Grace Church Dulwich

Safeguarding Policy

GRACE CHURCH DULWICH

Revised: June 2025
Date for review: June 2026

Contents

Contents **2**

Safeguarding policy aims **3**

Policy statement and principles **4**

Key safeguarding roles **5**

SECTION A - Safeguarding children and young people **7**

Guidelines for recognising and responding to potential child abuse **7**

1. Definitions 7
2. Recognising possible signs and indicators of abuse 8
3. Guidelines for if a child tells us they have been abused 9
4. Responding to concerns of abuse 10
5. Responding to concerns of abuse - outcomes 10
6. Guidelines for responding to a disclosure of historic abuse 11
7. Support to those affected by abuse 11
8. Working with offenders 12
9. Communication on a need-to-know basis 12

SECTION B - Supplementary information for safeguarding children and young people **13**

1. Sunday creche and Sunday Club 13
2. Church away day and weekend away 17
3. Scallywags 18
4. Holiday club 20
5. Midweek Bible studies and other meetings 20
6. FNY and JAM youth groups 21

SECTION C - Safeguarding Vulnerable Adults **25**

1. Definitions 25
2. Recognising possible signs and indicators of abuse 28
3. Guidelines for if someone tells us they have been abused 30
4. Responding to concerns of abuse 31
5. Responding to concerns of abuse - outcomes 31
6. Guidelines for responding to a disclosure of historic abuse 32
7. Respecting the vulnerable adult's rights to decide if they want help 32
8. Guidelines for visiting vulnerable adults 33
9. Guidance on communicating electronically with vulnerable adults 34
10. Support to those affected by abuse 35
11. Working with offenders 35
12. Communication on a need-to-know basis 35

Appendix 1 - Screening procedure for staff and volunteers **36**

Appendix 2 - Church Council policy statement on responding to domestic abuse **37**

Appendix 3 - One to one policy **38**

Appendix 4 - Form to report a safeguarding concern **40**

Contact names and details **41**

Safeguarding policy aims

Grace Church Dulwich is an Anglican church. As a church, we desire to bring glory to God by making disciples of Jesus Christ.

To that end, the aims of our safeguarding policy are:

- To uphold the honour of God's name
- To keep the gospel from disrepute

We do this by:

- Protecting the children, young people, and vulnerable adults in our care
- Protecting the staff and volunteers who serve in this ministry

Safeguarding is an important part of our service in the gospel and one which we take seriously, aiming for a standard of excellence as we implement this policy.

Policy Statement and principles

Grace Church Dulwich is committed to:

- promoting a safer environment and culture
- safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church
- responding promptly to every safeguarding concern or allegation
- caring pastorally for victims/survivors of abuse and other affected persons
- caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- responding to those who may pose a present risk to others

The church will:

- create a safe and caring place for all
- have a named Church Safeguarding Officer (CSO) to work with the Lead Pastor and the Church Council to implement policy and procedures
- safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse
- ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the church
- display on church premises and on the church website the details of whom to contact with safeguarding concerns or support needs
- listen to and take seriously all those who disclose abuse
- take steps to protect children and adults when a safeguarding concern of any kind arises, following guidance from safeguarding advisory service (CSS), including immediately notifying statutory agencies
- offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred
- care for and monitor any member of the church fellowship who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties
- ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually
- review the implementation of the Safeguarding Policy, Procedures and Practice at least annually

Each person who works with children and vulnerable adults within this church fellowship will agree to have read and abide by the relevant sections of this policy and the guidelines established by this church.

Key safeguarding roles

Church Council

The Church Council has overall responsibility for safeguarding within Grace Church Dulwich. This policy is maintained, reviewed, and sanctioned by the Church Council annually.

Church Safeguarding Officer (CSO)

The CSO is appointed by the Church Council and given responsibility for safeguarding within the church family and all its various ministries.

The CSO will also be included in decisions about whether to permit someone to be involved in ministry with children where their Disclosure and Barring Service (DBS) certificate is blemished or information is provided about them on their DBS certificate.

Church Safeguarding Committee

The Church Safeguarding Committee comprises of the Lead Pastor, Church Safeguarding Officer, Deputy Safeguarding Officer, Church Administrator and the Church Council Safeguarding Link. They meet to review and amend the safeguarding policy ensuring it is up to date including Diocesan guidance, to ensure it is communicated and operated effectively, and to discuss wider safeguarding matters.

Christian Safeguarding Services (CSS)

Christian Safeguarding Services advise on safeguarding matters and promote good practice. Where an allegation is made, they advise on referral for investigation. They provide appropriate levels training for staff and volunteers

Staff and Volunteers

A staff member is an employee within Grace Church with ministry involving any oversight of children, young people or vulnerable adults.
A volunteer is anyone serving in any role within Grace Church which involves any oversight of children, young people or vulnerable adults in a voluntary capacity.

All staff and volunteers share a particular responsibility for:

- Loving the person as Christ loves them
- Setting an example of proper Christian conduct
- Praying for those in their care and pointing them to God's word

Every applicant who wishes to serve in any ministry area involving children or young people must complete a screening process prior to serving. This is repeated every three years. For volunteers working with children and young adults this is DBS for children level 2. Anyone who is involved with church agreed assistance to vulnerable adults should have DBS screening for vulnerable adults, Staff should have both. Full information on the screening process can be found in Appendix 1.

If an existing volunteer moves to serve in a different ministry area they must read the relevant information for the new area contained in this policy before commencing their role.

Additional training, including regular safeguarding training, is provided during the year for children's and youth group volunteers.

IMPORTANT

- All volunteers for children and young people **must** read **Section A** of this policy. They **must** then read any additional information from **Section B** that is relevant to the area of ministry they are serving in.
- All volunteers for vulnerable adults **must** read **Section C** of this policy.
- All staff and church council members **must** read the entire policy and appendices.
- A list of key contact details can be found at the end of this policy.

SECTION A

Safeguarding Children and Young People

Guidelines for recognising and responding to potential child abuse

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

1. Definitions

Who is a child?
Any person under the age of 18 years.

What is abuse?
Working Together to Safeguard Children[1] states that 'somebody may abuse or neglect a child by inflicting harm, or 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.' It recognises four areas of potential abuse for children: physical, sexual, emotional and neglect.

Abuse can be described under any one of these four categories or a combination of categories:

- **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 indicators of, or deliberately induces, illness in a child.
- **Emotional abuse:** including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying).
- **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 penetrative and non-penetrative acts. They may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, 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** including failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy as a result of maternal substance abuse.

Although not a category of abuse recognised in statutory guidance, it is important to be mindful of the danger of spiritual abuse.

- **Spiritual abuse** is the inappropriate use of religious belief or practices to attempt to 'force' religious values or behaviours onto vulnerable people. This can include the misuse of authority of leadership, penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in both vulnerable adults and children experiencing physical, emotional, or sexual harm.

---

[1] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Abuse therefore includes, but is not limited to, the following:

Domestic abuse
Witnessing domestic abuse is child abuse and teenagers can suffer domestic abuse in their relationships.

Sexual exploitation
Child Sexual Exploitation (CSE) is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Bullying and cyberbullying
Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Online abuse
With the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox/ PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings.

Electronic images
The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. Sometimes such offences are referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as 'sexting') can be particularly problematic and abusive amongst children and young people.

2. Recognising possible signs and indicators of abuse

These are only a guide and are not necessarily proof of abuse, but they may be useful indicators. Many indicators of distress in a child can point to abuse, but there may be other explanations too. This has sometimes been the reason for falsely accusing parents / carers of sexual abuse.

It is important that the following signs are not taken as indicating that abuse has taken place, but that the possibility should be considered far more than in the past. They should make us stop and think - not jump to conclusions inappropriately!

Warning signs:
- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy.
- Nervousness/watchfulness.
- Sudden under-achievement or lack of concentration.
- Changed or inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.

Signs requiring particular vigilance:

- Any injuries not consistent with the explanation given for them, or where differing explanations have been received.
- Injuries which occur on the body in places which are not normally exposed to falls, rough games, etc.
- Injuries or illnesses which have not received medical attention.
- Any signs of neglect, under-nourishment or inadequate care.
- Any allegations made by a child concerning sexual abuse.
- A child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play.
- Sexual activity through words, play or drawing.
- A child who is sexually provocative or seductive with adults.
- Severe sleep disturbance with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotation.

