

**Youth for Christ**  
*taking good news relevantly to every young person in Britain*



# **BATH YOUTH FOR CHRIST SAFEGUARDING POLICY**

To be read alongside the Code of Conduct for Working with Young People

*Working in partnership with*

**CCPAS**   
**setting standards in safeguarding**

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# Introduction and Commitment to Safeguarding

Bath Youth for Christ (YFC) is committed to good practice especially when it comes to ensuring the safeguarding of children, young people and vulnerable adults. We therefore make the following statement in response to Government guidelines:

As a Christian organisation we are committed to taking good news relevantly to every young person in Britain holding tightly to our core values of dignity, empowerment, partnership and innovation. We affirm our belief in the God-given value of each young person with whom we work or have contact. In recognition of God's wholehearted commitment to them, we will also treat each individual with value and dignity and aim that none suffers physical, sexual, emotional or spiritual abuse of any kind. It is the responsibility of each one of us to safeguard young people against physical, sexual, emotional and spiritual<sup>1</sup> abuse and to report any abuse discovered or suspected. With this in mind, we are committed to supporting, resourcing and training those who work with young people.

We are also committed to following the up to date Government guidance 'Working Together to Safeguard Children (2010)' and other key guidance issued for the safeguarding of children and young people, and have produced this policy and procedure based on these. Each staff worker and volunteer shall be given a copy of Bath YFC Safeguarding Policy.

The policy and procedures have been divided into five sections covering all 10 Safeguarding Standards developed with our partners, the Churches' Child Protection Advisory Service (CCPAS). These standards should be adopted in all work with children, young people and vulnerable adults. This policy is comprehensive but not exhaustive in order to make it accessible to staff and volunteers, however we would encourage you to refer to 'Safe & Secure' the CCPAS Safeguarding Manual available to all staff and volunteers as members of CCPAS for more in depth information.

Date of last review: 23<sup>rd</sup> August 2017

This policy will be reviewed annually.

The date of the next review is August 2018

[www.ccpas.co.uk/memberssection](http://www.ccpas.co.uk/memberssection)

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<sup>1</sup> See Definitions of Spiritual Abuse in Appendix 3

# Section 1: Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

[Refer to 'Safe & Secure' – Standards 2 and 7]

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## UNDERSTANDING ABUSE & NEGLECT

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and young people in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or is in a trusted relationship with the child or young person.

### Safeguarding Awareness

We 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 appropriate safeguarding training on a regular basis, which will cover definitions, signs and symptoms of abuse and how to respond (in accordance with *Working Together to Safeguard Children*, 2010).

The Leadership will also ensure that young people 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.



Appendix 3: Definitions of Abuse

## RESPONDING TO ALLEGATIONS OF ABUSE

***Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.*** In all cases of alleged abuse, follow the procedures as below:

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

**James Vaughton**

**Tel: 07891908950 / 01225 336055**

The Safeguarding Coordinator is nominated by the Leadership Team to act on their behalf in dealing with allegations or suspicions of neglect or abuse, including referring the matter on to the statutory authorities where required.

- 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:

**Dave Joyce**

**Tel: 07977266024 / 01225 336055**

- Following receipt of safeguarding concerns about a young person, the Safeguarding Co-ordinator should contact **the local Social Services or local police** without delay.
- Following making the above contact, the Safeguarding Co-ordinator should then inform the Designated Safeguarding Lead within our board as follows:

(Name) \_\_\_\_\_ Daniel Jones \_\_\_\_\_

(Designated Safeguarding Lead) \_\_\_\_\_

(Contact Details) \_\_\_\_\_ 07968777429 \_\_\_\_\_

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made as soon as practically possible 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 should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership Team will support the Safeguarding Co-ordinator 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 CCPAS, although we expect that workers will follow this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

*The role of the safeguarding co-ordinator 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. It is not the role of the Safeguarding Coordinator to investigate allegations and concerns.*

## **DEALING WITH 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 will:

- Contact Children's Social Services (or CCPAS) 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 (or CCPAS).
- 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 (or CCPAS) direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

## **DEALING WITH 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 or Police Child Protection Team direct (or CCPAS if unsure). They will NOT speak to the parent/carer or anyone else. Phone numbers are at the end of this document.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

