

London Riverside Church Safeguarding Policy

APPROVED BY	Board of Directors
EFFECTIVE FROM	Date of approval: 2024
SUPERCEDED DOCUMENTS	Child, Young People and Vulnerable Adults Protection Policy Open Access and Records Policy Confidentiality Policy
REVIEW SCHEDULE	Every 2 years (Next due 2026)
DATES OF REVIEW	21 st February 2017, 20 th February 2018, 5 th February 2019, 3 rd September 2019, 16 th September 2020, 19 th October 2021, 20 th October 2022, February 2024
RECORD OF AMENDMENTS	<u>Added:</u> Policy compliance Reporting Structure <u>Amendments:</u> Department Leads names. Roles and responsibilities Record Keeping Training Review Schedule change Contact / Referral details <u>Removed:</u> Nil
SCOPE OF APPLICATION AND EXCEPTIONS	
<p>This policy document covers all activity within London Riverside Church and all other activities which relate to children, young people and vulnerable adults.</p> <p>All staff and volunteers working with London Riverside Church working in whatever capacity, are expected to adhere to this policy. There are no exceptions to the application of this policy</p>	

CHURCH DETAILS

Name: London Riverside Church

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Denomination / Organisation: Assemblies of God UK

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1. MISSION STATEMENT

- The Board of Directors recognize the importance of its ministry to children, young people and all adults and its responsibility to protect and safeguard the welfare of children, young people and adults entrusted to the church's care.
- As part of its mission, London Riverside Church (LRC) is committed to:
 - Creating a 'culture of safety' by valuing, listening to and respecting children, young people and vulnerable adults as well as promoting their welfare and protection.
 - Safe recruitment, supervision and training for all those who work with children, young people and vulnerable adults within the organisation.
 - Adopting a procedure for dealing with concerns about possible abuse.
 - Encouraging and supporting parents / carers.
 - Supporting those affected by abuse in the organisation.
 - Maintaining good links with the statutory childcare authorities and other relevant statutory and voluntary organisation's.

2. PURPOSE OF THE POLICY

- The purpose of this document is to inform relevant persons of their roles and responsibilities. It includes the expected steps of action which must be taken if safeguarding concerns are identified or raised. It should also be used as a staff training resource.
- LRC acknowledges that children (everyone who is under 18 years old), young people and vulnerable persons can be at high-risk physical, sexual, emotional and financial abuse and neglect.
- The Board of Directors have adopted the procedures set out in this document (hereafter "the policy").
- The policy and attached documents are based on a model published by the Thirtyone:eight.
- The Board of Directors will make this policy available on the LRC website. Paper copies can be made available on request.
- The Board of Directors agree not to allow this document to be copied by other organisations.

3. RESPONSIBILITIES AND ROLES

Party	Key Responsibilities
LRC Board of Directors	<p>The LRC Board of Directors:</p> <p>Are committed to on-going safeguarding training for all those who work with children, young people and vulnerable adults.</p> <p>Will review the policy and operational guidelines and documents attached every year.</p> <p>Have leadership responsibility for the organisation's safeguarding arrangements by nominating and agreeing which member of the LRC Board of Directors will be the Safeguarding Lead and Deputy Safeguarding Lead.</p> <p>Will respect the role of the Safeguarding Lead and the Safeguarding Deputy Lead 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.</p>
LRC Safeguarding Lead	<p>The Safeguarding Lead will:</p> <p>Act on the behalf of the Board of Directors in dealing with allegations or suspicions of neglect or abuse.</p> <p>Will work closely with the LRC deputy safeguarding lead to ensure that this policy is appropriately operationalised.</p> <p>Be available to support the departmental safeguarding leads/ deputy operational delivery of this policy as and when required.</p> <p>Ensure adequate and appropriate cover arrangements are made clear for periods that they are not available.</p> <p>Review the policy including completing annual compliance audit.</p>

LRC Deputy Safeguarding Lead	<p>The LRC Deputy Safeguarding Lead will:</p> <p>Work closely with the LRC Safeguarding lead to ensure that this policy is complied with.</p> <p>Work directly with the departmental safeguarding leads and deputies to ensure that this policy is appropriately operationalised.</p> <p>Ensure adequate and appropriate cover arrangements are made clear for periods that they are not available.</p> <p>Support and advise the Departmental Safeguarding Coordinator / Deputy in the completion of investigations, record keeping and that all identified actions are completed in a timely manner.</p> <p>Ensure that all relevant documents are archive stored securely.</p> <p>Co-ordinate the delivery of all safeguarding staff training ensuring that it is recorded and filed in line with the requirements of this policy.</p> <p>Deliver LRC safeguarding training.</p>
Department Safeguarding Coordinator and Deputy Department Safeguarding Coordinator	<p>The Department Safeguarding Coordinator and Deputy Departmental Coordinator will:</p> <p>Be available to discuss any safeguarding concerns.</p> <p>Ensure adequate and appropriate cover arrangements are made for periods that they are not available ensuring that the LRC Safeguarding Lead or LRC Deputy Safeguarding Lead are informed of these plans.</p> <p>Work directly with the LRC Deputy Safeguarding Lead seeking support from the LRC Safeguarding Lead as required.</p> <p>Unless otherwise directed by the LRC Safeguarding Lead or LRC Deputy Safeguarding Lead, undertake all investigations ensuring the completion of all agreed actions within the agreed timeline.</p> <p>Ensure all documents are detailed, accurate using templates in the policy.</p> <p>Securely store all relevant documents prior to submitting all to the LRC Deputy Safeguarding Lead.</p> <p>Undergo training which ensures they have the knowledge and skills required so they can act as a source of referral, support, advice and expertise for staff.</p> <p>Training will be updated every two years.</p> <p>Coordinate the training of all staff within their department, maintaining accurate staff training records.</p>

All Staff	<p>Within the context of this policy 'staff' refers to LRC paid staff and volunteers.</p> <p>All staff are expected to adhere to the policy, which includes the timely completion of training.</p> <p>Will maintain confidentiality of all details related to all safeguarding concerns and will discuss on a need-to-know basis only.</p>
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4. RESPONDING TO ALLEGATIONS OF ABUSE

- Safeguarding is the protection of a vulnerable person's health, wellbeing, and right to live in safety, free from harm, abuse, and neglect.
- Detailed definitions and signs and symptoms of abuse can be found in the *Glossary of Terms*. **(See Appendix 1)**
- When safeguarding, abuse concerns or allegations are made *the 'LRC Safeguarding Concerns Action Flowchart'* must be followed **(See Appendix 3)**.
- Staff must report concerns/ allegations promptly to the Departmental Safeguarding coordinator/ deputy who must inform the Safeguarding Lead / Deputy Safeguarding Lead as soon reasonably possible but within 48 hours **(See Appendix 3)**.
- The *'Record of Concern Form'* **(See Appendix 8)** must be used to record the initial concern and on-going actions and findings.
- Details for onward referrals and support can be found in **Appendix 2**.