3. Guidelines if a child tells us they have been abused

General points:

- Above all else, listen, listen, listen.
- Show acceptance of what the child says, however unlikely it seems.
- Keep calm.
- Look at the child directly.
- Be honest.
- Let them know you will need to tell someone else - don't promise confidentiality.
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware the child may have been threatened.
- Never push for information. If the child decides not to tell you after all, then accept that and let the child know that you are always ready to listen.
- Avoiding asking questions as you might put something into their mind that was not there.
- Make notes as soon as possible (preferably within one hour of the child talking to you) writing down exactly what the child said and when he/she said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be passed to the Safeguarding Officer, and kept for an indefinite period in a secure place.

Helpful things you might say or convey:

- I believe you (or showing acceptance of what the child says).
- I am glad you have told me.
- It's not your fault.
- I will try and help you.

In Conclusion:

- Reassure the child that they were right to tell you and you believe them.
- Let the child know what you are going to do next (in accordance with point 4 below) and that you will let them know what happens
- Consider your own feelings and get pastoral support from the Safeguarding Committee if needed.

4. Responding to concerns of abuse

If you suspect or witness abuse, or someone discloses information about a safeguarding concern or allegation these steps must be taken:

Emergency: If you believe the child is in immediate danger of significant or serious harm, contact the emergency services on 999.

Non-emergency: You must contact the Church Safeguarding Officer immediately. If the concern arises in an activity, discuss with the group/activity leader, who will contact the CSO. Please refer to the end of this policy for email addresses.

Do not contact the person who is the subject of the concern/allegation or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from CSS or statutory agencies.

Record the details of the concern or allegation. Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the concern or allegation was received, e.g. by telephone, face-to-face conversation, letter, etc. The record should include details of information provided to that person as well as the information received. Always sign and date the record. Keep it factual. Pass on a copy to the CSO. Please refer to the end of the policy for the form template.

Under no circumstances should a staff member or volunteer investigate concerns of abuse themselves. Our responsibility is, in consultation with CSS, to refer concerns to statutory authorities who will do the investigating required.

At all stages in the reporting process, you retain the right to report serious matters directly to Social Services or the police. Even so, as soon as possible (and within 24 hours), you must also contact the CSO. (For contact numbers see the section at the end of this policy.)

You should also consider your own feelings and ask your ministry area leader for pastoral support if needed.

5. Responding to concerns of abuse - outcomes

When a safeguarding concern is reported to the Church Safeguarding Officer (CSO) the CSO will arrange a meeting in the church to discuss whether any action should be taken, keeping a written record of this action.

This meeting should include the CSO and the Lead Pastor, and they can involve others as necessary, including churchwardens and the relevant ministry area leader.

6. Guidelines for responding to a disclosure of historic abuse

In the course of their work the Church Council and those offering pastoral support at the church may hear disclosure from adults regarding abuse that happened to them when they were children, from children regarding abuse that happened to them when they were younger or from adults regarding abuse that happened to them as adults but some time ago. The church may seek advice from CSS and may need to report allegations or disclosures of criminal acts to the Police.

When someone tells you they have been abused, or have conducted abuse, whether recently or many years ago:

General Points:

- Above all else, listen
- Keep calm, and show understanding/acceptance of what is said, however unlikely it seems. Reassure the individual that they were right to tell you
- Never push for information. Avoid leading questions and ask only what is necessary to ensure a clear understanding of what has been said
- Let the individual know what you are going to do next and that you will keep them informed. Let them know that you will need to tell someone else – don't promise confidentiality

Action you must then take:

- You must contact the Church Safeguarding Officer and tell them what you know (you do not need to disclose any names at this stage unless told otherwise). If the allegation is against the CSO then contact the Deputy Safeguarding Officer.
- You retain the right to report serious matters directly to Social Services or the police. Even so, as soon as possible (and within 24 hours), you must also contact either your ministry area leader or the CSO.
- Apart from telling the CSO, the information must be treated as confidential and not shared with other church members.
- Under no circumstances should you investigate concerns of abuse yourself.
- The contact details for the CSO can be found at the end of this document.
- Make notes as soon as possible (preferably within one hour, but always within 24 hours), writing down exactly what was said and when, what you said in reply and what was happening immediately beforehand (eg a description of the activity/situation). Record dates and times of these events and when you made the record. Keep all handwritten notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place. A copy of these notes must be passed onto your ministry area leader.
- Consider your own feelings and ask your ministry area leader for pastoral support if needed, and consider with your ministry area leader what pastoral support is needed for the individual involved.

7. Support to those affected by abuse

Grace Church is committed to offering informed and appropriate pastoral care, working with statutory agencies as appropriate, and support to those attending the church who have been affected by abuse.

We will also ensure that appropriate pastoral care is offered to any member of our church fellowship against whom an allegation is made.

Since abuse is almost by definition a criminal matter which may result in investigation and potentially prosecution by the authorities, where the allegation or suspicion of abuse is the subject of current investigation by statutory agencies and authorities, such pastoral care to either possible victims or the alleged perpetrators will need to be offered after careful discussion with the authorities concerned in order to avoid prejudicing any ongoing formal investigation or criminal prosecution.

8. Working with offenders

When someone attending the church is known to have abused children, young people or vulnerable adults, we will take advice from CSS.

The Safeguarding Committee will oversee the supervision of the individual concerned and offer pastoral care but, in its safeguarding commitment to the protection of children and vulnerable adults, the individual is required to adhere to a formal safeguarding agreement.

9. Communication on a need-to-know basis

Suspicions and allegations must not be discussed with anyone other than the Church Safeguarding Officer or Deputy. A written record of the concerns should be made in accordance with the procedures specified in this document and kept in a secure place.

The Church Council is committed to effective safeguarding of children and vulnerable adults, and will support members of the Safeguarding Committee in their roles. The Church Council further understands that related information which is in the possession of the Safeguarding Committee will be shared in a strictly limited way on a need to know basis. This should not be taken to preclude the discussions between the CSO/DCSO and the Lead Pastor and Churchwardens of the matter concerned.

SECTION B

Supplementary Information for the Safeguarding of Children and Young People

1. Sunday Creche and Sunday Club

Creche is for those under 3 and Sunday Club is for 3 to 13s (pre-school to year 8). Children who turn 3 during the academic year will be given the option to move up into Sunday Club or stay in creche.

Arrival and Departure

The Grace Church safeguarding policy is applied during the time period a child is in the care of the leaders of the advertised activity. This time period is clearly marked at the beginning and end by a formal system of handover between parents/carers and the staff and volunteers. Parents/carers are responsible for their children once they have been collected from their groups or returned to them by the staff and volunteers.

Parents/carers should take their crèche-aged children to the creche room at the point indicated in the service. The children are registered at this point and this marks the official start of the staff and volunteers' responsibilities. At the end of the service, a parent/carer must pick up their child from crèche. If the parent/guardian is unknown to the staff member or volunteer, another known adult must vouch for them being the parent/carer of the child. This marks the official end to the staff and volunteers' responsibility for the child.

For Sunday Club: At the point indicated in the service, children gather with their volunteers in their respective group around the hall. The staff and volunteers responsibilities officially start once the children are gathered in their group. Children will be escorted by their Sunday Club leaders from the main meeting hall to the room used for their age appropriate group. At the end of Sunday Club, the children will be brought back to the main meeting hall for collection by parents / carers. This marks the official end to the staff and volunteers' responsibility for the child, with the child then being the responsibility of the parent/carer.

Registers

All children, staff and volunteers present in each group must be registered. Completed registers will be filed and kept secure for an indefinite period. If any allegation of abuse is made in years to come then the church can immediately find who was present on any given date.

A child registration form must be filed for each child who regularly attends Crèche/Sunday Club. These forms should be filled out by a parent/carer and kept by the administrator. Any relevant health issues should be noted on the register. Staff and volunteers should familiarise themselves with any health issues of the children in their specific group.

Parents / carers may be permitted to observe groups but not to take part unless they have been through the church's recruitment and training process, although obviously, they are able to look after their own child. Names of children who are visitors and their parent/carer should be recorded on the register.

