

The Church in London

Safeguarding Policy

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Section 1: Terminology

Abuse: By abuse we mean child abuse or abuse against an adult by another person (abuser) who inflicts harm on the victim or fails to prevent harm to the victim. Abuse may take place within a family, an institution or a community or church setting. Very often the abuser is known to or in a trusted relationship with the child or adult victim.

Adult: Anyone aged 18 years old or older.

Adult with care and support needs: Previously referred to as “vulnerable adults” who have an increased vulnerability to harm and abuse due to certain personal characteristics (old age, disability, special educational needs, illness, mental or physical infirmity, or impairment or disturbance of the mind or brain), or due to their life circumstances (isolation, socio-economic factors, environment or living conditions) and so being in need of protection, or being in need for someone else to take action on their behalf. Hence, they are **adults to whom safeguarding duties apply**, and we may use these two terms interchangeably.

The Care Act 2014 now defines an adult to whom safeguarding duties apply as any person aged 18 years old or older who:

- Has care and support needs (whether or not a Local Authority is already meeting any of those needs); and,
- Is experiencing or is at risk of experiencing abuse or neglect; and,
- As a result of their care and support needs, is unable to protect himself or herself against the abuse or neglect or the risk of it.

Adults (Abuse of): The Care Act 2014 provides the following non-exhaustive list of the forms of abuse or neglect that can affect adults.

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Financial or material abuse
- Domestic abuse
- Organisational abuse
- Modern Slavery
- Discrimination
- Self-Neglect

Child: Anyone who has not yet reached their 18th birthday. (*Children's Act, 1989*); (*Working Together to Safeguard Children (rev.2023)*).

Therefore, in the church in London, and as used throughout this Policy (and in all our Key Documents), the term "Child" or "Children" is inclusive of "Young People" and always means "Children and Young People", that is, all those below the age of 18 years old.

Nevertheless, in our practical arrangements for the care of the Children when they participate in our events and activities, we may separate them out into the following age categories:

- Creche Age: 0-3 years old
- Children: 4-11 years old
- Young People: 12-17 years old.

Child Abuse: A form of maltreatment of a child. A child may be abused by someone causing them harm, or by someone failing to prevent harm to them. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. Abuse may take place in the family or in an institutional or community or church setting by those known to the child or, more rarely, by others. A child may be abused by an adult or adults, or by another child or children. Abuse can take place wholly online, or technology can be used to facilitate offline abuse. (*Working Together (rev. 2023)*).

Statutory guidance (*Working Together (rev.2023)*) sets out four main categories of child abuse, namely:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

(Please refer to Appendix I for further information on what may constitute these categories of abuse and the Signs and Indicators to look out for.)

Child Protection: That part of the Safeguarding process that promotes the welfare of children and refers to the activity that is undertaken to protect specific children who have been identified as suffering, or likely to suffer, significant harm (*Working Together (rev.2023)*). It is the way in which society responds to harm that has already occurred, while safeguarding is what society does to prevent harm from occurring.

Local Authority Designated Officer (LADO): (Please refer to Statutory Agencies below)

Person in Position of Trust: This is defined in the Sexual Offences Act 2003 as an adult "caring for, training, supervising or being in sole charge of" a child or children under the age of 18. *It is well-accepted that a worker or volunteer (paid or unpaid) may also be a person in a position of trust over adults to whom safeguarding duties apply.*

The concern with persons in positions of trust is the risk they may pose to children or adults with care and support needs who are under their care. The term has always included teachers, doctors, care workers, youth workers and social workers.

Since 2022 (Police, Crime, Sentencing and Courts Act), the term now extends to those holding positions of trust in the settings of “sport” and “religion”, defined as anyone who: “coaches, teaches, trains, supervises or instructs someone under 18 on a regular basis, in a sport or a religion”.

The 2022 Act makes it illegal for a person in a position of trust to engage in sexual activity with a child in their care or supervision, even if that child is over the age of consent. This means that even though a child may be over the age of consent (that is, aged 16-17 years old), if you hold a position of trust, it is illegal to engage in sexual activity with that child.

Therefore, in the church in London, all adults employed to work with or volunteering or serving with the children and young people, or with adults with care and support needs on a regular basis, are persons in positions of trust. Such persons need to understand the concerns surrounding the risks their positions of trust may pose to those under their care or supervision, and the responsibility they bear as a result. It is vital that all such persons ensure that they do not, even unknowingly, use their position, influence, power or authority inappropriately. They should always maintain clear professional boundaries and avoid behaviours that may cause harm, that fail to prevent harm, or that could be misinterpreted as such.

As a church we sometimes encourage responsible young people (12-17 years old) with a burden, to volunteer to serve with the younger children in some of our events and activities. From the outset we expect that those supervising them would ensure their awareness of the concerns and risks outlined above (albeit by using age-appropriate language and messaging), and their understanding of the boundaries set by the church and the behaviours we want to discourage, and that they would undertake to be guided by the Good Practice Guidelines and Code of Conduct (see Appendix B and C below) in the same way as for all adult persons in positions of trust.

Safeguarding: Safeguarding refers to the duty of care we have to protect all who meet with us from harm. Although it is the Trustees who have oversight legal and moral responsibility to ensure safeguarding in the church in London, and have designated certain persons as Safeguarding Coordinators to carry out specific actions towards this on their behalf, everyone who meets with us regularly is encouraged to develop the mindset that: *Safeguarding is Everyone's Responsibility (Working Together (rev.2023))*.

Safeguarding Coordinators: The Safeguarding Coordinators of the church in London are the persons appointed by the Trustees to carry out the following functions, namely to:

- Act as advocates to speak for and on behalf of all those who may be at risk of harm or in need of protection
- Receive all safeguarding incidents reported to the church in London
- Act independently in investigating, managing and responding appropriately to all safeguarding disclosures including, where necessary, taking and acting upon advice

from the church's specialist adviser and/or referring cases on to the statutory agencies

- Oversee the preparation, review, update, implementation and communication of the Safeguarding Policy and associated processes, procedures and reports.

Safeguarding Incident: In the church in London a safeguarding incident is the occurrence of anything or any matter that gives rise to an allegation, complaint, concern or suspicion that a child or adult has suffered or is at risk of suffering harm, abuse or neglect.

Any individual may report a safeguarding incident by using the procedure outlined in this Policy (specifically, section 6 below).

Once a safeguarding incident report has been submitted, this amounts to a **safeguarding disclosure** requiring a response from the church through its Safeguarding Coordinators as outlined in this Policy (specifically, section 7 below).

Specialist Adviser: The Trustees have engaged Thirtyone:Eight, (formerly the Churches' Child Protection Advisory Service (CCPAS)) as the church in London's specialist adviser on Safeguarding. In certain circumstances specified below, you may choose to make a report to them directly, rather than to the Safeguarding Coordinators. You may do so by writing to them at: P.O. Box 133, Swanley, Kent, BR8 7UQ, or by calling their phone number: 0303 003 1111, or by emailing info@thirtyoneeight.org.

Statutory Agencies: The relevant statutory agencies in England are:

- **The Police.** In an emergency always call 999. If a crime has been committed or is imminent but there is no emergency, call 101.
- **Social Services.** Social Services is administered at local level by a Local Authority, and many operate out of hours cover for emergencies and will respond outside regular office hours, at weekends and during statutory holidays. It is best to contact the Local Authority where the safeguarding incident took place or where the victim resides, however, you may also contact your own Local Authority. You may contact the relevant **Children's Social Care Team** or the relevant **Adult Social Work Team** at <https://www.gov.uk/find-local-council>.
- **LADO.** Within each Local Authority, there is a designated officer known as the **Local Authority Designated Officer (the LADO)**, who has specific responsibility for managing allegations brought against adults who work with children, whether their work with children is paid, unpaid, on a volunteer or self-employed basis (that is, persons in positions of trust, as defined above). Where you have an allegation, complaint, concern or suspicion relating to such a person, you should ensure your report is made to the LADO. One aspect of the LADO's management function is to liaise with the employer (in this case, the church in London) regarding the suspension from duty or other disciplinary action in respect of the person in position of trust.

Statutory Guidance and Legislation:

- **Statutory Guidance:** *Working Together to Safeguard Children (rev. 2023)*, which applies to all statutory agencies and voluntary organisations and charities, including churches, and advocates **multi-agency working** to help, protect and promote the welfare of children. This guidance specifically states that churches should have policies in place to safeguard and protect children from harm, and that the policy must be followed, and that there should be systems in place to ensure compliance.
- **Legislation:** Children Act 1989, Children Act 2004, Children and Social Work Act 2017, Care Act 2014, UN Convention on the Rights of the Child, among others.

Trustee Safeguarding Lead: The Trustee designated with specific responsibility for safeguarding in the church in London. These responsibilities include:

- Supporting the Safeguarding Coordinators in their role
- Reporting serious safeguarding incidents to the Charity Commission
- Leading in the Trustees' management of safeguarding matters
- Critically assessing and challenging the safeguarding practices of the church and any information presented to the Trustees
- Presenting an Annual Report on Safeguarding to the Trustees.

Key principles sought to be achieved with this role include transparency, clarity, challenge and the ability to evidence the rationale for decision-making in safeguarding matters.

Section 2: The Church in London

2a. Church Details

Name: The Church in London (the church of the Londoners)
Address: Bower House, Orange Tree Hill, Romford, RM4 1PB
Tel No: +44 – 1708-380330
Email address: office@churchinlondon.org.uk
Charity Number: 1093426
Insurance Company: Congregational: Public Liability

2b. Trustees

Dennis Szubert (Trustee Safeguarding Lead)	Tel. No: 07740 626 537
Terry Murray	Tel. No: 07740 281 450
Fergus Fung	Tel No: 07761 843 157
Keith Woolnough	Tel No: 07789 564 912

2c. Safeguarding Coordinators

Emmanuel Freeman	Tel No: 07878 653 775	Email: emmanuel@churchinlondon.org.uk
Samuel Alexander	Tel No: 07960 316 662	Email: samuel@churchinlondon.org.uk
Diane Ward	Tel No: 07789 910 390	Email: diane@churchinlondon.org.uk

2d. Church Life and Activities

Christ is our life, and the church is our living

The following is a brief description of our church life and the type of work and activities we undertake.

“Because the church has the status of the assembly, the ekklesia, we need to gather together. We must assemble and meet in order to have a congregation for God to work and move among us.” (The Conclusion of the New Testament: The Church, the Kingdom, and the New Jerusalem (msgs. 189-264), msg 207: The Church the Status of the Church (1) The Assembly)

Safeguarding is Everyone's Responsibility

We are a people who love to gather, assemble and meet. The church in London holds meetings in various locations in London each week, including the Lord's Day meeting, the Prayer Meeting, Home Meetings and Group Meetings. Participation in these meetings may be in person or online, and all are welcome to join us.

Several times a year we also hold conferences and trainings, and organise events, retreats and activities, all of which normally include our children and young people, invited guests and members of the public. These take place in venues we own or hire in London, or in venues elsewhere in the UK or even further afield in Europe and beyond.

With such a rich and full church life comes corresponding duties and responsibilities, which may be legal or moral, or may be requirements placed on us by our insurers or by our Regulator (the Charity Commission), or may simply be accepted best practice.

To meet all our obligations there is the need for us to have in place robust policies, processes and procedures that set out our objectives, the steps we take to reach them and the guidelines we follow to ensure we operate effectively yet safely. This Safeguarding Policy is one such policy, and by complying with it we ensure that all those who meet with us and participate in our activities are well cared for, kept safe and are protected from harm.

We take our duties and responsibilities under this Policy very seriously, and we encourage all who meet with us to read, understand, accept and always be guided by its provisions, remembering that:

Safeguarding is Everyone's Responsibility.

Section 3: Governance and Leadership

3a. Trustees' Commitment

The Trustees of the church in London:

1. Recognise the need to provide a safe and caring environment for all who meet with us, and the importance of having appropriate arrangements in place for this purpose
2. Acknowledge that children and adults can be the victims of physical, sexual and emotional abuse, neglect or other exploitative abuse, and that all persons have a right to be protected from all such forms of abuse
3. Deem it totally unacceptable for any person in a position of trust in the church in London, or anyone else who meets with us or participates in any of our events or activities, to engage in any conduct or behaviour (including omissions or failures to act to prevent harm) that might result in any form of harm or abuse or neglect of a child or adult, or that might result in allowing any sexual, abusive or other exploitative relationship to develop
4. Accept that "everyone is entitled to rights and freedoms under international law that are 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" (*UN Universal Declaration of Human Rights; International Covenants on Human Rights*); and, that children have a right to be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of their parents, legal guardians or any other person who has care of the child (*UN Convention on the Rights of the Child*)
5. Commit to the following Mission Statement, namely, to:
 - Safeguard and protect all children and adults from harm
 - Value, respect and listen to children and adult victims and take their views seriously
 - Adopt and implement this Safeguarding Policy and ensure compliance with it
 - Develop robust processes and procedures for responding to and dealing with reported safeguarding incidents and safeguarding disclosures quickly, effectively and with integrity
 - Recruit safely, train, supervise and support all persons in positions of trust and ensure their awareness of their responsibilities under this Policy
 - Embed safeguarding within all the church's events and activities and thoroughly disseminate the message that *Safeguarding is Everyone's Responsibility*
 - Encourage and support parents, carers and families in their parenting, caring or guardianship responsibilities
 - Comprehensive support for the victims of abuse and neglect
 - Build and maintain constructive links with the relevant statutory agencies involved in safeguarding as well as our Regulator, and to cooperate effectively with them
 - Review and update this Safeguarding Policy on an annual basis, or as may be necessary or advised, or as is dictated by our own changing needs

3b. Reporting Serious Incidents

The Trustees are aware of their responsibility to report all serious incidents to the Regulator, the Charity Commission.

The Trustees undertake to make prompt, full and frank disclosure to the Commission of all serious incidents that occur, including how they are dealing with the situation, together with regular updates of any further developments.

Where a serious incident relates to safeguarding, the Trustees have delegated their responsibility to report to the Trustee Safeguarding Lead, Dennis Szubert. In his absence or unavailability, the Trustees may request the church's specialist adviser, Thirtyone:eight, to make this report on their behalf. These necessary and practical arrangements do not detract from the fact that it is all the Trustees together who bear ultimate responsibility for ensuring that a report is made to the Charity Commission, and in a timely manner.

The responsibility for determining whether an incident meets the threshold of "serious" and so should be reported, rests with the Trustees, who will base this decision on the guidance provided by the Regulator.

Where a reportable incident involves actual or alleged criminal activity, the Trustees will additionally ensure that it is reported to the relevant statutory agencies, namely, the Police and the Local Authority. Where the incident takes place outside the UK, the report will also be made to the local law enforcement authorities and/or local safeguarding organisations.

3c. Public Liability Insurance Claims: It is also the responsibility of the Trustee Safeguarding Lead to inform the church's insurer of any safeguarding incident or disclosure that might trigger any public liability claims, and to keep the insurer abreast of developments.

Section 4: Recruitment and Training

4a. Safer Recruitment

The church will ensure that all persons in positions of trust (whether paid workers or volunteers) are appointed, trained, supported and supervised in accordance with all current government guidance and best practice on safe recruitment and working practices.

This includes ensuring that safeguarding has been discussed with them at their interview, that references have been obtained and followed up where appropriate, a self-declaration form and the relevant Disclosure and Barring Service (DBS) (England and Wales) checks have been completed where necessary, a suitable training programme and induction is provided for them, and that they have been given a copy of our safeguarding policy and know how to report safeguarding incidents.

Where we employ **workers from outside the UK** we undertake all necessary background checks, including 'fit person' checks from the home country as well as taking up references from there.

4b. Application and Safeguarding Approvals Process

For volunteers and those wishing to serve with the children and young people, the starting point for all recruitment is by **application** to the church. The relevant application form and all information on the recruitment process can be found on the church's recruitment website at: <https://safeguarding.churchinlondon.org.uk/ypc-service-application>.

Following an application, the applicant will be taken through the **Safeguarding Approvals Process**, which can be found at Appendix A below. This also describes how we use the **Disclosure and Barring Service (DBS)** as part of this process to ensure the safe recruitment of all those volunteering or serving with children.

4c. Safeguarding Training

The church is committed to providing safeguarding training and development opportunities for those carrying out safeguarding responsibilities and persons in positions of trust.

All such persons will undertake recognised safeguarding training on a regular basis. We provide or facilitate:

- **Basic** safeguarding training for all persons in position of trust
- **Advanced** safeguarding training for all Safeguarding Coordinators, and any additional training as needed for the requirements of the role
- **Specialist** safeguarding training for all Trustees and the Trustee Safeguarding Lead

Training Providers: We engage *Thirtyone:Eight* as our main training provider for the above purposes. The Safeguarding Coordinators may additionally attend any safeguarding training offered by the statutory agencies, such as the Local Safeguarding Children's Board or Local Adult Protection Board. The Trustees may also attend any safeguarding training provided by the Charity Commission.

Section 5: Working Safely

5a. Managing and Supporting Workers and Volunteers

In this section we seek to demonstrate how we carry out our work and activities in a safe manner, through our management and support of persons in positions of trust to ensure children and adults who meet with us are protected, well cared for and kept safe from harm.

A key principle that we strongly encourage is that all persons in positions of trust work or serve in groups or teams for coordination purposes, and not independently or in isolation. What this means practically is that each week there are several opportunities for workers and or volunteers to come together for coordination and for fellowship. This approach fosters a mutually supportive working environment where help and advice is freely available and accessible. We also take the way of coordination in groups for all event planning for our conferences, trainings and other activities.

In our children's work we adhere strictly to our **Good Practice Guidelines** and **Code of Conduct**, with which all persons in positions of trust are expected to comply.

We follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all workers (paid or voluntary) would report any improper actions and omissions to act by anyone. Whilst we will investigate all malpractice and illegal acts, it is especially important that suspicions of abuse are immediately reported to the Safeguarding Coordinators using the process outlined in this Policy.

Good Practice Guidelines

These are the guidelines we adhere to when carrying out specific activities, and which prescribe specific tasks and responsibilities pertaining to those activities. (Please see Appendix B below for a copy of the Guidelines.)

Code of Conduct

We have developed this code of conduct to set clear boundaries for persons in positions of trust, the behaviours we expect them to display and to refrain from, and in particular, in regard to the personal relationships that can or cannot be developed. These boundaries need to exist to maintain healthy working attitudes and relationships. (Please see Appendix C below for a copy of the Code of Conduct.)

5b. Working Safely in Partnership with Others

In this section we seek to demonstrate how we carry out work and activities in a safe manner whenever we work together with, or hold joint events and activities with, other local churches or other organisations known to us who may be based in London, elsewhere in the UK, or in Europe or beyond, to ensure children and adults we invite are protected, well cared for and kept safe from harm.

Safeguarding remains of critical importance whenever we work together with others, and we seek to assure ourselves of comparable high standards of safeguarding provision and care.

We follow certain key principles that we find effective in providing us with the assurances we seek. Depending on the specific situation and circumstances, we may employ any one or more of the following approaches:

- **Risk Assessments.** We carry out an activity-based risk assessment of the event or activity to guide us in how to manage it safely. (Please see Appendix D below for a copy of an activity-based risk assessment template.)
- **Clear guidance on safeguarding expectations.** Based on the risk assessment we set out clear guidance on our safeguarding expectations, and we are always willing to share our Policy and communicate our safeguarding processes and procedures, including our Good Practice Guidelines and Code of Conduct, among others. Finally, we ensure that all those nominated by either party (or all parties) who are involved with the event or activity have been safely recruited by means of our Applications Process, Safeguarding Approvals Process, have passed DBS checks and have received relevant training.
- **Verification of good safeguarding practices.** We require evidence from our partners of their comparable safeguarding practices, including examining copies of their safeguarding policies and obtaining assurances regarding the safe recruitment of their workers and volunteers, DBS checks and relevant training.
- **Agreement on common safeguarding standards and practices** that we will all together employ during the particular event or activity
- **Making key information available:** During the event or activity, we promote safeguarding by clearly displaying posters with key information on safeguarding in key locations that anyone may access, including internal and external contact details of those to whom safeguarding incidents that occur during the event may be reported. (Please see Appendix F below for a copy of the External Contacts Details Form.)

Section 6: Reporting Safeguarding Incidents

Any person wishing to make an allegation or complaint or to report a concern or suspicion relating to safeguarding, that is, to report a **safeguarding incident**, should do so immediately or, as soon as possible after the occurrence of the incident or incidents in question.

You may report a safeguarding incident in any of the following ways:

1. **To the Safeguarding Coordinators directly.** Your report may be made to any one of the three Safeguarding Coordinators, or to more than one of them, or to all three of them, using any one or more of the means listed below:
 - **Emmanuel Freeman**
 - Tel No: 07878 653 775
 - Email: emmanuel@churchinlondon.org.uk
 - **Samuel Alexander**
 - Tel No: 07960 316 662
 - Email: samuel@churchinlondon.org.uk
 - **Diane Ward**
 - Tel No: 07789 910 390
 - Email: diane@churchinlondon.org.uk
2. **Email:** safeguarding@churchinlondon.org.uk. An email sent to this address will be received and acknowledged by any one of the Safeguarding Coordinators. Only the three Safeguarding Coordinators have access to this email address.
3. **Website:** churchinlondon.org.uk/safeguarding. A Safeguarding Incident Report obtainable from this site at: <https://www.churchinlondon.org.uk/incident-form> should be completed with the details of the report and submitted as directed. Only the three Safeguarding Coordinators have access to reports submitted in this way.
4. **By hand or other means:** A copy of the Safeguarding Incident Report form is included in Appendix G to this Safeguarding Policy for your convenience. Paper copies of this form may also be found in the Hall Health & Safety Binder in each Hall and are available on demand from your Hall Health & Safety Representative. Completed paper forms may be submitted by hand to any of the Safeguarding Coordinators.

Please note: Under no circumstances should you carry out your own investigation into any allegation, complaint, concern or suspicion relating to safeguarding. Neither should you make assumptions, discuss the matter with anyone else, offer any alternative explanations or promise confidentiality to anyone.

A report should always be made to the Safeguarding Coordinators as soon as you know of a safeguarding incident, or become aware that a safeguarding incident has occurred, or have a concern or suspicion that a safeguarding incident may have occurred.

Emergencies. However, in the event of an emergency, where you consider that there is immediate or imminent danger of harm or risk of harm to any person you should first call the Police directly on 999. This should be followed with a report to the Safeguarding Coordinators as described above.

In the **absence** or **unavailability** of the Safeguarding Coordinators, or of the one to whom you wish to make your report, or where the allegation, complaint, concern or suspicion **implicates** any one or more of the Safeguarding Coordinators, you may make your report to another one of the Safeguarding Coordinators who is present and available, or to one who is not so implicated.

Alternatively, you may make your report directly to the specialist adviser or to any of the statutory agencies listed above using the contact details provided above.

Confidentiality: Before, during or after making a report as outlined above, the matter should be kept confidential and should not be discussed with anyone other than the Safeguarding Coordinators or specialist adviser or statutory agency, except where you consider it is absolutely necessary to do so, and then in a strictly limited way and only on a need-to-know basis.

For the purposes of assisting in any future investigation or further questioning by the Safeguarding Coordinators or by the specialist adviser or by any of the statutory agencies, you may make and keep a copy of the report you have made in a secure place, but this should be securely destroyed as soon as possible after the investigation in order to maintain confidentiality.

It is, of course, the right of anyone to make a direct referral to the specialist adviser or to the statutory agencies, or to seek their advice directly on any matter, bypassing the internal processes altogether. However, it is the Trustees' hope and expectation that individuals will retain confidence in and choose to use the internal route outlined above to make their report.

Where, however, you form the view that the Safeguarding Coordinators have not responded appropriately to a report, or where there is disagreement as to the appropriateness or otherwise of the making of a referral to the statutory agencies, then there is freedom to contact the statutory agencies directly. By making this statement the Trustees hope to demonstrate their absolute commitment to effective safeguarding.

Section 7: Responding to Safeguarding Disclosures

7a. This section outlines the role and functions of the Safeguarding Coordinators and the actions they will take in responding to safeguarding disclosures made to them.

The Safeguarding Coordinators will:

- Acknowledge receipt of each incident report submitted to them of a safeguarding allegation, complaint, concern or suspicion
- Refer to and be guided by this Safeguarding Policy in its entirety in their consideration of each report and follow the steps and guidance outlined in this section of the Policy
- Ascertain the precise nature and details of the allegation, complaint, concern or suspicion to the best of their ability, and collate all the relevant information in writing
- Seek advice from the specialist adviser, *Thirtyone:eight*
- Make a referral to the relevant statutory agency (or agencies), as may be necessary, or as is advised. The referral will be to the Police if a crime has been or may have been committed. The referral will be to the Children's Social Care Services if a child is at risk of harm or in need of protection. The referral will be to the Adult's Social Care Services if an adult to whom safeguarding duties applies is at risk of harm or in need of protection. The referral will additionally be to the LADO where an allegation is made against a person in position of trust.
- If the matter falls within the definition of a reportable 'serious incident', the Safeguarding Coordinators will additionally inform the Trustee Safeguarding Lead of this fact in writing, providing him with all the necessary details to enable him to make a report to the Charity Commission.

7b. Investigations and Outcomes: It is the role of the statutory agencies to conduct all investigations, if they choose to, into safeguarding referrals made to them (s.47 of the Children Act, 1989), and to take any necessary and appropriate actions resulting from their investigations.

However, to the extent required by the statutory agencies, the Safeguarding Coordinators, supported by the Trustee Safeguarding Lead, will fully cooperate and assist with all such investigations to the best of their abilities.

Moreover, to the extent permitted by the statutory agencies, the Safeguarding Coordinators, supported by the Trustee Safeguarding Lead, will maintain close contact with the statutory agencies and follow up with them to seek progress updates, evidence of actions being taken and to generally satisfy themselves and the Trustees that a referral is progressing in a timely manner to a satisfactory outcome. It is the Trustees' expectation that the Safeguarding Coordinators will maintain interest in and pursue every referral made to the statutory agencies to its logical conclusion and not remain satisfied with simply having made a referral.

Ultimately, it is the Safeguarding Coordinators' responsibility to ensure that safeguarding disclosures are actively pursued until further harm to the alleged victim or others is prevented and there no longer remains a safeguarding threat or risk to any person.

Therefore, the eventual report presented by the Safeguarding Coordinators to the Trustees on how they have handled a safeguarding disclosure should include a timeline detailing all actions they have taken continuing right down to any victim support offered, and the outcomes of those actions. This report could be made as part of their presentation in the Annual Safeguarding Report to the Trustees.

7c. Physical Injury, Emotional Abuse, Neglect: Where a safeguarding disclosure contains an allegation, complaint, concern or suspicion that a child has or was seen to have a **physical injury**, or to be suffering from **emotional abuse**, or is being subjected to, or displays symptoms or signs of **neglect**, the Safeguarding Coordinators will respond in one or more of the following ways:

- Seek medical assistance for the child and inform the doctor or nurse of the safeguarding disclosure they have received
- Contact the statutory agencies for advice and/or a referral of the matter to them, in particular, where they have fears for the child's safety, or where the child seems afraid to return home or reluctant to be left in the care of any particular person
- Seek and follow advice from *Thirtyone:eight* (who will confirm all advice given in writing for future reference) if, for any reason, there is any uncertainty as to whether or not to make a referral of the case to the statutory authorities
- NOT inform parents, carers or guardians as a matter of course, if this is necessary to protect the child from further harm, unless the statutory agencies have advised that it is safe to do so

Where a disclosure made is **non-urgent**, for example, the symptoms or facts point more toward signs of poor parenting or lack of parenting skills rather than of a child being abused or harmed, the Safeguarding Coordinators may respond in any of the following ways that may be appropriate or necessary:

- Encourage the parent, carer or guardian to seek help and assistance with parenting by providing them with a list of useful resources
- Direct them to the relevant support or professional services including by offering to accompany them, as may be necessary

Where the parent, carer or guardian is unwilling to seek the help or assistance offered or fails to act as recommended by the Safeguarding Coordinators, then, in cases where there remains an ongoing concern, the Safeguarding Coordinator will make a referral to the statutory agencies.

7d. Sexual Abuse: Where a disclosure made to the Safeguarding Coordinators contains an allegation, complaint, concern or suspicion of **child sexual abuse**, the Safeguarding Coordinators must:

- Contact the statutory agencies (Children's Social Care Department Duty Social Worker for Children and Families) and/or the Police
- NOT inform the parent, carer or guardian or any other person related to the victim or suspected of being the abuser

- Seek further advice from *Thirtyone:eight* (who will confirm all advice given in writing for future reference)

7e. Where a disclosure made to the Safeguarding Coordinators contains accusations against a **person in position of trust**, the Safeguarding Coordinators will:

- Follow the procedure outlined above
- Inform the Trustees of this fact and, additionally,
- Contact the statutory agencies (in this case, specifically, the LADO, and liaise with the LADO regarding the **suspension** of that person from their role, duties or responsibilities, as relevant, pending any subsequent investigations and/or any further disciplinary or criminal proceedings. All decisions to suspend should set out in a written undertaking any condition(s) to be attached to the suspension, which should normally include a requirement for the suspended individual to refrain from contacting the victim, person making the report, witnesses or any others.

7f. Statutory Agencies: The statutory agencies referred to in this section are the following:

- Children's Social Care Services
- Adult Social Care Services
- Police (either by calling 101 or 999)
- Local Authority Designated Officer (LADO)
- Charity Commission for England and Wales

Section 8: Supporting Victims

8a. The Trustees are mindful of the fact that harm and abuse have deep and far-reaching adverse impacts on victims of abuse and may extend to affecting their mental and physical health, their relationships, careers and their faith. Victims may also include families, friends and witnesses to the harm or abuse, as well as alleged perpetrators who eventually turn out to have been wrongly accused of wrongdoing.

The Trustees are committed to meaningful engagement with victims, putting their interests uppermost and offering appropriate **support and care** to all who need it, and all such persons are encouraged to come forward and take advantage of the available provision.

8b. Support and care provision may include:

- Shepherding care (prayer and fellowship) for as long as necessary
- Practical support
- Financial assistance
- Referral to counselling or other professional support services (please see Appendix H below for a non-exhaustive list of the support services available)

Section 9: Risk Management

In this section we set out how we manage the risks associated with previous offenders and any others who pose a safeguarding risk.

The Trustees' commitment to safeguarding, as expressed throughout this Policy, takes absolute precedence over the rights or needs of any individual.

Where any person meeting with us is known to be a previous offender, or to have previously abused or harmed a child or adult with care and support needs, or is known or suspected to pose any kind of safeguarding risk, the Trustees will take active steps to manage that individual and/or the risks associated with that individual in order to protect others.

However, the Trustees will endeavour to balance this with a proportionate and sensitive approach that seeks to also assist the individual overcome their negative tendencies or eliminate or lessen the risk of their re-offending.

The Trustees will adopt the following approach:

- Carry out a risk assessment that clearly details the behavioural risks and how the Trustees propose to manage or eliminate the identified risks (Please use the behaviour risk assessment template in Appendix E below.)
- Set strict boundaries for the individual, as may be necessary, that he or she will be expected to keep while meeting with us, including signing a written undertaking agreeing to those boundaries
- Provide for the supervision of the individual at any of our meetings or events attended by him or her; and/or
- Offer the individual all reasonable support and assistance to overcome those behaviours or negative tendencies
- Monitor the behaviour and review the risk assessment on a regular basis to ensure compliance by the individual and changes in the level of risk over time

Where it is determined that this approach has failed and that there remains the risk of re-offending or of harm to others, the Trustees may exclude the individual from the meetings of the church, either temporarily or on a permanent basis.

Section 10: Approval of Policy and Review Date

10a. This Safeguarding Policy was approved and signed by the Trustees dates below.

The Policy comes into effect immediately and supersedes all previous safeguarding policies of the church.

Signed: Dennis Szubert

Dennis Szubert

Signed: Terry Murray

TP Murray

Terry Murray (Feb 16, 2026 17:18:11 GMT)

Signed: Fergus Fung

Fergus Fung

Fergus Fung (Feb 6, 2026 15:06:53 CST)

Signed: Keith Woolnough

KK Woolnough

Keith Woolnough (Feb 16, 2026 10:37:24 GMT)

10b. Review Date. The next review date for this Policy is **31 January, 2027**.

10c. A copy of this Policy is displayed on the church website at <https://www.churchinlondon.org.uk/safeguarding>. Copies are also made available in each Hall's Health & Safety Binder and are available on demand by anyone.

Safeguarding is Everyone's Responsibility

Appendix A

Safeguarding Approvals Process

Safeguarding Approval Process

The church in London uses this Safeguarding Approval Process to safely recruit volunteers to serve with the Children in all our meetings, events and activities.

Initial Application Form & Self Declaration Form

The candidate for the volunteering role applies via the church in London safeguarding website - <https://safeguarding.churchinlondon.org.uk/apply-to-serve/>. The recruiters (the church in London DBS Office) read through the application form and check nothing is declared in the self-declaration form.

Reference Checks

The recruiters contact the two referees given and ask them to fill in a reference for the candidate - <https://safeguarding.churchinlondon.org.uk/reference-form/>.

Any concerns are passed onto the Safeguarding Coordinators.

Safeguarding Interview

The candidate has an in person / video call interview with one of the Safeguarding Coordinators. The same questions are asked to every candidate. Answers are carefully considered.

DBS Form & ID Check

The candidate completes the online DBS form, and the recruiters verify their ID documents and send off the DBS form. Once issued, the recruiters review the DBS certificate.

Online Training

The candidate is asked to complete the church in London's online training course - <https://safeguarding.churchinlondon.org.uk/training/A> certificate is issued upon completion. Those in roles of responsibility complete further training provided by Thirtyone:Eight.

Safeguarding is Everyone's Responsibility

Appendix B

Good Practice Guidelines

The Church in London

Good Practice Guidance

Romans 12:17b ...*take forethought for things honorable in the sight of all men.*

The church in London **Safeguarding Coordinators** are:

Emmanuel Freeman: +44 7878 653775

Samuel Alexander : +44 7960 316662

Diane Ward: +44 7789 910390

STATEMENT OF COMMITMENT

The Trustees of the church in London commit to:

- Safeguard and protect all children and adults from harm
- Value, respect and listen to children and adult victims and take their views seriously
- Adopt and implement the church's Safeguarding Policy and ensure compliance with it
- Develop robust processes and procedures for responding to and dealing with reported safeguarding incidents and safeguarding disclosures quickly, effectively and with integrity
- The safe recruitment, training, supervision and support of all persons in positions of trust and to ensure their awareness of their responsibilities under the Policy
- Embed safeguarding within all the church's events and activities and thoroughly disseminate the message that *Safeguarding is Everyone's Responsibility*
- Encourage and support parents, carers and families in their parenting, caring or guardianship responsibilities
- Comprehensive support for the victims of abuse and neglect
- Build and maintain constructive links with the relevant statutory agencies involved in safeguarding and our Regulator, and to cooperate effectively with them
- Review and update the Safeguarding Policy on an annual basis, or as may be necessary or advised, or as is dictated by our own changing needs

In addition to the Safeguarding Policy, we have developed a number of "Key Documents", including this Good Practice Guidance which, together with other relevant documents, forms part of our system for ensuring compliance with the Safeguarding Policy by all who serve and volunteer with the church, especially in the children's work.

1

Safeguarding is Everyone's Responsibility

Appendix C

Code of Conduct

ONLINE /MOBILE DEVICE SAFETY
CODE OF CONDUCT
FOR CHURCH IN LONDON CHILDREN AND YOUNG PEOPLE’S
SERVING ONES (YOUTH WORKERS)

STATEMENT OF COMMITMENT

The trustees of the CHURCH in LONDON (hereafter, “the trustees”) namely, Dennis Szubert, Terence

Murray, Keith Woolnough and Fergus Fung, recognise the importance of the church’s ministry to children and its responsibility to provide a safe and caring environment for them at all our meetings and events, and during all our activities, by having appropriate arrangements in place.

The trustees are committed to:

- Safeguarding and protecting children from harm;
- Valuing, respecting and listening to children, and taking their views seriously;
- Adopting and implementing the Safeguarding Policy, **Good Practice Guidelines and relevant Codes of Conduct (together, the “Key Documents”)** with appropriate systems in place to ensure compliance;
- Having robust procedures in place for responding to and dealing effectively with allegations, complaints, concerns or suspicion of child abuse or neglect;
- Safe recruitment, training, supervision of and support for all persons in positions of trust, whether paid or volunteers, in particular, those who serve with children;
- Ensuring all such persons are aware of their responsibilities for safeguarding and protecting children from harm;
- Embedding safeguarding and child protection within all the church’s activities, and communicating the message that these responsibilities are everyone’s responsibility;
- Encouraging and supporting parents, carers and families;
- Supporting those affected by abuse;
- Maintaining good links and cooperating effectively with the relevant statutory authorities;
- Reviewing and updating all **Key Documents** on a regular basis.

Purpose of Code of Conduct

This Code of Conduct is for church serving ones in relation to their contact with the children and young people for the purposes of their participation in: (1) Church events and activities; and (2) Shepherding, which takes place through or by means of the Internet and/or mobile device, audio, video and other messaging media.

The purpose of this Code is to safeguard the children and young people, and to provide clear and specific directions to serving ones on what amounts to safe and acceptable online and mobile device contact with the children and young people.

Children and young people

The term “Children and young people” refers to all those under 18 years of age. Children under the age of 11 may not be contacted by serving ones for shepherding purposes.

Online/Mobile Device Safety Statement

Serving ones will use online and mobile device contact in a way that keeps the children and young people safe from abuse at all times.

Use of private social media accounts and platforms (Facebook, Instagram, other) as a means of contact with the children and young people is discouraged at all times.

Child Abuse

As stated in its Safeguarding Policy, the Church in London subscribes to the following definition of child abuse:

A form 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 harmed in a family or in an institutional or community setting by those known to them, or more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or by another child or children. There are four main categories of child abuse—physical, sexual, emotional and neglect. (*Working Together to Safeguard Children* (rev. 2018)).

Online Abuse

“Abuse can take place wholly online, or technology may be used to facilitate offline abuse.”

For this reason, please be aware that personal contact between a serving one and a child or young person online or by mobile device presents an opportunity for, or may give rise to, allegations of the formation of inappropriate private relationships between serving ones and the children or young people, or of misconduct by the serving one such as grooming, sexual exploitation or abuse, sexting, bullying, cyberbullying, emotional abuse, etc.

The church in London strictly forbids any such private relationships or misconduct from taking place, and permits contact between serving ones and the children and young people only for the specified purposes of church events and activities, and shepherding.

Shepherding

Shepherding may include:

- *Reading the bible, HWMR or ministry book*
- *Praying*
- *Contacting the young person to find out about their wellbeing*

Report all concerns immediately

If you have any concerns, or anything makes you feel uncomfortable, about your own behaviour, or the behaviour of another serving one, or the behaviour of any child or young

person, or if you receive any report or complaint regarding possible child abuse, immediately contact the church safeguarding coordinators:

Dennis Szubert: +44 7740 626537

Emmanuel Freeman: +44 7878 653775

Terry Murray: +447740281450 (deputy safeguarding coordinator)

Do not be alone with a child or young person

Please be aware that one on one contact with a child or young person online or by means of a mobile device *without parental consent* is tantamount to being in a room alone with the child or young person, and this should be avoided wherever possible.

Group calls or group communications that meet the relevant adult to child ratios are always preferable to one on one contact, and consideration should be given in the first instance to whether this can be achieved in any situation involving contact with a child or young person.

One on one contact is permissible only where there is:

- *Express parental consent for the child or young person to be contacted by the serving one for shepherding purposes (as described above).*

Additionally, [you should always ensure] that:

- There is at least, one other serving one *or spouse* that you are in fellowship with regarding your shepherding of or contact with each child or young person, *and where possible*, who will normally be in attendance with you during such contact; and
- Where a possible, a parent, guardian or other adult is present at home with the child or young person during the periods of contact; and
- A recording (with permission) or written report of the sessions, if none of the above precautions is possible. *(we need to decide where the written report or recording would be kept)*

Parental consent forms may be obtained from the church office.

Do not be loose in what you say

Be aware that actions and words can be misinterpreted. Do not have inappropriate conversations with children and young people. Have respectful speech.

Dress appropriately

Dress as you would for a regular young people's conference.

Be aware of your environment

As much as possible, neither you nor the child or young person should call in from your bedrooms. Consider items within view of your camera. Consider the appropriateness of dress of those in the background.

Personal Information

You should only obtain and use the personal contact details of a child or young person as specified in the parental consent form. Do not share the personal contact details of children and young people with anyone.

Prevent inappropriate behaviour

Take proper precautions when setting up a meeting. Be vigilant to mute/block any inappropriate behaviour that is happening.

No photos or videos

Do not take photos, screen captures, or videos of any young person or serving one, and do not post them online or send them to anyone.

PARENTAL CONSENT FORM

In order to have a shepherding arrangement with a young person (ages 11-17), that may involve one on one contact either online or by mobile device (that is, voice call, video call, text/email messaging), or that may involve one on one physical contact (that is, face to face) a serving one must:

- Seek consent from the young person's parent or guardian, using this form, and
- Identify, at least, one other serving one *or spouse* with whom they are in fellowship regarding the shepherding arrangement, and *where possible*, who will normally participate in the periods of contact with the young person.

I, [parent's name], parent of [YP's name] [YP's age] give consent for [serving one's name] to have a shepherding arrangement with my child, which may at times involve one on one contact, through the use of online technologies or mobile device, such as: [Voice call] [Video call] [Text/email messaging] [Other] (Parent to delete as appropriate)

Contact with my child under this arrangement will normally take place on any day or time [parent can also specify the day and time] that is suitable for my child and the serving one.

Contact with my child under this arrangement will be for the purposes of one or more of the following: [Bible reading] [HWMR] [reading the ministry] [prayer] [other fellowship] (parent to delete as appropriate)

I understand that the serving one will notify at least, one other serving one or spouse with whom they are in fellowship regarding the shepherding arrangement, and where possible, who will normally participate in the periods of contact with my child. I also understand that I may withdraw my consent to this arrangement at any time, upon which withdrawal all contact with my child will cease immediately.

Signed:..... Date.....

Safeguarding is Everyone's Responsibility

Appendix D

Activity Risk Assessment Template

Activity Risk Assessment

Church			
Activity		Location	
Date of Risk Assessment		Frequency	
Responsible Leader			

What are the hazards?	Who might be harmed and how?	What are you doing already?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Date Completed

Behaviour Risk Assessment

Church			
Subject of Risk Assessment (if child, include age)		Location	
Date of Risk Assessment		Date for Review	
Responsible Leader		Review Frequency	
Professionals/others involved (if applicable)			
Reason for risk assessment (including a view on the individual's awareness and acknowledgement of the concerns)			

What are the concerns?	Given this, what are the possible risks? Who is at risk?	Can the risk be managed? What measures can be adopted to safeguard this situation?	Action by whom?	Action by when?	Date Completed

Appendix E

Behaviour Risk Assessment Template

Behaviour Risk Assessment

Guidance notes

1. This document will primarily be overseen (and possibly even completed) by the safeguarding coordinator within the organisation. It may be filled-in, in conjunction with a worker or volunteer or leader who knows the situation or individual (adult/child) well.
2. It is important to remember that a tool like this will be useful for dealing with:
 - a. risks that are known and substantiated or
 - b. those that are unsubstantiated but still warranting some form of safeguarding arrangements or
 - c. on receipt of a blemished disclosure during the recruitment process (read InFocus on Dealing with Blemished Disclosures for how to do this well)

Therefore, communication is key when seeking to put an assessment in place. Encourage your workers to raise/share concerns appropriately so you can make an informed decision about the nature and detail of the risk assessment.

3. Information about risks an individual may pose may be received from anyone of these following services: Social Services or Police or Probation or Health services. Seek to contact them to clarify information and where possible seek to gather their view on your risk assessment. Other organisations such as schools, churches or voluntary organisations may be able to indicate the presence of a safeguarding concern in relation to a child or adult though not the details of the relevant concerns.
4. Possible measures (as stated in Column 3) could range from a stringent contract/covenant of care to informal supervision/monitoring arrangements. Depending on the nature of the risk and the potential groups that may be vulnerable through coming into contact with the individual, consider realistic ways of managing and also supporting the individual concerned.
5. Read our InFocus on Handling and Storage of disclosure information for advice on storage and retention of these records (Standard 3.23)
6. Read Standard 9 within our online safeguarding manual for further information on working with those who may pose a risk and clauses to consider in a contract.
7. If your risk assessment indicates that your church is unable to manage the risk the individual poses (either due to the scale of your work with vulnerable groups or lack of resources to offer accountability arrangements and/or pastoral support), you are able to advise the individual that your church may not be the appropriate place for them to attend. You can support them to seek to explore an alternate church and encourage them to share the concerns with the relevant safeguarding lead and/or minister.

Behaviour Risk Assessment

8. It is important to remember that when working with individuals and vulnerable groups, risk cannot be completely eliminated but can definitely be mitigated and managed safely.

Safeguarding is Everyone's Responsibility

Appendix F

External Contacts Details Poster

CONTACT DETAILS FOR EXTERNAL AGENCIES (SOCIAL CARE, POLICE AND OTHER SERVICES)

The Safeguarding Policy (*insert link to Policy here*) sets out how anyone may report an allegation, complaint, concern or suspicion relating to the safeguarding of children, young people or adults at any of our meetings, events or other activities.

To summarize:

- You should not carry out any investigation yourself into any allegation, complaint, concern or suspicion that you may have.
- You should report any such allegation, complaint, concern or suspicion immediately or, as soon as possible, to the designated Safeguarding Coordinators, who are:
(*insert Names and Contact Details here*)
- Where you believe the Safeguarding Coordinators are implicated in the allegation, complaint, concern or suspicion, or in the event you are unable to reach them on the contact details provided above, you may choose instead to make your report to *Thirtyone:eight*; (formerly the Churches' Child Protection Advisory Service (CCPAS)) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone no. 0845 120 4550. *Thirtyone:eight* is retained by the church in London as its specialist adviser on safeguarding matters.

The trustees hope and expect that you would want to use the above procedures. However, you do have the right to make a direct report to any of the following external agencies or, you may prefer to do so, in circumstances such as those described above, where you believe the Safeguarding Coordinators are implicated in the matter or are unavailable at the time.

<u>AGENCY</u>	<u>WHEN TO CONTACT</u>	<u>TELEPHONE</u>	<u>EMAIL</u>
The Police	In both emergencies and non-urgent situations	999 (Emergency) 101 (Non-urgent)	
NSPCC	Child Abuse	0808 800 5000	help@nspcc.org.uk
Childline	If you are aged under 19	0800 1111	
Crimestoppers UK	To report a crime anonymously	0800 555 111	

Display in all settings where CIL Conferences are held

CONTACT DETAILS FOR EXTERNAL AGENCIES (SOCIAL CARE, POLICE AND OTHER SERVICES) - Hall 1

The Safeguarding Policy (*insert link to Policy here*) sets out how anyone may report an allegation, complaint, concern or suspicion relating to the safeguarding of children, young people or adults at any of our meetings, events or other activities.

To summarize:

- You should not carry out any investigation yourself into any allegation, complaint, concern or suspicion that you may have.
- You should report any such allegation, complaint, concern or suspicion immediately or, as soon as possible, to the designated Safeguarding Coordinators, who are:
(*insert Names and Contact Details here*).
- Where you believe the Safeguarding Coordinators are implicated in the allegation, complaint, concern or suspicion, or in the event you are unable to reach them on the contact details provided above, you may choose instead to make your report to *Thirtyone:eight*; (formerly the Churches' Child Protection Advisory Service (CCPAS)) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone no. 0845 120 4550. *Thirtyone:eight* is retained by the church in London as its specialist adviser on safeguarding matters.

The trustees hope and expect that you would want to use the above procedures. However, you do have the right to make a direct report to any of the following external agencies or, you may prefer to do so, in circumstances such as those described above where you believe the Safeguarding Coordinators are implicated in the matter or are unavailable at the time.

<u>AGENCY</u>	<u>WHEN TO CONTACT</u>	<u>TELEPHONE</u>	<u>EMAIL</u>
The Police	In both emergencies and non-urgent situations	999 (Emergency) 101 (Non-urgent)	
NSPCC	Child Abuse	0808 800 5000	help@nspcc.org.uk
Childline	If you are aged under 19	0800 1111	
Crimestoppers UK	To report a crime anonymously	0800 555 111	
Royal Borough of Kingston-upon-Thames	To report incidents occurring at Hall 1	020 8547 5008 or 020 8770 5000 (children) 020 8547 5005 or 020 8770 5000 (adults)	

Display in Hall 1

CONTACT DETAILS FOR EXTERNAL AGENCIES (SOCIAL CARE, POLICE AND OTHER SERVICES) - Hall 2

The Safeguarding Policy (*insert link to Policy here*) sets out how anyone may report an allegation, complaint, concern or suspicion relating to the safeguarding of children, young people or adults at any of our meetings, events or other activities.

To summarize:

- You should not carry out any investigation yourself into any allegation, complaint, concern or suspicion that you may have.
- You should report any such allegation, complaint, concern or suspicion immediately or, as soon as possible, to the designated Safeguarding Coordinators, who are:
(*insert Names and Contact Details here*)
- Where you believe the Safeguarding Coordinators are implicated in the allegation, complaint, concern or suspicion or, in the event you are unable to reach them on the contact details provided above, you may choose instead to make your report to *Thirtyone:eight*; (formerly the Churches' Child Protection Advisory Service (CCPAS)) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone no. 0845 120 4550. *Thirtyone:eight* is retained by the church in London as its specialist adviser on safeguarding matters.

The trustees hope and expect that you would want to use the above procedures. However, you do have the right to make a direct report to any of the following external agencies or, you may prefer to do so, in circumstances such as those described above where you believe the Safeguarding Coordinators are implicated in the matter or are unavailable at the time.

<u>AGENCY</u>	<u>WHEN TO CONTACT</u>	<u>TELEPHONE</u>	<u>EMAIL</u>
The Police	In both emergencies and non-urgent situations	999 (Emergency) 101 (Non-urgent)	
NSPCC	Child Abuse	0808 800 5000	help@nspcc.org.uk
Childline	If you are aged under 19	0800 1111	
Crimestoppers UK	To report a crime anonymously	0800 555 111	
London Borough of Waltham Forest	To report incidents occurring at Hall 2	020 8496 2310 or 020 8496 3000 (children) 020 8496 3000 (adults)	MASHrequests@walthamforest.gov.uk (children) WFDLiaison@walthamforest.gov.uk (adults)

Display in Hall 2

CONTACT DETAILS FOR EXTERNAL AGENCIES (SOCIAL CARE, POLICE AND OTHER SERVICES) - Hall 3

The Safeguarding Policy (*insert link to Policy here*) sets out how anyone may report an allegation, complaint, concern or suspicion relating to the safeguarding of children, young people or adults at any of our meetings, events or other activities.

To summarize:

- You should not carry out any investigation yourself into any allegation, complaint, concern or suspicion that you may have.
- You should report any such allegation, complaint, concern or suspicion immediately, or, as soon as possible, to the designated Safeguarding Coordinators, who are: (*insert Names and Contact Details here*).
- Where you believe the Safeguarding Coordinators are implicated in the allegation, complaint, concern or suspicion, you may choose instead to make your report to *Thirtyone:eight*; (formerly the Churches' Child Protection Advisory Service (CCPAS)) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone no. 0845 120 4550. *Thirtyone:eight* is retained by the church in London as its specialist adviser on safeguarding matters.

The trustees hope and expect that you would want to use the above procedures. However, you do have the right to make a direct report to any of the following external agencies or, you may prefer to do so, in circumstances such as those described above, where you believe the Safeguarding Coordinators are implicated in the matter or are unavailable at the time.

<u>AGENCY</u>	<u>WHEN TO CONTACT</u>	<u>TELEPHONE</u>	<u>EMAIL</u>
The Police	In both emergencies and non-urgent situations	999 (Emergency) 101 (Non-urgent)	
NSPCC	Child Abuse	0808 800 5000	help@nspcc.org.uk
Childline	If you are aged under 19	0800 1111	
Crimestoppers UK	To report a crime anonymously	0800 555 111	
Camden Council	To report incidents occurring at Hall 3	020 7974 3317/4444 (children) 020 7974 4000, (adults)	LBCMASHadmin@camden.gov.uk adultsocialcare@camden.gov.uk

Display in settings where Hall 3 meets

CONTACT DETAILS FOR EXTERNAL AGENCIES (SOCIAL CARE, POLICE AND OTHER SERVICES) - Hall 6

The Safeguarding Policy (*insert link to Policy here*) sets out how anyone may report an allegation, complaint, concern or suspicion relating to the safeguarding of children, young people or adults at any of our meetings, events or other activities.

To summarize:

- You should not carry out any investigation yourself into any allegation, complaint, concern or suspicion you may have.
- You should report any such allegation, complaint, concern or suspicion immediately or, as soon as possible, to the Safeguarding Coordinators, who are:
(*insert Names and Contact Details here*)
- Where you believe the Safeguarding Coordinators are implicated in the allegation, complaint, concern or suspicion, or in the event you are unable to reach them on the contact details provided above, you may choose instead to make your report to *Thirtyone:eight*; (formerly the Churches' Child Protection Advisory Service (CCPAS)) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone no. 0845 120 4550. *Thirtyone:eight* is retained by the church in London as its specialist adviser on safeguarding matters.

The trustees hope and expect that you would want to use the above procedures. However, you do have the right to make a direct report to any of the following external agencies or, you may prefer to do so, in circumstances such as those described above where you believe the Safeguarding Coordinators are implicated in the matter or are unavailable at the time.

<u>AGENCY</u>	<u>WHEN TO CONTACT</u>	<u>TELEPHONE</u>	<u>EMAIL</u>
The Police	In both emergencies and non-urgent situations	999 (Emergency) 101 (Non-urgent)	
NSPCC	Child Abuse	0808 800 5000	help@nspcc.org.uk
Childline	If you are aged under 19	0800 1111	
Crimestoppers UK	To report a crime anonymously	0800 555 111	
London Borough of Havering	To report incidents occurring at Hall 6 (D1 and D2)	01708 433 222 or 01708 433 999 (children) 01708 433 550 (adults)	tmash@haverling.gov.uk

Display in Hall 6 (D1 and D2)

CONTACT DETAILS FOR EXTERNAL AGENCIES (SOCIAL CARE, POLICE AND OTHER SERVICES) - Hall 4 and 5

The Safeguarding Policy (*insert link to Policy here*) sets out how anyone may report an allegation, complaint, concern or suspicion relating to the safeguarding of children, young people or adults at any of our meetings, events or other activities.

To summarize:

- You should not carry out any investigation yourself into any allegation, complaint, concern or suspicion you may have.
- You should report any such allegation, complaint, concern or suspicion immediately or, as soon as possible, to the designated Safeguarding Coordinators, who are:
[Names; Contact Details]
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Childline	If you are aged under 19	0800 1111	
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Lewisham Council	To report incidents occurring at Lee Meeting Hall (Halls 4 & 5)	020 8314 6660 (children) 020 8314 7777/ 7766 (adults)	mashagency@lewisham.gov.uk

Display in Lee Meeting Hall

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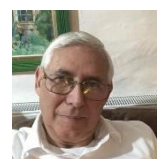
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Dennis Szubert
07740 626 537



Emmanuel Freeman
07878 653 775



Terry Murray
07740 281 450

Deputy Coordinator

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Samuel Alexander Tel No: 07960 316 662 Email: samuel@churchinlondon.org.uk

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London Borough of Havering	To report incidents	01708 433 222 or 01708 433 999 (children)	tmash@haverling.gov.uk

	occurring at Hall 6	01708 433 550 (adults)	
Royal Borough of Kingston-upon-Thames	To report incidents occurring at Hall 1	020 8547 5008 or 020 8770 5000 (children) 020 8547 5005 or 020 8770 5000 (adults)	
London Borough of Waltham Forest	To report incidents occurring at Hall 2	020 8496 2310 or 020 8496 3000 (children) 020 8496 3000 (adults)	MASHrequests@walthamforest.gov.uk (children) WFDLiaison@walthamforest.gov.uk (adults)
Camden Council	To report incidents occurring at Hall 3	020 7974 3317/4444 (children) 020 7974 4000, (adults)	LBCMASHadmin@camden.gov.uk adultsocialcare@camden.gov.uk

Display in all settings where CIL events and activities are held

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Last updated: 17/4/2025

Safeguarding is Everyone's Responsibility

Appendix G

Safeguarding Incidents Report Form

Safeguarding Incidents Report Form

When to use this Form

Use this Form to report any safeguarding incident (allegations, complaints, concerns or suspicions) to the church in London's Safeguarding Coordinators.

Under our Safeguarding Policy, safeguarding incidents fall under four main categories:

- Physical Injury
- Emotional Abuse
- Neglect; or
- Sexual Abuse

However, you may still use this Form even if you are unsure of the exact category the incident you wish to report falls under.

In the event of an emergency, if a crime is being committed, or someone is in immediate danger or harm, you should first call the Police directly on 999. This should then be followed by making a report to the Safeguarding Coordinators using this Form.

The information you submit on this Form is accessible only by the Safeguarding Coordinators (listed below), who will keep all information confidential. If deemed necessary, they may have to pass on information to the relevant external authorities. *(Please refer to the Safeguarding Policy and the Data Protection Policy for further information on how this information is used and protected.)*

If you prefer not to use this Form to make your report, you may contact any of the Safeguarding Coordinators directly, as follows:

Safeguarding Coordinators:

- **Emmanuel Freeman:** +44 7878 653775
- **Samuel Alexander:** +44 7960 316662
- **Diane Ward:** +44 7789 910390

Alternatively, you may email **safeguarding@churchinlondon.org.uk**.

Details of person making this report	Your Name: Email: Phone:
Details of Safeguarding Incident <i>(Please describe the details of the incident that concerned you. (In your description please include all relevant information, such as: what you observed, heard, or were told, that concerned you; all those involved, that is victim(s) and</i>	Your detailed description of the Safeguarding Incident:

Safeguarding Incidents Report Form

<i>perpetrators(s); all witnesses to the incident(s); all location(s) where the incident(s) took place; date(s) and time(s) the incident(s) took place; actions taken by anyone (if any) to resolve the situation or secure the safety of any victim(s); and, all other relevant information.)</i>	
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Safeguarding is Everyone's Responsibility

Appendix H

List of Support Services

Appendix 7: List of Support Services

1. **Thirtyone:eight.** The church in London's specialist adviser. Call on 0303 003 1111, or email: info@thirtyoneeight.org.

2. Domestic Abuse/Domestic Violence

- National Domestic Abuse Helpline. Freephone 24 hour Helpline. 0808 2000 247. In an emergency situation call 999.
- Refuge. 020 7395 7700
- Respect. Support for male victims of domestic abuse.
- Men's Advice Line. 0808 8010 327; or call ManKind on 0182 3334 244

3. Adult Victims or Survivors of Sexual Abuse

- MACSAS. Supports women and men who have been sexually abused as children or adults in a church. It is run by Survivors. Email helpline@macsas.org.uk or call 0808 8010 340 (Saturdays 9am - 11:30am and Wednesdays 7:00pm - 9:30pm)
- NAPAC. Adult Survivor of any form of child abuse. Call free on 0808 801 0331.

4. Child Abuse or any concerns regarding children

- Childline. A service provided by NSPCC. Call free 24-hour on 0800 1111
- NSPCC. Helpline for adults concerned about a child. Call free on 0808 800 5000.
- Stop it now. Helpline 0808 1000 900. Anonymous help and support for anyone with concerns about child sexual abuse and how to prevent it.

