



Safeguarding Policy

Version 1.5 (Agreed by AOG NLT: March 2011,
updated by Life Church: March 2020)



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Where this sign is seen throughout this document, information about further sources of information can be found. The **InFocus** series can be accessed by all thirtyone:eight members online.



Document Versions

Version No.	Date	Author	Comments
V1.0	20/03/13	Clare McCormack	Original
V1.1	08/08/14	Claire Gage	St. Mirren removed from locations used, other minor typographical errors corrected, document versions and sign off created, contents updated.
V1.2	4/12/14	Claire Gage	St. Ninian's removed from locations used, Silk Street added to locations used. Sentences about lodging policy with various organisations removed from p20 and 23. CRB updated to Disclosure Scotland on p31. Versions and Sign Off updated. Formatting issues resolved.
V1.3	14/09/15	Claire Gage	Document Versions and Sign Off updated. Safeguarding Coordinator details updated on p8. Sentence about trustee point of contact reworded on advice from CCPAS – p9. Extra approvals spaces added for trustee sign-off on p20-21.
V1.4	29/09/16	Claire Gage	Registered office and locations updated - Moss Street added and others removed. Depute Safeguarding Coordinator details updated on p9.
V1.5	26/5/20	Rachel Moffat	Versions and Sign Off updated. Peter Wallerstein added as trustee point of contact. Alterations made in line with changes to AOG Policy. Referral Policy and Online Safety Policy added. Name of CCPAS updated to thirtyone:eight. Updated contact details and practice guides added from thirtyone:eight website.
V1.6	28/2/22	Rachel Moffat	AOG Safeguarding Office at Head Office, Manchester added as point of contact, replacing former role of Scottish Area Safeguarding Advisor. Address given on p.8; references to the Scottish Area Safeguarding Advisor throughout the document updated.

Document Sign Off

Name	Title	Action	Sign Off Date
Rachel Moffat	Safeguarding Co-ordinator	Sign	
Ursula O'Donnell	Depute Safeguarding Co-ordinator	Sign	
Chris Greenhalgh	Pastor	Sign	
Ruth Greenhalgh	Trustee	Sign	
Peter Wallerstein	Trustee Safeguarding Point of Contact	Sign	
Irenee Gillies	Trustee	Sign	
Phil Arbon	Trustee	Sign	

Introduction: Leadership Commitment to Safeguarding

This policy applies to regulated work with children and/or protected adults as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

As the Leadership†, we recognise the need to provide a safe and caring environment for children, young people and protected adults. We acknowledge that children, young people and protected adults can be the victims of physical, sexual, spiritual and emotional abuse, and neglect (see Appendix 3).

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy* in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and appendices are based on the ten ‘**Safe and Secure**’ safeguarding standards published by thirtyone:eight (formerly CCPAS) and have been prepared in line with the AOG National Leadership Team’s commitment to Safeguarding. Each section title contains reference to the relevant standard within ‘Safe & Secure’ for further information.

†Throughout this policy document, ‘Leadership’ refers to any body of individuals with overall responsibility for the church or organisation.

*Life Church will not allow this document to be copied by other organisations.

Our vision for the protection of children

We share the Scottish Government's (SG) vision for all children and young people in Scotland that they should be safe, nurtured, healthy, achieving, active, respected, responsive and included. These areas of a child's well-being are also known as the eight well-being indicators within the SG's GIRFEC strategy (See 'Getting it Right for Every Child', 2008).

Our vision for the protection of adults at risk of harm

We share the SG's vision that all adults who are considered to be at risk of harm because they are affected by disability, mental disorder, illness or physical or mental infirmity should be able to live their lives with choice and without fear of harm.

The legal framework

The Protection of Vulnerable Groups (Scotland) Act 2007 provides for the protection of two vulnerable groups: children and protected adults. For the purpose of this Act, a child is defined as an individual aged under 18 years (Section 97). See also Appendix 12 for more information on the legal definition of a child. Any work undertaken by the church with children and youth (not accompanied by their parent/carer) is termed as 'regulated work.'

The Children and Young People (Scotland) Act 2014 is now being implemented. It places the protection of children within the Scottish Government's Getting It Right For Every Child (GIRFEC) framework. GIRFEC promotes the need to improve the wellbeing of children and young people in eight areas. These well-being indicators, known as SHANARRI, require that children and young people are Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included. The Children (Scotland) Act 1995 remains in place and places a duty on social work departments and police to investigate if they have reasonable cause to suspect that a child living in their area 'is suffering, or is likely to suffer, significant harm'. This makes clear that protecting children in Scotland from harm includes preventing future harm where there is good reason to believe that the child is 'at risk of significant harm'.

A protected adult is defined 'as an individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service' (Section 94). To be classified as a 'protected adult' an individual must satisfy a test linked to the type of services they receive rather than being labelled on the basis of having a specific condition or disability. As such, it is important to note that any contact within a church context will only be regarded as 'regulated work' if it is specifically set up

for the purpose of supporting a protected group of adults, e.g. a dementia group or a bereavement counselling service.

For more information on the definitions of children and protected adults and indications of harm or abuse please see Appendices 4 – 7.

Our partnership with thirtyone:eight (formerly the Churches' Child Protection Advisory Service/ CCPAS)

As recommended by the NLT and SALT, our church is a member of thirtyone:eight which gives us access to a range of advice and support. thirtyone:eight provides advice on both child and adult protection.

thirtyone:eight can be contacted as follows:

thirtyone:eight PO Box 133 Swanley BR8 7UQ

Email: info@thirtyoneeight.org Web: www.thirtyoneeight.org

thirtyone:eight operates a 24/7 Helpline for anyone who wants to discuss safeguarding matters:
0303 003 11 11

Our relationship with Volunteer Scotland

It is a legal requirement of organisations working with children or providing specific services for protected adults that no person appointed to work with them, whether paid workers or volunteers, is unsuitable to do so. As such all member churches must ensure that their safeguarding measures include provision for carrying out criminal records disclosure checks for 'regulated work' (see below). In Scotland this is achieved through ensuring that staff and volunteers who work with protected groups are members of the Scottish Government's Protecting Vulnerable Groups (PVG) Scheme.

Volunteer Scotland is funded by the Scottish Government to support the voluntary sector with these checks. Qualifying volunteers may become members of the PVG Scheme free of charge. Volunteer Scotland will also process checks for paid workers but a fee is charged for these checks.

AOG Safeguarding Officer: Safeguarding Office, Head Office AOG

- Assemblies Of God Great Britain,
Gf/FI2 No.1-2 The Cottages,
Deva Centre, Manchester,
England, M3 7BE

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and protected adults.

Section 1: Place of Worship/Organisational Details

See 'Safe & Secure' – Standard One

Details of your place of worship/organisation

Name of Place of Worship / Organisation: LIFE CHURCH

Registered Office Address: 35 Moss Street
Paisley
PA1 1DL

Tel No: 0141 8871861

Email address: office@lifeonline.org.uk

Charity Number: SC010956

Insurance Company: ANSVAR

The following is a brief description of the church's work and the type of activities we are involved in which may include children or protected adults:

The church holds open public gatherings to which children & protected adults are welcome, which includes focussed Sunday School activity. Additionally various groups are hosted including children's clubs, a Parents & Toddlers group, an addiction support group, a drop-in for people with life-controlling problems, youth groups & youth work, and specific pastoral work related to these.

Some overseas mission trips are occasionally undertaken which may involve contact & work among children and protected adults. In addition, the Church financially supports the work of a number of overseas projects.

Currently the registered office address is the only regular location used.

Projects are currently undertaken in partnership with the following organisations: AoG Mission, 2gether, Create, Trussell Trust, The Haven, and Teen Challenge.

Section 2: Recognising and responding to allegations or suspicions of abuse

See 'Safe & Secure' - Standards 2 and 7

UNDERSTANDING ABUSE & NEGLECT

Defining child abuse or abuse against a protected adult 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 the child or protected adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point, as a definition of abuse, Article 19:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Article 19, UN Convention on the Rights of the Child

Respecting adults we adhere to the UN Universal Declaration of Human Rights, with particular reference to Article 5 :

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Article 5, UN Universal Declaration of Human Rights

Detailed definitions of abuse are included in Appendices 4 – 7 of this policy.

