



**New Ground Churches**

# **Safeguarding Policy**

**Revised: November 2022**

**Completed: June 2023**

**Approved: 13 June 2023**

## **New Ground Safeguarding Policy**

The policy and procedures have been divided into five sections covering all 10 Thirtyone:eight safeguarding standards. Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

- SECTION 1      Organisation details**  
Safe and Secure – Standard 1
  
- SECTION 2      Understanding abuse and neglect**  
Safe and Secure – Standards 2, 3 and 4
  
- SECTION 3      Practice guidelines**  
Safe and Secure – Standards 5, 6 and 10
  
- SECTION 4      Responding to allegations of abuse**  
Safe and Secure – Standards 7
  
- SECTION 5      Pastoral care**  
Safe and Secure – Standards 8 and 9

### **Appendices**

- Appendix 1      Trustees safeguarding statement
- Appendix 2      Good Practice Guidelines for Working with Children
- Appendix 3      Signs and symptoms of possible abuse in children and young people
- Appendix 4      Indicators of abuse and self-neglect for adults
- Appendix 5      How to respond to a child wishing to disclose abuse
- Appendix 6      Standards for grant-funded partners
- Appendix 7      Contact numbers
- Appendix 8      Helpful resources
- Appendix 9      Whistleblowing
- Appendix 10     Flowchart for Action – Children and Young People
- Appendix 11     Flowchart for Action – Adults at Risk

## SECTION 1 Organisation details

Name of Organisation: **New Ground Churches**

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Address: New Ground, King's Centre, 33 Amy Road, Oxted, Surrey RH8 0PW

Tel No: 01883 734805 Email address: admin@newgroundchurches.org

Trustee: Dale Barlow (dale@kingschurchforyou.org) 07717073277

Safeguarding Coordinator: Tim Wort (timwort40@gmail.com) 07816906924

Deputy Safeguarding Coordinator: Brett Melville (brettmelville@newgroundchurches.org) 07952357570

Membership: Newfrontiers, Evangelical Alliance

Charity Number: 1121110

Regulators details (if any): None

Insurance Company: Ansvar Insurance (Policy No. ACY 6068608)

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

New Ground is a family of churches, from different countries, led by Dave Holden. The organisation supports the work of its member churches in both their home situations and in reaching out to other communities at home and abroad. New Ground also provides strategic conferences, leadership training and church planning opportunities. Current information can be found on the New Ground website: [newgroundchurches.org/about-us](http://newgroundchurches.org/about-us)

### Policy Scope

This policy is intended to ensure that identified risk areas are addressed and procedures, which reflect New Ground's commitment to tackle discrimination issues and create an environment of accountability, are in place. Our two risk areas are the safeguarding of children and adults with care and support needs, and our grant funding responsibilities.

### Our commitment

As Trustees we recognise the need to provide a safe and caring environment for children, young people and adults with additional care and support needs. An adult with additional care and support needs is hereafter defined as the following, according to the Care Act 2014 statutory guidance:

'Any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support'<sup>1</sup>. Care and support is the mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent - including older

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<sup>1</sup> <https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf>

people, people with a disability [cognitive/physical] or long-term illness, people with mental health problems, and carers.<sup>2</sup>

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'<sup>3</sup>. We also concur with the Convention on the Rights of the Child. Article 19 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'<sup>4</sup>. As Trustees, 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. We are committed to supporting our staff and volunteers; ensuring they receive safer recruitment, accessible training and listening to concerns raised.

The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by Thirtyone:eight. This policy is based on a foundation of UK Law. Namely;

- The Care Act 2014
- The Children Act 1989

and government guidance documents including,

- Working together to Safeguard Children 2018
- Safeguarding Disabled Children
- The Care Act statutory guidance.

The Trustees undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that any premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinators in their work and in any action they may need to take in order to protect children and adults with additional care and support needs.
- file a copy of the policy and practice guidelines with the local authority, and any amendments subsequently published.
- create procedures designed to ensure staff and volunteers can raise concerns about wrongdoings without fear of victimisation or dismissal in correspondence with the Public Interest Disclosure Act 1998.

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<sup>2</sup> <https://www.gloucestershire.gov.uk/gsab/i-am-a-professional/safeguarding-an-overview-for-practitioners/adults-with-care-and-support-needs-definition/>

<sup>3</sup> <https://www.un.org/en/universal-declaration-human-rights/>

<sup>4</sup> <https://www.cypcs.org.uk/rights/uncrcarticles/article-19>

## SECTION 2 PREVENTION Understanding abuse and neglect

Detailed **indicators of abuse**, as well as how to respond to a disclosure of abuse, can be found in appendix 7 of our policy.

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.*<sup>5</sup>

As an organisation we have a responsibility to respect and promote human rights. To do this we need to understand what abuse is.

### Understanding abuse

Abuse and neglect can take many different forms. Both children (hereafter a child is anyone under the age of 18) and adults can experience abuse.

### Children can experience:

- Physical abuse
  - Is when an individual intentionally causes harm and/or pain to a child. It includes, but is not limited to; hitting, shaking and throwing things at the child.
- Emotional abuse
  - Is sometimes called psychological abuse, it can cause psychological trauma. Examples of emotional abuse include threatening, scaring, humiliating, isolating and ignoring the child\*.
- Sexual abuse, there are two types of sexual abuse:
  - Contact sexual abuse whereby the abuser makes physical contact with the child:
    - Sexual touching of any part of a child's body, whether they're clothed or not
    - Using a body part or object to rape or penetrate a child
    - Forcing a child to take part in sexual activities
    - Making a child undress or touch someone else
  - Non-contact sexual abuse
    - Exposing or flashing
    - Showing pornography
    - Exposing a child to sexual acts
    - Making them masturbate
    - Forcing a child to make, view or share child abuse images or videos
    - Making, viewing or distributing child abuse images or videos
- Neglect, which is an ongoing failure to meet a child's basic needs, it can have long term physical and psychological effects. Neglect can come in different forms but there are 4 broad categories:
  - Physical neglect
    - Not meeting a child's basic needs, such as providing food and warmth or not keeping a child safe.
  - Educational neglect
    - Not providing a child with education
  - Emotional neglect

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<sup>5</sup> <https://www.un.org/en/universal-declaration-human-rights/>

\*bullying is usually a combination of physical and emotional abuse

- This can include isolating, ignoring and intimidating a child who subsequently does not receive the nature and stimulation they need for development.
- Medical
  - Whereby a child is not provided appropriate health care. This could include not taking a child to the doctor when they are ill or ignoring professional medical advice.