5. Rape and Sexual Abuse Services

- Sexual Assault Referral Centre (SARC). From [nhs.gov.uk](https://www.nhs.gov.uk), find your rape and sexual assault referral centre by entering your town, city or postcode.
- Survivors Trust. For people ages 16+ who have survived rape or sexual abuse or violence. Call free 7 days a week 0808 801 0818 or 0808 500 2222.
- Into the Light. Support, counselling, information and resources on sexual abuse for those who have been abused and those who support them. Support is available to adult survivors of all genders. Email: info@intothelight.org.uk
- Rape Crisis. Call free 24 hours on 0808 500 222.
- Women's Aid. Livechat online, or email helpline@womensaid.org.uk
- Male Survivors Partnership. A collaboration of agencies who support male survivors of sexual violence. Go to malesurvivor.co.uk.

6. Suicide

- Suicide Prevention UK. Call free on 0800 587 0800.

- Samaritans Call free 24/7 on 116 123
- Calm. Call free on 0900 58 58 58. Also livechat and whatsapp
- Call 111. Free of charge and select option 2 to be connected to a mental health professional

7. Elderly

- Hourglass (formerly Action on Elder Abuse) 0808 808 8141 Helpline; or email helpline@wearehourglass.org

8. Mental Health.

- MIND. Information and help with Mental Health. Call support line on 0300 102 1234. Call Infoline on 0300 123 3393.
- Hub of Hope. The UK's largest mental health support directory. Search by entering your postcode to find services near you.

9. Crime

- Victim Support. For support after any crime. Call free on 0808 1689 111.

Safeguarding is Everyone's Responsibility

Appendix I

Signs and Indicators of Abuse

Appendix 8: Signs and Indicators of Abuse

1. General

- Know the possible signs and indicators of harm and abuse.
- Be alert to concerns and help to keep people safe.
- Each type of abuse has its own signs and indicators that may point to something being wrong.
- Learn to spot the signs and indicators and know how to respond.
- There may not always be obvious physical signs of abuse, but conversations may give indications that a person needs help.
- A sign or indicator on its own will not necessarily mean that abuse is taking place. You must still report them to enable appropriate actions to take place.

2. Non-recent abuse

- Children who have had early experiences of abuse may display behavioural issues
- Young people trying to cope with non-recent or current abuse may show changes in their behaviour which can be challenging.

3. Accidents

- Injuries caused by accidents such as trips and falls are not uncommon, but these usually occur on bony or prominent areas like knees, shins and elbows.
- Abusive injuries tend to involve softer areas that are harder to damage accidentally e.g. upper arms, forearms, chest, back, abdomen and thighs.
- Some injuries may be harder to see on different colour skin tones.

4. Abusive Act

- A single or repeated act, or lack of action, that happens within any relationship where there is an expectation of trust, which causes harm or distress to another person or violates their human or civil rights.
- It is the misuse of power and control, and can be perpetrated by a wide range of people, including those who are close to the person or those who have no previous connection to them.

5. Physical abuse

- The deliberate use of physical force by one person against another to cause harm. It may result in physical harm or injury to the other person or it may not, and it may be a one-off act or an ongoing act. It can include:
 - Hitting, slapping, biting or pinching
 - Rough handling, shaking, pushing, or throwing

- Burning or scalding
- Drowning or suffocating
- Poisoning, misuse of medication or the denial of treatment
- Intentional exposure to extreme heat or cold, or force feeding
- Misuse or illegal restraint, inappropriate physical punishment, or depriving someone of their liberty
- Physical harm may also be caused when a parent or carer fakes the symptoms of, or deliberately causes illness or ill health in a child.

6. Possible signs and indicators of physical abuse

- Visible injuries and bruising
- Unexplained cuts, marks or scars
- Injuries that don't match the explanation given
- Getting injured often
- Unexplained falls
- Subdued or changed behaviour
- Changes in weight, being excessively under- or overweight or malnourished
- Failing to get medical treatment or changing doctors often

7. Emotional Abuse (or Psychological Abuse)

- Involves harming a person emotionally and includes any persistent emotional ill-treatment that causes severe and long-lasting adverse effects on a person's emotional development.
- Some level of emotional abuse is present in all types of abuse and ill-treatment of one person by another, but it can also occur on its own. Emotional abuse can include:
 - Consistently telling someone that they are worthless, unloved or inadequate
 - Using intimidation, coercion, and harassment
 - Having inappropriate expectations for a person's age or development
 - Seeing or hearing another person being mistreated, such as in domestic abuse
 - Not giving someone the opportunity to express their views or to take part in normal social interaction
 - Bullying, including online bullying
 - Causing someone to frequently feel frightened or in danger

8. Possible signs and indicators of Emotional Abuse

- Low self-esteem
- Attachment issues
- Depression
- Self-harm
- Eating disorders
- Signs of distress, tearfulness or anger
- Reluctance to be alone with a particular person

9. Sexual abuse (or Sexual violence)

- Any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.
- The abuse may involve physical contact and touching or non-contact activities.
- Sexual abuse is found across all sections of society can be perpetrated by family or non-family members, including by other children.

10. Child Sexual Abuse (CSA)

- The sexual abuse of children and young people (under 18 years old). It takes place by involving a child or young person in an activity for the sexual gratification or gain of another person, whether or not it is claimed they have consented or agreed. It can include:
 - Forcing or enticing a child or young person to take part in sexual activities, including penetrative or non-penetrative acts, whether they are aware of what is happening or not
 - Including children in looking at adult sexual content or activities, or having their photo taken or being filmed for the production of indecent images
 - Using sexual language towards a child or encouraging them to behave in sexually inappropriate ways
 - Grooming a child in preparation for abuse, either in person or online
 - Sexually exploiting a child for money, power or status (Child Sexual Exploitation)
 - Awakening premature sexual feelings in a child that they find hard to deal with and feel guilty about and for which they may need reassurance that they are not to blame
 - Penetrative sex with a child under 13 years old by an adult or another child - this is classed as rape.

11. Sexual Abuse of Adults

- The sexual abuse of adults involves sexual acts to which the person has not consented or has been pressured into consenting to. It can include:
- Penetrative or non-penetrative sexual acts, whether they are aware of what is happening or not eg. sexual assault, oral sex, rape, attempted rape, and date rape.
- Indecent exposure, sexual harassment, inappropriate looking or touching, groping, sexual teasing or innuendo.
- Being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities.
- Stalking and grooming.

12. Possible signs and indicators of sexual abuse

- Physical injuries and bruising, particularly to the thighs, buttocks, upper arms and neck
- Bleeding, pain or itching in the genital area or when walking or sitting
- Sexually transmitted diseases or infections
- Pregnancy in a woman who is unable to consent to sex
- Uncharacteristic or age-inappropriate use of sexual language or significant changes in sexual behaviour or attitude
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from relationships or being alone with a particular person

13. Neglect

- Neglect (or acts of omission) is the failure to meet a person's basic physical or emotional needs which is likely to have a serious negative impact on their health or development.
- It happens when a person deliberately withholds, or fails to provide an appropriate level of care and support which is needed by another person.
- It can involve a parent or carer, and it can also happen during pregnancy e.g. as a result of maternal substance abuse.
- Neglect may happen because of a lack of knowledge or awareness, or through a failure to take reasonable action whether deliberate or not.

- In its extreme form, neglect can be a significant risk as it can lead to serious long-term effects and even be life-threatening.
- Neglect is the most common form of child abuse in the UK. It can include:
- Not providing adequate food, clothing, or assistance with personal hygiene.
- Not providing adequate shelter and heating.
- Failing to protect a person from harm or danger.
- Not ensuring appropriate supervision (including the use of inadequate care-givers)
- Failing to give prescribed medication or provide access to appropriate health care or treatment.
- Failing to provide access to educational services.
- Ignoring a person's basic emotional needs.
- Failing to take action when a person is taking unnecessary risk (especially when the person lacks capacity to properly assess risk).

14 Possible signs and indicators of Neglect

- Poor appearance or hygiene e.g. being smelly or dirty
- Living in an unsuitable home environment e.g. having no heating
- Inappropriate or inadequate clothing
- Signs of malnutrition or not being given enough food
- Having frequent and untreated medical issues or an accumulation of untaken medication
- Body issues such as sores, skin complaints, poor muscle tone or prominent joints
- Poor language or social skills
- Being left alone for long periods of time
- Being withdrawn, depressed or anxious
- Tiredness or finding it hard to concentrate or take part in activities
- Self-soothing behaviours such as drug or alcohol misuse and self-harm
- Poor school attendance or performance

Source: Thirtyone:eight