Volunteer ratios

In addition to always having two staff or volunteers present, we will observe the following ratios:

Age of children	Number of adults	Number of children
0-2 years old	1	3
2-3	1	4
4-8	1	6
9-12	1	8

Each group should have at least two staff or volunteers, even for smaller groups, and if possible one male and one female. Staff ratios for all groups should always be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

Parents / carers who choose to stay with their own child, for example if the child is unsettled, will not be included in the above ratios and will be marked on the register.

For all groups and activities - To be carried out before each meeting by staff or volunteer leading the group:

- Undertake a visual health and safety risk assessment of the area used, make all possible changes to reduce risk and communicate any safety issues among assisting staff and volunteers
- An attendance register must be kept and be available at all group meetings.
- A First Aid kit must be available on any premises that are used by children.
- There should be access to a telephone, if possible.

To be carried out annually by the Assistant Pastor for Youth and Children:

- Undertake a written health and safety risk assessment of the premises used for Sunday Club and Creche
- A registration form must be completed for every child or young person who attends groups or activities which should include up-to-date information on parents' contact numbers, medical information (e.g. allergies) and any special needs
- Accident and incident forms must be available, and all accidents recorded. The forms should be stored in a secure place. Any significant incidents must be recorded (e.g. a fight between children).
- In premises where children's groups meet, the Childline and Family Lives telephone numbers should be displayed.
- Parents must sign a consent form before children are transported in a private car, and before any photography or images are taken. In particular, a child should never be taken to the home of a staff member or volunteer without the consent of parents / carers.

In addition, when taking children offsite:

- The Lead Pastor and the Safeguarding Committee must be informed and agree to the activity.
- Details of the activity and any itinerary must be given in advance to parent/s and consent forms received in advance of the activity taking place.
- Details of the activity and a list of contacts must be left with someone in the church.
- Details of the activity and arrangements must be given to the Lead Pastor and/or CSO.
- A risk assessment must be undertaken, and confirmation obtained that the activity is covered by Church Council insurance.
- A leader must be designated to take responsibility for First Aid.

General Points

- Staff and volunteers should be careful to avoid using any language or behaviour that could be misconstrued as inappropriately intimate.
- All staff and volunteers will treat everybody with dignity, respect, sensitivity and fairness.
- If a child with special needs is present in the group, the child and/or their parents / carers will be asked how their needs can be best met. We will do all that is practically possible to meet these needs.
- If a child is to be visited at home, a parent / carer should be there, and a brief written record made of the visit including times and who was present. This should be stored with the registers.

Toileting

For children in school year 4 and below / or those with mobility issues:

- A Crèche or Sunday Club leader should inspect the toilet area and make sure there is no one in the toilet cubicles.
- Wherever possible, the child should then visit the toilet while the Crèche or Sunday Club leader stands where they can see the toilet area and would be aware of anyone else entering the toilets.
- Male leaders should never assist a child in a toilet cubicle (unless for their own child); a female leader should encourage the child to do as much as possible by themselves, and only assist when and where needed.
- When supervising a child who wishes to go to the toilet, leaders should make sure they are in sight of another leader.

For children in school year 5 and above:

- Children may go to the toilet in pairs, unaccompanied by an adult. Children will be asked to check that no-one is in the toilet area before entering it. If only one child wishes to go to the toilet then the protocol for year 4 and below applies.

Discipline

All staff and volunteers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.

Acceptable means of redirecting inappropriate behaviour include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating them from the group for a brief time (particularly if the child's behaviour is endangering or upsetting other children).

Leaders should never use any form of physical punishment. If behaviour is uncontrollable or the child does not respond to the discipline measures above, the parents/guardians will be contacted. Leaders should never yell at a young person except in circumstances where the young person is in danger or is at risk of causing danger to others.

Acceptable Touch

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children. Some physical contact with children, particularly younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

- Always ask permission.
- Be mindful of your body position.
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be in response to a child's needs and not related to the needs of the staff member or volunteer. It should be age appropriate, welcome and generally initiated by the child, not the staff member or volunteer
- Avoid any physical contact that is or could be construed as sexual and/or abusive/offensive.
- Allow the child to determine the degree of physical contact with others except in exceptional circumstances (eg when they need medical attention).

In addition:

- You can allow people you support to give you brief hugs if you feel comfortable with this.
- You can allow people you support to hold hands or link arms with you to help with travel and stability.
- You should discourage people you support from touching your face. You can offer your hand instead.

- You should discourage people you support from sitting on your lap. You can offer to sit side by side.
- You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

Staff and volunteers are to take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported.

Health and Safety

- An annual review of premises will be undertaken by the Church Safeguarding Officer or Deputy to consider all aspects of safety for children, young people and vulnerable adults.
- An appropriately qualified first aider or medically trained health professional is to be available with a properly equipped first aid kit and accident form.
- The contents of the first aid kits will be regularly checked.
- Parents / carers should be asked to read and sign the accident form when an accident occurs.
- All Staff and Sunday Club, Crèche volunteers and those leading the meetings should be aware of the fire drill.

Illness/Accidents

- Children / young people with infectious illnesses must be kept at home and not attend creche or Sunday Club. If a young person appears ill whilst in the church's care, staff and volunteers will use their discretion to determine whether the young person should be isolated from other young people by a staff member or volunteer (who will remain with them) and whether parents/guardians should be contacted to collect their child.
- Staff and volunteers should consider the health and safety of all children, staff and volunteers when organising activities or planning games.
- A basic first aid kit must be readily available at all times. All staff or volunteers should be familiar with its location. A list of qualified first aiders / medical practitioners within GCD will be provided in each Sunday Club folder. In the event of a life - threatening illness or injury, emergency medical services will be called first and the parents will be located and informed immediately.
- Staff and volunteers should be familiar with evacuation procedures, including where the fire exits are located and where the meeting point is, in case the fire alarm sounds.

Transporting children on behalf of the Church

- All those who drive children on church-organised activities should have held a full and preferably clean driving licence for over two years. Any driver who has an unspent conviction for any serious road traffic offence should not transport children for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness.
- On outings, the transport to and from and the expected time of return must be agreed with the child's parents / carers. Parents / carers will sign consent forms before outings and will be informed of the itinerary.
- When driving children, they should be in the back of cars with appropriate safety restraints. A common-sense approach should be adopted with teenagers as to where they sit.

Data protection

Children and vulnerable adults have a right to be protected from harm. Where disclosing information might place a child or vulnerable adult at risk, then safeguarding considerations will take precedence over data protection, as allowed for by EU General Data Protection Regulation 2016/679 and the Data Protection Act 2018, together with all other applicable legislation in force from time to time relating to the processing of personal data and privacy.

Where photos or videos are to be taken of children within the church, information on the proposed use must be given, and permission (either verbal or written) must be obtained from their parents / carers at the time the photos are taken, followed up with written permission before publishing them. We should avoid using photos of individual children, but instead use a group photo. Children should not be identified by surname or any other personal details.

Weekend Away/Events

The Sunday Club Eagles weekend away and other events come under our Safeguarding Policy and must be run accordingly, following the same procedures as detailed in this policy. All staff and volunteers must be screened as with church policy, and the same regulations concerning ratios, registration, discipline, and accidents/illness must be followed as in weekly Sunday Club. With the following alterations/additions:

- The organiser will oversee and record a risk assessment of the event and proposed activities. From this, general safety rules will be drawn up.
- A separate health information and consent form will be completed by a parent / carer of each child attending. The parents / carers will see a list of activities proposed and will provide written consent for their child taking part. For overnight trips, parents / carers will also be advised of the sleeping arrangements which will be age appropriate and provide security for the children.
- For a trip at a centre, we will establish that they have appropriate public liability insurance.
- We will make sure that the staff and volunteers on any trip include a first aider or medically trained health professional, and that a properly equipped first aid kit is taken on all trips. The first aider will have to hand details of local GP and the nearest Hospital with A and E. They will be responsible for the medical consent forms for each child and will ensure that any medication for children is adequately stored.

2. Church Away Day and Weekend Away

- The children's provision of the Grace Church away day comes under our Safeguarding Policy and must be run accordingly, following the same procedures as Sunday crèche and Sunday Club as detailed in this policy.
- All staff and volunteers must be screened as with church policy, and the same regulations concerning ratios, registration, discipline, toileting, and accidents/illness must be followed as in Sunday crèche/ Sunday school
- When children are being looked after by staff or volunteers from other churches, the Assistant Pastor for Youth and Children will ask to see a copy of the safeguarding policy of each church being represented and ensure the staff and volunteers have read it.
- The Assistant Pastor for Youth and Children will ensure staff and volunteers from other churches have undergone an enhanced DBS check before taking part in serving the children.

3. Scallywags

Scallywags is a parent/carer and toddler group that meets on Monday mornings during term time at the Grafton Dance Centre, Dulwich. All children attending Scallywags will attend with a parent or carer. At no time will they be out of the direct care of their parent/carer.

Registering
All children and their parents/carers will be registered when they arrive by the welcomer. The volunteer locking up will ensure the departure of all attendees. All staff and volunteers present will be registered. For the duration of the morning these registers will form the fire register, and thereafter the completed registers will be filed and kept secure. When the register book is complete it will be passed to the Safeguarding Officer for indefinite secure filing.

Restricting access to outsiders
At all times someone (the 'welcomer') will be responsible for the door to welcome people as they arrive and to ensure no children exit unaccompanied by their parent/carer. It is the responsibility of the welcomer to ensure that no one who is not associated with Scallywags or is not a member of Grace Church Dulwich or Grafton Dance Centre staff enters the room for the duration of Scallywags.

Discipline
Children will be at all times under the care of their parent/carer. If appropriate, staff and volunteers can remind parents/carers of their responsibility. It is therefore inappropriate for staff and volunteers to discipline a child in any way. However, staff and volunteers should be vigilant about potential safety issues, and where a child is engaging in an activity that is likely to be a danger either to themselves or others, or is likely to be upsetting to other children, it is the responsibility of the staff and volunteers to take action. This may be either to draw the parent/carer's attention to the child's actions, or in extreme circumstances to intervene. The safety of the children should take precedence over the fear of being seen to interfere by the parent/carer.

Appropriate contact
Children are the responsibility of their parent/carer, but as the parent/carer gets to know and trust the staff and volunteers they may ask them to care for their child on a temporary basis (eg if they are attending to the needs of another child). This is fine but should be the exception rather than the rule. Staff and volunteers need to be aware in such situations that they must be above reproach in all that they do, and wisdom is often required to know what that looks like in different situations. Two good questions to ask in any situation are 'What is the worst that could happen?' and 'what is the worst way that this could be perceived?' All staff and volunteers must be willing to receive advice from fellow staff and volunteers if their behaviour is beginning to stray from what is wise.

Food and drink
Food and drink are not permitted on the main dance floor. Hot drinks will be provided for the parents/carers in the carpeted area to the back of the hall and it is their responsibility to behave sensibly with their drinks. However, because of the risks to children with hot drinks, it is strongly recommended that staff and volunteers as well as parents/carers do not drink when they are around the children, but instead put their hot drinks up in a safe place away from the children.

Toileting
Toileting is the responsibility of the parent/carer.

Photography
Parents/carers should not take photographs involving any children other than those in their care. This will be mentioned occasionally during the notices, and if a parent/carer is seen to be taking photographs, they will be reminded of this policy.

Risk management / illness / accidents
It is the responsibility of the Scallywags team to consider the health and safety of all children when planning zoned activities.

Toys should be scrutinised regularly to ensure they are not broken and could not constitute a danger to children.

Parents/carers will be asked (by mentioning it occasionally during the notices section of the story and song time) not to bring children to Scallywags if they have an infectious disease, or appear unwell.

A basic first aid kit should be readily available at all times in the welcome bag. All staff and volunteers should be familiar with its location, contents and use. One staff member or volunteer will be designated to take responsibility for first aid each week, usually the welcomer.

All accidents and injuries, however minor, should be recorded in the Scallywags incident book kept next to the first aid kit. This will record not only accidents and injuries, but any other incident where a child has caused potential danger to a child. This is for the purpose of monitoring such incidents.

All staff and volunteers should be aware of where the fire exits are and what the meeting point is. If the fire alarm sounds staff and volunteers should usher parents/carers and their children to the nearest exit and take them to the meeting point. The fire officer (the welcomer) should ensure that they bring the register with them so that they can check that the building has been evacuated. A staff member or volunteer should be the last to leave the building.

Garden Party
Once a year we hold a garden party during the normal Scallywags time at a house in the Dulwich area.

An adult from GCD will be appointed to be in charge of all aspects of childcare including heading up the crèche team. All staff and volunteers for the crèche will be DBS checked and will read the church safeguarding policy beforehand.

A risk assessment will be carried out at any venue used to host the event, and suitable actions will be taken to safeguard the children.

A register of attendees, and adults looking after the children, will also be recorded and handed to the Safeguarding Officer for safe storage.

4. Holiday Club

From time to time we run holiday clubs for primary school aged children during a school holiday. This comes under our Safeguarding Policy and must be run accordingly, following the same procedures as detailed in this policy. All staff and volunteers must be screened as with church policy, and the same regulations concerning ratios, touch, discipline, and accidents/illness must be followed as in Sunday Club. With the following alterations/additions:

- The Assistant Pastor for youth and children will oversee and record a risk assessment of the event and proposed activities. General safety rules will then be drawn up.
- OFSTED registration is required if we run activities of 14 or more days in any 12 month period; in this instance, a form is to be filled in notifying OFSTED of the holiday club at least 14 days prior to commencement.
- A general information and consent form will be completed and returned, giving contact details of parents / carers, plus medical and other details such as allergies or special dietary requirements. This form should be renewed annually.
- Parents / carers will be informed of the nature of activities undertaken and a contact telephone number.
- A register of those attending the club will be maintained together with a register of staff members and volunteers. This will include a record of arrival and departure times. At the end of the holiday club, the register is to be handed to the Safeguarding Officer who will arrange for suitable storage of the paperwork.

5. Midweek Bible studies or other meetings

Where a child is being looked after by a church approved volunteer and the child is within shouting distance of their parent / carer, we will observe the principle that one volunteer may look after up to 3 children (excluding their own) providing it is practically manageable. Beyond this number, we will ask for additional volunteers to be in attendance.

6. FNY and JAM Youth Groups

FNY is the youth group for young people in school years 6 to 8. It meets during school term-time on Friday evenings. JAM is the youth group for young people in school years 9 to 13. It meets during school term-time on Sunday evenings. Both meet at the Grafton Dance Centre, Village Way, Dulwich.

Arrival and Departure

The Grace Church safeguarding policy is applied during the time period a young person is in the care of the leaders of the advertised activity. This will include formal times of ministry (Sundays, midweek, weekends away and organised social events) and informal ministry (eg small group Bible studies in homes and informal social activities)

It is the responsibility of parents to arrange safe travel to and from the activity. Usually confirmation is required in advance from parents that young people are allowed to travel unaccompanied.

Registers

A register must be kept of all young people, staff and volunteers present at each youth group meeting. Completed registers must always be returned to the CSO at the end of each academic year and will be kept secure for an indefinite period. If any allegation of abuse is made in years to come about events happening now the church can immediately find who was present on any given date.

A child registration form must be filed for each young person in the youth group. These forms should be filled out by a parent/guardian. Staff and volunteers should familiarise themselves with any health issues of the young people in the group.

Staff and Volunteer Ratios

In addition to always having two staff or volunteers present, we will observe the following ratios:

Age of children	Number of adults	Number of children
10-13	1	8
13-18	1	10

General Points

- Where an adult and young person need to be alone together for counselling or teaching, another adult should be made fully aware of the meeting and be available until it ends.
- If a young person aged 17 or under, without adult supervision, wants to join Youth Group activities they are to be welcomed and may stay. However, they will be asked by the leaders to obtain their parent / carer's permission before joining future Sunday Club or Youth Group activities. A staff member or volunteer should make a note in the register indicating their attendance and this request.
- Staff and volunteers should be careful to avoid using any language or behaviour that could be misconstrued as inappropriately intimate.
- All staff and volunteers will treat everybody with dignity, respect, sensitivity and fairness.
- If a young person with special needs is present in the group, the young person and/or their parents / carers will be asked how their needs can be best met. We will do all that is practically possible to meet these needs.
- If a young person is to be visited at home, a parent / carer should be there, and a brief written record made of the visit including times and who was present. This should be stored with the registers.
- All staff and volunteers must read and adhere to the relevant risk assessments, including where the youth group meets online.

Discipline

All staff and volunteers are responsible for providing a loving, respectful, and orderly atmosphere. This atmosphere should be maintained by preparing beforehand, proactively directing young people towards acceptable activities, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.

Staff and volunteers should never hit a young person. If a young person becomes uncontrollable and their behaviour is a danger either to themselves or those around them, appropriate and proportional physical restraint may be used. Staff and volunteers should never yell at a young person except in circumstances where the young person is in danger or is at risk of causing danger to others.

Where it is considered appropriate and only after discussions between the Pastor, Assistant Pastor for youth and children, and the relevant parents, the Assistant Pastor for youth and children may discipline a member of the Youth Group. By way of example only, this may occur where there has been persistent behaviour which is at odds with the teaching of the Bible. In this situation, the parents of the Youth Group member will be informed and be invited to participate in meetings ahead of any proposed discipline. This is the case regardless of whether the Youth Group member is over or under 18 years at the time.

Appropriate contact and conversation

Staff and volunteers need to be above reproach in all that they do, and wisdom is often required to know what that looks like in different situations. Two good questions to ask in any situation are 'What is the worst that could happen?' and 'What is the worst way this could be perceived?' Team members should monitor one another in the area of physical contact. They should feel free to help each other by pointing out anything that could be misconstrued. Concerns about abuse should always be reported.

Staff and volunteers should follow the following guidelines:

- Always avoid being alone in a room with a young person. Keep everything in public.
- Conversations should be appropriate for the age of the young person.
- Avoid unnecessary physical contact with young people. Touch should be age-appropriate and generally initiated by the young person rather than the staff member or volunteer.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the young person.
- Allow the young person to determine the degree of physical contact with others except in exceptional circumstances (eg when they need medical attention).

In addition:

- You can allow people you support to give you brief hugs if you feel comfortable with this.
- You should discourage people you support from touching your face. You can offer your hand instead.
- You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

Illness/Accidents

- Young people with infectious illnesses must be kept at home and not attend the youth group. If a young person appears ill whilst in the church's care, staff and volunteers will use their discretion to determine whether the young person should be isolated from other young people by a staff member or volunteer (who will remain with them) and whether parents/guardians should be contacted to collect their child.
- Staff and volunteers should consider the health and safety of all children and fellow staff and volunteers when organising activities or planning games.
- A basic first aid kit must be readily available at all times. All staff and volunteers should be familiar with its location. In the event of a life - threatening illness or injury, emergency medical services will be called first and the parents will be located and informed immediately.

- Staff and volunteers should be familiar with evacuation procedures, including where the fire exits are located and where the meeting point is, in case the fire alarm sounds.

Guidance on communicating electronically with young people

Do:

- Have your eyes open and be vigilant.
- Maintain the upmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children/young people as you would communication that is face to face. Always maintain the same level of confidentiality.
- Report any safeguarding concerns that arise on social media to the CSO.
- Always assume that everything you write is permanent and may be viewed by anyone at any time; and that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.
- Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church accounts and profiles separate from your personal social media accounts e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.
- Always ask parents/carers for written consent to:
  - Use telephone, text message, email and other messaging services to communicate with young people.
  - Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays.
  - Allow young people to connect to the church's social media pages. Avoid one-to-one communication with a child or young person.
- Save any electronic communications, so that you can provide evidence to the named persons of your exchange when required.
- Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the CSO.
- Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

Do not:

- Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.
- Add children, young people or vulnerable adults as friends on your personal accounts.
- Facebook stalk (i.e. dig through people's Facebook pages to find out about them).
- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your church role.
- Use visual media (e.g. Skype, Facetime, Zoom) for one-to-one conversations with young people – use only in group settings.

In particular, do not allow content to contain or share links to other sites that contain:

- Libellous, defamatory, bullying or harassing statements.
- Breaches of copyright and data protection.
- Material of an illegal nature.

- Offensive sexual or abusive references.
- Inappropriate language.
- Anything which may be harmful to a child / young person or which may bring the gospel into disrepute or compromise its reputation.

Apart from in exceptional circumstances, no communication should occur between 9pm and 9am.

Weekend Away/Trips

Youth Group weekends away and other trips come under our Safeguarding Policy and must be run accordingly, following the same procedures as detailed in this policy. All staff members and volunteers must be screened as with church policy, and the same regulations concerning ratios, touch, discipline, and accidents/illness must be followed as in the weekly youth group. With the following additions:

- The organiser will oversee and record a risk assessment of the event and proposed activities. From this, general safety rules will be drawn up.
- A separate health information and consent form will be completed by a parent / carer of each child attending. The parents / carers will see a list of activities proposed and will provide written consent for their child taking part. For overnight trips, parents / carers will also be advised of the sleeping arrangements which will be age appropriate and provide security for the children.
- For a trip at a centre, we will establish that they have appropriate public liability insurance.
- We will keep a record of the significant activities carried out including which children took part.
- We will make sure everyone at the weekend away knows the fire drill, the safety rules, who the first aider or medically trained health professional is, and where to find the first aid kit.
- We will always obtain parental / carer consent before taking children swimming, and will make sure a qualified lifeguard is there and that boy / girl behaviour is appropriate.
- We will make sure that the staff members and volunteers on any trip includes a first aider or medically trained health professional, and that a properly equipped first aid kit is taken on all trips. The first aider will have to hand details of local GP and the nearest Hospital with A and E. They will be responsible for the medical consent forms for each child and will ensure that any medication for children is adequately stored.
- After the event, consent forms and associated information will be handed to the CSO to be stored indefinitely in a locked filing cabinet.

Transporting young people on behalf of the Church

- All those who drive young people on church-organised activities should have held a full and preferably clean driving licence for over two years. Any driver who has an unspent conviction for any serious road traffic offence should not transport young people for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness.
- On outings, the transport to and from and the expected time of return must be agreed with the child's parents / carers. Parents / carers will sign consent forms before major outings and will be informed of the itinerary.
- When driving young people, a common-sense approach should be adopted as to where they sit.

SECTION C

Safeguarding Vulnerable Adults

We welcome everyone to our Sunday services, irrespective of denomination or background unless they pose a risk to the safety of those we serve.

Regulars at the Sunday services and members of the church are encouraged to be part of small group Bible studies meeting in various homes in and around Dulwich (known as Growth Groups), which are usually held on weekday evenings, although from time to time we may also run such groups mid-week during the day.

Once a month we hold prayer meetings to pray for the life of the church, the wider Christian community and the society around us.

Periodically we run a course called Christianity Explored with individuals or groups. Regular ministry training evenings (known as "toolbox" training sessions) are also run at various locations, as are occasional courses looking at particular issues, such as courses looking at marriage or parenting courses. From time to time we also hold invitational events, which would usually include a short talk from a Christian perspective, a time for questions and answers, often a meal, and occasionally a form of entertainment such as music or a quiz.

The church also offers the chance for individuals who are adult members of the church, or those adults interested in Christian things, to meet with designated members of the church with the intention of offering Christian encouragement, instruction, pastoral counselling, the chance to read the Bible together and/or the chance to pray together where appropriate and desired.

The church runs a weekly service and a weekly Bible study at The Elms care home for vulnerable adults. At least 2 Grace Church staff or volunteers are present. Participants are brought to the venue by care home staff, who are either present or in sight and earshot of the activity. All staff and volunteers are required by The Elms to have a vulnerable adults DBS check.

Grace Church is committed to preventing abuse and neglect taking place, and safeguarding the welfare of vulnerable adults within our fellowship. We are committed to ensuring that Grace Church:

- provides a safe environment for vulnerable adults and actively seeks to prevent harm.
- identifies vulnerable adults who are suffering.
- takes appropriate action to see that such vulnerable adults are kept safe from harm.

All staff and volunteers need to know how to recognise and respond to signs of abuse or allegations of abuse. The following guidelines are in place to meet that need.

1. Definitions

When is an adult vulnerable?

The term 'vulnerable adult' refers to a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

Please note that some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility. As adults are not inherently vulnerable and in need of protection it is important to recognise that the factors described below do not, of themselves, mean that a person is vulnerable. It is a combination of these factors and the circumstances that a person finds him/herself in that can make an individual vulnerable to abuse or neglect.

Some factors that increase vulnerability include:

- A mental illness, chronic or acute
- A sensory or physical disability or impairment
- A learning disability
- A physical illness
- Dementia
- An addiction to alcohol or drugs
- Failing faculties of old age
- Those who are homeless
- Refugee families or individuals (including those seeking asylum)
- Victims/survivors of domestic abuse—direct violence and/or significant emotional coercion
- Those who have suffered historic abuse in childhood
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events – for example bereavement or abuse or trauma.

It is also important to note that these factors may not exist in isolation; for example in association with underlying dementia; or a frail housebound elderly person with underlying depression.

Who abuses adults?

Potentially anyone, adult or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness. Alternatively, it may arise from frustration or lack of support. The list can include:

- Relatives of the vulnerable person including husband, wife, partner, son or daughter. It will sometimes include a relative who is a main carer.
- Neighbours.
- Paid carers.
- Staff members or volunteers in places of worship.
- People who are themselves vulnerable and/or are users of a care service.
- Confidence tricksters who prey on people in their own homes or elsewhere.

Relatives who are main carers

Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those for whom they are caring. This abuse is often endured for long periods and unreported.

Institutions

All people living in institutions are more likely to have a degree of vulnerability. The Care Quality Commission in England has responsibility for inspecting and regulating the quality of care in institutions such as residential care homes, domiciliary care services and hospitals. In addition, the Local Government Ombudsman deals with complaints that relate to adult social care. HM Inspectorate of Prisons in England inspects prisons. If, as part of visiting adults in institutions – hospitals, prisons and residential homes, anyone discovers concerns about the care being given and/or the way that someone is being treated, the CSO should be contacted. You can also refer directly to the institution or raise concerns with the appropriate inspection and/or complaints body.

What is adult abuse?

The UK central government 'Care and Support Statutory Guidance categorises and defines adult abuse in terms of:

Physical abuse including assault, hitting, slapping, kicking, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

Domestic abuse that is usually a systematic, repeated and escalating pattern of behaviour, by which the abuser seeks to control, limit and humiliate, often behind closed doors.

Sexual abuse including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse including: theft, exploitation, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery including slavery, human trafficking, forced labour, domestic servitude; and traffickers and slave master using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse is maltreatment or harassment that is based on any characteristic of a person's identity, such as their race, sex, or disability. Many of the signs of discriminatory abuse will be the same as for psychological abuse. The impact of discriminatory abuse can lead to significant self-harming and must never be underestimated.

Organisational abuse which can include neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission including: ignoring medical, emotional or physical care needs; failure to provide access to appropriate health, care and support or educational services; or the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect which covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

Although not a category of abuse recognised in statutory guidance, it is important to be mindful of the danger of spiritual abuse. **Spiritual abuse** is the inappropriate use of religious belief or practices to attempt to 'force' religious values or behaviours onto vulnerable people. This can include the misuse of the authority of leadership, penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in both vulnerable adults and children experiencing physical, emotional, or sexual harm.

2. Recognising possible signs of abuse

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people
- Domestic violence
- Unexplained injuries or 'excuses' for marks or scars
- Coercive, controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16 years.

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns

Psychological abuse

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

Organisational Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

Spiritual Abuse

- Special relationships, especially where there is an imbalance of power
- Inappropriate or untrained exercise of exorcism and/or deliverance ministry
- Misuse of authority e.g. by dictating exactly what a person should believe
- Extreme pastoral interference in personal issues including how someone should express their faith
- Telling someone that if they pray harder/believe more they will be healed
- Making someone feel inferior in their faith

Identifying Abuse

A difficulty in identifying abusive behaviours is the myth that a person who possesses positive characteristics and is highly-regarded could nonetheless display entirely inappropriate, abusive and harmful behaviours. Furthermore, those who wish to disclose abuse or harmful behaviours can be caused to question their experience, and combined with protecting the gospel, this becomes a powerful barrier to disclosing abuse or harmful behaviour.

3. Guidelines for when someone tells you they have been abused

It is not easy to give precise guidance but the following general points may be of help:

- Above all else, listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions can not be answered with a 'yes' or 'no').
- Remain calm and show acceptance of what they say, however unlikely it seems.
- Take into account the persons' age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Let them know you will need to tell someone else—don't promise confidentiality
- Be aware the person may have been threatened
- Never push for information. If they decide not to tell you after all, then accept that and let them know that you are always ready to listen
- Avoid leading the person and ask only what is necessary to ensure a clear understanding of what has been said - you might put something into their mind that was not there. If the case were to end up in court, the case could be thrown out if it is thought that the person had been led.

Concluding:

- Reassure the person that they were right to tell you
- Explain that you will try to take steps to protect them from further harm
- Let them know what you are going to do next and that you will let them know what happens (you might have to consider referring to social services or the police to prevent the person returning home if you consider them to be seriously at risk of further abuse)
- Reassure them that they will be fully involved in any decisions about what will happen next, and ask them what they would like to be done
- If you've not been able to make notes during the conversation, make notes as soon as possible (preferably within one hour of the person talking to you, but always within 24 hours), writing down exactly what the person said and when they said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity). Record dates and times, including when you made the record. Keep all hand-written notes even if subsequently typed. Such records should be kept for an indefinite period in a secure place. A copy of these notes must be passed onto the CSO

4. Responding to concerns of abuse

If you suspect or witness abuse, or someone discloses information about a safeguarding concern or allegation these steps must be taken:

Emergency: If you believe the adult is in immediate danger of significant or serious harm, contact the emergency services on 999. Where emergency medical attention is necessary then this should, of course, be sought immediately, informing the doctors of any suspicions you may have.

Non-emergency: You must contact the Church Safeguarding Officer immediately. Please refer to the end of this policy for email addresses. If the CSO (or Deputy) are not available within 24 hours, contact Adult Social Care and or the police directly if the concern is that the adult is being abused. Please refer to the end of this policy for contact details.

Do not contact the person who is the subject of the concern/allegation or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from CSS or statutory agencies.

Record the details of the concern or allegation. Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the concern or allegation was received, e.g. by telephone, face-to-face conversation, letter, etc. The record should include details of information provided to that person as well as the information received. Always sign and date the record. Keep it factual. Pass on a copy to the CSO. Please refer to the end of the policy for the form template.

Under no circumstances should a staff member or volunteer investigate concerns of abuse themselves. Our responsibility is, in consultation with CSS, to refer concerns to statutory authorities who will do the investigating required.

At all stages in the reporting process, you retain the right to report serious matters directly to Social Services or the police. Even so, as soon as possible (and within 24 hours), you must also contact the CSO. (For contact numbers see the section at the end of this policy.)

You should also consider your own feelings and ask for pastoral support if needed.

5. Responding to concerns of abuse - outcomes

When a safeguarding concern is reported to the Church Safeguarding Officer (CSO) the CSO will arrange a meeting in the church to discuss whether any action should be taken, keeping a written record of this action.

This meeting should include the CSO and the Lead Pastor, and they can involve others as necessary, including churchwardens and the relevant ministry area leader.

6. Guidelines for responding to a disclosure of historic abuse

In the course of their work the Church Council and those offering pastoral support at the church may hear disclosure from adults regarding abuse that happened to them when they were children, or from adults regarding abuse that happened to them as adults but some time ago. The church is required to take advice and may need to report allegations or disclosures of criminal acts to the police.

When someone tells you they have been abused, or have conducted abuse, whether recently or many years ago:

General Points:

- Above all else, listen
- Keep calm, and show understanding/acceptance of what is said, however unlikely it seems. Reassure the individual that they were right to tell you
- Never push for information. Avoid leading questions and ask only what is necessary to ensure a clear understanding of what has been said
- Let the individual know what you are going to do next and that you will keep them informed. Let them know that you will need to tell someone else – don't promise confidentiality

Action you must then take:

- You must contact the Church Safeguarding Officer and tell them what you know (you do not need to disclose any names at this stage unless told otherwise).
- If the allegation is against the CSO then contact the Deputy Safeguarding Officer - contact details can be found at the end of this document.
- You retain the right to report serious matters directly to Social Services or the police. Even so, as soon as possible (and within 24 hours), you must also contact either your ministry area leader or the CSO.
- Apart from telling the CSO, the information must be treated as confidential and not shared with other church members.
- Under no circumstances should you investigate concerns of abuse yourself - your role is to pass on the information you've received.
- Make notes as soon as possible (preferably within one hour, but always within 24 hours), writing down exactly what was said and when, what you said in reply and what was happening immediately beforehand (eg a description of the activity/situation). Record dates and times of these events and when you made the record. Keep all handwritten notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place. A copy of these notes must be passed onto your ministry area leader.
- Consider your own feelings and ask your ministry area leader for pastoral support if needed, and consider with your ministry area leader what pastoral support is needed for the individual involved.

