's activities. This area will be open and public.

A BSC Trustee or Consultant will facilitate the use of this area, but children will ultimately remain the responsibility of the parent(s)/carer(s) present. This will be communicated to the parent(s)/carer(s).

BSC Trustees and Consultants will not assist children going to the toilet - this is the responsibility of the parent(s)/carer(s).

BSC Trustees and Consultants will ensure that they are not alone with a child/ children and will remain visible.

If photos / videos are being taken of the event by a designated BSC photographer, parents/carers will be informed and consent will be obtained before taking / using a photograph for BSC publicity purposes.

BSC has guidance about capturing and storing images of children to ensure appropriate permission has been obtained and children are protected. This guidance will be followed in relation to the supporter events.

Appendix 5

Come and See Training Events: Safeguarding Good Practice Guidelines for BSC Consultants and Trustees, including a Visitors Code of Conduct



BSC Consultants, Trustees and BSC Visitors will follow the Safeguarding Policy of the School.

Permission will be obtained by the Headteacher to run the Come and See Training Event and the plan for looking after visitors will be agreed with the headteacher.

Any visitors will remain the responsibility of the BSC Consultants and/or Trustees (whoever is present running the event) throughout their visit to the school site.

One of the BSC Consultants or Trustees will give the visitor clear instructions prior to the visit about waiting at the school reception to be escorted to the training space. The visitor will be accompanied by a BSC Consultant or Trustee at all times, including being escorted to the toilet. They must wear a visitor lanyard during the visit.

BSC will keep a record of the School visit including: the nature of the event; visitor names and which church they are from; school name; date and times.

If photos / videos are being taken of the event by a designated BSC photographer, visitors will be informed and consent will be obtained before taking / using a photograph for BSC publicity purposes.

BSC will ensure that any photos taken by visitors do not include children or adults (just resources and the space being used).

BSC has guidance about capturing and storing images of children to ensure appropriate permission has been obtained and children are protected. This guidance will be followed in relation to the Come and See events.

Visitor Code of Conduct

- Meet the BSC consultant or trustee at the school reception.
- Stay with the BSC consultant/trustee or a member of school staff at all times (including being escorted to the toilet).
- Wear the visitor lanyard at all times.
- Follow the instructions of the BSC consultant/trustee in relation to interacting with adults and children during the event.
- Adhere to the school safeguarding policy.
- Ask the BSC consultant/trustee for permission to take photos of the resources/the event space and ensure that no children or adults are in the photos.

Appendix 6

Visiting Schools – BSC Consultants and Trustees



BSC Consultants/Trustees will follow the Safeguarding Policy of the School.

Permission will be obtained by the Headteacher for the visit and the nature of the visit will be discussed before the day. This might be obtained via another church worker who is regularly involved in the life of the school.

BSC Consultants/Trustees will sign in at reception and show a copy of their most recent DBS / Update service number if required by the school. A visitor lanyard will be worn at all times.

BSC Consultants/Trustees will ensure that they are not alone with children and that they are with a member of staff at all times. If this is not possible for some reason, they should work in visible/public locations – and discuss this with the headteacher.

BSC Consultants/Trustees will follow the advice/instructions given by the member of staff overseeing the visit.

BSC will keep a record of the School visit including: the nature of the visit; school name; date and times.

Permission from the headteacher / link teacher will be obtained in order for photos / videos to be taken. Consent will be obtained before using a photograph for BSC publicity purposes.

BSC has guidance about capturing and storing images of children to ensure appropriate permission has been obtained and children are protected. This guidance will be followed in relation to School visits.

Appendix 7

Visiting Churches – BSC Consultants and Trustees



BSC Consultants/Trustees will follow the Safeguarding Policy of the Church.

If BSC Consultants/Trustees are working specifically with a group of children (e.g. trialling a resource), they will ensure that the Safeguarding lead has seen a copy of their BSC DBS and give the necessary information for the update service check if they are registered (DBS certificate number; surname on the certificate; DOB).