Please go to the NSPCC website for more information of the types of abuse children can face, the signs, the effects and the support available<sup>6</sup>.

As an organisation which runs events which children will attend, we have an obligation under Article 19 of the UN Convention on the Rights of the Child to take all appropriate measures to protect children from all forms of abuse and support children and their families. These measures should include forms of prevention, as well as reporting and referral where appropriate.<sup>7</sup>

### **Adults can experience:**

- Physical abuse, including but not limited to:
  - assault, hitting, punching and slapping, physical punishments, inappropriate or unlawful restraint, misuse of medication and withholding food
- Domestic violence
  - Domestic violence and abuse include any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality.
- Sexual abuse, including but not limited to:
  - Rape, sexual assault, attempted penetration, inappropriate touching and indecent exposure
- Psychological or emotional abuse, including but not limited to:
  - Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse, enforced isolation including preventing someone from accessing services and cyber bullying
- Financial or material abuse, including but not limited to:
  - theft of money or possessions, fraud, scamming and preventing a person from accessing their own money, benefits or assets
- Modern slavery
  - Human trafficking, forced labour, domestic servitude, sexual exploitation such as escort work, prostitution and pornography and debt bondage – being forced to work to pay off debts that realistically they never will be able to.
- Discriminatory abuse
  - Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as ‘protected characteristics’ under the Equality Act 2010<sup>8</sup>). Including verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic and harassment or deliberate exclusion on the grounds of a protected characteristic.

<sup>6</sup> <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

<sup>7</sup> <https://www.cypcs.org.uk/rights/uncrc/articles/article-19>

<sup>8</sup> <https://www.gov.uk/discrimination-your-rights>

- Organisational or institutional abuse, including but not limited to:
  - ignoring or isolating the person, preventing the person from making their own decisions, preventing access to glasses, hearing aids, dentures, etc, failure to ensure privacy and dignity, failure to respond to abuse appropriately and a failure to respond to complaints.
- Neglect or acts of omission
  - Ignoring or isolating the person, preventing the person from making their own decisions and a failure to ensure privacy and dignity.
- Self neglect including but not limited to:
  - lack of self-care to an extent that it threatens personal health and safety, inability to avoid self-harm and a failure to seek help or access services to meet health and social care needs.

For more information please see the Safeguarding Adults: Types and Indicators of Abuse<sup>9</sup>. For more general details please visit the Social Care Institute for Excellence (SCIE) website.<sup>10</sup>

The NHS England Safeguarding Adults pocket guide describes adult safeguarding as ‘Protecting an adult’s right to live in safety, free from abuse and neglect’<sup>11</sup>. As an organisation which runs events where adults attend, we have a duty to create an environment which tries to prevent abuse to all adult, as all adults can be vulnerable to abuse.

### **The Local Authorities Duty to Safeguard Adults:**

Under the Care Act 2014 statutory safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse and neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience off abuse or neglect

Each UK Local Authority has a duty to ‘make enquires if it believes an adult is experiencing, or is at risk of, abuse or neglect. An enquiry should establish whether any action needs to be taken to prevent or stop abuse or neglect and if so, by who’<sup>12</sup>.

### **Safe recruitment**

The Trustees will ensure all staff 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 and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate

<sup>9</sup> <https://www.scie.org.uk/publications/atagance/atagance69-adult-safeguarding-types-and-indicators-of-abuse.pdf>

<sup>10</sup> <https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

<sup>11</sup> <https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf>

<sup>12</sup> Care Act Statutory Guidance (<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding->)

- An appropriate level of Disclosure and Barring Service check has been completed (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.
- Attempts will be made to obtain a good conduct certificate from any applicants working for the organisation, either paid or unpaid, who have come from abroad. This will be obtained from the police, or other agency or institution where the person has been involved. Guidance from Thirtyone:eight's 'Safe and Secure' manual will be followed.
- Should New Ground run any projects or activities which involve children or young people staying with a host family, any occupants of the household will need to be subject to a DBS check.

### **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. All relevant personnel will be required to complete training which is deemed satisfactory. Event volunteers and staff working in the children's activities will also be required to attend training.

The Trustees will also ensure that children and 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 by including information in each relevant event's handbook.

### **Management of Workers – Codes of Conduct**

The Trustees undertake to follow the principles found within the Guidance for Preventing Abuse of Trust issued by the Home Office<sup>13</sup>. 'Position of Trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children. Examples of Positions of Trust include: teachers; care workers; youth justice workers; social workers; doctors; faith leaders; sports coaches.

It is important for all those in Positions of Trust<sup>14</sup> to understand the power this can give them over those they care for. There are added responsibilities that go with these relationships. It is against the law for someone in a Position of Trust to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over). No New Ground worker or volunteer must enter into a romantic and/or sexual relationship with a person who is either under the age of 18, or over the age of 18 but still in the 6<sup>th</sup> Form (UK school years 12 and 13). This applies to all, irrespective of sexual orientation. If you find yourself tempted to enter a relationship with someone in your care, speak to your line manager, or to the Safeguarding Officer.