7. Respecting the vulnerable adult's rights to decide if they want help

The following is quoted in the Statutory Guidance 14.79:

BMA Adult safeguarding toolkit: "...where a competent adult explicitly refuses any supporting intervention, this should normally be respected. Exceptions to this may be where a criminal offence may have taken place or where there may be a significant risk of harm to a third party. If, for example, there may be an abusive adult in a position of authority in relation to other vulnerable adults [sic], it may be appropriate to breach confidentiality and disclose information to an appropriate authority. Where a criminal offence is suspected it may also be necessary to take legal advice. Ongoing support should also be offered. Because an adult

initially refuses the offer of assistance he or she should not therefore be lost to or abandoned by relevant services. The situation should be monitored and the individual informed that she or he can take up the offer of assistance at any time."

Regardless of whether the adult has given you consent to inform the authorities (social services and/ or the police) of the suspected abuse, you must inform the CSO. Where the adult has declined consent to share information with statutory services, this must be respected by the CSO, except if a crime has allegedly been committed or it is in the public interest for the information to be shared (e.g. the alleged perpetrator of abuse is in a position of authority, such as a paid care worker, and other vulnerable adults could therefore also be at risk).

Even without the consent of the individual, the CSO retains the right to seek advice from social services or CSS provided they do not use any names or details.

8. Guidelines for visiting vulnerable adults

It may often arise that we need to arrange home visits for some vulnerable adults in our church family. Although these people will be well known to us, however, unexpected circumstances can be encountered, some of which may place the person visiting at risk such as the unexpected presence in the home of a relative or friend with a history of violence or threatening behaviour.

For this reason it is very important for us to ensure all the people making such home visits and the people being visited are as safe as they can be, and that there is accountability and transparency in all the visits.

To assure the person being visited of their safety, and for the visitor's own safety: -

- If there are any concerns or risks known before a visit is made, a risk assessment must be undertaken. This can be obtained from the church administrator on admin@gracechurchdulwich.org. In these circumstances, consider whether the visit is necessary, or whether the visitor should be accompanied by another person. In addition, visiting in pairs may be advisable, especially if the adult is perceived to be vulnerable.
- Do not call unannounced; call by appointment, if appropriate telephoning the person just before visiting.
- Be clear about what support you can offer and the purpose and limitations of any pastoral care/support that is available.
- Regulated activities which include healthcare, personal care, conduct of affairs and conveying arranged by a third party, should not be undertaken without discussion with the CSO. But personal, non commercial arrangements where either no money changes hands, or any money that does change hands is not part of a commercial relationship (for example, gifting a friend money for petrol after they have driven you to the hospital), and the arrangement is made between friends can be undertaken.
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns.
- Never offer 'over-the-counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the ministry at Grace Church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the church treasurer.

- Make a note of the date when you visit people, report back about the visit to the agreed named person and say what is concerning or going well. They will report safeguarding concerns to the CSO and/or Lead Pastor or directly to the DSA if they are not available.
- Leaders of small groups, such a Growth Groups, do not need a 'vulnerable adults' DBS screening as vulnerability is defined as vulnerable at the point of delivery, so does not apply in the context of a Growth Group.

9. Guidance on communicating electronically with vulnerable adults

Do:

- Have your eyes open and be vigilant.
- Maintain the upmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with vulnerable adults as you would communication that is face to face. Always maintain the same level of confidentiality.
- Report any safeguarding concerns that arise on social media to the CSO.
- Always assume that everything you write is permanent and may be viewed by anyone at any time; and that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.
- Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church accounts and profiles separate from your personal social media accounts e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.
- Where possible, only use an approved ministry account to communicate with vulnerable adults. The named persons should be able to access this and review conversations where applicable. Save any messages and threads through social networking sites, so that you can provide evidence to the named persons of your exchange when required.
- Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the named persons.
- Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

Do not:

- Use a personal Facebook or any other social media account in your work with vulnerable adults.
- Add vulnerable adults as friends on your personal accounts.
- Facebook stalk (i.e. dig through people's Facebook pages to find out about them).
- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your role.

In particular, do not allow content to contain or share links to other sites that contain:

- Libellous, defamatory, bullying or harassing statements.
- Breaches of copyright and data protection.
- Material of an illegal nature.
- Offensive sexual or abusive references.

- Inappropriate language.
- Anything which may be harmful to a vulnerable adult or which may bring the ministry at Grace Church Dulwich into disrepute or compromises its reputation.

Apart from in exceptional circumstances, no communication should occur between 10pm and 8am.

10. Support to those affected by abuse

Grace Church is committed to offering informed and appropriate pastoral care, working with statutory agencies as appropriate, and support to those attending the church who have been affected by abuse.

We will also ensure that appropriate pastoral care is offered to any member of our church fellowship against whom an allegation is made.

Since abuse is almost by definition a criminal matter which may result in investigation and potentially prosecution by the authorities, where the allegation or suspicion of abuse is the subject of current investigation by statutory agencies and authorities, such pastoral care to either possible victims or the alleged perpetrators will need to be offered after careful discussion with the authorities concerned in order to avoid prejudicing any ongoing formal investigation or criminal prosecution.

11. Working with offenders

When someone attending the church is known to have abused children, young people or vulnerable adults, we will take advice from CSS.

The Safeguarding Committee will oversee the supervision of the individual concerned and offer pastoral care but, in its safeguarding commitment to the protection of children and vulnerable adults, the individual is required to adhere to a formal safeguarding agreement.

12. Communication on a need-to-know basis

Suspicions and allegations must not be discussed with anyone other than the Church Safeguarding Officer or Deputy. A written record of the concerns should be made in accordance with the procedures specified in this document and kept in a secure place.

The Church Council is committed to effective safeguarding of children and vulnerable adults, and will support members of the Safeguarding Committee in their roles. The Church Council further understands that related information which is in the possession of the Safeguarding Committee will be shared in a strictly limited way on a need to know basis. This should not be taken to preclude the discussions between the CSO/DCSO and the Lead Pastor and Churchwardens of the matter concerned.

APPENDIX 1 - Screening procedure for staff and volunteers

Every applicant who wishes to serve in any ministry area involving children or young people must complete a screening process prior to serving, and anyone providing formal care (as defined by the diocesan policy) for vulnerable adults must complete screening for care of vulnerable adults. Staff members require both screenings.

To ensure safe and quality care, the church has established several criteria that all staff and volunteers must meet in order to work with children, young people or vulnerable adults:

1. Recruitment

- All staff and volunteers must be people in good standing with the church
- All staff and volunteers must be 18 years of age or older.
    - With the prior approval and direction of the Assistant Pastor for Youth and Children, young people who are aged 14+ can assist with Sunday Club and Creche. Such volunteers contribute towards the number of children not the number of adults when it comes to required ratios.

2. Assessment

- All volunteers must have a face to face conversation with the ministry area leader for which they are volunteering, in order to go through the role description and to have the opportunity to ask any follow-up questions needed to confirm their suitability for the role.
- All staff and volunteers must complete a Confidential Declaration Form, requiring the honest declaration of any criminal convictions.
- All staff and volunteers must provide the names of two people to act as personal referees, which will be followed up. Referees must not be relatives/partners or current church staff.
- All staff and volunteers must confirm in writing that they have read the relevant sections of the safeguarding policy.
- All staff and volunteers must complete a DBS form for the applicable Enhanced Level Disclosure. For volunteers working with children and young adults this is DBS for children. Anyone who may be involved with church agreed assistance to vulnerable adults should have DBS screening for vulnerable adults, Staff members should have both. Details of how to do so will be sent to the volunteer via email. An Enhanced Level Disclosure is repated every three years.
- Once the staff member or volunteer has completed the relevant section of the DBS application form, supporting documents to confirm identity are submitted to the church officer responsible for DBS screening. An application is then submitted to the DBS provider. The CSO is informed of the outcome of the disclosure. Any matter of concern is discussed with the DCSO and, if necessary, CSS to consider whether the applicant is suitable for the position or not.
- A single central record of recruitment DBS checks and training log is kept.

3. Appointment

- A staff member or volunteer can begin their role only when the following have been completed:
    - The personal references have been sent for, received, and reviewed as being acceptable.
    - The satisfactory DBS Disclosure outcome has been received from the DBS provider
    - The staff member or volunteer has read the relevant sections of the safeguarding policy.

4. Data Protection

- All completed records of screening procedures will be kept securely and indefinitely. The church will have record of the following:
    - Grace Church Dulwich Confidential Declaration Form
    - Two personal references
    - Church Safeguarding Form
    - DBS disclosure certificate reference number
    - Additional notes pertaining to the above.

5. Training

All staff and volunteers will complete safeguarding training upon recruitment. Additional training will then be provided in ministry area meetings throughout the year.

APPENDIX 2 - Church Council policy statement on responding to domestic abuse

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity

- raising awareness about other agencies, support services, resources and expertise.

When concerns are raised

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church fellowship.

In our care

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

APPENDIX 3 - One to One Policy

This appendix applies to all, whether staff or volunteers, who are undertaking any form of one to one ministry as well as leaders of Growth Groups and other small groups.

We believe that intentional one-to-one pastoral care needs to be a normal and indeed foundational component of our ministry at Grace Church, as we seek to encourage, build and train gospel partners. We think, for example, of Paul's one-to-one training of Timothy over many years, who served with Paul 'as a son with a Father' (Philippians 2.22). One-to-ones with non-Christians will also be a normal part of our personal evangelism.

It is very hard to legislate in the area of pastoral care in a way that does not infringe upon the potential for the close, loving, gospel relationships, like that between brother and brother, or Father and son, that the Lord Jesus intends for us as church (Rom 12.10, Philippians 1.7). However, there are some commitments we can make towards creating the best context for safe one-to-one relationships to flourish, while also trying to ensure we are above reproach.[2]

- Basic records (which we could produce on request) should be kept of who we met, when and where (e.g. a diary entry) and why we met (e.g. "counselling" or "to read 2 Timothy").

- It is usually not appropriate to meet 1-to-1 with someone of the opposite sex. One exception to this general principle is when a staff member is "line manager" of a staff member of the opposite sex. In that case, it will be appropriate to meet 1-to-1, though we will work to be "above reproach", e.g. by meeting in public/visible place and considering carefully what we discuss. This carefulness should be balanced by a willingness, in particular, to train and support female members of staff – maintaining reasonable, godly standards is not to become an excuse for neglecting to properly manage female colleagues (e.g. a male line manager refusing to meet with a woman regularly when he would with a man doing the same job).

- 1-to-1s should not be secret. We should discuss with our line manager/others in our team on a regular basis who we are meeting with and how things are going (not least so we can be praying).

- We recognise that pastoral care can lead to the development of an unhealthy dependence or a controlling relationship, especially where one person has a position of "spiritual authority". As such, we will carefully consider both the topics we address (e.g. not developing an unhealthy focus on sexuality or a "pushy" attitude to financial giving) and the character of any advice we give (carefully distinguishing God's commands from our opinions by ensuring that the Bible is visibly the authority and not us). We will work hard to get the Bible right and will not misinterpret it or selectively quote from it to get our own way. We will consider carefully how our actions may be understood by others (e.g. as controlling or "favouritism") and will take all reasonable steps to avoid misunderstanding. We will be aware that others may perceive us as having "authority" ("putting us on a pedestal"), even if we don't feel authoritative.

- We must show people that what we are teaching comes from the Bible, this avoids a misuse of our power.

- Where we have a concern about a particular relationship, whether with us or between two other people, we will report that immediately to our line manager or the CSO. We will train leaders who conduct 1-to-1s as part of their ministry to be aware of these principles and the danger of manipulative or coercive patterns forming. We will provide oversight and accountability to leaders and work hard to prevent unhealthy relationships from forming (and will respond to that and report it if they do).

- In ordinary circumstances, regular meetings with a person 1-to-1 will be for a limited period (if possible, defined in advance) though this period is subject to discretion on a case by case basis. The longer we meet for, the more likely the relationship is to become "over-intense" spiritually or emotionally. If someone

[2] These commitments have been largely copied from the policy of St-Andrew-the-Great (Cambridge).

needs ongoing 1- to-1 support, it may be appropriate that someone else or a Christian counsellor "take over" from us. Ultimately, we are not indispensable to anyone. Clarity about expectations when we start meeting greatly helps, not least because we do not want people to feel "dropped" by us (relatedly, continuing to meet more occasionally may well be a good idea – people are not just short-term projects!). In some cases, e.g. with members of a small group we lead, we will plan to meet with people occasionally over a longer period.

- We are aware that some people need or would benefit from specialist help that we cannot provide (e.g. with addiction, mental illness or an eating disorder), perhaps alongside continued pastoral care by us. In these cases, it is appropriate to recommend that someone see a GP or counsellor. We are, however, aware that adults have a right to confidentiality and to make their own decisions and will not discuss them with others without their permission unless there is an overriding reason to do so.

- If someone expresses suicidal thoughts and we have an immediate concern for their safety (e.g. they have stated definite plans or sound particularly set), we will ring 999. In all cases, we will endeavour to get anyone expressing suicidal thoughts the help they need, putting them in touch with their GP or Samaritans (116 123). If we have any concerns or are uncertain how to respond, the CSO can offer advice. Confidentiality is not an absolute bar on seeking advice and it is good practice to speak to someone, e.g. the CSO, whenever someone expresses suicidal thinking to you.

- We will take steps to maintain our own safety. Where we are concerned that someone's behaviour is or may become aggressive, it is not appropriate to meet them 1-to-1. If you feel threatened, leave the situation sooner rather than later. It is good practice for someone to know where you are and who you are meeting with. We will also consider carefully where and at what time we meet with people.

- We will abide by our safeguarding policy. If we are concerned that someone may harm themselves or someone else in any way or be harmed by someone else, we may have a duty to disclose this to the relevant authorities (e.g. if someone discloses or we suspect domestic violence or controlling behaviour). If the danger is immediate, ring 999; otherwise, the CSO can advise on the next steps.

- All undertaking 1-to-1 ministry, as well as Growth Group and other small group leaders, will have training in healthy cultures, bullying and spiritual abuse.

APPENDIX 4 - Form to report a safeguarding concern

Is the subject a child (under 18) or vulnerable adult? _____

Initial information (please provide details about the concern):
Who, what, when, where, how, why? Date of report: Name: Signature:

Person reporting the concern:
Name: **Position/role:** **Contact details:**

Category of concern:		
Physical	**Financial**	**Online**
Neglect	**Discriminatory**	**Other**
Emotional	**Organisational**	**Forced marriage**
Sexual	**Spiritual**	**Modern slavery**
Non-current sexual	**Domestic abuse**	**Child sexual exploitation**

_____

Additional Information (as applicable): _____

Contact names and details

CHURCH SAFEGUARDING TEAM

Church Safeguarding Officer (CSO)
Dr. Mary Burke
safeguarding@gracechurchdulwich.org

Deputy Church Safeguarding Officers (DCSO)
Andrew Meadows (Assistant Pastor for Youth and Children)
andy@gracechurchdulwich.org

Church Council Safeguarding Link
Ben Jones
ben@gracechurchdulwich.org

NATIONAL CONTACTS

Christian Safeguarding Services (CSS)
0116 218 4420
contact@thecss.co.uk
https://thecss.co.uk/

Lambeth Social Services (Children)
020 7926 5555 (out of hours 020 7926 5555)
http://www.lambeth.gov.uk/social-support-and-health

Lambeth Adults' and Community Services (Vulnerable Adults)
020 7926 5555 (out of hours 020 7926 5555)
http://www.lambeth.gov.uk/social-support-and-health

NSPCC CHILDLINE
Freepost 1111, London N1 0BR
Tel. 0800 1111 (for children) 0808 800 5000 (for adults)

Family Lives
0808 800 2222
https://www.familylives.org.uk