SAFEGUARDING AWARENESS

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.

The Church Council shall appoint a Safeguarding Coordinator (SGC) who will oversee arrangements for protecting children and protected adults. They are named on page 12 of this document. They will also be the church's signatory for PVG checks (see page 6 and Appendix 12).

It is the duty of the SGC to inform appropriate agencies promptly of any notifiable events of concern including allegations, disclosures or suspicions of abuse concerning children or protected adults. In the event of any doubt as to whether this is the appropriate step, thirtyone:eight may also be contacted for advice on their 24 hour Helpline (see below).

All our workers will receive induction training and undertake appropriate safeguarding training at least every three years according to 'good practice' guidelines, and training should cover signs and symptoms of abuse and how to respond as a minimum.

This training may be provided either by the Safeguarding Coordinator (if confident and competent to do so) or by thirtyone:eight via the 'Facing the Unthinkable' training or another recognised body, organisation or qualified individual.

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

RESPONDING TO ALLEGATIONS OR CONCERNS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

Follow procedures as below and see also the Appendix 2 flowchart displayed in the Church Office:

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

Rachel Moffat (Safeguarding Coordinator)

01292 540 435

This person is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

Renfrewshire **Children's Social Services** and **Adult Social Services**

can both be contacted during office hours on:

0300 300 1199

The out of hours emergency number is:

0300 343 1505

(Glasgow and Partners Emergency Social Work Services)

Police Scotland (non-emergency):

101

You can also contact the National Child Protection Line:

0800 022 3222

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:
Ursula O'Donnell (Deputy Safeguarding Coordinator)
07849030466
- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the individual concerned should seek advice, or, in serious incidents, make a report to:
thirtyone:eight (formerly CCPAS), PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: **0303 003 11 11**. Alternatively contact your local Social Services or the Police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services.

- Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from thirtyone:eight as above.
- Where required the Safeguarding Co-ordinator should then immediately inform senior personnel within the church. The nominated trustee 'point of contact' for Safeguarding is Peter Wallerstein, who can be contacted at: p.wallerstein@btinternet.com
- Suspicions **must not** be discussed with anyone other than those nominated above.
- In **all** instances of allegations or concerns (however minor), a written (signed and dated) record of the concerns should be made, and filed with the safeguarding co-ordinator who will make the decision on how to progress. These recordings should be kept in a secure place, in line with data protection requirements.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- The Leadership must consider any duty regarding informing the church's insurers and the charity commission (if a registered charity) of offences committed by staff and volunteers.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of Life Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

It is not the role of the Safeguarding Co-ordinator to investigate allegations and concerns.

PROTECTING CHILDREN (See also Appendices 4, 5 and 7)

This church is committed to implementing the Scottish Government's pledge to all children and young people at risk of abuse ('Protecting Children and Young People - The Charter' Scottish Government, 2004) that:

- They will get the help they need
- They will be seen by a professional such as a teacher, doctor or social worker to make sure they are alright and not put at more risk
- They will be listened to seriously, and professionals will use their power to help them
- They will be able to discuss issues in private when, and if, they want to
- They will be involved with, and helped to understand, decisions made about their life; and
- They will have a named person to help them.

and that those helping them will:

- Share information to protect them
- Minimise disruption to other parts of their life
- Work together effectively on their behalf
- Be competent, confident, properly trained and supported and
- Rigorously monitor services to continually improve how and what is done to help children and young people.

The Scottish Government's GIRFEC approach stresses the importance of understanding risks and needs within a framework of the child's whole world and wellbeing. Every child needs to be healthy, achieving, nurtured, active, respected, included, responsible and, above all, safe. When working with children all paid workers and volunteers should therefore be alert to the potential risk factors in their life.

The Scottish Government's National Guidance for Child Protection in Scotland (2014, p.79) states that "When considering the immediate needs of a child or young person once a concern about their possible safety is raised, it is essential that practitioners consider the following questions:

- Is this child or young person at immediate risk?
- What is placing this child at immediate risk?
- What needs to happen to remove this risk now?"

Detailed procedures where there is a concern about a child

If you have reason to believe that any child is at risk you should use the following procedure:

See the flowchart in Appendix 2

If a child has physical injury or symptoms of neglect:

- Seek medical help if necessary and, if urgent, phone **999**
- Contact your group leader immediately who in turn must inform the SGC/Deputy at the first possible opportunity. They will contact Children and Families Social Work (or thirtyone:eight for advice) if they suspect that the injury has been deliberate, if you are concerned about a child's safety, or if the child appears afraid to return home. If the issue appears urgent, the Social Work out-of-hours service must be contacted.

See Appendix 10 for information you will need when phoning Social Work. Social work will liaise with the police if they consider it a police matter.

However:

- Remember that Social Work are not an emergency service. Therefore, if at any time you think that a child may be in immediate danger, you should telephone the Police on **999**
- Other occasions when it may be more appropriate to contact the Police directly are:
 - If you suspect a crime has been committed or is about to be committed
 - If there are threats or intimidation towards paid workers, volunteers or children by a parent, a non-contact parent/relative, or other adult
 - If there are concerns about the motivation of an individual seen in the vicinity of a children's activity or care service
- Don't tell parents or carers unless advised to do so by Children and Families Social Work
- For less urgent concerns where there appears to be no risk of significant harm (e.g. suspected poor parenting), encourage the parents/carers to seek help
 - Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children and Families Social Work for advice
 - If you are unsure whether or not to refer a concern to Children and Families Social Work, seek and follow advice given by thirtyone:eight (who will confirm their advice in writing)

If you suspect sexual abuse or an allegation is made

- Inform your group leader immediately who in turn must inform the SGC/Deputy at the first possible opportunity.
- Make notes as soon as possible, writing down exactly the reason for your suspicion including (if applicable) what the child said. Include the child's name, age, address, relevant family information and details of the situation and the activity that preceded disclosure. Do not worry about any apparent inconsistencies in the child's account, just note it down as they describe it as accurately as you can. See Appendix 10 for information you will need when phoning Social Work.
- The role of the church is essentially collecting and clarifying the precise details of the allegation and providing the information to Children and Families Social Work, whose task it is to investigate the allegation.
- If the allegation involves your group leader, then speak directly to the SGC. If the allegation involves the SGC, the DSGC or another leader must urgently be contacted instead.
- Do not speak to the parents (or anyone else) at this stage.
- The SGC will contact Children and Families Social Work or police and pass on the suspicions of abuse. They will not speak to the parent/carer or anyone else
- If for any reason they are unsure whether or not to contact Children and Families Social Work or the Police they should seek and follow the advice given by thirtyone:eight. Thirtyone:eight will confirm its advice in writing for future reference and is also able to provide continuing support throughout the process
- Where a parent alleges sexual abuse by another person, the parent should be advised not to inform the alleged perpetrator
- All children's workers should be aware that any allegations or suspicions are covered by pastoral confidentiality. The sharing of information is therefore limited to a need to know basis and should not be shared with other church members (including the leadership team, if not strictly necessary) however trusted they may be. This will help protect the interests of all the parties concerned.

The following guidelines may help you to support a child through the above procedures

General points:

- Accept what the child says
- Keep calm; do not appear to be shocked
- Look at the child directly
- Be honest
- Let them know that you will need to tell someone else – i.e. don't promise confidentiality
- Even when a child has broken a rule they are not to blame for the alleged abuse
- Be aware the child may have been threatened.
- Make notes as soon as possible, writing down exactly what the child said, including the child's name, age, address, relevant family information and details of the situation and the activity that preceded disclosure.
- Never push for information or use leading questions. If it appears that you have put words in their mouths at the time of disclosure, this could jeopardise any necessary legal action.