BSC Consultants/Trustees will ensure that they are not alone with children, working in visible/public locations with other leaders.

BSC Consultants/Trustees will follow the advice/instructions given by the member of staff overseeing the visit.

BSC will keep a record of the Church visit including: the nature of the visit; church name; date and times.

Permission from the Vicar/Church leader will be obtained in order for photos / videos to be taken. Consent will be obtained before using a photograph for BSC publicity purposes.

BSC has guidance about capturing and storing images of children to ensure appropriate permission has been obtained and children are protected. This guidance will be followed in relation to Church visits.

Appendix 8

Good Practice Guidelines for Churches Working in Schools



- Arrange a meeting with the headteacher and/link teacher to ensure that there is a clear agreement about what your remit is within the school and the service you are delivering. As time goes on, you may get involved in new things within the school. It will then be necessary for you to have further meetings to clarify your role and the new services being offered. These meetings ensure that there is a shared understanding and agreement of your role and the service you are delivering.
- Work in partnership: It is a good idea to check that the headteacher and/link teacher are happy with the resources you will be using and the content you will be covering. Working together with the school staff in the planning and preparation stages ensures that the resources and content are right for the school context and the children you are working with.
- Ask for a copy of the school safeguarding policy and familiarise yourself and any other volunteers with it.
- Always follow the advice set out in the school safeguarding policy. If in doubt, ask a member of school staff what you should do. If you have any concerns, talk to the link teacher/headteacher or the safeguarding lead.
- Do not work alone with children. Work in visible, public spaces.
- Follow the school and church guidance on DBS checks and any recruitment checks/safe recruitment procedures needed for your team.
- Train any volunteers that are working with you to ensure that they understand the safeguarding guidelines that they are to work within.
- Train any volunteers that are working with you to ensure that they understand what is required of them in this particular role, and the educational boundaries that you are working within – e.g. no proselytising.
- Always sign in properly at the school reception (even if you are popping in) and wear a visitor lanyard at all times during your visit.
- Keep a record of the School visit including: date and times; the nature of the event; name of the class; name of the member(s) of staff present; names of volunteers in your team.
- Liaise with the school about taking photos/video for church publicity purposes to ensure that you gain appropriate permission and children are protected. Have a designated photographer who complies with the school/church guidance on capturing and storing images of children.
- Ensure that all activities have been properly risk assessed and that the headteacher and/link teacher are happy with your risk assessment.
- Ensure that any volunteers working with you have seen a copy of the risk assessment/are aware of the main risks and their role in risk management.

Appendix 9

Risk Assessment Guidelines for Churches working in Schools

Ensure that you have a comprehensive risk assessment or a number of risk assessments which cover:

- All activities that are being run by yourself or your team.
- All resources and equipment that are being used.
- The site/spaces that you are using.
- Other external factors such as the weather, animal poo.
- Dynamic risk assessment – you will respond dynamically to risks and manage them as they arise.
- Food hygiene – including personal hygiene.
- Safeguarding risks.
- Communication with the school staff about risks: being aware of their risk assessments; and also informing them about new risks that might arise during your time on site.

The following format might be useful:

RISK ASSESSMENT FOR:

Dynamic risk assessment will be taking place at ALL TIMES.

Potential Hazard (and effect)	Risk Level and Who? (High, Medium, Low)	Actions to Minimise Risk
Slippery floor surface / slippery outdoor surface – injury from slipping	Medium – children and adults	<ul style="list-style-type: none">• Adult to check floor /outdoor surface prior to activity starting and throughout – change plans if unsafe.• Adult to ensure children wear appropriate footwear

Signed by:

Date:

Review Date:

** We have sample Risk Assessments which people can use and make their own for Christmas in a Box, Easter in a Box, Prayer Spaces in School, and Trails.

Consultants & Trustees Code of Conduct



Bristol Schools Connection behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all Consultants & Trustees. The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers/representatives (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Bristol Schools Connection. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches Bristol Schools Connection social media policy

- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave BSC. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or the Trustees.

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date: