



SPIRITULIZED YOUTH FOR CHRIST SAFEGUARDING POLICY

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

Working in partnership with

CCPAS 
setting standards in safeguarding

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Introduction and Commitment to Safeguarding

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

As a Christian organisation we are committed to taking good news relevantly to every young person in Kingsbridge and its environs holding tightly to our core values of dignity, empowerment, partnership and innovation. We affirm our belief in the God-given value of each young person with whom we work or have contact. In recognition of God's wholehearted commitment to them, we will also treat each individual with value and dignity and aim that none suffers physical, sexual, emotional or spiritual abuse of any kind. It is the responsibility of each one of us to safeguard young people against physical, sexual, emotional and spiritual¹ abuse and to report any abuse discovered or suspected. With this in mind, we are committed to supporting, resourcing and training those who work with young people.

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

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

www.ccpas.co.uk/memberssection

¹ See Definitions of Spiritual Abuse in Appendix 3

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

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

UNDERSTANDING ABUSE & NEGLECT

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

Safeguarding Awareness

We are committed to on-going safeguarding training and development opportunities for all workers; developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake appropriate safeguarding training on a regular basis, which will cover definitions, signs and symptoms of abuse and how to respond (in accordance with *Working Together to Safeguard Children*, 2010).

The Leadership will also ensure that young people are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.



Appendix 3: Definitions of Abuse

RESPONDING TO ALLEGATIONS OF ABUSE

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

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

Nigel Pain 01364 649146 / 07500 491582

Anji Chant 01548 856617 / 07545 171962

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

- Following receipt of safeguarding concerns about a young person, the Safeguarding Co-ordinator should contact **the local Social Services or local police** without delay.

Children's Social Services office telephone number (office hours) is: 01392 386000 .

The Social Services out of hours emergency number is: 0845 6000388.

The local Adult Social Services office telephone number (office hours) is: 0845 1551007.

The Police Child Protection Team telephone number is: 101 (this is the main switchboard where you will be transferred to the appropriate department)

Churches' Child Protection Advisory Service (CCPAS): 0845 1204550

- Suspicions must NOT be discussed with anyone other than those nominated above. A written record of the concerns should be made as soon as practically possible in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Trustees will support the Safeguarding Co-ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a 'need to know' basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although we expect that workers will follow this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

It is NOT the role of the Safeguarding Coordinator to investigate allegations and concerns.

DEALING WITH ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.

- Not tell the parents or carers unless advised to do so, having contacted Children’s Social Services (or CCPAS).
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children’s Social Services (or CCPAS) direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children’s Social Services.

DEALING WITH ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children’s Social Services Department or Police Child Protection Team direct (or CCPAS if unsure). They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children’s Social Services/Police. CCPAS will confirm its advice in writing for future reference.

DEALING WITH ALLEGATIONS OF ABUSE AGAINST WORKERS WITH YOUNG PEOPLE

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator will without delay inform the Local Authority Designated Officer (LADO).



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

Appendix 6: Referrals to LADO

Section 3: Prevention of abuse

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

SAFER RECRUITMENT OF STAFF & VOLUNTEERS

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

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

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

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



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

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

MANAGEMENT OF WORKERS – CODES OF CONDUCT

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

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

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



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

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

MANAGEMENT OF WORKERS – TRAINING & SUPERVISION

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

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

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

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

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

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

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

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

MANAGEMENT OF WORKERS – RECORD KEEPING

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

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

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

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

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

MANAGEMENT OF WORKERS – TEAM MEETINGS

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

MANAGEMENT OF WORKERS - WHISTLEBLOWING

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



SPIRITULIZED YFC – Whistleblowing Policy

Section 4: Pastoral Care

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

SUPPORTING THOSE AFFECTED BY ABUSE

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

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

CROSSLINE: 24hour listening line (01752) 666777, to make an appointment (01752) 664243 during office hours.

Alternatively, contact the Association of Christian Counsellors (ACC) 0845 124 9569 or 0845 124 9570 who will be able to put you in contact with trained individuals who may be able to offer support.

ACC also produce a Pastoral Skills training course that can be delivered by somebody experienced in pastoral care.