## **DEALING WITH ALLEGATIONS OF ABUSE AGAINST WORKERS WITH 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 will without delay inform the Local Authority Designated Officer (LADO). Phone numbers are at the end of this document

*NB. There may also be a requirement under law to make a referral to the Independent Safeguarding Authority (ISA) who hold the lists of people barred from working with children and young people – this will require discussion with the LADO (please note that LADO's exist only in England – other nations should use the usual channels of communication with children's services or their equivalent). Please see Appendix 6 for details.*



Appendix 4: Signs of Possible Abuse (Children & Young People)

Appendix 6: Referrals to the Independent Safeguarding Authority (ISA) and LADO

## Section 3: Prevention of abuse

[See 'Safe & Secure' - Standards 3 and 4]

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### SAFER RECRUITMENT OF STAFF & VOLUNTEERS

Having in place a range of mechanisms and understood practices surrounding the recruitment of staff and volunteers is an essential element in our safeguarding arrangements. Safer recruitment practices will assist us in ensuring that we have the opportunity to prevent those we would not want working with children and vulnerable adults from doing so at the earliest point.

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

- There is a written Job/Role Description and person specification for the position
- Those applying have completed a standard application form and a self declaration form (detailing criminal history under exemption from the Rehabilitation of Offenders Act, 1974)
- Those short listed are ALL interviewed face-to-face (or using other virtual media where overseas)
- Roles and attitudes regarding safeguarding have been discussed at interview
- At least one written reference and one verbal reference have been obtained for ALL candidates
- A Disclosure and Barring Service (DBS) check is completed (we will comply with the Code of Practice requirements concerning the fair treatment of applicants and the handling of information) prior to the successful candidate commencing employment
- Qualifications where relevant have been verified
- A suitable induction training programme (including safeguarding) is identified and provided for the successful applicant
- The successful applicant completes a probationary period, following which confirmation in post may be given
- The applicant has been given a copy of this safeguarding policy and knows how to report concerns.

Safer recruitment practices should be used regardless of the setting or activity where workers are working with young people. In addition, the same principles and practices should be adopted for workers undertaking work overseas for YFC (see Appendix 7). Further specific guidance on recruitment practice can be found in the Recruitment & Selection Procedures.



'Help...I want to recruit workers safely' CCPAS booklet

'Recruiting Safely: helping to keep children and young people safe' (CWDC, 2009).

### MANAGEMENT OF WORKERS – CODES OF CONDUCT

The Leadership Team are committed to supporting all workers and ensuring they receive support and supervision. All workers will be issued with a Code of Conduct for working with young people. The Leadership Team undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office (1999) and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

YFC has agreed a formal Code of Conduct for working with young people which all workers must agree to follow. It is important there is a culture of dignity and respect towards those being cared for. This can be achieved by workers:

- understanding the organisation's safeguarding policy and good working practice
- listening to young people
- respecting boundaries and privacy of those being cared for
- knowing how to deal with issues of discipline in line with the organisation's code of conduct
- developing an awareness of disability issues as well as issues of equality and inclusion



YFC Code of Conduct for Staff Working With Young People (2011).

'Abuse of Trust: Caring for the Young & Vulnerable' (Home Office, 1999).

## **MANAGEMENT OF WORKERS – TRAINING & SUPERVISION**

All workers, paid or voluntary, will be provided with appropriate training and given the opportunity to develop their skills as well as feel supported and valued by the organisation. When this happens, workers will be more inclined to express concerns over issues that arise and it will also help to ensure a high level of care, professionalism and expertise towards those being cared for.

Safeguarding training will be provided for all new workers, in addition to refresher training for those staff who require updates on a three-yearly basis.

As a Leadership Team, we commit to ensuring all workers are appropriately supervised (where possible by a named individual who arranges regular meetings) where concerns or issues can be raised, work related or personal. It is also the role of the supervisor to ensure all training needs are met. Where supervision with a named individual is not possible, or impractical, group supervision may be used as an alternative as this can maximise resources and allows for the sharing of issues and concerns.

Line management practice will normally involve regular meetings with the appropriate line manager in order to review and plan their work. The supervisor should be aware of each staff members working and personal relationships with the young people in their care.

It is expected that each supervisor will take time to observe the member of staff or volunteer whilst he/she is working with young people.

Ideally, supervisors should keep a brief written record of each supervision meeting and of any things of note which are observed.

It is expected that records of contact with young people would be kept by the worker in accordance with those requested by the line manager.

The recommended format is that records of work with young people should be kept, these do not need to include personal details of young people but a general account of the work. The record should cover the number of young people in attendance; the activities done or the issues covered in conversation; and unusual events such as fire alarms or young people escorted off the premises.

## **MANAGEMENT OF WORKERS – RECORD KEEPING**

A logbook should be maintained for all activities where workers can write down unusual events or conversations that they witnessed. This may be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about workers that may, at a later date, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context.

Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious - for example, bruising noted on a regular basis or a number of young people making similar comments about one worker that raises concerns. Other information might include records of incidents such as fights and the action taken. Logbooks safeguard both children and workers.

Every young person, parent or carer should be able to view what is recorded about them in the logbook. This information would need to be kept in a way that does not breach the confidentiality of an individual. Whilst it is important to observe Data Protection Act (1998) requirements, remember safeguarding is always the priority. Information about the prevention and detection of crime is exempt from Data Protection requirements. It may, therefore, be inappropriate to release information to a parent that has been disclosed by a young person, without first consulting the statutory agencies.

Information of a sensitive nature (e.g. a young person disclosing abuse) will need to be kept separately in a secure place and recorded using the Action Record Form. However, a cross reference could be recorded in the logbook along the lines of "Jenny spoke to Bill tonight - see separate note in her file". In certain circumstances this information would need to be cross referenced between records. Experience shows that concerns can be raised many years after an event and therefore records should be kept indefinitely as advised by many insurance companies.

When communicating sensitive and/or confidential information about young people, every effort should be made to ensure that the method of communication is secure (e.g. only sending email to secure addresses), only accessed by the appropriate person and that minimal identifying detail is included where security cannot be guaranteed (e.g. using initials rather than full names).

## **MANAGEMENT OF WORKERS – TEAM MEETINGS**

The Leadership Team recognises the importance of teams meeting together. These should be convened on a regular basis and should provide an opportunity for ideas and issues to be aired, concerns expressed and feedback given.

## **MANAGEMENT OF WORKERS - WHISTLEBLOWING**

In addition to effective management of allegations against staff, there is a mechanism in place for workers to raise legitimate concerns (e.g. improper actions or omissions) about other workers, with impunity. This is known as 'whistleblowing'. The reporting principles of which are contained in the Public Disclosure Act 1998.



YFC – Whistleblowing Policy

## Section 4: Pastoral Care

[See 'Safe & Secure' – Standards 8 and 9]

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### SUPPORTING THOSE AFFECTED BY ABUSE

The Leadership Team is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting those who have been affected by abuse who have contact with or are part of the ministry of YFC.

Pastoral care is varied by nature and we will ensure that workers have appropriate support and permissions when embarking upon supporting somebody with the often complex issues created by past abuse.

*If you are concerned about your ability to provide appropriate pastoral care and/or counselling to individuals in these circumstances, you may contact the CCPAS 24 Hour Helpline on 0845 120 45 50. CCPAS are able to provide limited support and may be able to suggest organisations or individuals who may be able to assist further.*

Alternatively, contact the Association of Christian Counsellors (ACC) who will be able to put you in contact with trained individuals who may be able to offer support. ACC also produce a Pastoral Skills training course that can be delivered by somebody experienced in pastoral care.



Appendix 5: Effective Listening

### WORKING WITH OFFENDERS

When someone attending the YFC activities is found to have criminal offences relating to children or young people, or is known/suspected to be a risk to them, the Leadership Team in conjunction with the supervising worker will undertake a risk assessment and reserves the right to supervise the individual concerned and/or offer appropriate pastoral care if any known risk is assessed as manageable. However, in its safeguarding commitment to the protection of young people, YFC will require set boundaries for that person which they will be expected to keep. This may involve the use of behavioural supervision agreements. Advice on this complex area can be obtained from CCPAS.

## Section 5: Practice Guidelines

[See 'Safe & Secure' – Standards 5, 6 and 10]

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As an organisation working with young people, 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.

As well as the general Code of Conduct for workers, we have access to a wide range of supporting guidance and material through our agreement with CCPAS.

### **WORKING IN PARTNERSHIP**

The diverse nature of the organisation and settings in which we work means there can be great variation in practice when it comes to safeguarding young people. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

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 partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of a letting agreement will have their own policy that meets CCPAS' safeguarding standards.

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

### **CCPAS**

YFC have entered a partnership with CCPAS as a demonstration of our commitment to safeguarding young people. This partnership enables us to both gain up to date, expert support at a national level and to provide the same level of support and guidance to all our Centres.

It is our expectation as described within this policy, that all YFC activities adhere to the good practice and legal requirements relating to the safeguarding of young people and it is equally expected that all YFC Centres are prepared to share this commitment and do everything within their means to demonstrate this in the spirit of partnership and working together.

CCPAS and YFC have agreed that this will include the appropriate sharing of information between national office, local Centres and CCPAS to provide support, clarity of actions and appropriate management of and learning from safeguarding concerns that become apparent.

# Appendix 1: 'Safe & Secure' – Safeguarding Standards

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## **Standard 1: Safeguarding Policy**

Every organisation open to or likely to have contact with, children, young people and vulnerable adults should adopt a formal, working safeguarding policy.

## **Standard 2: Developing Safeguarding Awareness Training**

Every organisation in contact with children, young people and vulnerable adults must develop awareness of safeguarding issues and provide appropriate training.

## **Standard 3: Safer Recruitment**

Every organisation open to children, young people and vulnerable adults should adopt a formal recruitment policy for all workers, both paid and voluntary.

## **Standard 4: Management of Workers**

In every organisation that is open to, or where services are provided for, children, young people and vulnerable adults, all workers, paid and voluntary, should be appropriately managed, supervised and supported.

## **Standard 5: Working Safely**

All organisations involved with children, young people or vulnerable adults must ensure they adopt safe working practice in every area.

## **Standard 6: Communicating Effectively**

The organisation should ensure that all those involved with children, young people and vulnerable adults know how to communicate effectively and relate to those with whom they come in contact.

## **Standard 7: Responding to Concerns**

Every organisation that is in contact with, or provides services for children, young people or vulnerable adults must be able to respond appropriately to concerns or allegations of abuse.

## **Standard 8: Pastoral Care**

Every organisation that is open to, or provides activities for children, young people and adults, should ensure pastoral care and support is available to all those affected by abuse.

## **Standard 9: Managing those who pose a risk**

Organisations must have strategies in place to supervise and manage individuals who pose a risk to, have committed, or been accused of, sexual or other crimes against children, young people and adults.

## **Standard 10: Working in Partnership**

Organisations involved with children, young people and vulnerable adults in specialised areas, culturally diverse settings or through partner organisations or agencies must ensure appropriate safeguarding policies and procedures are in place.

## Appendix 2: Example Safeguarding Poster

# Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

\_\_\_\_\_

If you have any concerns regarding the safety or welfare of a child you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

They have been appointed by the leadership in this place of worship/organisation to respond to any safeguarding concerns.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Leadership of place of worship/organisation*

### Useful Contacts

CCPAS  
0845 120 45 50

Childline (for children)  
0800 1111

NSPCC  
0808 800 5000

Kidscape  
0845 120 5204

Stop it Now  
0808 1000 900

MindinfoLine  
0845 766 0163

Through the Roof  
01732 737041

Action on Elder Abuse  
0808 808 8141

**CHURCHES' Child Protection ADVISORY SERVICE**

The Churches' Child Protection Advisory Service is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact CCPAS' 24 hour helpline on:

**0845 120 45 50**



## Appendix 3: Definitions of Abuse

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

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

### ENGLAND

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

#### What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

#### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

#### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;

- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

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

## WALES

The following definitions of child abuse are recommended as criteria throughout Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, Working Together to Safeguard and Promote the Welfare of Children (2000).