4.1 External Organisation's Safeguarding Cases

- If a safeguarding concern is suspected at a venue wholly managed by a third party the Safeguarding policy of the third party will be considered first.
- In the event of allegations or suspicions of concerns the *'LRC Safeguarding Concerns Action Flowchart'* should also be followed **(See Appendix 3)**.
- The *'Record of Concern Form'* **(See Appendix 8)** must be used to record the initial concern and on-going actions and findings.
- Information related to external organizations safeguarding investigations and or cases will be shared on a need-to-know basis by the Safeguarding Lead / Deputy and Department Safeguarding Coordinator / Deputy.
- Details for onward referrals and support can be found in **Appendix 2**.

4.2 Allegations of abuse made against LRC staff.

If staff receive a complaint against any another member of staff, they must do the following:

- The *'Record of Concern Form'* **(See Appendix 8)** must be used to record the initial concern and on-going actions and findings.
- The LRC Safeguarding Lead and Deputy Lead will identify and will directly support the most appropriate person in completing the investigation into the allegations.

- The Safeguarding Lead may also be required by conditions of the organisation's Insurance Policy to immediately inform the Insurance Company.
- If the suspicion/concern implicates either or both the Safeguarding Lead and or the Deputy, the chair of the LRC Board of Directors must be informed immediately.
- Details of the allegation may or may not be discussed with the member of staff concerned, depending on the case.
- The staff whom an allegation has been made against may or may not be suspended from duties during the completion of an investigation.
- The staff in question will need support at this time. The provision of this support will be agreed with the Safeguarding Lead.
- A summary of allegations and the outcome of investigation will be kept on the confidential personnel file of the accused, and a copy provided to the person concerned.
- Under no circumstances will any staff or a relative carry out their own investigation into the allegation or suspicion of abuse.
- It is, of course, the right of any individual as a citizen to make a direct referral to any external agency or to seek advice directly from Thirtyone:Eight, although the Board of Directors hope that LRC staff will use this policy.
- Details for onward referrals and support can be found in **Appendix 2**.

4.3 Concerns over a child, young person or adult

- If a child, young person or vulnerable adult has a physical injury, a symptom of neglect or where there are concerns about any type of abuse, the '*LRC Safeguarding Concerns Action Flowchart*' must be followed (**See Appendix 3**).
- The '*Record of Concern Form*' (**See Appendix 8**) must be used to record the initial concern and on-going actions and findings.
- It is our duty to act if we suspect that a child, young person or vulnerable adult we are looking after may have been abused.
- Departmental staff should be informed if their child, young person or vulnerable adult has been involved in an incident which has resulted in an injury / bruising before leaving them at any LRC activity.
- If a child, young person or vulnerable adult attending a LRC Church activity is involved in an accident / incident the parents/ carers will be informed when collecting them. Details of incidents are recorded. The parent / carer's signature will be required.
- Details for onward referrals and support can be found in **Appendix 2**.

5. DOCUMENTATION & RECORD KEEPING

- All documents regarding safeguarding or abuse concerns could be required for legal proceedings and so must be as detailed as possible - complying with all the requirements that are set out in this policy and using the templates supplied by this policy.
- As far as possible, all original documentation from involved parties must be included along with details of discussions, outcomes and any pastoral follow-up.

- The 'Record of Concern Form' (**See Appendix 8**) must be used to record all initial concerns and on-going actions and findings.

5.1 Incident Case Files

- As part of LRC GDPR requirements, the following records are routinely securely stored for children attending our setting:
 - Full Name (name by which they are known, if different)
 - Address
 - Age / Date of Birth
 - Names of parents / carers, mobile and / or home, work telephone numbers
 - An emergency contact person and / or any other person authorized to collect the child.
 - Information about the religion, ethnic origin, culture and language(s) spoken (if the child / parent / carer is prepared to provide this)
 - Their 'looked after' status.
 - Information about health problems or other special requirements, e.g., diet that the child may require.
- The incident case files is the collation of ALL documents relating to any safeguarding or abuse issue, which includes printed emails, texts and photos.
- Any disagreement regarding the factual content of individual incident case files entries that cannot be resolved informally, will be addressed through the LRC Complaint's Procedure.
- Where possible, records can be made available in the parent's community language.

5.2 Confidentiality and Storage of Incident Case Files

- Confidentiality means that personal information will not be discussed with third parties who have no direct interest in the matter.
- Confidentiality is not to be confused with keeping secrets.
- It is important that all communications are open, honest, and based on clear boundaries relating to confidentiality, which are known and adhered to by all parties.
- All incident case files will be securely archived and stored for the lifetime of anyone involved.
- Incident case files will be kept in confidence except in circumstances where this would be inconsistent with the Safeguarding Policy.
- All decisions regarding disclosure of information or access to incident case files will be made solely by the Safeguarding Lead with request being made in writing.
- Where incident case files include reports or communications from a third party, these documents will remain confidential unless the third party has agreed to them being shared.
- Incident case files will be filed first name alphabetical in contents, with a contents page enabling easy repeat references to be identified.
- Each incident case file will be identified using a front sheet which details:

- the date the incident was identified and closed.
- the name of the individual involved.
- the department affected.
- the department leads name.
- The “Access Sheet” must be completed and signed by any individual accessing the Safeguarding Archive File. This is contained at the front of the file and indicates the information that was accessed and the date and time of access.
- The Safeguarding Archive File will be in a locked cabinet, within an office that is locked outside of office hours.
- Only the LRC Safeguarding Lead and Deputy will have access to the Safeguarding Archive File.

6. INTIMATE CARE

- Detailed definition can be found in the Glossary of Term
- All children have the right to be safe and to be treated with dignity, privacy and respect and so all adults working with children need to be sensitive to each child’s individual needs.
- Parents have a responsibility to carry out intimate care needs of their child and to inform staff of specific intimate care needs if for whatever reasons they are unable to carry them out.
- In the rare event that staff carry out intimate care two staff must be present when intimate care is required. This must be recorded, and the parents/ carers be informed.
- Staff who may carry out intimate care needs must have passed the DBS appropriate checks.
- If the child shows signs of dislike for a particular carer, try to find out why and consider changing responsibility to another staff member.

7. ONLINE SAFETY & PHOTOGRAPHY

- This refers to but is not limited to mobile phones, cameras, tablets, computers, social media platforms.
- Staff are asked not to use their mobile phone / camera whilst in contact with children. The only exceptions made will be during LRC events when essential communication is necessary.
- Staff are asked not to use their mobile phone / camera to take photos of children unless it is part of media team activity or if the parents/ carers have given consent.
- We reserve the right to ask anyone to refrain from using a camera / phone-camera whilst in the church building if we feel it is being used inappropriately.
- Staff are asked not to use or post any pictures of children or colleagues on personal social networking and media accounts unless consent is given by the parent or individual.

- Photography for publicity purposes will only be used with the consent of the parent(s) or individual.
- All activities involving video communication (Zoom etc.) will be password protected with the password only made available to relevant/trusted people. During video communication (Zoom etc.) all settings are to be adjusted so that only input from the host, or what the host deems acceptable, is possible and all personal details are hidden.

8. THOSE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

- Details of what constitutes a Regulated Activity can be found in the *Glossary of Terms (See Appendix 1)*.

8.1 Children with a SEND

- LRC should be made aware of any special educational needs and behaviors and disabilities a child may have in order that appropriate support can then be agreed.