<sup>13</sup> [https://www.baptist.org.uk/Groups/220831/Abuse\\_of\\_Trust.aspx](https://www.baptist.org.uk/Groups/220831/Abuse_of_Trust.aspx)

<sup>14</sup> <https://learning.nspcc.org.uk/research-resources/briefings/preventing-abuse-positions-of-trust>



### **SECTION 3      Practice Guidelines**

As an organisation working with children and adults with additional 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 accusation. A general code of conduct for workers can be found in Appendix 1 entitled *Good Practice Guide for Working with Children*.

Churches who are a part of New Ground should have their own Safeguarding Policy. Activities organised by individual churches will operate under the provisions of their own Safeguarding Policy.

#### **Working in Partnership (Grant Funding)**

New Ground is a family of churches from different countries. We acknowledge that there can be variation in law, policy and practice relating to Safeguarding around the world. One of the aims of this policy is to establish a standard of Safeguarding which mirrors best practice as set out in UK legislation guidance.

We therefore have clear guidelines in 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 standards document for use with grant-funded organisations (see Appendix 6).

**Signed by:** \_\_\_\_\_ (Dale Barlow)

**Date:** 13 June 2023

## SECTION 4      Responding to allegations of abuse

**Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.** If a child or adult is believed to be in immediate danger 999 and ask for police. Otherwise, follow procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Tim Wort (hereafter the "Safeguarding Co-ordinator") contact no: 07816906924 who is nominated by the trustees to act on their behalf in dealing with the allegation, suspicion or possible risk of abuse, including referring the matter on to the statutory authorities where appropriate.
- 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 Brett Melville (hereafter the "Deputy ") contact no: 07952357570. 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. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services.
- Where the concern is regarding an adult, contact Adult Social Services. It is best practice to try and gain consent from the adult with care and support needs first.
- The Safeguarding co-ordinator will take a measured approach to all allegations. They will be trained in Safeguarding, have knowledge of the law and be in or, have been in a profession where safeguarding is an element of their expertise. They will also have access to thirtyone:eight for advice.
- The local Children's Access Point number (office hours) is 01403 229900.
- The local Adult Social Services office number (office hours) is 01243 642121.
- Police (non emergency) can be contacted on 101.
- Where required, the Safeguarding Co-ordinator should then immediately inform the insurance company and Brett Melville.
- Suspicions must not be discussed with anyone other than those nominated above. A 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 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 the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice, although the trustees hope that members of the place of worship/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 Leadership demonstrate its commitment to effective safeguarding and the protection of all.

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 that have a legal duty to investigate. Where there is a suspicion or where an adult makes a disclosure about abuse the Safeguarding Co-ordinator/Deputy will discuss any concerns with the individual themselves. They will support the person to weigh up the risks and benefits of different options and obtain the person's consent, explaining what information may be shared with other people or organisations before contacting the local authority. We must accept that while no abuse is right, adults have autonomy and can have complex interpersonal relationships which may mean that they do not want support; for example, an individual may disclose that they are experiencing domestic abuse but not want intervention. The SCIE website layouts the follow guidance<sup>15</sup>:

If a person refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, their wishes should be respected. However, there are a number of circumstances which can reasonably override such a decision, including:

- Other people are, or may be, at risk, including children
- A serious crime has been committed
- Sharing the information could prevent a crime

If it is thought that an adult lacks mental capacity to make the decision about whether to give consent, then advice should be sought from the local authority without disclosing the identity of the individual. The Mental Capacity Act 2005 clearly states that 'A person is not to be treated as unable to make a decision merely because he makes an unwise decision'<sup>16</sup> and 'A person must be assumed to have capacity unless it is established that he lacks capacity'<sup>17</sup>. To establish whether an adult lacks capacity a Mental Capacity assessment has to be completed. It is not for the Safeguarding Coordinator or Deputy to complete this assessment.

The SCIE website also states the following:

'It is very important that the risk of sharing information is also considered. In some cases, such as domestic violence or hate crime, it is possible that sharing information could increase the risk to the individual. Safeguarding partners need to work jointly to provide advice, support and protection to the individual in order to minimise the possibility of worsening the relationship or triggering retribution from the abuser.'<sup>18</sup>

'If it is not clear that information should be shared outside the organisation, a conversation can be had with safeguarding partners in the police or local authority without disclosing the identity of the person in the first instance. They can then advise on whether full disclosure is necessary without the consent of the person concerned.'<sup>19</sup>

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<sup>15</sup> <https://www.scie.org.uk/safeguarding/adults/practice/sharing-information#does-not-want-you-to-share>

<sup>16</sup> Mental Capacity Act 2005, Section 1 (4)

<sup>17</sup> Mental Capacity Act 2005, Section 1 (1)

<sup>18</sup> <https://www.scie.org.uk/safeguarding/adults/practice/sharing-information#does-not-want-you-to-share>

<sup>19</sup> <https://www.scie.org.uk/safeguarding/adults/practice/sharing-information#does-not-want-you-to-share>

## **Detailed procedures where there is a concern about a child:**

### **ALLEGATIONS OF ABUSE**

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

- Contact Children's Social Services in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Respect the child's confidentiality by not disclosing the information to parents/carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- 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.
- For lesser concerns encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

### **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

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 need to liaise with Children's Social Services in regards to the suspension of the worker. If an accusation has been made against a worker regarding an adult contact Adult's social services. In all cases make a referral to a Local Authority Designated Officer (LADO).

## **SECTION 5          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.

### **Working with offenders**

When someone attending a New Ground church is known to have abused children or adults with additional care and support needs, the leadership of that church will supervise the individual and offer pastoral care. The church leadership will inform the New Ground event organiser if that person attends New Ground activities, where appropriate ie where the activity is also attended by children and/or adults with additional care and support needs. The New Ground event organiser will then set boundaries for that person at the activity which they will be expected to keep. The New Ground event organiser will seek guidance from thirtyone:eight regarding these boundaries and risk assessments from statutory agencies, in order to fulfil their commitment to protect children and adults with additional care and support needs. Individual churches are responsible for informing the New Ground event organiser about the people in their congregation who pose a risk.

It is recognised that preferable practice would be to work towards a contractual agreement with sex offenders. However, as an interim arrangement, New Ground will not permit a known sex offender to have contact with children or adults with additional care and support needs at an event or meeting for which it is responsible. All known offenders attending a New Ground event will be personally supervised by a person within the leadership team of the church they are a member of. Individual churches are responsible for making these arrangements with the offender and are expected to inform the New Ground event organiser of them.

## Appendix 1 Trustees Safeguarding Statement

### New Ground

The trustees at New Ground recognises their responsibility to protect everyone entrusted to our care.

They agreed the following statement in December 2021.

This organisation is committed to the safeguarding of children and adults, implementing prevention strategies and promoting human rights.

#### Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual and emotional abuse of children and to report any such abuse that we discover or suspect.
- We believe every child should be valued and safe. We want to make sure that children we have contact with feel valued, safe and empowered to tell us if they are suffering harm.
- All children have the right to be treated with respect, to be listened to and to be protected from all forms of abuse
- We recognise the personal dignity and rights of 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 organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with additional care and support needs.

#### We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.<sup>20</sup>
- Implementing the requirements of legislation in regard to people with disabilities including the Equality Act 2010<sup>21</sup>, the Care Act 2014, the Mental Capacity Act 2005 and the UN Convention on the Rights of Persons with Disabilities<sup>22</sup>.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the safeguarding co-ordinators in their work and in any action they may need to take in order to protect children and adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the organisation affected by abuse.

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<sup>20</sup> <https://www.cypcs.org.uk/rights/uncrcarticles/article-19>

<sup>21</sup> <https://www.gov.uk/discrimination-your-rights>

<sup>22</sup> <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html>

- Adopting and following the ‘Safe and Secure’ safeguarding standards developed by the Churches’ Child Protection Advisory Service<sup>23</sup>.

**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 making or causing an enquiry to be made regarding all allegations or suspicions of abuse where there are concerns about an adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where 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 our agency’s headquarters.
- 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 adult with additional care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this organisation.  
Tim Wort, Brett Melville

A copy of the full policy and procedures is available from the office:

New Ground  
King’s Centre  
33 Amy Road  
Oxted  
RH8 0PW  
admin@newgroundchurches.org

A signed copy is held at New Ground offices (address above).

**Signed:** \_\_\_\_\_ (Dale Barlow, Trustee)      **Date:** 13 June 2023

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<sup>23</sup> <https://thirtyoneeight.org/media/2122/stayingsafeandsecure.pdf>

## Appendix 2 Good Practice Guidelines for Working with Children

### PHYSICAL CONTACT

A no touch approach for adults who work with children is often impractical. Every child is different and every situation is unique therefore adult leaders should maintain self-awareness of the dynamic of each situation and judge what is appropriate based on the needs of the individual child. Any such contact will need to be age and gender appropriate and of limited duration. Where a child seeks out or initiates physical contact with an adult leader, the situation should be handled with sensitivity and must never be exploited. Physical contact should never be secretive or for the gratification of the adult.

For example, with nappy changing and toileting for young children, parents or guardians should always be asked to change nappies. Children should be taken in groups for toilet trips and privacy maintained at all times. If help is needed with toileting, it should always be at the request of the child.

Physical restraint should, where possible be avoided. If an individual is being disruptive it is important to first, ask them to stop the disruptive and/or dangerous behavior and use a warning that if they do not, they may be asked to leave the area. If harmful behavior continues the individual should be escorted away. Two workers should be present and should request the individual cease the behavior. Physical restraint is a last resort. The scale of any such intervention must be proportionate to the behavior and the nature of the harm they may cause. The minimum necessary force should be used. Where physical restraint is used the workers involved should write an incident report and parents must be notified. If one worker uses restraint which other feels was not proportionate and/or appropriate, then a discussion should be had between them and the safeguarding coordinator.

### YOUTH WORK AND THE INTERNET

When the youth/children's group uses the internet as part of their work, there should be a policy and clear guidelines on how it is to be used and there should always be adult supervision. The Codes of Practice have clear guidelines on the use of texting or social media. **No youth helper has any reason to contact under 18s outside of the planned meetings.** The youth team may need to do so, but should follow guidance given by thirtyone:eight, and only with the knowledge and permission of parents.

### CHILD PROTECTION POLICIES AND PROCEDURES

Ensure all paid workers and adult volunteers have followed/completed the safe recruitment procedures and have obtained a clear enhanced DBS disclosure before being allowed to supervise young people.

Ensure all who work with children/young people know what to do in the case of suspected or alleged abuse. Respect confidentiality but never promise to keep secrets especially if a young person is at harm or risk of being harmed.

All who work with children/young people are responsible for their own actions and behaviour and should avoid any conduct, which would lead any reasonable person to question their motivation and intentions.

All who work with children/young people should work and be seen to work, in an open and transparent way and should continually monitor and review their practice.

### LEADERS, VOLUNTEERS AND HELPERS

Much of the youth and children's work that happens in the faith sector is run by a committed group of volunteers therefore we must ensure that:

- Inexperienced leaders/workers/volunteers and young volunteers will benefit from clear guidance and supervision.



- All who work with children/ young people need to think and act carefully to avoid situations, which could lead to difficulties, embarrassing situations, accusations or temptations.
- All who work with children/young people should be encouraged to participate in regular training.
- Young volunteers (under the age of 18) should never be left on their own to run a group.

#### **SAFE RATIOS AND GENDER REPRESENTATION**

There should always be a minimum of two adult leaders at every session, ideally one male and one female. However, it is recognized that this is not always possible. A helpful reference can be found at NSPCC recommended ratios<sup>24</sup>

#### **IMPORTANT INFORMATION, PERMISSIONS AND CONSENT**

Up to date relevant information (including any additional or medical needs or allergies), and obtaining consent is a vital part of safeguarding children and young people.

A register of up-to-date information and contact details must be kept of the children/young people you work with. It is also recommended that up-to-date information and contact details of the staff is also kept. All must be stored safely.

It is good practice to keep an incident/accident book where incidents or accident can be recorded for future reference if required.

For any activities away from the normal meeting place; ensure that parents/guardians know where the group is going, and that they have signed and returned the relevant consent form. Also that a risk assessment should be completed and any advice followed.

Consent will also need to be obtained if leaders are going to take photographs or videos of children/young people, especially if they are for public viewing. These images should be sent to the 0-18s co-ordinator as soon as possible and deleted from any private digital storage device.

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<sup>24</sup> <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children/>

### **Appendix 3 Signs and symptoms of possible abuse in children**

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 behavior
- 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

## **Appendix 4 Indicators of abuse and self-neglect for adults**

### **Physical abuse:**

- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- No explanation for injuries or inconsistency with the account of what happened
- Frequent injuries
- Subdued or changed behaviour in the presence of a particular person

### **Domestic Violence:**

- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Isolation – not seeing friends and family

### **Sexual Abuse**

- Bleeding, pain or itching in the genital area
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships

### **Psychological or emotional abuse:**

- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger

### **Financial or material abuse**

- Missing personal possessions
- The person allocated to manage financial affairs is evasive or uncooperative

### **Modern slavery**

- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers
- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn

### **Discriminatory abuse**

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety

### **Organisational or institutional abuse**

- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

### **Neglect including self-neglect**

- Very poor personal hygiene
- Unkempt appearance
- Malnutrition and/or dehydration
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury



## **Appendix 5      How to respond to a child or vulnerable adult wishing to disclose abuse**

### **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 disabilities, ensure there is someone available who understands sign language, Braille etc.
- Tell them you will let somebody know – don't promise confidentiality
- Even when the person has broken a rule, they are not to blame for the abuse.
- Be aware they may have been threatened or bribed
- As soon as possible write down what has been shared.

### **Helpful responses**

- You have done the right thing in telling.
- That must have been hard.
- I am glad you have told me.
- It's not your fault.
- 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

### **Concluding:**

Reassure, show acceptance, let the person know what you are going to do next and you will let them know what happens.

Contact the Safeguarding Co-ordinator: Tim Wort.

Make notes (preferably within one hour) of: times, dates, what they said, what you said, what was said in reply. Detail is key.

## **Appendix 6      Standards for grant-funded partners**

### **1.0 Background**

The standards cover partner policies and processes on safeguarding, whistleblowing, human resources, risk management, codes of conduct and governance.

This guidance provides partners with details of the expected standards and how they will be used to assess an organisation's ability to protect from sexual exploitation and abuse and harassment, children, young people and vulnerable adults they work with as well as their own staff and volunteers.

### **2.0 What policies do we expect our partners to have?**

All of the six areas below are essential to promote a safeguarding environment that protects all children and vulnerable adults.

These standards reflect the assumption that all six areas are relevant and achievable for all organisations and sets a benchmark of minimum standards that our partners, regardless of size or type, should aspire and work towards.

1. Safeguarding shapes the organisation's approach, practice and culture in ensuring a comprehensively safe environment for all people that the organisation engages with. Not all organisations may have an overarching/combined safeguarding policy, which is reasonable in the short term.

If the organisation works with children or vulnerable adults or young people, they must have a child protection policy and/or a vulnerable adult's policy.

If they do not work with children and/or vulnerable adults and do not have an overarching safeguarding policy then they must have bullying, sexual exploitation and harassment and abuse policies. These may be 'stand-alone' policies or part of the organisation's overall HR Manual. If they are UK based and are compliant with the new Charity Governance Code - [www.charitygovernancecode.org/en/front-page](http://www.charitygovernancecode.org/en/front-page) then that should cover some areas.

2. Whistleblowing allows concerns to be raised and resolved at the appropriate level. This area is concerned with having a clear process that is widely understood and accessible to all staff, for dealing with concerns and a handling framework with identified owners of each step. The policy (which may not be referred to as whistleblowing but might be a complaints and/or grievance policy) should be explicit that there can be no reprisals for the whistle blower. There should also be a clear process to follow if the complaint / concern is being raised against an individual in the organisation who manages internal complaints or concerns.

3. Human Resources focuses on recruitment and vetting processes to support recruitment of the right people and on-going training and awareness for all staff and volunteers. Organisations should have an awareness of the level of safeguarding risk in each role. If the organisation uses interviews that are competency based, and if a job role is to work with children and or vulnerable adults, then the interview should address the requisite competencies needed. For all other roles that do not work directly with children, young people and vulnerable adults then there should be mandatory safeguarding training as part of the induction.

4. Risk Management: This area considers the risk management framework of the partner which sets out the approach to risk, the risk appetite to guide risk identification and the assessment of safeguarding risks, and promotes the use of risk registers for each programme. Risk management at the project level will include a risk register with clear mitigating actions and identifiable owners. Risks should be reviewed regularly. If the organisation is working with vulnerable people, safeguarding should be a separate risk category on the organisation's register or framework.

5. The Code of Conduct describes the ethics and behaviours required of all parties to ensure a robust safeguarding environment. It is designed to create a culture of best practice which all partners should adhere to. We expect our partners to have their own internal robust code of conduct that clarifies the values, principles and the acceptable behaviours within that organisation and which should influence and drive the organisation's culture.