Appendix 5: Effective Listening

WORKING WITH OFFENDERS

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

Section 5: Practice Guidelines

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

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

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

WORKING IN PARTNERSHIP

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

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of a letting agreement will have their own policy that meets CCPAS' safeguarding standards.

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

This safeguarding policy is just one means of promoting safeguarding.

CCPAS

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

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

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

Appendix 1: 'Safe & Secure' – Safeguarding Standards

Standard 1: Safeguarding Policy

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

Standard 2: Developing Safeguarding Awareness Training

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

Standard 3: Safer Recruitment

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

Standard 4: Management of Workers

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

Standard 5: Working Safely

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

Standard 6: Communicating Effectively

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

Standard 7: Responding to Concerns

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

Standard 8: Pastoral Care

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

Standard 9: Managing those who pose a risk

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

Standard 10: Working in Partnership

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

Appendix 2: Example Safeguarding Poster

Safeguarding is a priority here

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

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

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

_____ or _____

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

_____ or _____

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

Signed _____ Date _____
Leadership of place of worship/organisation

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Kidscape
0845 120 5204

Stop it Now
0808 1000 900

MindinfoLine
0845 766 0163

Through the Roof
01732 737041

Action on Elder Abuse
0808 808 8141



CHURCHES' Child Protection ADVISORY SERVICE

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

You can contact CCPAS' 24 hour helpline on:

0845 120 45 50

Appendix 3: Definitions of Abuse

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

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

ENGLAND

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

What is abuse and neglect?

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

Physical abuse

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

Emotional abuse

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

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

Sexual abuse

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

Neglect

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

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

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

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

SPIRITUAL ABUSE

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

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

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

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

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

Appendix 4: Signs of Possible Abuse

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

Physical

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

Sexual

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

Emotional

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

Neglect

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

Spiritual Abuse

- Distorted image of God
- Preoccupation with spiritual performance
- Distorted self-identity as a Christian
- Problems relating to spiritual authority
- Difficulties in exercising trust

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

Appendix 5: Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the young person to talk in private, but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

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

DON'T SAY

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

Appendix 6: Referrals to the LADO

Local Authority Designated Officer (LADO)

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

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

The LADOs should ensure:

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

Appendix 7: International Ministry

Introduction

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

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

Prevention of abuse

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

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

Workers should:

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

Workers should NOT:

- spend excessive time alone with young people
- take young people to their personal home, or to stay overnight, especially where they will be alone with you
- leave any person under 16 in charge of any children of any age (some local/national legislation may require this to be 18 years of age). Nor should children or young people attending any group be left alone

- hit or otherwise physically assault young people
- develop physical/sexual relationships with young people
- develop relationships with young people which could in any way be deemed exploitative or abusive
- use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- do things for young people of a personal nature that they can do for themselves
- act in ways intended to shame, humiliate, belittle or degrade young people, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular young people to the exclusion of others.

Responding & Reporting Mechanisms

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

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

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

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

Appendix 8: Key Contacts

National YFC Safeguarding Committee:

Kathryn Delderfield Operations Director (Safeguarding Coordinator)	07525 904503 0121 502 9620
Dave Newton Outreach Director (Deputy Safeguarding Coordinator)	07803 888260
Graeme Brooks Scottish Director	0141 5525111 07734 022444
Judy Lloyd Overseas Manager	0121 5029636 07720 428578
Denise Bromley Local Ministries Secretary	0247 6604152
Catherine Green Local Ministries Coordinator	0121 5029631 0121 5029620

Contact Addresses:

YFC Head Office

Business Park East,
Unit D2, Coombswood Way,
Halesowen,
West Midlands,
B62 8BH

Tel: 0121 502 9620

Churches Child Protection Advisory Service

PO Box 133,
Swanley,
Kent,
BR8 7UQ

Tel: 0845 120 4550 (24 Hour Helpline)

SPIRITULIZED YFC Contacts

Safeguarding Officers:

Nigel Pain: 01364 649146 / 07500 491582
Anji Chant: 01548 856617 / 07545 1719626

Friday Night Project Team Leaders:

Peter Hammett: 01548 857509
Dennis Holwill: 01548 856452

Pastoral Support & Incident Debrief: Paul & Sue Aston: 01548 852822