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy'.

### Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## SCOTLAND

In 2010, The Scottish Government published a guide to inter-agency co-operation and good practice in relation to protecting children called 'National Guidance for Child Protection in Scotland'. This publication set out a framework for collaboration between Social Work Departments and other agencies.

### Categories of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.

The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child.

### Physical Abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

## **Sexual Abuse**

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

## **Emotional Abuse**

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age- or developmentally-inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

## **Physical Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from "non-organic failure to thrive", where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

## **FURTHER INFORMATION ON FORMS OF ABUSE**

### **Internet-related abuse**

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

### **The downloading, keeping or distributing of indecent images of children are all offences.**

For detailed advice about protecting children from internet abuse, consult the Child Exploitation and Online Protection Centre (CEOP), which also produces guidance suitable for children.

### **Children affected by gang activity**

Such children may be at risk of violent crime and are therefore considered vulnerable. Risks include access to weapons (including firearms), retaliatory violence and territorial violence with other gangs. Other risks include increased likelihood of involvement in knife crime, dangerous dogs, sexual violence and substance misuse.

### **Fabricated or induced illness**

Parents and carers can induce or pretend to observe symptoms in a child which lead to unnecessary investigations or treatment.

## **Abuse of disabled children**

Research has shown that disabled children are more likely than able-bodied children to be subjected to abuse. Disability covers not only physical disabilities of various kinds but also mental illness and learning disability.

## **Deliberate self-harm (e.g. overdoses, cutting, misuse of drugs or alcohol).**

Local Safeguarding Children Boards vary in their approach to deliberate self-harm. It will always be appropriate to discuss such a case with CCPAS and the local authority children's social care. Help can also be obtained from child and adolescent mental health services (CAMHS), through the general practitioner (GP) and, sometimes, from direct access counselling services.

## **Domestic violence or abuse**

The terms 'violence' or 'abuse' are used interchangeably and carry the same meaning. Domestic violence is the abuse of adults within a household. It need not involve physical assault to count as violence, and the adults concerned need not be married or of opposite sexes. If there are children in the household they are witnesses to the abuse and are considered to be emotionally abused at least, whether or not they are in the same room.

## **Parents who are themselves vulnerable adults**

It is not uncommon for the parents of children who are abused or neglected to be themselves vulnerable adults. Particularly common are problems of mental ill-health, domestic abuse and substance abuse (i.e. drugs and alcohol), often in combination. Where someone with such a difficulty is known to be a parent with a child living with them, a referral to the local authority children's social care service may be required. CCPAS can also be contacted.

## **Allegations of possession by evil spirits**

It is sometimes suggested that a child is possessed by evil spirits and that this may account for behavioural issues in the child or be considered to justify harsh treatment by the parents or carers. CCPAS can provide advice on any concerns regarding allegations of possession by evil spirits.

## **Female genital mutilation**

This is an offence and any suggestion that it is being sought or has been carried out should be referred to CCPAS, the local authority Children's Social Care or the police.

## **Child trafficking**

Child trafficking is the bringing of children into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Such children may speak little English. CCPAS, the police or local authority Children's Social Care service should be contacted immediately if a member of staff or volunteer comes across such a child.

## **Sexual exploitation and involvement in prostitution**

Children can be exploited by being given rewards in return for sexual activities. Internet and other media technology may be used in the abuse. Violence, coercion and intimidation are common. Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual abuse, not as criminals.

## **Forced marriage and honour-based violence**

Disclosures of actual or possible forced marriage should not be treated as a family matter or be disclosed to family members. CCPAS, local authority Children's Social Care or the police should be contacted.

## **Complex (organized or multiple) abuse**

This is abuse which involves one or more abusers and a number of children. The abusers may be acting in concert, or in isolation, or may be using an institutional framework or position of authority to abuse children. The internet may also be used.

## **SPIRITUAL ABUSE**

In recent years the concept of Spiritual Abuse has become one that has gained greater understanding amongst those in the faith community. Spiritual abuse has many similarities to the other categories of abuse and indeed may include the identification of those categories as abuse is often multi-faceted.