6. Governance & Accountability standards create, foster and ensure safeguarding through requisite controls and oversight. They identify the responsibility of those who are custodians of the organisation's values ensuring people are put first. Corporate governance is the system by which organisations are directed and controlled including its oversight structure and its effective operation. It is intended to increase the accountability of an organisation; it is the way that the organisation polices itself.

The organisational Board (be they trustees appointed or elected or shareholders) has ultimate responsibility for safeguarding and should always act in the best interests of the beneficiaries, staff and volunteers. The board should not be unduly influenced by those who may have special interests and should always place the interests of the organisation before any personal interest. It is vital that it is independent in its safeguarding decision making.

### **3.0 Proportionality and how it will be applied.**

Not all of the sub-headings in each policy area will be met as this will depend on the size of the organisation, its role and mandate and the programme it is setting out to deliver. However, it is not enough for an organisation to be compliant in one or two areas. They must be compliant in all six standard areas, on a risk-based approach. Not all partners will be involved in programmes that engage with or deliver to children, young people or vulnerable adults. We also recognise that the standards may go beyond the policies and processes in place in smaller organisations. In those situations, we will take a proportionate approach which is in accordance with the level of risk associated with the support, in order to gain a level of assurance commensurate with those risks.

## Standard questions

Below are the areas that will be covered by New Ground. A risk-based assessment will be made as to whether some or all of these areas are required by the organisation in the context of the programme to be delivered. For organisations working with children and vulnerable people, then all six areas must be adequately covered.



## Safeguarding

Do you have a safeguarding policy? Does the policy include a statement of your commitment to safeguarding, including a zero-tolerance statement on bullying, harassment and sexual exploitation and abuse?	
Do you keep a detailed register of safeguarding issues raised and how they were dealt with? Do you treat historical allegations separately and differently from current disclosures?	
Does your recruitment policy include a criminal background check on candidates? In particular, specifically where the programme would involve working with children or vulnerable adults.	
Do you have clear investigation and disciplinary procedures to use when allegations and complaints are made and does the organisation have clear processes in place for when a disclosure is made?	
Is your safeguarding policy available for public viewing?	
Do you have a designated senior safeguarding officer who reports regularly to the senior leadership and Board?	
Do you provide mandatory training on safeguarding to new trustees/staff/volunteers within a suitable and appropriate timeframe of them joining your organisation?	

## Whistleblowing

Do you have a whistle-blowing policy (or equivalent) which protects whistle blowers from reprisals and includes clear processes for dealing with concerns raised and by whom and the timelines involved?	
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## HR. Recruitment and Selection

Does your recruitment process consider and evidence the level of safeguarding risk in a job role? Do you have different levels of recruitment and security checks commensurate with safeguarding requirements of the role?	
Does your HR. policy depict a well-planned interview process? Do interviewers have the relevant experience and knowledge of current safeguarding practices?	
If the role is for those working directly with vulnerable groups then does your policy include specific questions in the interview that draw out people's attitudes and values in relation to the protection of children and/or vulnerable adults?	
Do you require up to two references including from previous employers or others who have knowledge of the candidate's experience and suitability to work with children? Does your policy require that background checks should be carried out for all prospective employees?	
Do you make use of probationary periods of employment to ensure suitability once in post?	



### Risk Management

Do you have a risk management policy or framework capturing risk appetite and risk categories including safeguarding?	
Do you have risk registers for all programmes that feed into an overall organisational risk framework?	
Is there a regular review of your risk register?	

### Code of Conduct

Does the organisation have in place a Code of Conduct for staff and volunteers that sets out clear expectations of behaviours -- inside and outside the work place -- and what will happen in the event of non-compliance or breach of these standards?	
Does the code of conduct prioritise the wellbeing and care of all people including beneficiaries?	
Are all staff and volunteers provided with training on the code of conduct as part of their induction?	

### Governance & Accountability

Does the governance structure reflect regular review of management of safeguarding issues internally and externally?	
Do you have a designated safeguarding officer who is responsible and accountable for safeguarding standards and reporting across the organisation?	

Please complete the following details:

Organisation name: \_\_\_\_\_

Your name: \_\_\_\_\_

Your signature: \_\_\_\_\_

Date:

## Appendix 7 Contact numbers

In case of concern, contact:

	Email	Office hours	Out of hours emergency numbers
Tim Wort	timwort40@gmail.com	07816906924	
Brett Melville	brettmelville@newgroundchurches.org	01883 734805	07952 357570
thirtyone:eight PO Box 133, Swanley, Kent BR8 7UQ.		0845 120 4550	
The local Children's Social Services office Surrey	csspa@surreycc.gov.uk	0300 470 9100	01483 517898
The local Adult Social Services office Surrey	ascmash@surreycc.gov.uk	01483 517898	
The Police Child Protection Team		Premium number 0845 6070999 or 101	999