8.2 Adults with a SEND

- Whether staff are involved in a regulated or unregulated activity, boundaries are what define the limits of the relationship between a worker and a vulnerable adult. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.
- LRC expects staff to maintain the following boundaries:
 - Giving and receiving gifts from vulnerable adults on an individual level should not be encouraged. However, gifts may be provided by the organisation as part of a planned activity.
 - Personal, intimate relationships between a worker and a vulnerable adult who is attending a club or service is prohibited.
 - Language used to a vulnerable adult shall always be up lifting and appropriate.
 - Punishment or any form of chastisement must never be used.
 - Passing on personal contact details is prohibited.
 - Selling to or buying items from a vulnerable adult is prohibited.
 - Accepting responsibility for any valuables on behalf of a vulnerable adult is prohibited.

(Department of Health 2011)

9. FEMALE GENITAL MUTILATION (FGM)

- Detailed definitions and signs and symptoms of FGM can be found in the *Glossary of Terms (See Appendix 1)*.
- It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. **(Section 5B of the Female Genital Mutilation Act 2003)**

- There is a FGM mandatory reporting duty to inform the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18 and have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.
- Details for onward referrals and support can be found in **Appendix 2**.
- Those failing to report such cases will face disciplinary sanctions.
- It is rare that visual evidence is disclosed. No child should be examined by staff.
- Should FGM concerns be suspected the '*LRC Safeguarding Concerns Action Flowchart*' must be followed (**See Appendix 3**).
- The '*Record of Concern Form*' (**See Appendix 8**) must be used to record the initial concern and on-going actions and findings.

(Section 5B of the FGM Act 2003, as inserted by section 74 of the Serious Crime Act 2015)

10. PREVENT

- Detailed definitions and signs and symptoms of radicalization can be found in the *Glossary of Terms* (**See Appendix 1**).
- As with other safeguarding risks, staff should be alert to changes in children's behavior which could indicate that they may be in need of help or protection.
- Should radicalization concerns be observed the '*LRC Safeguarding Concerns Action Flowchart*' must be followed (**See Appendix 3**).
- The '*Record of Concern Form*' (**See Appendix 8**) must be used to record the initial concern and on-going actions and findings.
- Concerns over radicalization must be reported (**See Appendix 2**).

11. WORKING WITH OFFENDERS

- When someone attending the organisation is known to have abused children, young people or any adult, the Safeguarding lead will ensure the individual has an agreed supervision and pastoral care plan.

12. APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS, WORKERS & VOLUNTEERS

- Regulated activity is work that a barred person must not do (**See Appendix 1**).
- DBS checks are made to assist LRC in making safe recruitment and licensing decisions. However, a check is just one part of our robust recruitment practice.
- Individuals may be allowed to start work in unregulated activities before the DBS is available.

- Where an individual is due to start work which relates to a regulated activity before the DBS certificate is available, LRC will ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

(Gov.uk, DBS, 2021)

13. SUPPORT TO THOSE AFFECTED BY ABUSE

- The Board of Directors are committed to offering pastoral care, working with statutory agencies as appropriate, giving support to those attending the church who have been affected by abuse.
- They will be made aware of this need as set out in the '*LRC Safeguarding Concerns Action Flowchart*' (See Appendix 3).
- Support external agencies such as the individuals GP should be suggestion as additional avenues of support (See Appendix 2).

14. RESIDENTIALS

- Any planned regulated activities which include one or more night's overnight stay will undergo appropriate risk assessments. This must include a Safeguarding assessment and planning.
- Prior to the regulated activity taking place the risk assessment and planning must be reviewed and approved by the Safeguarding lead /deputy lead.

15. STAFF TRAINING

- A training needs schedule for the training and frequency has been agreed which must be complied with (See Appendix 5).
- 31:8 Safeguarding training or be a valid professional safeguarding qualification, must both evidenced by certification.
- LRC Deputy Safeguarding Lead is responsible for ensuring that the Department Lead keeps their department/ teams training record updated.

16. POLICY COMPLIANCE

- Compliance to this policy is expected by all users.
- An annual compliance audit will be carried out by the Safeguarding Lead prior to the annual policy review.
- As a minimum the audit will consider:
 - Archive storage
 - Training compliance
 - Individual Case file Review

- An audit report will be submitted to the Board of Directors for oversight making recommendations for continual improvement.

17. BOARD OF DIRECTORS POLICY APPROVAL

This Safeguarding Policy was adopted by resolution by the London Riverside Church Board of Directors.

Martin Overare (LRC Chair, Board of Directors)

Signed _____

Date _____

Cynthia Zimuto (LRC Safeguarding Lead, Board of Directors)

Signed _____

Date _____

Martin Smith (LRC Deputy Safeguarding Lead, Associate Pastor)

Signed _____

Date _____

18. REFERENCES

- Thirtyone: Eight <https://thirtyoneeight.org>
- The Children's Act (1989) <http://www.legislation.gov.uk/ukpga/1989/41/contents>
- Department of Health (2000) No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/194272/No_secrets_guidance_on_developing_and_implementing_multi-agency_policies_and_procedures_to_protect_vulnerable_adults_from_abuse.pdf
- Female Genital Mutilation Act (2003) within the Serious Crime Act (2015) <http://www.legislation.gov.uk/ukpga/2015/9/part/5/crossheading/female-genital-mutilation/enacted>
- Department of Health (2011) Regulated activity (adults). The definition of 'regulated activity' (adults) as defined by the Safeguarding Vulnerable Groups Act 2006 from 10th September 2012. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf
- Department for Education (2018) Working Together to Safeguard Children https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf
- Department for Education (2020) Keeping Children Safe in Education <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Disclosure and Barring Services <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>
- Disclosure and Barring Services – A guide to adult workforce roles https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/577320/Adult_workforce_guidance_v9.0_111216.pdf
- Disclosure and Barring Services – A guide to child workforce roles https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/577077/Child_workforce_guidance_v9.0_091216.pdf
- Safeguarding adults in care homes <https://cks.nice.org.uk/topics/safeguarding-adults-in-care-homes/>
- SCIE - Types and indicators of abuse: Safeguarding adults – SCIE <https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse/#download>
- NHS - Overview – Female Genital mutilation <https://www.nhs.uk/conditions/female-genital-mutilation-fgm>

19. APPENDIX

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APPENDIX 1 - GLOSSARY OF TERMS

DEFINITION OF LONDON RIVERSIDE CHURCH (LRC) DEPARTMENTS

Where this policy mentions the activities of London Riverside Church it is an umbrella term which covers all the activities of the church including (but not exclusively) the following meetings or outreaches:

- Minikids (children aged 1-4)
- Little Footprints (mums and toddlers)
- Tenacious on Sundays (children aged 4-11)
- Apex (school year 7-13)
- Main meetings on Sundays
- Ace Life (adults with learning difficulties)
- Residential for any group
- Connect Groups
- Volunteer teams
- Pastoral teams
- Social Acton / Store City (food bank)
- Ex-Offender outreach
- All weekday courses and activities

DEFINITION OF REGULATED ACTIVITIES

The main regulated activities that are likely to occur at LRC which will make a role eligible for a DBS check when working with children are:

- teaching, training or instructing children.
- care of children
- providing advice and guidance wholly or mainly to children in relation to their emotional, physical or educational wellbeing – e.g. advice on staying healthy while fasting, educational advice when considering a life of faith or emotional guidance when going through difficult times in life such as bereavement
- driving children
- day-to-day management of people undertaking these activities

DEFINITION OF A CHILD

In England a child is defined as anyone who has not yet reached their 18th birthday. Child protection guidance points out that even if a child has reached 16 years of age and is:

- living independently
- in further education
- a member of the armed forces
- in hospital; or

- in custody in the secure estate

They are still legally children and should be given the same protection and entitlements as any other child.

(Department for Education, 2018a).

DEFINITION OF ABUSE

Abuse can occur to any person irrespective of their age, gender or background.

Abuse may consist of a single or repeated act and affect one person or more — it may be physical, verbal or psychological, an act of neglect or an omission to act.

Signs of abuse can often be difficult to detect. The below aims to help people to identify abuse and recognise possible indicators.

Type of abuse		Signs & Indications
Physical abuse	<ul style="list-style-type: none"> • Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing. • Rough handling • Scalding and burning • Physical punishments • Inappropriate or unlawful use of restraint • Making someone purposefully uncomfortable (e.g. opening a window and removing blankets) • Involuntary isolation or confinement • Misuse of medication (e.g. over-sedation) • Forcible feeding or withholding food. • Unauthorised restraint, restricting movement (e.g. tying someone to a chair) 	<ul style="list-style-type: none"> • No explanation for injuries or inconsistency with the account of what happened. • Injuries are inconsistent with the person's lifestyle. • Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps. • Frequent injuries • Unexplained falls • Subdued or changed behavior in the presence of a particular person • Signs of malnutrition • Failure to seek medical treatment or frequent changes of GP
Sexual abuse:	<ul style="list-style-type: none"> • Rape, attempted rape or sexual assault • Inappropriate touch anywhere • Non- consensual masturbation of either or both persons 	<ul style="list-style-type: none"> • Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck • Torn, stained or bloody underclothing

	<ul style="list-style-type: none"> • Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth • Any sexual activity that the person lacks the capacity to consent to • Inappropriate looking, sexual teasing or innuendo or sexual harassment • Sexual photography or forced use of pornography or witnessing of sexual acts • Indecent exposure 	<ul style="list-style-type: none"> • Bleeding, pain or itching in the genital area • Unusual difficulty in walking or sitting • Foreign bodies in genital or rectal openings • Infections, unexplained genital discharge, or sexually transmitted diseases • Pregnancy in a woman who is unable to consent to sexual intercourse • The uncharacteristic use of explicit sexual language or significant changes in sexual behavior or attitude • Incontinence not related to any medical diagnosis • Self-harming • Poor concentration, withdrawal, sleep disturbance • Excessive fear/apprehension of, or withdrawal from, relationships • Fear of receiving help with personal care • Reluctance to be alone with a particular person
<p>Psychological or emotional abuse</p>	<ul style="list-style-type: none"> • Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends • Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance 	<ul style="list-style-type: none"> • An air of silence when a particular person is present • Withdrawal or change in the psychological state of the person • Insomnia • Low self-esteem • Uncooperative and aggressive behavior • A change of appetite, weight loss/gain

	<ul style="list-style-type: none"> • Preventing someone from meeting their religious and cultural needs • Preventing the expression of choice and opinion • Failure to respect privacy • Preventing stimulation, meaningful occupation or activities • Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse • Addressing a person in a patronising or infantilising way • Threats of harm or abandonment • Cyber bullying 	<ul style="list-style-type: none"> • Signs of distress: tearfulness, anger • Apparent false claims, by someone involved with the person, to attract unnecessary treatment
Financial or material abuse:	<ul style="list-style-type: none"> • Theft of money or possessions • Fraud, scamming • Preventing a person from accessing their own money, benefits or assets • Employees taking a loan from a person using the service • Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions • Arranging less care than is needed to save money to maximize inheritance • Denying assistance to manage/monitor financial affairs • Denying assistance to access benefits 	<ul style="list-style-type: none"> • Missing personal possessions • Unexplained lack of money or inability to maintain lifestyle • Unexplained withdrawal of funds from accounts • Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity • Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so • The person allocated to manage financial affairs is evasive or uncooperative • The family or others show unusual interest in the assets of the person • Signs of financial hardship in cases where the person's

	<ul style="list-style-type: none"> • Misuse of personal allowance in a care home • Misuse of benefits or direct payments in a family home • Someone moving into a person's home and living rent free without agreement or under duress • False representation, using another person's bank account, cards or documents • Exploitation of a person's money or assets, e.g. unauthorised use of a car • Misuse of a power of attorney, deputy, appointeeship or other legal authority • Rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship 	<p>financial affairs are being managed by a court appointed deputy, attorney or LPA</p> <ul style="list-style-type: none"> • Recent changes in deeds or title to property • Rent arrears and eviction notices • A lack of clear financial accounts held by a care home or service • Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person • Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house • Unnecessary property repairs
<p>Discriminatory abuse:</p>	<ul style="list-style-type: none"> • Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as <u>'protected characteristics' under the Equality Act 2010</u>) • Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic • Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader • Harassment or deliberate exclusion on the grounds of a protected characteristic 	<ul style="list-style-type: none"> • The person appears withdrawn and isolated • Expressions of anger, frustration, fear or anxiety • The support on offer does not take account of the person's individual needs in terms of a protected characteristic

	<ul style="list-style-type: none"> • Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic • Substandard service provision relating to a protected characteristic 	
Domestic violence or abuse	<ul style="list-style-type: none"> • Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in this briefing relating to: <ul style="list-style-type: none"> • psychological • physical • sexual • financial • Emotional • Coercion & control 	<ul style="list-style-type: none"> • Low self-esteem • Feeling that the abuse is their fault when it is not • Physical evidence of violence such as bruising, cuts, broken bones • Verbal abuse and humiliation in front of others • Fear of outside intervention • Damage to home or property • Isolation – not seeing friends and family. • Limited access to money
Neglect and acts of omission:	<ul style="list-style-type: none"> • Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care. • Providing care in a way that the person dislikes • Failure to administer medication as prescribed. • Refusal of access to visitors • Not taking account of individuals' cultural, religious, or ethnic needs • Not taking account of educational, social and recreational needs • Ignoring or isolating the person 	<ul style="list-style-type: none"> • Poor environment – dirty or unhygienic • Poor physical condition and/or personal hygiene • Pressure sores or ulcers • Malnutrition or unexplained weight loss • Untreated injuries and medical problems • Inconsistent or reluctant contact with medical and social care organisations • Accumulation of untaken medication • Uncharacteristic failure to engage in social interaction.

	<ul style="list-style-type: none"> • Preventing the person from making their own decisions • Preventing access to glasses, hearing aids, dentures, etc. • Failure to ensure privacy and dignity 	<ul style="list-style-type: none"> • Inappropriate or inadequate clothing
Self-neglect	<ul style="list-style-type: none"> • Lack of self-care to an extent that it threatens personal health and safety • Neglecting to care for one's personal hygiene, health or surroundings • Inability to avoid self-harm • Failure to seek help or access services to meet health and social care needs • Inability or unwillingness to manage one's personal affairs 	<ul style="list-style-type: none"> • Very poor personal hygiene • Unkempt appearance • Lack of essential food, clothing or shelter • Malnutrition and/or dehydration • Living in squalid or unsanitary conditions • Neglecting household maintenance • Hoarding • Collecting a large number of animals in inappropriate conditions • Non-compliance with health or care services • Inability or unwillingness to take medication or treat illness or injury
Modern Day Slavery	<ul style="list-style-type: none"> • Human trafficking • Forced labour • Domestic servitude • Sexual exploitation, such as escort work, prostitution and pornography • Debt bondage – being forced to work to pay off debts that realistically they never will be able to 	<ul style="list-style-type: none"> • Signs of physical or emotional abuse • Appearing to be malnourished, unkempt or withdrawn. • Isolation from the community, seeming under the control or influence of others. • Living in dirty, cramped or overcrowded accommodation and or living and working at the same address • Lack of personal effects or identification documents

		<ul style="list-style-type: none"> • Always wearing the same clothes • Avoidance of eye contact, appearing frightened or hesitant to talk to strangers. • Fear of law enforcers
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(SCiE 2020)

DEFINITION OF INTIMATE CARE

- Intimate personal care includes hands-on physical care in personal hygiene, and physical presence or observation during such activities.
- Intimate personal care tasks can include body bathing other than to arms, face and legs below the knee, toileting, wiping and care in the genital and anal areas, dressing and undressing, application of medical treatment, other than to arms, face and legs below the knee, support with the changing of sanitary protection.

DEFINITION OF FEMALE GENITAL MUTILATION (FGM)

- Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done.
- It's also known as female circumcision or cutting, and by other terms, such as Sunna, gudniin, halalays, tahur, megrez and khitan, among others.
- FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts.
- It's illegal in the UK and is child abuse.
- It's very painful and can seriously harm the health of women and girls.
- It can also cause long-term problems with sex, childbirth and mental health.

Effects of FGM

- There are no health benefits to FGM and it can cause serious harm, including:
 - constant pain
 - pain and difficulty having sex
 - repeated infections, which can lead to infertility
 - bleeding, cysts and abscesses
 - problems peeing or holding pee in (incontinence)
 - depression, flashbacks and self-harm
 - problems during labour and childbirth, which can be life threatening for mother and baby

An overview of FGM

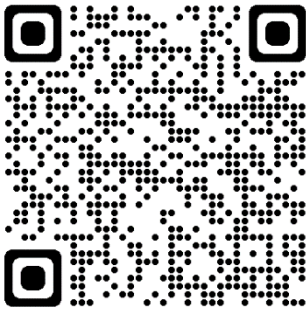
<https://www.nhs.uk/conditions/female-genital-mutilation-fgm/>



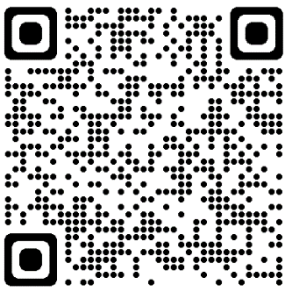
DEFINITION OF PREVENT

- The police protect vulnerable people from being exploited and radicalised by extremists through a Home Office programme called PREVENT.
- During the process of radicalization, it is possible to intervene to prevent people being radicalized.
- There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings.
- Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer.
- The internet and the use of social media has become a major factor in the radicalization of young people.

What are the signs of radicalisation?



<https://www.met.police.uk/advice/advice-and-information/t/prevent/prevent/>



<https://actearly.uk/spot-the-signs-of-radicalisation/what-to-look-for/>

DEFINITION OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

A child has special educational needs (SEN) if they have:

- Much greater difficulty learning something than most others of the same age.
- A disability that makes it difficult for them to use the facilities that others of the same age use in mainstream schools or educational settings for young people over 16 years old.

A child has special educational needs and disabilities (SEND) if they also have:

- A physical and mental impairment which has a substantial and long-term adverse effect on their ability to carry out day-to-day activities.
- Children with a SEND can face additional safeguarding challenges. We recognize that additional barriers can exist when recognizing abuse and neglect in this group of children.
- These can include:
 - Assumptions that indicators of possible abuse such as behavior, mood and injury relate to the child's disability without further exploration.
 - The potential for children with SEND and disabilities being disproportionately impacted by behaviors such as bullying, without outwardly showing any signs; and
 - They may have communication barriers and difficulties in overcoming these barriers.

DEFINITION OF ADULTS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- Is elderly and frail.
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless.

APPENDIX 2 – CONTACT DETAILS FOR REFERRALS AND SUPPORT

31:8

Tel: 0303 003 1111 option 2

<https://thirtyoneeight.org/help-and-resources/safeguarding-helpline>

CSS - 0116 218 4420 or email contact@thecss.co.uk

ADULT REFERRALS AND SUPPORT

In an emergency you should always call 999 and ask for the police.
Or call 101 If you are worried but it is not an emergency.

Police.uk Find your local Police <https://www.police.uk/pu/contact-us>

NSPCC (for adults) If you want to discuss your concerns and get advice.

Tel: 0808 800 5000

Refuge – Women and Children Against Domestic Violence

The freephone, 24-hour National Domestic Abuse Helpline

Tel: 0808 2000 247

<https://www.nationaldahelpline.org.uk>

Respect – Men’s Helpline The Helpline for male victims of domestic abuse

Tel: 0808 8010327

<https://mensadviceline.org.uk>

Mencap (Learning disability)

Tel: 0808 808 1111

FGM

If someone is in immediate danger, contact the police immediately by dialing 999.

If you're concerned that someone may be at risk, contact the NSPCC helpline on 0800 028 3550 or email fgmhelp@nspcc.org.uk.

PREVENT

National Police Prevent advice line [0800 011 3764](tel:08000113764), to share your concerns with our specially trained officers.

If it's an emergency, please call 999.

To find out more about how to help someone close to you visit ACT EARLY which is a helpful resource with advice, practical tips on how to start a conversation with someone you're worried about, online safety advice and real stories.

<https://www.met.police.uk/advice/advice-and-information/t/prevent/prevent/>

<https://actearly.uk/spot-the-signs-of-radicalisation/what-to-look-for/>

Older people – Safer aging, Stopping abuse

Tel: 0808 808 8141

<https://wearehourglass.org/hourglass-services>

Mind - supportive and reliable information

Tel: 0300 123 3393

<https://www.mind.org.uk>

Samaritans

Tel: 166 123

<https://www.samaritans.org>

Shelter

Tel: 0808 800 4444

<https://england.shelter.org.uk>

Crime victims

Tel 0808 1689 111

<https://www.victimsupport.org.uk>

CHILD OR YOUNG PERSON REFERRALS

If you think a child or young person is at risk or being abused or neglected, contact the Children's social care team at their local council.

<https://www.gov.uk/report-child-abuse-to-local-council>

If you do not know where they live, contact your local council's team, the NSPCC or the Police for advice

If you want to discuss your concerns and get advice.

NSPCC & NHS Child Protection Helpline

[emailing help@NSPCC.org.uk](mailto:help@NSPCC.org.uk)

Tel: 0808 800 5000

NSPCC Report child abuse in education (for children, young people and adults)

Telephone: 0800 136 663

NSPCC Child Line -You can talk to us about anything. No problem is too big or too small.

0800 1111

https://www.childline.org.uk/login/?returnPath=%2flocker%2finbox%2f%3fin_type%3dnav

CAMHS - Fighting to support young people's mental health

Tel 0192 557 9405

<https://www.youngminds.org.uk>

For Children & Young People - A judgement-free forum to get advice, help others and share your story

<https://www.kooth.com>

Mind - supportive and reliable information

Tel: 0300 123 3393

<https://www.mind.org.uk>

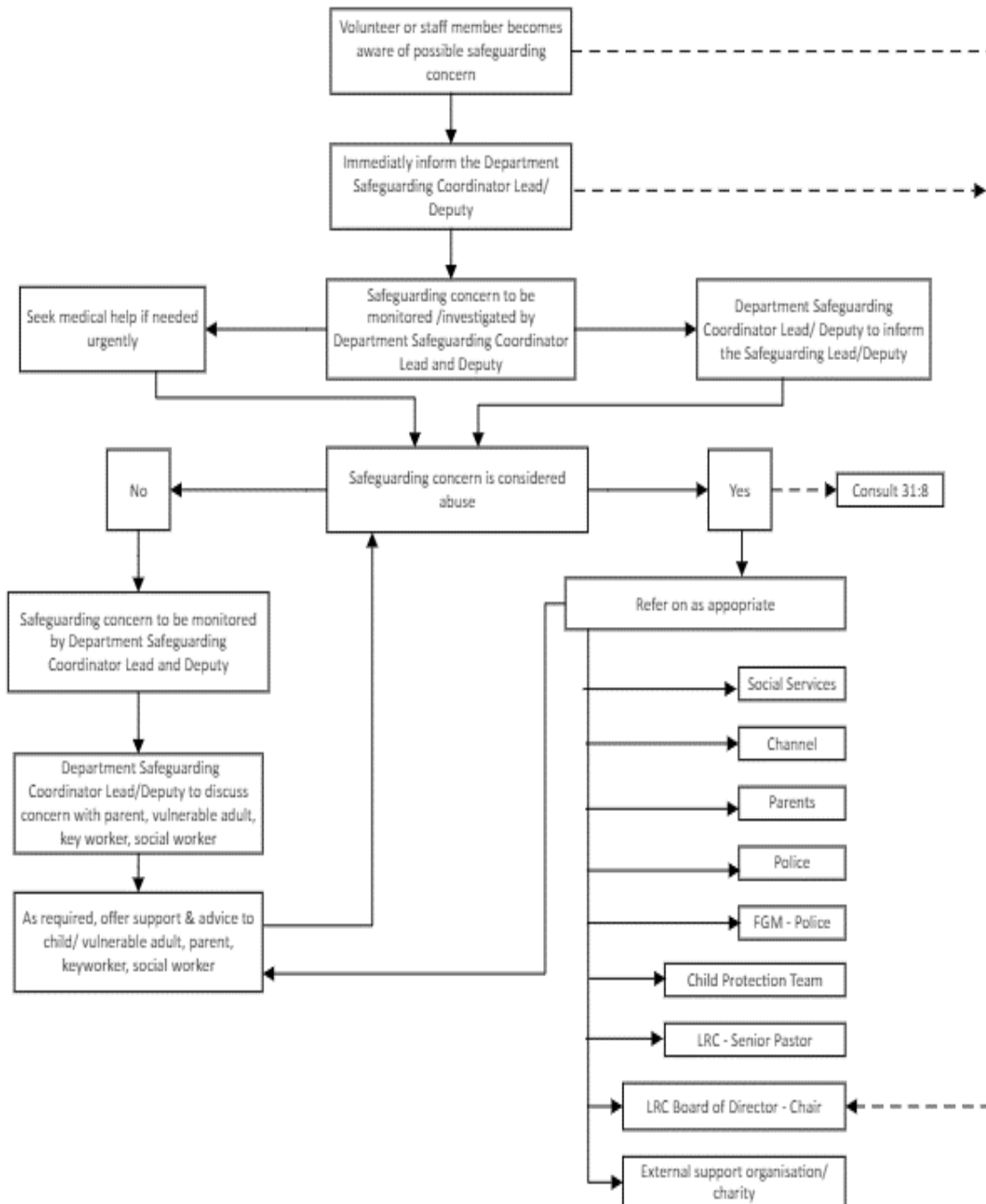
Kidscape

Tel 0207 730 3300

<https://www.kidscape.org.uk>

APPENDIX 3 - LONDON RIVERSIDE CHURCH ACTION FLOWCHART

* The person receiving the initial safeguarding concern must be supported in completing the Record of Concern Form



APPENDIX 4 - NAMED SAFEGUARDING INDIVIDUALS

	Named Individual
LRC Safeguarding Lead	Cynthia Zimuto
LRC Safeguarding Deputy Lead	Martin Smith
Ace Life	
Department Safeguarding Coordinator	Martin Smith
Department Safeguarding Deputy Coordinator	Susana Olasoji
Apex	
Department Safeguarding Coordinator	Joseph Pullan
Department Safeguarding Deputy Coordinator	Toluwa Dada
Little Footprints	
Department Safeguarding Coordinator	Abby Dada
Department Safeguarding Deputy Coordinator	Fehintola Akintonde
Tenacious BigKidz	
Department Safeguarding Coordinator	Jill Chujor
Department Safeguarding Deputy Coordinator	Hannah Smith, Yvette Kemwor
Tenacious MiniKidz	
Department Safeguarding Coordinator	Jill Chujor
Department Safeguarding Deputy Coordinator	Atinuke Adeoti
Social Action	
Department Safeguarding Coordinator	Megan Charles , Abby Dada
Department Safeguarding Deputy Coordinator	Sandra Smith

Please note: the contact details for all these people can be located on Church Suite

APPENDIX 5 - SAFEGUARDING TRAINING SCHEDULE

- The following staff training must be completed.

	Board of Directors	LRC Lead/ Deputy Lead	Departmental co-ordinator/ Deputy co-ordinator	All LRC pastors	All paid LRC staff	Volunteer staff (over 18 years of age)
LRC Induction /on-boarding training	No	Yes (Once)	Yes (Once)	Yes (Once)	Yes (Once)	Yes (Once)
Read LRC Safeguarding policy	Yes (annually)	Yes (annually)	Yes (annually)	Yes (annually)	Yes (annually)	Yes (annually)
LRC Safeguarding training	No	No	No	No	Yes (2 yearly)	Yes (2 yearly)
31:8 Gateway to Safeguarding e-learning	No	Yes (Once)	Yes (Once)	Yes (Once)	No	No
31:8 Safeguarding lead training	No	Yes (2 yearly)	Yes (2 yearly)	Yes (Once)	No	No
31:8 Charity trustee safeguarding training	Yes (Once)	Yes (Once)	No	No	No	No
31:8 Safeguarding Leads Peer Reflection	No		Yes (Once)	Yes (Once)	No	No
PREVENT e-learning	Yes (Once)	Yes (Once)	Yes (Once)	Yes (Once)	No	No

APPENDIX 6 - PREVENT E-LEARNING

Awareness programmes for staff to complete.

Prevent Awareness

This offers an introduction to the Prevent duty and explains how it aims to safeguard vulnerable people from being radicalized to supporting terrorism or becoming terrorists themselves.

<http://www.elearning.prevent.homeoffice.gov.uk>

Prevent Referrals

This package builds on the Prevent awareness eLearning training. It is designed to make sure that when we share a concern that a vulnerable individual may be being radicalized, that the referral is robust, informed and with good intention, and that the response to that concern is considered, and proportionate.

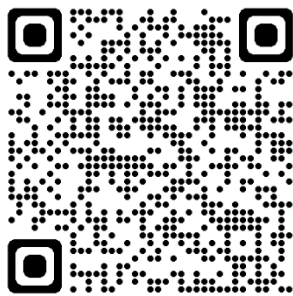
<https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>

Channel Awareness

This training package is for anyone who may be asked to contribute to, sit on, or even run a Channel Panel. It is aimed at all levels, from a professional asked to input and attend for the first time, to a member of staff new to their role and organizing a panel meeting.

<https://www.elearning.prevent.homeoffice.gov.uk/channelawareness>

Prevent and Channel factsheet - 2023



<https://homeofficemedia.blog.gov.uk/2023/09/07/prevent-and-channel-factsheet-2023>

LONDON RIVERSIDE CHURCH SAFEGUARDING AWARENESS GUIDE

Safeguarding is defined as the protection of a person's health, wellbeing, and right to live in safety, free from harm, abuse, and neglect.

This is a Safeguarding awareness guide only and does not remove the need for all our staff to read the LRC Safeguarding policy which is available on the LRC website and contains links to other e-learning resources you may need.

It is expected that this guide would be used as part of the Induction / on-boarding of new staff, including volunteers.

Whether you serve as a volunteer within LRC or are paid LRC staff, you are considered a valued member of LRC staff and so if you are concerned or alerted to a possible Safeguarding concern, we need you to take the following steps:

STEP 1: RECOGNISE

Categories of abuse

Abuse can happen to any one of any age, gender or background.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority.

This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, age, gender or culture.

It can be in the form of maltreatment of a child or adult, inflicting harm or failing to act to prevent harm by a family member or in an institutional or community setting by those known to them or, more rarely, by others (e.g., via the internet). They may be abused by an adult or adults or by another child or children.

There are nine recognised categories of abuse.

1. Physical
2. Sexual
3. Psychological or Emotional
4. Financial or material
5. Discriminatory abuse
6. Domestic violence or abuse
7. Neglect & acts of omission
8. Self-neglect
9. Modern Day Slavery

Common signs of abuse

There are some common signs that can indicate that there may be something concerning happening in a child's, young persons or adult's life.

These can include:

- unexplained changes in behavior or personality
- unexplained injuries
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that there is abuse happening, there may be other things happening in their life which are affecting their behavior – but they can be indicators which shouldn't be ignored.

You may also notice some behavior from adults who you know have children in their care, which makes you concerned for the child/children's, young persons or vulnerable adults' safety and wellbeing.

What should I do if I have a concern about someone?

STEP 2: RESPONSE:

If it is something you observed don't approach or discuss your concerns with the individual.

If an individual has shared with you something which you are concerned may be a Safeguarding concern offer the person support but do not investigate the matter yourself.

STEP 3: RECORD:

Write down what you have noticed /been told as soon as you can and include the person's name and time/date of when you were alerted.

We ask that you use the form included in the LRC Safeguarding policy to record your concern. This should be completed immediately / as soon as you can.

STEP 4: REPORT:

Each department has a Departmental Safeguarding Coordinator and Deputy Coordinator. Immediately / as soon as you can, inform one of them of your concerns sharing with them your written record.

If you don't know who this is, you will find the name in the LRC Safeguarding policy.

STEP 5: RECEIPT:

The Departmental Safeguarding Coordinator and Deputy Coordinator will then escalate the matter to the LRC Safeguarding lead and or deputy led.

You may find it helpful to also read this Barking and Dagenham borough 'Safeguarding adults at risk of abuse or neglect leaflet'.



https://www.lbbd.gov.uk/sites/default/files/2024-02/B%26D_SafeguardingAdults_A4%204pp_D4.pdf

(Written by LRC Safeguarding Lead, Cynthia Zimuto)

Page 3/3

APPENDIX 8 - RECORD OF SAFEGUARDING OR ABUSE CONCERN FORM

- This form is to be used if you have a safeguarding or abuse incident, concern or disclosure.
- It is important to write exactly what has been said to you or what you have observed.

- Where necessary, use extra copies of any page in this form.

Section 1 – to be complete by the person who received the disclosure.

Section 2 – to be complete by the person who received the disclosure.

Section 3 – to be complete by the LRC lead/deputy & Departmental co-ordinator lead/deputy.

SECTION 1: THE CONCERN

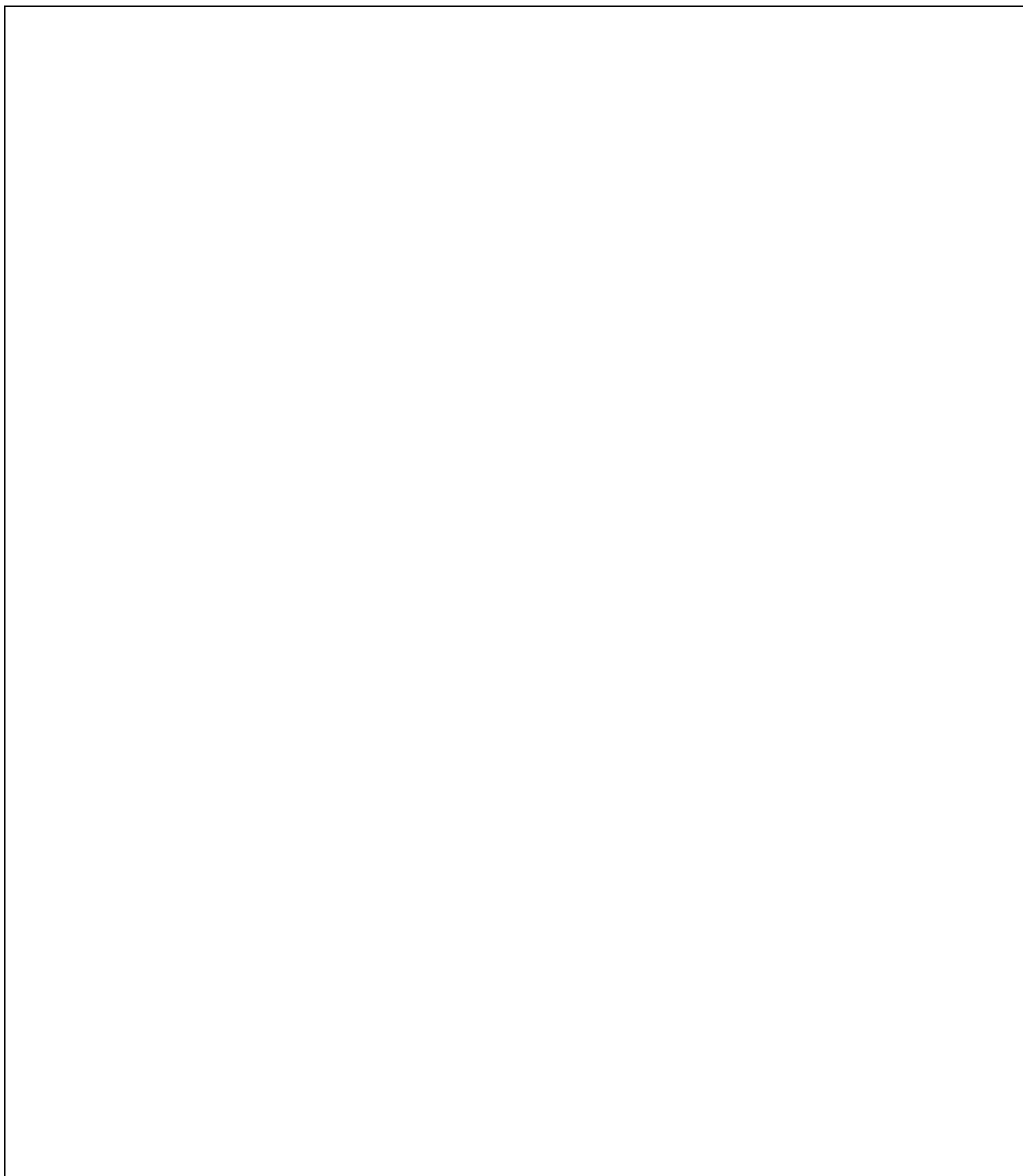
Date of Incident, Concern or Disclosure:	
Full Name of Individual of Concern:	
Date of Birth:	
Person Initiating Concern (please tick) <ul style="list-style-type: none"> <input type="checkbox"/> Child (self-disclosure) <input type="checkbox"/> *Adult (self- disclosure) <input type="checkbox"/> *Department worker / volunteer <input type="checkbox"/> Department leader <input type="checkbox"/> *Parent <input type="checkbox"/> *Carer <input type="checkbox"/> Anonymous <input type="checkbox"/> *Other (Please specify) 	* Name of person telling you about the concern *Contact details if known
<p><i>(To be completed by LRC safeguarding or departmental co-ordinator)</i></p> Type of abuse suspected (please tick) <ul style="list-style-type: none"> <input type="checkbox"/> Physical <input type="checkbox"/> Sexual <input type="checkbox"/> Psychological or Emotional <input type="checkbox"/> Financial or material <input type="checkbox"/> Discriminatory abuse <input type="checkbox"/> Domestic violence or abuse <input type="checkbox"/> Neglect & acts of omission <input type="checkbox"/> Self-neglect <input type="checkbox"/> Modern Day Slavery <p><i>(See Glossary of Terms of types and signs of abuse)</i></p>	
Record what the person said or did, what you observed, names of any witnesses and what you said to the person:	

Your Name:

Signature:

Date:

Record what the person said or did, what you observed, names of any witnesses and what you said to the person continued:



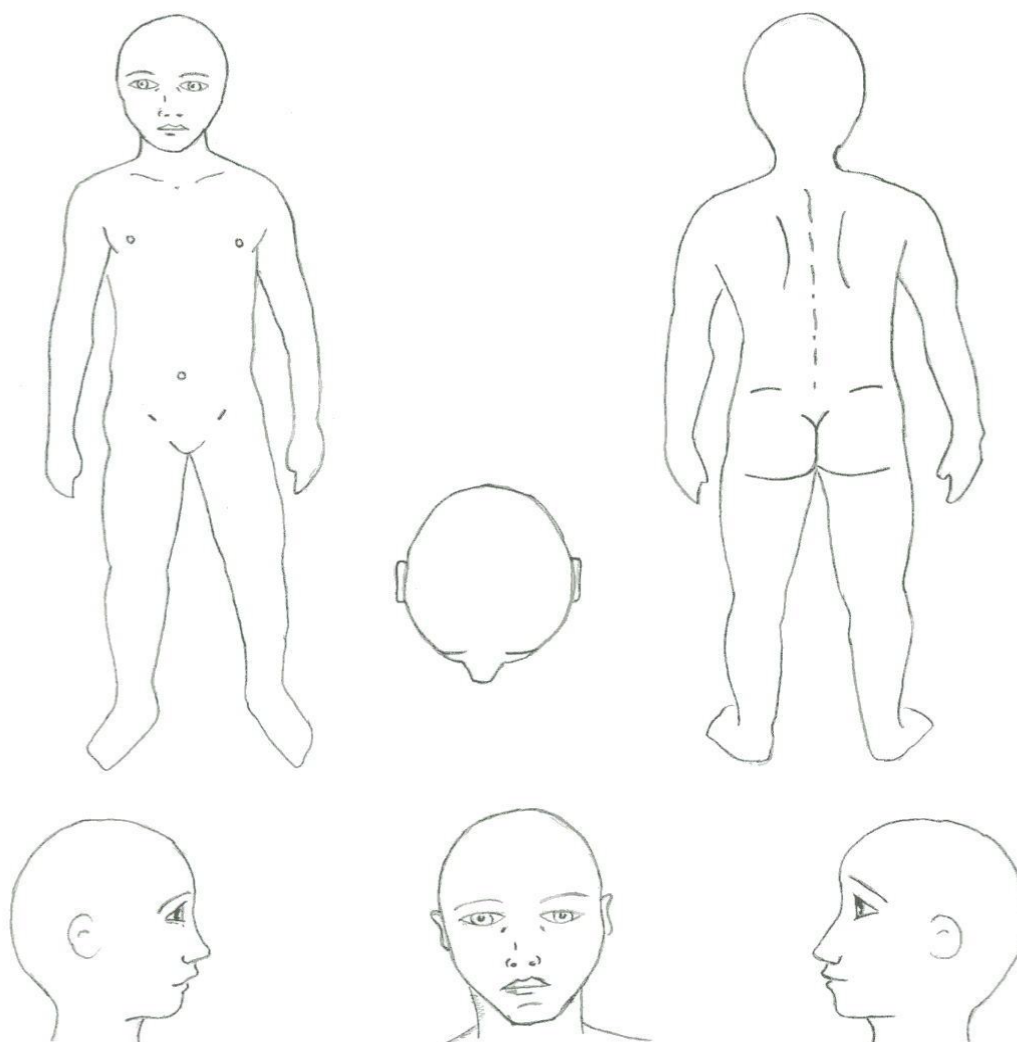
Your Name:

Signature:

Date:

BODY MAP

Draw on the body map any physical marks seen or relevant body areas.



Your Name:

Signature:

Date:

SECTION 2: INITIAL ESCALATION

Actions not completed must indicate who is responsible for completing it and by what date.

Details of who you informed and any immediate actions you took	Completed by	Date of completion

Your Name:

Signature:

Date:

SECTION 3: AGREED ACTION PLAN AND COMPLETION RECORD

To be completed by LRC and Department Safeguarding lead/ deputy

- Record full details of all on-going discussions, investigations, findings, support given.
- If these are on emails/ tests they must be referenced here.
- As soon as all investigations and actions are completed this Record of Concern Form and all related documents must be handed to the Safeguarding lead/ Deputy for archive filing.
- All documents must at all times be kept securely and confidential.

Your Name:

Signature:

Date:

POLICY END.