Helpful things to say:

- I am taking what you say seriously
- I am glad you have told me
- It's not your fault
- I will try to help you

Avoid saying:

- Why didn't you tell anyone before?
- I can't believe it
- Are you sure this is true?
- Why? How? When? Who? Where?

Never make promises that you won't be able to keep

Never make statements such as "I'm shocked, don't tell anyone else".

Concluding

- Reassure the child again that they were right to tell you and that you believe them.
- Tell the child what you are going to do next, and that you will let them know what happens.
- Immediately refer to your Leader/SGC.

Even if you believe there is no risk of further harm, the matter **must** still be referred to appropriate agencies so that they can make a professional assessment of necessary actions.

PROTECTING ADULTS (See also Appendices 6 and 7)

Some adults are less able than others to protect themselves from the risk of harm. An 'adult at risk' of harm is defined as a person aged 16 or over who may be unable to protect themselves from someone harming them, or from exploitation or neglect, because of a disability, mental disorder, illness or physical or mental infirmity. You will note there is some overlap here between child and adult definitions which allows for some flexibility according to individual needs and circumstances. If in doubt, contact adult social work for advice.

Most adults with mental illness, physical or learning disabilities or other special needs manage to live their lives comfortably and securely and do so, either independently or with assistance from carers, relatives, friends, professionals or volunteers. However, a small number of adults are particularly vulnerable to harm.

Everyone has a shared responsibility for protecting such adults from harm and the Adult Support and Protection (Scotland) Act 2007 enables this.

An important consideration in protecting adults, as compared with children, is their right to choice. A Scottish Government guidance document, 'Adult Support and Protection: Ensuring Support and Preventing Harm' explains, "The Act is about achieving a balance between respecting people's rights and taking action where necessary to support and to protect them. It should help individuals to live their lives as they wish by ensuring that support is provided when they need it, and provide the means to protect adults at risk of harm".

The guidance stresses: "If you are worried that you or someone you know is being harmed, is suffering from neglect, or is being abused, it is important to tell someone. Everyone has a right to be safe. Remember, the person who did this may be doing it to others too. Or it could be that the person who is being harmed or neglected may not be able to report it themselves. Even if it happened many years ago, it is still important to report it".

PROCEDURES TO FOLLOW WHEN THERE IS CONCERN ABOUT THE WELFARE OF A PROTECTED ADULT

See the flowchart in Appendix 2

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If a protected adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Contact the emergency services, informing them of any suspicions, if the protected adult is in immediate danger or has sustained a serious injury

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life. Advice needs to be sought from the statutory agencies if it is felt that their choice might contradict their welfare needs.

- Contact the Adult Social Work Team. They have responsibility under Section 4 of the Adult Support and Protection Act, 2007 and associated Code of Practice to make inquiries about a person's well-being, property or financial affairs if it knows or believes
 - (a) that the person is an adult at risk, and
 - (b) that it might need to intervene in order to protect the person's well-being, property or financial affairs.

- The Police Scotland Family Protection Unit will also provide advice and will need to be contacted where the concerns are of a serious nature. Alternatively, thirtyone:eight can be contacted for advice.

PROCEDURE TO FOLLOW WHEN THERE IS CONCERN OF SUSPECTED ABUSE BY THOSE WHO WORK WITH CHILDREN OR PROTECTED ADULTS

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the worker shall be suspended (or transferred to non-contact duties) without prejudice pending the outcome of any investigation.

The SGC should inform the following without delay of any allegations against staff members:

Renfrewshire **Children's Social Services** or **Adult Social Services** : 0300 300 1199

If the allegations concern a status or probationary minister or other Senior Minister responsible for the church, regardless of status AOG must also be notified:

AOG National Ministry Centre (at Mattersey Hall)

01777 817663

If the service you provide is registered with the **Care Inspectorate** and/or a workforce that is regulated by the **Scottish Social Services Council (SSSC)**, e.g. a day-care service children, adults or older people, the registered manager of the service must notify the Care Inspectorate and SSSC in respect of registered staff.

OTHER NOTIFICATIONS

Section 46 of the Charities and Trustee Investment (Scotland) Act 2005 requires charities to notify the **Office of the Scottish Charities Regulator (OSCR)** of certain types of event including 'incidents of abuse or mistreatment of vulnerable beneficiaries.'

See www.oscr.org.uk/charities/managing-your-charity/notifiableevents

The **church's insurers** should also be contacted to establish whether or not they need to know about the matter.

If the person against whom an allegation of misconduct has been made, including allegations of harming a child or protected adult, is in a position of trust, and engaged in 'regulated activity', **Disclosure Scotland** should be notified

CONFIDENTIALITY

It is vital to the success of any investigation which the Agencies may decide to pursue that any information divulged to a worker within the church can only be recorded in writing for the purposes of accuracy. This information must be passed to the group leader who in turn will pass it on immediately to the SGC. Similarly, if the allegation is reported directly to the group leader the leader will inform the SGC. The worker and group leader along with the SGC are bound by these rules of confidentiality that is, not to discuss with anyone any details of the case including the name of the person who made the allegation, or any of the details of the alleged abuse. If the SGC consults the SAG they are also bound by the same rules of confidentiality.

See also 'National Guidance for Child Protection in Scotland,' The Scottish Government, 2014

Detailed procedures where there is a concern about a protected adult:

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If a protected adult has a physical injury or symptom of sexual abuse the Safeguarding

Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life, while being sympathetic to the needs of the individual.
- If the protected adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.

Detailed procedure where there is an allegation against a person who works with children:

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

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

- the local Children's Social Services (following Renfrewshire Child Protection Committee procedures) in regards to the suspension of the worker, and discuss
- the Operations Manager at AOG National Office (if the allegations concern a status or probationary minister or other Senior Minister responsible for the church in question regardless of status).

N.B. There may also be a requirement under law to make a referral to

Disclosure Scotland's Protection Unit who hold the lists of people barred from working with children and protected adults – this will require discussion with Renfrewshire Child Protection Committee.

See Appendices 4 - 7 of this document for further details on possible signs of abuse in children and protected adults

Section 3: Prevention of abuse

See 'Safe & Secure' - Standards 3 and 4

SAFER RECRUITMENT

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

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment (see Volunteer Scotland website). This includes ensuring that:

- There is a written role description / person specification for the post. See Volunteer Scotland Good Practice Guide 'Volunteer Role Descriptions'
<https://www.volunteerscotland.net/media/242005/creating-volunteer-roledescriptions.pdf>
- Those applying have completed a standard application form and a self-declaration form asking applicants to specify any unspent criminal convictions or disqualification from working with children.
- The application form should include:
 - o A question about the reason for applicant's interest in the group.
 - o The names of two referees, preferably including one from a person who can comment on the applicant's work with children or protected adults; for younger people this may include a reference from their school.
- The declaration form provides for applicants to tell you about any history of unspent criminal convictions. Depending on the nature and time-scale of offences this offers you an opportunity to discuss this with the applicant in order to ascertain their attitude towards this and ascertain what, if any, implications this may have for the work they will be doing and the training or support you will need to provide. It also offers an early opportunity to identify anyone whose offending history is likely to bar them from working with protected children or adults.
 - o Please see Appendix 11 for AOG Policy on individuals who are under consideration for listing or barred from regulated work.
- Those short listed have ALL been interviewed including

- o Clarification of the proposed role, expectations, and lines of accountability
- o Discussion of reason for interest in volunteering for specific group
- o Discussion of roles and attitudes regarding safeguarding
- A minimum of two written references have been obtained for ALL candidates prior to appointment. These should be seen and approved by the SGC and followed up verbally where appropriate.
- For applicants aged 16+, an application is made to Disclosure Scotland for Membership of the Scottish Government's Protecting Vulnerable Groups (PVG) Scheme in relation to the appropriate group (children or protected adults). We will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information. An unsuccessful PVG check may result in the individual being refused work with the organisation.
 - o If the candidate is already a member of the PVG Scheme, they must reapply for an existing member's update check.
 - o Before the candidate begins to work with the group, confirmation is received from Disclosure Scotland that they are a member and have not been barred from working with these groups. We will comply with Disclosure Scotland's Code of Practice requirements concerning the fair treatment of applicants and the handling of information see www.disclosurescotland.co.uk
 - o Where the disclosure check highlights any other conviction history, (i.e. not resulting in them being barred) an assessment should be made of whether this represents any risk for the safety and welfare of children or protected adults. This should include consideration of any training and supervision needs.
 - o **Note 1: In accord with recognised good practice we will repeat all disclosure checks every three years.** Although Disclosure Scotland will notify us of any new convictions which would result in a member of the PVG Scheme being barred from working with children or protected adults, they do not inform us of any other convictions. Whilst these may not result in barring, they may have implications for the type of duties that may be undertaken or the type of support, supervision and training that we provide.
 - o **Note 2: It is the responsibility of all members of the PVG Scheme to inform Disclosure Scotland of:** any change of address or if they leave the organisation.
- Qualifications where relevant have been verified
- A suitable induction training programme (including safeguarding) is provided for the successful applicant. See Volunteer Scotland Good Practice Guide 'Creating a Positive Induction'.
- The successful applicant completes a probationary period.

- The applicant has been given a copy of this safeguarding policy and knows how to report concerns.

TEENAGE VOLUNTEERS

Many churches have teenage volunteers to assist with children's work. If they are **under 18 years of age** they should not be left in sole charge of any children and must always be supervised by an approved adult. According to age, teenage volunteers should also be subject to a selection process and allocated to a delegated group leader who is responsible for their support and supervision. Teenage volunteers are subject to the church policies and procedures and, as such should be included in any training in the Protection of Children and Adults at Risk of Harm. Teenage Volunteers should be instructed to speak immediately to their group leader if they have any concerns about the wellbeing or safety of any child or protected adult.

Safer recruitment practices should be used regardless of the setting or activity where workers are working with either children or protected adults. In addition, the same principles and practices should be adopted for workers undertaking international missions (see Appendix 8) and for prospective entrants to vocational/ministerial courses being provided by Mattersey Bible College.

When visiting teams of volunteers from other churches are involved, e.g. in an outreach or holiday club, whether from Scotland or elsewhere, a list should be received of the names of all team members. Written confirmation must be received from the group leader that each team member has been recruited using a robust recruitment process which includes a criminal convictions check. **Such volunteers must never be left in sole charge of children, young people or protected adults.**

Assistance with templates, resources and other guidance on implementing safer recruitment practices can be provided by thirtyone:eight on request. See also the Volunteer Scotland website at www.volunteerscotland.net



Practice Guide 'I want to recruit workers safely' thirtyone:eight resources.
'Recruiting Safely: helping to keep children and young people safe' (CWDC, 2009).

MANAGEMENT OF WORKERS – CODES OF CONDUCT

As Leadership, we take the safety of children, young people and protected adults very seriously. This means that we want all our volunteers to understand the nature of our 'Duty of Care' and what this means for the conduct of all staff and volunteers who may come into contact with children, young people and other vulnerable people.

Our 'Duty of Care' is in part exercised through the development of respectful and caring relationships but also by staff and volunteers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to safeguarding them from sexual, physical and emotional abuse. Life Church also has a commitment to safeguarding against spiritual abuse, and the proper training, supervision and management of workers is key in this. Before individuals start working in positions that have contact with children, young people and protected adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

All adults working in roles where there is contact with children, young people and protected adults are in positions of trust. The Scottish Government issued guidance in 2009 (Guidance on the Sexual Offences (Scotland) Act 2009) which intended to protect children and adults at risk of harm from abuse of trust. This guidance applies to those caring for children and adults at risk of harm in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. It is important therefore that places of worship and organisations have clear boundaries in regards to the personal relationships which can develop. These should ensure that workers not, even unwittingly, use their position of power and authority inappropriately.

Staff and volunteers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult and a child/young person is never acceptable and, if concerns arise in this area, this should be recorded and reported to the Safeguarding Co-ordinator immediately.

The trusting relationship between volunteer and child, young person or protected adult means the worker should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and/or standing to form or promote relationships that are or may become sexual or otherwise inappropriate (see Appendices 4, 6 and 7)

Due to the nature of some church activities, e.g. after church coffee time, children and their parents/carers may well feel safe enough to allow their children more freedom to interact with un-checked adults than they would in other situations. The level of assumed trust, especially in the eyes of a child, is unusual in an environment where un-checked adults have unsupervised access to children. This places special responsibility on all those adults who have a formal role to be vigilant, whether or not they are considered to be “on duty”.

The best way to protect the children we come into contact with is by following good practices that promote and protect the safety of children and young people. These would include:

- Not spending time alone with a child.
- Not putting yourself in a situation that could be interpreted as being inappropriate
- Not maintaining contact with a child outside of agreed activities without the knowledge of the child’s parents/legal guardians - if such contact is agreed with the parents/carers, it needs to be made clear that you are no longer acting on behalf of the church.
- Being vigilant - if you witness any behaviour by someone else at an event, whether a team member or a guest that causes you to be concerned about the welfare of a child, please speak to the Safeguarding Co-ordinator immediately.

Adopting this code of conduct towards children, young people and protected adults and ensuring all workers are made aware of its content and agree to follow it is essential. It is important that there is a culture of dignity and respect towards those being cared for. This can be achieved by workers:

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

Churches and organisations have a statutory duty to ‘refer’ to Disclosure Scotland’ any person whose conduct has given serious cause for concern.

In order to make such a referral the subject of the referral will have done one or more of the following:

- caused harm (including physical assault, emotional abuse, neglecting a person's needs)
- placed someone at risk of harm (including failing to attend to whatever health and safety requirements may be in force)
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate sexual conduct (including sexual abuse, using inappropriate language)
- given inappropriate medical treatment (including supplying illegal or unauthorised drugs)



'Caring for the Young & Vulnerable' (Home Office, 1999).

Further information on Codes of Conduct can be supplied to thirtyone:eight members.

MANAGEMENT OF WORKERS

Social Media

Social media (including networks, such as Facebook, Instagram, and Twitter; or videosharing sites such as YouTube as well as e-mail) are a popular means of communication and self-expression. In order to maintain a safe environment for children and protected adults it is important to ensure that any use of social media, by workers, e.g. as a means of keeping in touch with children and protected adults, is informed by good working practice:

Any social media contact with children or protected adults should be restricted to an account in the name of the church or activity and use should be restricted to communication by designated adults solely about the activities of the church or church-based activity. As such, adult leaders should not make or accept personal friend's requests to/by children and young people from church groups.

Content of the site should be monitored by a designated leader. Privacy settings should be locked so that the page(s) are used only for relevant matters and are not used for private or general social conversations, or to share personal details. Written permission from the young person's parent/carer should be received before young people under the age of 18 are given access to the site.

The following websites provide information on safe social networking

www.thinkuknow.co.uk

thirtyone:eight can also provide signposting to relevant publications and guidance.

Training and Supervision

All workers, paid or voluntary, should be provided with appropriate training and given the opportunity to develop their skills as well as feel supported and valued by the organisation for which they work. Training will include child and adult protection as appropriate. Training will be designed to support workers to develop professional and well-informed standards of care and support for those we work with. This will also help workers to recognise indicators of concerns which may need to be acted upon. See Volunteer Scotland's Good Practice Guide 'Supporting Your Volunteers'.

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

Team Meetings

The leadership recognises the importance of team meetings. These should be convened on a regular basis and should provide an opportunity for ideas and issues to be aired, concerns expressed and feedback given.

Whistleblowing

In addition to effective management of allegations against staff, there needs to be a mechanism in place for workers to be able to raise legitimate concerns (e.g. improper actions or omissions) about other workers, with impunity. Commonly known as 'whistleblowing', the reporting principles are contained in the Public Disclosure Act 1998. Further information and advice can be obtained from Public Concern at Work: www.pcow.org.uk/ a charity which gives free advice on the issue of whistleblowing.

Section 4: Pastoral Care

See 'Safe & Secure' – Standards 8 and 9

Supporting those affected by abuse

The Leadership is committed to ensuring that it manages all pastoral matters appropriately, including the signposting of those in need of specialist counselling to suitably qualified people/agencies as well as seeking advice and support as a management body.

Pastoral care is varied by nature and you should ensure that you have appropriate support and permissions before you embark upon supporting somebody with the often complex issues created by past abuse. The Leadership Team understands that, whether in the present, recent or distant past, the effects of abuse can be devastating and long term, not only for the person who has been abused but also for family members, friends, social groups and the organisation or faith community. Those affected may struggle with a range of issues, including aspects of faith and spirituality - particularly where the abuse occurred within a faith context.

Some people will need professional help and it is important to recognise this and signpost those in need, being aware of your own limitations to offer specific support. Contact the thirtyone:eight 24 Hour Helpline on **0303 003 11 11**. Thirtyone:eight are able to provide initial support and may be able to suggest organisations or individuals who may be able to assist further.

Alternatively, you should contact the Association of Christian Counsellors (ACC) who will be able to put you in contact with trained individuals who may be able to offer support. ACC also produce a Pastoral Skills training course that can be delivered in your church/organisation by somebody experienced in pastoral care.



Working with offenders

Life Church undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in positions within the church.

We implement a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows Life Church to carry out a clear risk assessment in order to determine whether or not the conviction information is relevant to the position applied for. This will take account of:

- whether the conviction is relevant to the position being offered
- the seriousness of the offence revealed
- the length of time since the offence took place
- whether the applicant has a pattern of offending behaviour
- whether the applicant's circumstances have changed since the offence took place.

As part of our recruitment policy, Life Church requests the appropriate level of disclosure record at the final part of the recruitment stage, when a position has been offered where this is a requirement of the position. Should the organisation decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred. It is also an offence to make an application to be considered for such work.

It is an offence for an organisation to offer regulated work to someone who is barred or to fail to remove a person from regulated work if they have been notified that they are barred.

When someone attending the place of worship/organisation is known to have abused children, or is known to be a risk to protected adults, Life Church will ensure the individual has appropriate supervision and is offered pastoral care but, in our safeguarding commitment for the protection of children and protected adults, we will set boundaries for that person which they will be expected to keep. This may involve the use of risk assessments and 'covenant of care' supervision agreements. If this situation arises, we will seek advice from either local Children and Families Social Work or

Criminal Justice Social Work and, additionally, from thirtyone:eight or the AOG GB National Ministry Centre at Mattersey.

Church Members who may present a risk to others:

It is the nature of Christian outreach and ministry that some people who come to church and seek to participate in our activities will be sex offenders. Whatever our pastoral concerns for such people, our priority must always be the safety of children and protected adults. Where it is known or suspected that a person of concern is attending our services or other activities the church has a duty to discuss this with the local authority Criminal Justice services. This will help us to do everything possible to keep children and protected adults safe.

Pastoral care will be offered without prejudice to all those who require it. This may also include a known offender. Where pastoral care is offered to both the person affected by abuse and the known offender, this should be offered by different people who are able to support those concerned impartially and effectively.

When it is known or suspected that a sex offender is attending any of our activities the following steps must be taken:

- If the offender self-discloses or the Church Council is notified of them by other agencies the Safeguarding Coordinator should notify the AOG Safeguarding Office at Head Office in Manchester (address p.8).
- Advice should also be requested from thirtyone:eight.
- If the suspected or known offender has not self-disclosed, the Safeguarding Coordinator should meet with them together with one or two members of the SAG.
- In both cases, if it is confirmed that the person is a sex offender, the Safeguarding Coordinator should make clear to the offender that, in everyone's interests, they will contact the police, social work department of criminal justice to ensure appropriate joint working practices.
- Where appropriate, responsible agencies will share relevant details of the Multi Agency Public Protection Arrangements (MAPPA) risk assessment for the offender.
- The SGC and SAG members should meet with other agencies, including local Criminal Justice services, to form a suitable risk assessment addressing how the offender can be supported to be part of the church. A contract should be drafted outlining proposed arrangements for the management and support of the offender.
- Members of the above meeting should then meet with the offender and seek their agreement to the proposed contract. This should be signed by all parties.

- Following this, identified personnel within the church should monitor the offender's compliance and any breaches should be reported under the terms of MAPPA. This should include regular review of the contract at intervals agreed as part of the above meeting.



'Sex Offenders and Church Attendance'; thirtyone:eight Guide:

<https://thirtyoneeight.org/get-help/resources/practice-guides-text/sex-offenders-in-the-church/>

'Multi Agency Public Protection Arrangements (MAPPA) National Guidance', The Scottish Government, 2014

Section 5: Practice Guidelines

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

As an organisation / place of worship working with children, young people and protected adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of unfounded accusations.



As well as a general Code of Conduct for workers, we also have access to specific good practice guidelines for a range of activities that can be adapted. For detailed information, thirtyone:eight members can see 'Safe & Secure' Manual - Standard 5 (online resource).

Risk management

Activities where there is any increased risk of harm should be subject to a careful assessment of the risks involved. This should identify the risks to children and adults who may be at risk of harm and those working with them and should set-out the steps to be taken to reduce and manage risk levels. This should include the health and safety of the premises, specific activities, any use of transport, overnight accommodation (if used), residential trips etc. (There is a helpful section on Risk Management in the Leaders' area of the AOGGB website).

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and protected adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

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

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and protected adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Other Policies and Procedures

AOG requires the churches it oversees to develop a range of relevant policies and procedures including policies and procedures dealing with how to complain, whistleblowing, Codes of Conduct for leaders, use of volunteers and risk assessment. This list is not exhaustive and the exact range of policies and procedures will depend on the range of activities and ministries offered by the individual church. Church Leaders can access a range of model policies and procedures in the leaders' section of the AOG GB website and thirtyone:eight can also advise on relevant policies and procedures.

General safe practice guidelines for working with children

Physical contact

- Physical contact between children and adults can be quite healthy. Within a church-work setting however, appropriate touch, even hugs, should be consensual and should only happen in public places and never when an adult and child are on their own.
- The level of personal care (e.g. assistance with toileting) should be appropriate and related to the age and developmental needs of the child and agreements with parents/carers.

Sexuality

- Workers should be careful to maintain appropriate personal boundaries and avoid behaviour, comments or conversations which may be misconstrued.
- Workers should do nothing to encourage any child or young person who appears to have developed a 'crush' on them. They should speak to their group leader/SGC for advice and guidance. Other workers should support each other with these awkward situations, e.g. interrupt and/or distract a child's words/actions towards another worker and by challenging any inappropriate behaviour.
- Workers should respect children's privacy and avoid games involving touch of a type that might cause sexual arousal (including play fights).

Rooms and Ratios

- Workers should avoid being in a room on their own with any child.
- Whenever possible there should be a minimum of two workers present with a group, and always when it is the only activity taking place on church premises.
- If the group is split into smaller groups with one worker in each, the groups should be in one large room or adjoining rooms.
- When planning activities workers should consider how many adult helpers are necessary in order to conduct a safe activity.
- Where privacy is needed (e.g. when counselling a young person), workers should ensure that others know what is happening and where. Another adult helper must be in the building, preferably in an adjoining room.

Transport

If workers are providing transport of children and young people, e.g. lifts home, workers should only take children of their own gender or mixed. They should plan to drop off more than one person at their last stop. In the event that there is no alternative other than to transport a child a short distance on their own, this should be agreed with the parent/carer and the child should sit in the back of the car.

Homes

If workers visit a child or young person's home, they should only enter the home if a parent or carer is present.

Children and young people should not normally be invited to a worker's own home. If this does happen it should only be as part of a planned activity agreed with the church leadership and Safeguarding Coordinator. There should be at least two adults present, both of whom should be members of the PVG Scheme. This should only happen with parents' written consent or direct verbal consent to the group leader for the specified activity. Any visit to a worker's home by a child on their own should be agreed, on each occasion, by the Safeguarding Coordinator.

Discipline

Discipline should be out of love not anger. Workers should encourage good behaviour by:

- Saying so when it happens
- Building healthy relationships
- Being a good role model
- Setting clear ground rules and consequences for breaking them
- Involving children in decision-making and giving them appropriate responsibility

Workers should never smack, hit or physically discipline a child. Only take 'hold' of a child where this is necessary to safeguard them from an immediate risk of personal injury to them or another person. This should be the minimum level of intervention necessary to keep them safe.

- Workers may use the tone of their voice when disciplining a child but should not shout at them.
- Workers should not make threats of consequences which would be disproportionate to the situation or which they would not or should not follow through.
- If workers decide to take a child to one side to talk to them, they should do so within sight of other workers and if the matter is serious, with another worker.
- Workers should not compare children to one another nor humiliate them in front of the group.
- Consequences for inappropriate behaviour should be proportionate and consistent.
- If a child's behaviour is constantly disruptive and workers are unsure what to do, they should seek advice and guidance from their Group Leader or Safeguarding Coordinator.
- If it is decided to send a child home, or exclude them, either temporarily or permanently, the group leader must ensure that their parent/carer knows this, and the reasons why, as soon as possible.
- Workers should maintain a consistent approach both individually and as a team. However, this should take account of the individuality of each child or young person within consistent parameters.
- Workers should work together to encourage children's strengths and to promote success and achievement.

Incidents and Accidents

- Leaders and Workers should all know where the group's or the church's First Aid kit is kept.
- Workers should never attempt a First Aid procedure they are not trained in.
- Praying for an injured person is acceptable with their agreement, but in the case of an emergency the ambulance should be called for first.
- Workers should always fill out an 'Incident/Accident Report Form' on the same day of the event and hand it to their leader.
- Incident/Accident Report Forms should be handed to the Group Leader and then to the SGC to be filed at the Church office so that they can be referred to should there be any need for follow up.
- The Group Leader should always inform the child's parent/carer as soon as possible after an accident.
- Depending on the nature of an incident, the Group Leader may also need to speak to a child's parent/carer. If they are unsure, they should seek the advice of the SGC.

Note: An incident is an unplanned event with the potential to cause harm; this may include fights between children, threatening behaviour, bullying or other types of event, e.g. arising from a hazard. If unsure, workers should ask their Group Leader.

Photographs and video:

Group leaders should always seek written permission from the parent or carer before taking any photographs or video footage of children, young people or adults in need of protection. This can be included in the registration form when a new member joins a group.



'Guidance for Safer Working Practice for Adults who Work with Children and Young People' (DCSF, 2009).

Section 6: Referrals

This policy is relevant to all those involved in making recruitment/disciplinary decisions at Life Church.

When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where Life Church must notify the Protection Unit at Disclosure Scotland that this has happened. This is called "Making a Referral". If we would have permanently removed the individual, the actions detailed in this policy will continue to apply, even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, and irrespective of the reason that they leave.

Two conditions must be met before we let Disclosure Scotland know that something has happened:

Condition 1 – A person has been permanently removed/removed themselves from regulated work

Condition 2 – At least 1 of the following 5 grounds apply:

- o Caused harm to a child or protected adult
- o Placed someone at risk of harm
- o Engaged in inappropriate conduct involving pornography
- o Engaged in inappropriate sexual conduct
- o Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that we must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us, but which we believe would very probably have led to the two conditions being met, we will consider whether we want to make a referral. For historical allegations, the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Where it is necessary to make a referral, this process will be carried out by Rachel Moffat (Safe Guarding Co-ordinator). In her absence, the referral process will be carried out by Ursula O'Donnell (Deputy SGC). Anyone in a position to carry out disciplinary action which may result in the removal from regulated work, or dismissal of someone in regulated work, must ensure they notify Rachel or, in her absence, Ursula of the legal requirement to make a referral where the conditions above have been met. Contact details for Rachel and Ursula can be found on p.12 of this document, and are also on display on the Safeguarding posters at Life Church, Paisley.

Failure to make a referral where required, may result in Life Church being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify Rachel or Ursula when both conditions for making a referral have been met.

Approvals

Signed by: _____

Print Name: _____

Position (On behalf of the Leadership): _____

Date: _____

Signed by: _____

Print Name: _____

Position (Safeguarding Coordinator): _____

Date: _____

Signed by: _____

Print Name: _____

Position (Deputy Safeguarding Coordinator): _____

Date: _____

Signed by: _____

Print Name: _____

Position (Pastor): _____

Date: _____

Signed by: _____

Print Name: _____

Position: _____

Date: _____

Signed by: _____

Print Name: _____

Position: _____

Date: _____

Signed by: _____

Print Name: _____

Position: _____

Date: _____

Signed by: _____

Print Name: _____

Position: _____

Date: _____

Signed by: _____

Print Name: _____

Position: _____

Date: _____

This policy will be regularly reviewed annually and amendments made as necessary.

Appendix 1: Leadership Safeguarding Statement

The Leadership recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership on: April 2013

This place of worship/organisation is committed to the safeguarding of children and protected adults and ensuring their well-being. Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of protected adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of protected adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and protected adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and protected adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.

- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/protected adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by thirtyone:eight (formerly the Churches' Child Protection Advisory Service, CCPAS).

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a protected adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK (in international mission activity), safeguarding practice maintains its importance and allegations or concerns will be reported in line with the procedures detailed in Appendix 8.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or protected adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Rachel Moffat

Child & Adult Safeguarding Coordinator

Ursula O'Donnell

Depute Child & Adult Safeguarding Coordinator

*These roles may be part of a single Safeguarding Coordinator role if there are not separate roles for children and adults.

A copy of the full policy and procedures is available from the Safeguarding Coordinator(s).

Signed by on behalf of the Leadership Team/Trustees:

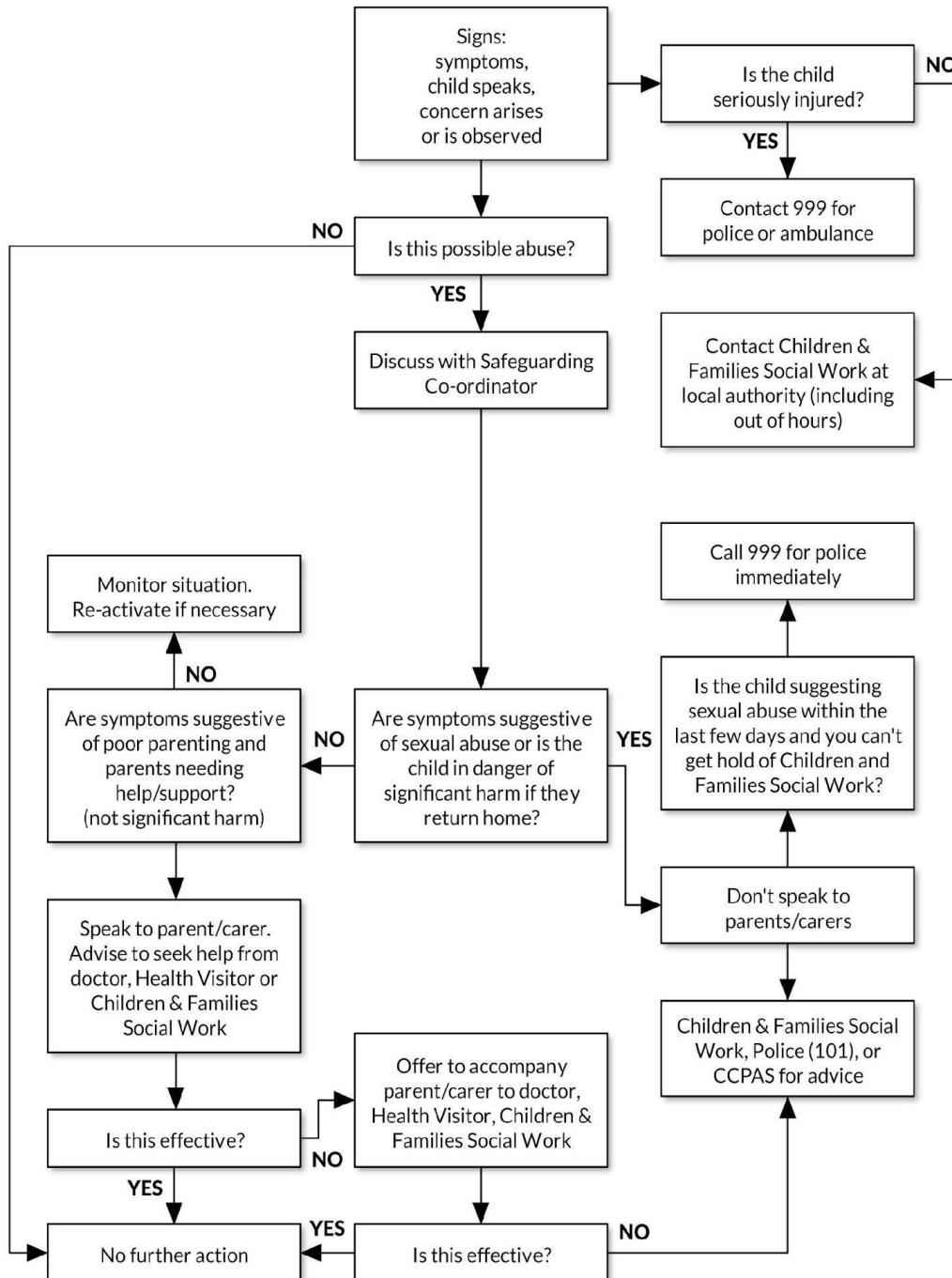
Signed _____

Date _____

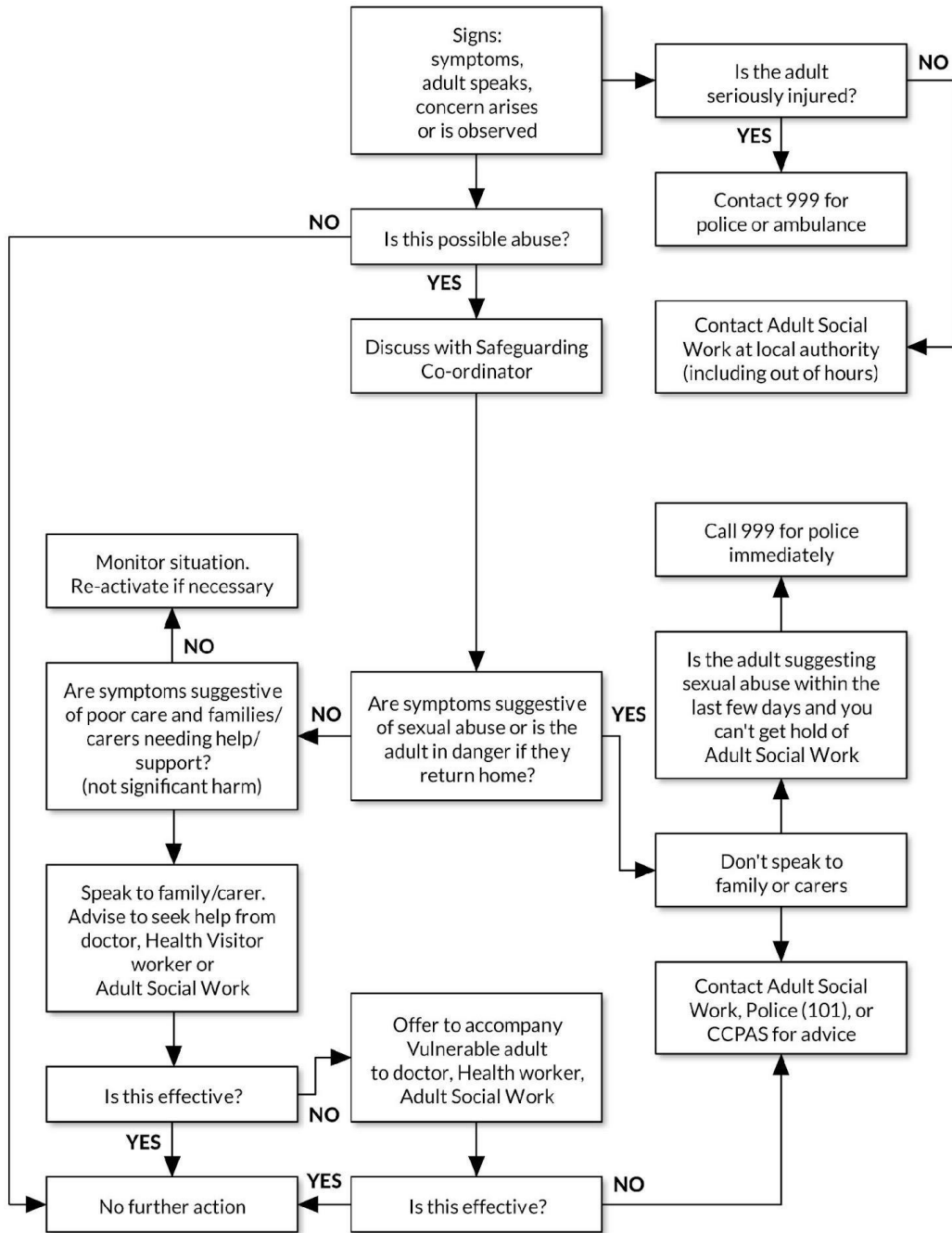
AOG recommendation: This statement (or brief summary) could be exhibited on the organisation's premises. Alternatively, or in addition, the poster (Appendix 2) could be displayed and this lengthy statement kept elsewhere. The statement might also be used on the organisation's website.

Appendix 2: Safeguarding Flowcharts

Appendix 2
2.1 Children at risk of harm
 (See definition in Appendix 4 on page 39)



Appendix 2
 2.2 Adults at risk of harm
 (See definition in Appendix 6 on page 43)



Appendix 3: Examples of Safeguarding Posters

SAFEGUARDING IS A PRIORITY HERE



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

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

----- or -----

If you have any concerns regarding the safety or welfare of an adult at risk you can speak to:

----- or -----

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed _____ Date _____
On behalf of the Leadership

Call us with your Safeguarding questions:

0303 003 11 11

We are committed to following government and CCPAS guidelines on safeguarding children and adults at risk (with care and support needs) and good working practice, including safer recruitment of workers.

www.ccpas.co.uk
0303 003 11 11
info@ccpas.co.uk



SAFEGUARDING IS A PRIORITY HERE



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

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

----- or -----

If you have any concerns regarding the safety or welfare of an adult at risk you can speak to:

----- or -----

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed _____ Date _____
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Call us with your Safeguarding questions:

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We are committed to following government and CCPAS guidelines on safeguarding children and adults at risk (with care and support needs) and good working practice, including safer recruitment of workers.



www.ccpas.co.uk
0303 003 11 11
info@ccpas.co.uk

CCPAS
setting standards in safeguarding

Copies of these posters are available from CCPAS. Please visit:
<http://www.ccpas.co.uk/Members/index.html>

Safeguarding is a priority here

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

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

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

_____ or _____

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

_____ or _____

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

Signed _____ Date _____

Leadership of place of worship/organisation

CHURCHES' **Child Protection**
ADVISORY SERVICE

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

You can contact CCPAS' 24 hour helpline on:

0845 120 45 50

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Kidscape
0845 120 5204

Stop it Now
0808 1000 900

MindinfoLine
0845 766 0163

Through the Roof
01732 737041

Action on Elder Abuse
0808 808 8141



Copies of this poster are available from thirtyone:eight.

Appendix 4: Statutory Definitions of Abuse

Statutory Definitions of Abuse (Children)

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

Scots law defines a 'child' differently in different legal contexts. Under the terms of the Children (Scotland) Act 1995, a child is generally defined as someone under the age of 18 but, under sections dealing with Children's Hearings and Child Protection Orders, a child means somebody who has not attained the age of 16 years. There are also special provisions, in regard to supervision orders, for young people aged between 16 and 18. When the new Children and Young People (Scotland) Act comes in to force, a child will be defined for the purposes of all Parts of that Act, as someone who has not attained the age of 18.