A number of definitions have been given to this type of abuse in an attempt to adequately describe what often amounts to an abuse of trust and power to the detriment of others. Johnson and VanVonderen ('The Subtle Power of Spiritual Abuse', Bethany House Publishers, 1991) have described it as follows:

"Spiritual abuse is the mistreatment of a person who is in need of help, support or greater spiritual empowerment, with the result of weakening, undermining or decreasing that person's spiritual empowerment"

This view is shared with a similar definition offered by Ken Blue ('Healing Spiritual Abuse', IVP, 1993) as follows:

"Spiritual abuse happens when a leader with spiritual authority uses that authority to coerce, control or exploit a follower, thus causing spiritual wounds"

Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the church. Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm. These incidents should be referred for investigation in co-operation with the appropriate statutory agencies.

Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the rite to faith.

CCPAS can provide advice on any concerns regarding spiritual abuse.

Faith should never harm or abuse.

# Appendix 4: Signs of Possible Abuse

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

## Physical

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

## Sexual

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

## Emotional

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

## Neglect

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

## Spiritual Abuse

- Distorted image of God
- Preoccupation with spiritual performance
- Distorted self-identity as a Christian

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

- Problems relating to spiritual authority
- Difficulties in exercising trust

## Appendix 5: Effective Listening

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Ensure the physical environment is welcoming, giving opportunity for the young person 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.

### HELPFUL RESPONSES

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

### DON'T SAY

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

## Appendix 6: Referrals to the LADO and ISA

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### Local Authority Designated Officer (LADO)

A LADO provides advice and guidance to employers and voluntary organisations where there has been an allegation of abuse against a worker; liaising with the police and monitoring the progress of cases to ensure that they are dealt with as quickly and consistently through the use of a fair and thorough process.

Working Together to Safeguard Children (2010) states: 'As appropriate, churches, other places of worship and faith organisations should report all allegations against people who work with children to the local authority Designated Officer (LADO) ...'

The LADOs should ensure:

- the child or children concerned receive appropriate support. They and their parents or carers should be helped to understand the process, told the result of any enquiry or disciplinary process and, where necessary, helped to understand the outcomes reached. The provision of information and advice must take place in a manner that does not impede the proper exercise of enquiry, disciplinary and investigative processes.
- individuals about whom there are concerns are treated fairly and honestly, and should be provided with support throughout the investigation process, as should others who are involved. They should be helped to understand the concerns expressed and the processes being operated, and be clearly informed of the outcome of any investigation and the implications for disciplinary or related processes.
- parents and/or carers of a child involved are told about the allegation as soon as possible if they do not already know. The LADO will discuss how and by whom they should be informed, in discussion with the police and/or children's social services. However in some circumstances the church may need to inform parents of an incident involving their child straight away, for example if the child has been injured while in the church's care and requires medical treatment.

### Referrals to the Independent Safeguarding Authority (ISA)

From 12 October 2009 the new duty to share information has been introduced under the Vetting and Barring Scheme\*. From that date employers, social services and professional regulators, have a duty to notify the ISA of relevant information so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups. The duty is upon the 'regulated activity' provider, which includes churches and other voluntary organisations. The ISA must be informed by way of a referral where the 'employer' (or a paid or volunteer worker) withdraws permission for an individual to be engaged in the relevant activity, or would have done so had that individual not resigned, retired, been made redundant, or been transferred to a position which is not regulated or controlled under the Act.

This would be because the employer thinks the individual has:

- Engaged in 'relevant conduct.' For definitions of 'relevant conduct' see the [ISA Referral Guidance](#), Definition of Key Terms.
- Satisfied the 'harm' test or received a caution or conviction for relevant offences. For definitions of 'harm' see [ISA Referral Guidance](#), Definition of Key Terms.

The referral should be made to the ISA when, the organisation has obtained sufficient evidence and, where appropriate, has consulted with the Local Authority Designated Officer (LADO) or Health and Social Care Trust Designated Officer. This is applicable in England, Wales and Northern Ireland.

*\* The role of the Vetting & Barring Scheme is currently subject to a government review and is expected to change during the 2011-12 parliamentary calendars.*

## Appendix 7: International Ministry

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### Introduction

Safeguarding the vulnerable is no less important overseas than at home in the UK. In many ways there is greater need to ensure that our workers and the way in which they work are in adherence to our safeguarding policy as the opportunity of abuse is often far greater.

