



ROCK CHURCH BRADFORD (RCB)

Child protection and Vulnerable Adults policy

Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with Rock Church Bradford(RCB). This includes harm arising from:

- The conduct of staff or personnel associated with RCB
- The design and implementation of RCB's programmes and activities

The policy lays out the commitments made by RCB and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under RCB.'s Anti Bullying and Harassment Policy
- Safeguarding concerns in the wider community not perpetrated by RCB or associated personnel

What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our work, business partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

Policy statement

1. RCB is fully committed to safeguarding the welfare of all young people and vulnerable adults, by taking all reasonable steps to protect them from neglect, physical, emotional and sexual harm.

2. RCB believes that safeguarding and protecting the welfare of all the young people and adults we work with is the responsibility of everyone, paid staff (full and part-time) voluntary staff, sessional or contractual staff, trustee board and young people.
3. RCB staff and volunteers must at all time show respect and understanding for the rights of young people and vulnerable adults, their safety and welfare, and conduct themselves in a way that reflects this.
4. RCB will support anyone, (children, young people, staff, volunteers, parents, key workers) who raises any concerns regarding the welfare or protection of young people and vulnerable adults. Any concerns raised will be taken seriously.
5. RCB accepts that the best interests of the young person and vulnerable adults must be paramount when considering any action concerning matters of child protection and safeguarding the welfare of young people.
6. Our Child Protection Policy therefore covers a wide range of child-centred service and vulnerable adults' areas, which include:
 - sports activities – children's work in or outside of the church buildings.
 - family support work – pastoral care, home visits
 - any other organised events that involve children.
7. RCB will review this policy and the relevant procedures regularly; together with all other policies and procedures RCB has in place.
8. Other policies and procedures that RCB has established to ensure that this policy is implemented are:

Health and Safety;
Recruitment,
Volunteer and training;
Diversity; confidentiality;
Complaints policy

9. RCB Definitions:

Young people/person:

All safeguarding and child protection legislation and guidance recognises a child or young person as anyone up to the age of 18, this policy is in place to safeguard all the young people that RCB works with, which in some cases will be up to the age of 25years i.e., Vulnerable adult. Some aspects of this policy, such as, code of conduct will be in place to protect all young people, regardless of age.

Vulnerable adult:

It is someone over the age of 18, who is considered 'vulnerable' for one reason or another. However, there is no simple definition based on age or disability; not all those with a physical or other disability should be classed as 'vulnerable', some young people may experience periods of vulnerability.

RCB staff:

This policy applies to all full and part-time paid staff as well as volunteers at RCB, any contract or sessional paid staff or volunteers, all trustee board members and young people. For the purpose of this document any reference to RCB staff will include all those mentioned above.

10. RCB will endeavour to safeguard children by:

Ensuring that all our staff and volunteers are carefully selected trained and supervised. (Recruitment and volunteer policy, and Diversity and equality policy)

Assessing all risk carefully and taking all necessary steps to minimise and manage the risk. (Health and Safety policy)

Letting young people, children, parents and key workers know how to voice concerns or complaints about anything that they may not be happy with. (Complaints policy)

Giving young people, children, parents and key workers information about what we do and what can be expected from us.

Adopting child protection guidelines through procedures and a code of conduct for employees and volunteers.

11. This policy is to be used in conjunction with RCB equality policies, the Complaints Procedure and the Data Protection Compliance Policy on the use of, IT, Internet Use, photographs and videos. RCB is committed to regularly reviewing its policy and good practice.

Child Protection Procedures

These procedures seek to ensure that all employees and volunteers have a clear understanding of their responsibilities when working with children and young people.

12. The aim of these procedures is to ensure that employees:

- Recognise the signs of child abuse and what appropriate course of action should be taken in such circumstances.
- Understand the potential risks to themselves and ensure that good practice is adhered to at all times.
- Recognise signs of improper behaviour from other employees, adults and young people and take appropriate action should this occur.

What is Child Abuse?

13. There are four main forms of child abuse:

Physical Abuse

14. Physical abuse may involve actions such as hitting, shaking and burning as well as giving children alcohol, inappropriate drugs or poison. Physical abuse as well as being a deliberate act can be caused by an omission or failure to act to protect.

Emotional Abuse

15. Emotional abuse is a persistent lack of love and affection. A child may be constantly shouted at, threatened or taunted. This can make the child nervous and withdrawn. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children although it may occur alone.

Sexual Abuse

16. Sexual abuse involves forcing or enticing the child or young person to take part in sexual activities whether or not the child is aware of, or consents to, what is happening. Sexual abuse can involve penetrative acts such as rape, buggery or Oral sex or non-penetrative acts such as fondling. It may also involve non-contact activities such as showing pornographic material or involvement of producing such material or encouraging children to behave in sexually inappropriate ways.

Neglect

17. Neglect is the persistent failure to meet a child's basic physical and or psychological needs. These needs include, for example, adequate food and warm clothing and also medical care. Children may be left alone unsupervised. Emotional neglect is when children are deprived of love and affection.

Recognising Child Abuse

18. Recognising child abuse is not easy and it is not the responsibility of employees or volunteers to decide whether abuse has taken place or if a child is at significant risk. Employees and volunteers however do have a responsibility to act if they have any concerns.

Indications that a child is being abused:

- Unexplained or suspicious injuries such as bruises, cuts and burns particularly if situated on parts of the body not normally prone to such injuries.
- Injuries for which an explanation seems inconsistent.
- Fear of parents being approached about such injuries.
- Reluctance to get changed e.g., wearing long sleeves in hot weather.

- Flinching when touched or approached.
- A failure to thrive or grow
- Sudden speech disorders
- Difficulties in making friends
- The child is prevented from socialising.
- Sudden or unexplained changes in behaviour.
- Fear of being left with a specific person.
- Sexually explicit behaviour.
- Sexual knowledge beyond their age and developmental level.
- A distrust of adults particularly those with whom a close relationship would normally be expected.
- Constant hunger, sometimes stealing food.
- The child being dirty/smelly and unkempt.
- Loss of weight.
- Inappropriate dress for the conditions.

19. This list is by no means definitive, and it is important to remember that many children will exhibit some of these indicators at some time and the presence of one or more should not be taken as proof that abuse is occurring.

20. There may be other reasons for changes in behaviour such as a death in the family or the birth of a new baby.

21. It is crucial that this is only a process of observation and that at no point in time should a RCB staff member feel that they should be actively seeking out abuse or an abuser.

22. The responsibility of staff is to ensure that if they have concerns about the welfare of a child, they must report it and must never assume that others will do it.

23. Responding to allegations and suspicions of abuse

Responding to a child making an allegation of abuse

- Stay calm.
- Listen carefully.
- Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared. Do not promise to keep secrets.

- Allow the child to continue at their own pace.
 - Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
 - Reassure the child that they have done the right thing in telling you.
 - Tell them what you will do next and with whom the information will be shared.
 - Record in writing what was said using the child's own words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure that this record is signed and dated.
 - Relay this information as soon as possible to the Monitoring Officer (who is the designated Child Protection Officer The pastor Oliver Evans child protection officer or Jennifer Earlington designated safeguarding lead
24. Remember that it is important that everyone at RCB is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. This is the task of the professional child protection agencies following a referral to them of concern about a child.

Responding to signs of suspicions of abuse.

25. Employees and volunteers who are concerned about an individual child should record these concerns and raise them at the earliest opportunity in accordance with the I Reporting system for staff.
26. To ensure we safeguard the child/young person in the most effective way there are two forms to complete depending on the severity of the circumstance:
27. Please note it may be appropriate to complete a CAF on your client, this is also seen an effective method of prevention. This does not in any way replace the following methods:
- Safeguarding C and YP Concern form
 - Making a referral to Social Care
28. If you are unsure which form to complete, please speak to your Child Protection officer.



ROCK CHURCH BRADFORD: SAFEGUARDING CHILDREN AND YOUNG PEOPLE CONCERN FORM.

If you have any concerns in relation to the welfare or safeguarding of any individuals e.g. A young person who starts to behave in a different manner or becomes withdrawn, possibly alarm bells may be raised over a situation or a warning sign. As a worker you must complete a concern form including as much detail as possible.

Any concerns must be reported to your Line Manager within 24 hours. All Managers need to ensure that information is added and updated centrally within 48hours of the concern.

Date of Concern/Incident:

Name of child/children/young person/people:

Present Address:

Post Code:

Date Of Birth:

Ethnicity:

Gender:

School Name:

Name of health visitor/school nurse if known:

Details of worker completing concern form.

Name:

Job title:

Address:

Telephone number:

Details of any other professionals involved:

Name:

Job title:

Contact details:

Is the child/young person known to Social Services? Yes / No / Don't know (Please circle)

Other key names relevant to this concern e.g.: extended family, neighbour, friend etc:

Parent/Guardian Name

What is the nature of concern? Please add as much detail as possible about what has prompted your concern including time and dates of specific incidents. Highlight points where possible. If necessary, continue on a separate sheet and attach.

Keep your answers factual e.g., what you heard/saw/said /did?

Please tick as appropriate

Physical Emotional Sexual Neglect Multiple Concerns

Did you discuss your concerns with the (please circle)?

Child/Young person? Yes / No
Parent/Carer? Yes / No
Another professional/agency? Yes / No

ROCK

Did you receive any information from other people or sources?
Are there any other young people potentially at risk?

At this present time how vulnerable do you think this child/young person is at risk?
(Please circle 0 being low risk and 5 being high risk).

Scale 0 1 2 3 4 5

Signed by Worker

Date of Concern

Actions	Review Actions	Date
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Signed by staff member:

Signed by Line Manager.....

Note for Manager/Child Protection Officer - please refer to Safeguarding Spreadsheet to check if there is a concern history. If so, please detail below

This section is to be completed by Team Leaders only

Name of Team Leaders

Date received

Action to be taken/agreed

Signed

Staff Procedure:

If there are serious concerns regarding a child's safety and wellbeing a record must be made using the following Matrix:

- Ensure the child is safe
- Ensure the alleged individual is moved away from the child concerned
- Record the following.
- The concerns YOU have
- What actions YOU have taken
- Record any signs and symptoms e.g., physical, emotional etc
- What the child has said
- Any other observations witnessed by member of staff

To be informed:

- Ensure Pastor is made aware of any allegations made along with recorded findings.
- Pastor will inform the Designated Safeguarding lead along with the social services for guidance and expertise.
- In extreme circumstance or an emergency, the Police should be called.

Contact Details:

Pastor: Cannon Oliver Evans 07596694759

Designated Safeguarding Lead: Jennie Earlington 07912347994

Bradford Safeguarding Partnership 01274 434361

Floor 2, Britannia House, Broadway, Bradford, BD1 1HX

Emergency social care duty team (Out of hours) 01274 439261



Police Emergency: 999

Police non-emergency: 101

Definitions: Staff referred to in tis document can mean staff or volunteer.