## Appendix 8 Helpful resources:

For further details	Name	What is it?	Details
For advice regarding Safeguarding issues and topical guidelines.	Thirtyone:eight	Thirtyone:eight is a Christian charity who help protect people from abuse.	<a href="https://thirtyoneeight.org/">https://thirtyoneeight.org/</a>
For information regarding child abuse including: -Types of abuse -Spotting the signs of abuse -Effects of child abuse -Report abuse -Positions of Trust	National Society for the Prevention of Cruelty to Children (NSPCC)	NSPCC is the UK's leading children's charity	<a href="https://www.nspcc.org.uk/">https://www.nspcc.org.uk/</a>
For information regarding: -Adult abuse signs and symptoms -Training and E-learning -Information about Safeguarding for churches and faith groups	Social Care Institute for Excellence (SCIE)	SCIE is a UK values-driven improvement agency.	<a href="https://www.scie.org.uk/">https://www.scie.org.uk/</a>
For information regarding: -Abuse of Trust -Guidelines for Being Alone with Young People -Guidelines for Appropriate Physical Contact -Electronic Communication	Baptists Together	Baptists Together is a Christian charity	<a href="https://www.baptist.org.uk/Groups/213223/The_Baptist_Union.aspx">https://www.baptist.org.uk/Groups/213223/The_Baptist_Union.aspx</a>
For UK Safeguarding guidelines: -Working together to Safeguard Children 2018 -Safeguarding Disabled Children: practice guidance - Care and Support statutory guidance 2018	Gov.uk website	Gov.uk is a website run on behalf of HM Government	<a href="https://www.gov.uk/">https://www.gov.uk/</a>
For C of E Safeguarding training	Church of England website	Church of England is a Christian charity	<a href="https://www.churchofengland.org/safeguarding/promoting-safer-church/safeguarding-training">https://www.churchofengland.org/safeguarding/promoting-safer-church/safeguarding-training</a>
For exact wording for any, including the following, Laws: -Children Act 1989 -Care Act 2014 -Mental Health Care 1983 and 2007 -Mental Capacity Act 2005	Legislation.gov website	The legislation.gov website is run by the National Archives on behalf of HM Government	<a href="http://www.legislation.gov.uk/">www.legislation.gov.uk/</a>

## **Appendix 9 Whistleblowing**

### **What is whistleblowing?**

A whistleblower is a person who exposes secretive information or activity within a private or public organisation that is deemed illegal, unethical, or not correct. We use the term for when an employee or volunteer for New Ground discloses concerns relating to suspected or witnessed wrongdoings.

When considering raising a concern please refer to this section, as it contains the following information:

- The purpose and who it applies to
- What should be reported
- Your legal rights, support offered and confidentiality
- Untrue allegations
- How to raise a concern and to whom

### **Purpose and when it applies.**

Whistleblowing is designed to offer protection to employees and volunteers of New Ground who wish to disclose a concern made in good faith. New Ground is committed to the highest standards of openness and accountability. The leadership is committed to supporting its staff and listening to concerns raised.

### **Who can raise a concern?**

Any employee or volunteer of New Ground.

### **What should be reported?**

Although not an exhaustive list, the following activities are considered by New Ground to constitute misconduct or malpractice:

- Criminal offences
- Failure to comply with legal obligations
- Accepting gifts intended to influence decision-making
- Actions which cause risk to the health and safety of employees, volunteers or stakeholders
- Actions which cause risk to the environment
- False or inaccurate reporting of operational or financial performance or company assets
- Concealment of any of the above

### **Your Legal rights**

The Public Interest Disclosure Act 1998 gives legal protection to employees against being dismissed as a result of disclosing a concern.

### **Support**

New Ground will not tolerate any harassment or victimisation of a whistleblower (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith and will treat this as a serious disciplinary offence which will be dealt with under the disciplinary rules and procedure.

Throughout the process:

- you will be given full support from senior management
- your concerns will be taken seriously, and
- New Ground will do all it can to help you throughout the investigation

### **Confidentiality and anonymous allegations**

New Ground will treat disclosures with sensitivity and confidentiality. Where it does not impact an investigation, the employee may remain anonymous. New Ground will consider the seriousness of the issue disclosed, the likelihood of confirming the disclosure and credibility when discerning if confidentiality is possible. Where it is, not only those who need to be informed shall be and the individual whistleblowing may be asked to provide a statement as evidence required.

### **Untrue allegations**

We encourage our employees to make allegations in good faith and with information they have confirmed is accurate. If an allegation is made in this way but which is not confirmed by investigation, no action will be taken against the person. However, if an employee makes a malicious allegation, disciplinary action may be taken.

### **Raising a concern**

You may raise your concern by telephone, in person or in writing. The earlier you express your concern, the easier it is to take action. You will need to provide the following information:

- the nature of your concern and why you believe it to be true
- the background and history of the concern (giving relevant dates)

Although you are not expected to prove beyond doubt the truth of your suspicion, you will need to demonstrate to the person contacted that you have a genuine concern relating to suspected wrongdoing or malpractice within New Ground and there are reasonable grounds for your concern. You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.