The safeguarding policy that has been adopted by the YFC Leadership Team, therefore applies to all work undertaken for and visitors attending international mission or ministry activities; whether working periodically within indigenous communities, visiting on short-term mission (e.g. gap year activities) or placed as a long-term missionary/evangelist in any location around the world.

### Prevention of abuse

It is recognised that the cultures within which international missions are often working may adopt different standards to the care and treatment of children and young people. Nevertheless, the standards and principles adopted within the UK are expected to apply in international mission situations. The maltreatment of children and young people is contrary to Biblical values and practices and therefore cannot be tolerated.

Due regard will need to be given to the cultures within which activities are taking place, however under the expectation of applying UK standards to the practice of missions workers, some guidance may be useful.

#### Workers should:

- be able to recognise situations which may present risks
- plan and organise the work and workplace so as to minimise risks as far as possible and be visible to other adults when working and talking with young people
- take particular care for the needs of disabled young people and other vulnerable young people as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability
- ensure that others know where interviews of young people are taking place and that someone else is around in the building

#### Workers should NOT:

- spend excessive time alone with young people

- take young people to their personal home, or to stay overnight, especially where they will be alone with you
- leave any person under 16 in charge of any children of any age (some local/national legislation may require this to be 18 years of age). Nor should children or young people attending any group be left alone
- hit or otherwise physically assault young people
- develop physical/sexual relationships with young people
- develop relationships with young people which could in any way be deemed exploitative or abusive
- use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- do things for young people of a personal nature that they can do for themselves
- act in ways intended to shame, humiliate, belittle or degrade young people, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular young people to the exclusion of others.

## **Responding & Reporting Mechanisms**

All International Ministry work undertaken on behalf of YFC will have a designated Safeguarding Coordinator responsible for implementing the safeguarding policy and for ensuring safer recruitment practice (including CRB disclosures for UK citizens). All incidents, allegations or concerns must be reported to the Safeguarding Coordinator who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse.

Where an allegation is made against a worker (whether appointed on long-term ministry or visiting on short-term ministry), the Safeguarding Coordinator must be informed immediately whereupon the standard process described in Section 2 of Safeguarding Policy will apply in relation to contacting the appropriate authorities in the UK to discuss further action. The Safeguarding Coordinator will then ensure that appropriate action can be taken including where appropriate for the repatriation of UK citizens:

If an allegation is made against a worker, that worker must be removed from their duties or prevented from having any further contact with children and young people immediately whilst necessary action is taken.

Due account must always be taken of the laws and frameworks in place within any country in which missions operate. In many cases, practice, values and beliefs in relation to safeguarding the vulnerable will be different to the UK. However, care must always be taken to ensure that the rights of the individuals concerned are upheld (see the UN Convention on Human Rights and UN Convention on the Rights of the Child).

## Appendix 8: Key Contacts

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### Bath YFC Safeguarding Committee:

James Vaughton 07891908950  
**Director** 01225 336055  
(Safeguarding Coordinator)

Dave Joyce 07795430707  
**Assistant Director** 01225 336055  
(Assistant Safeguarding Coordinator)

Dan Jones 07968777429  
**Chair of Trustee Board**  
(Safeguarding Committee member)

### National YFC Safeguarding Committee:

Emma Kendall (Safeguarding Officer)

Head of Local Ministries for the South of England and Wales 07710 136 725

Nathan Iles

(Deputy Safeguarding Officer) Director of Operations 07825 895079

### Contact Addresses:

#### Bath Youth for Christ

c/o Hay Hill Baptist

Baptist Church

Fountain Buildings

Bath. BA1 5DU

**01225 336055**

#### Churches Child Protection Advisory Service

PO Box 133,

Swanley,

Kent,

BR8 7UQ

**Tel: 0845 120 4550 (24 Hour Helpline)**

**YFC Head Office**

Business Park East,

Unit D2, Coombswood Way,

Halesowen,

West Midlands,

B62 8BH

**Tel: 0121 502 9620**