### **How to and who to**

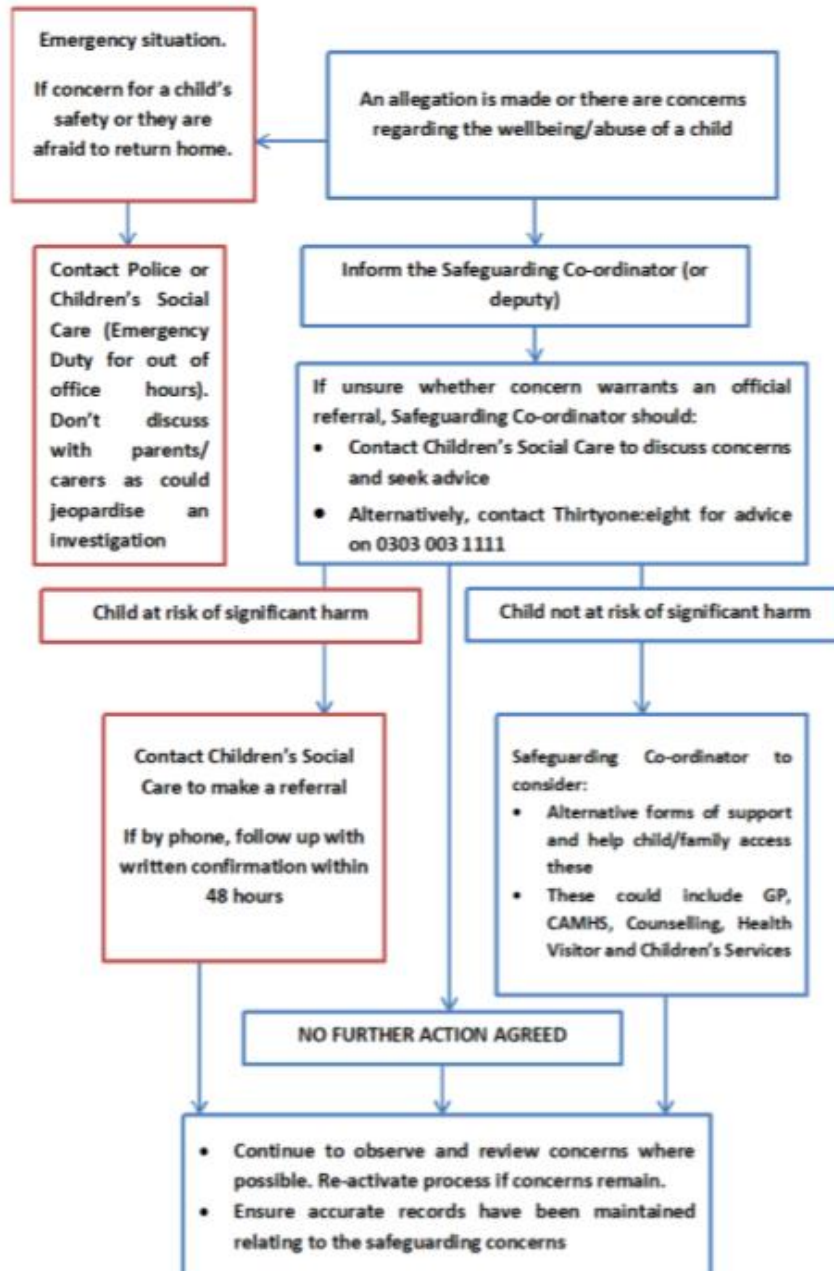
This will depend on the seriousness and sensitivity of the issues involved and who is suspected of the wrongdoing. You should normally raise concerns with:

- Your Line Manager
- Operations Director, Brett Melville
- The Safeguarding Officer, Tim Wort via email at [timwort40@gmail.com](mailto:timwort40@gmail.com) or by telephone on 078 1690 6924
- Dale Barlow, or any member of the Core Team
- Any member of the board of trustees

## Flowchart for Action Children and Young People



This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



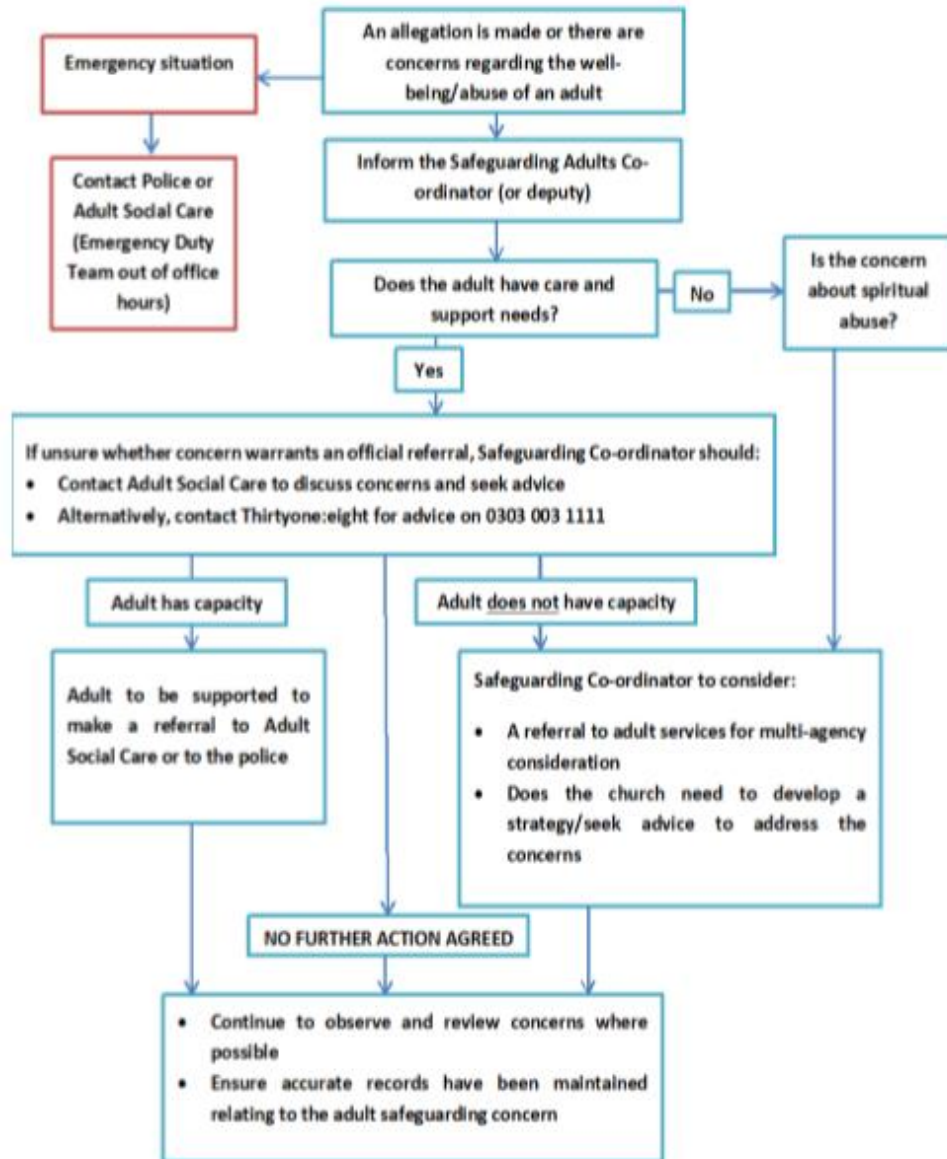
### Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

# Flowchart for Action Adults at risk



This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.