National Guidance for Child Protection in Scotland (2014) describes child protection as protecting a child from child abuse or neglect. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a likelihood or risk of significant harm from abuse or neglect. Equally, in instances where a child may have been abused or neglected but the risk of future abuse has not been identified, the child and their family may require support and recovery services but not a Child Protection Plan.

General definition of abuse

Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their stage of development, and they will be at risk from avoidable acts or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person(s) while not a parent who has actual custody of a child).

To define an act or omission as abusive and/or presenting future risk for the purpose of registration a number of elements must be taken into account. These include demonstrable or predictable harm to the child as a result of action or inaction by the parent or other carer.

Categories of Abuse

Physical Injury

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

Sexual Abuse

Any child may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated, or consented to, the behaviour.

Non-Organic Failure to Thrive

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of nonorganic failure to thrive has been established.

Emotional Abuse

Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

Physical Neglect

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which endanger the child.

Recognition of Abuse

Children's leaders, because of their regular contact with individual children, are particularly well placed to observe outward symptoms of abnormality or change in appearance, behaviour, learning pattern or development. Such symptoms may be due to a variety of other causes, including bereavement, domestic violence or other changes in family circumstances, or drug, alcohol or solvent misuse in the family home. Sometimes, however, they may be due to child abuse.

For example the following may be noticeable:

- bruises, particularly bruises of a regular shape which may indicate the use of an implement such as a strap, or the marks of a hand, lacerations, bite marks or burns
- possible indicators of physical neglect, such as inadequate clothing, poor growth, hunger, poor hygiene
- possible indicators of emotional abuse, such as excessive dependence; attention seeking; self-harming
- possible indicators of sexual abuse – physical signs such as bruises, scratches or bite marks to thighs or genital areas; or behavioural such as precocity, withdrawal or inappropriate sexual behaviour. Any of the above may be accompanied by marked changes in attendance or participation in activities which can, in themselves be indicators of abuse.

No list of symptoms can be exhaustive. Also, alternative medical, psychological or social explanations may exist for the signs and symptoms described. It is important therefore not to jump to conclusions but nevertheless to share concerns as outlined in this procedure.

Appendix 5: Child Protection: Possible indicators of risk

SIGNS AND INDICATORS OF RISK

There is no single agreed definition of what child abuse and neglect is and definitions have changed over time.

National Guidance for Child Protection in Scotland provides the following definitions:

Harm - 'the ill treatment or the impairment of health or development of the child, including, for example, impairment suffered from seeing or hearing the ill treatment of another.

Risk - 'the likelihood or probability of a particular outcome given the presence of adverse factors in a child's life'.

In this context, 'development' can mean physical, intellectual, emotional, social or behavioural development and 'health' can mean physical or mental health'. The following are some of the signs that workers should be alert to:

Physical Harm

- Injuries not consistent with child's age or parent's explanation
- Medical attention delayed or avoided
- Burns/scalds
- Black eyes
- Implement outlines
- Bruises on soft tissue areas – upper legs, buttocks, cheeks, neck, mouth, genitals etc.
- Fractures
- Repeated A&E visits
- Female Genital Mutilation
- Running away
- Secretive/defensive
- Unexplained absences
- Aggressive behaviour
- Flinching/frozen

Neglect

- Underweight/obese
- Hungry/ stealing food
- Shabbily or inappropriately dressed
- Dirty/smelly
- Tooth decay/caries
- Repeated head lice infection
- Attention-seeking
- Poor concentration
- Developmental delay
- Age-inappropriate self-care skills
- Poor attendance for pre-natal care/health care
- Untreated illness or injury
- Low or no parental presence
- Victim of bullying
- Social isolation Emotional Harm
- Attachment issues
- Attention-seeking
- Withdrawn
- Aggressive behaviours towards other
- Emotionally unresponsive
- Poor self confidence
- Low self esteem
- Nervousness/anxiety
- Socially isolated
- Developmental delay
- Unusual fears/panic attacks
- Obsessive/compulsive behaviours
- Self-harming
- Nightmares
- Unhappy/distressed
- Parents negative attitude high criticism/ low warmth
- Overly high expectations of the child
- Unresponsiveness of child's emotional needs

Sexual Harm

- Illness, injury, infection, bleeding
- Pregnancy
- Knowledge beyond age
- Sexually explicit behaviour and language
- Itchy or painful genital area
- Self-harming
- Eating disorders
- Withdrawn
- Depressed
- Overly affectionate
- Aggressive or regressive behaviour
- Internet grooming

Some of the above might also indicate emotional abuse and/or neglect

Appendix 6: Statutory Definitions of Harm (Adults)

Scottish legislation of the protection of adults refers to the risk of harm rather than abuse. The Adult Support and Protection (Scotland) Act 2007 provides ways to offer support and protection to certain adults who may at risk of harm or neglect.

An “adult at risk” of harm is defined as a person aged 16 or over who may be unable to protect themselves from someone harming them, or from exploitation or neglect, because of a:

- disability
- mental disorder
- illness
- physical or mental infirmity.

Scottish Government guidance states that, if you are worried that you or someone you know is being harmed, is suffering from neglect, or is being abused, it is important to tell someone. Everyone has a right to be safe. Remember, the person who did this may be doing it to others too. Or it could be that the person who is being harmed or neglected may not be able to report it themselves. Even if it happened many years ago, it is still important to report it.

The guidance describes harm as “all harmful conduct”. Some examples include:

Physical

- hitting
- slapping
- pushing
- shaking
- locking them in a room
- tying them to a chair
- restricting their freedom.

Psychological or emotional

- threats of harm
- being left alone
- humiliation
- intimidation

- causing distress
- verbal abuse
- bullying
- blaming
- constant criticism
- controlling
- depriving contact with others

Neglect or acts of omission

- failure to provide medical or physical care
- access to a doctor or other services
- denying someone medication, food, heating, privacy or dignity
- self-neglect.

Financial or material

- stealing
- fraud
- pressure to hand over or sign over property or money
- misuse of property or welfare benefits
- stopping someone getting their money or possessions.

Sexual:

- any sexual activity that a person doesn't understand or want
- photographing
- sexual harassment
- voyeurism

Information

- withholding information or advice about rights or entitlements

Discrimination based on:

- age
- colour
- disability
- gender
- race
- religion

- cultural background
- sexual orientation

The guidance explains that harm can happen anywhere. This includes in the family home, hospital ward, care home, day services, social clubs, day centres, at work, and in public places.

Possible signs of harm include:

- unexplained or unusual injuries
- a delay in seeking treatment for injuries or illness
- sudden increase in confusion
- unexplained deterioration of health or appearance
- people being anxious or afraid
- misuse of medication, e.g. not giving medicines properly
- unexplained changes of behaviour, e.g. becoming anxious and withdrawn, fear of another person • pressure by family or professionals(s) to have someone moved into or taken out of care
- hostile or unkind behaviour by a person
- unexplained debt, not paying bills for services
- not having their basic needs met, such as adequate food or heating
- not being provided with adequate information about their rights or entitlements, or being misinformed
- prejudicial actions or remarks to the adult at risk about age, gender, disability, race, colour, sexual or religious orientation
- another person using the adult's possessions, bank account or property without his or her informed consent
- the adult at risk not receiving appropriate care, which would protect them from harm

The guidance reminds us that anyone can cause harm. For example it could be a:

- member of staff in a health/care setting
- carer
- relative
- spouse or partner
- friend or neighbour
- volunteer
- stranger

Appendix 7: Other Definitions of Harm (including harmful cultural practices)

PHYSICAL CHASTISEMENT (resulting in physical harm)

NB The Scottish Parliament is currently debating further changes in the law to address this. Currently, Section 51 of the Criminal Justice (Scotland) Act 2003 prohibits the following forms of physical punishment of children:

- a blow to the head
- shaking
- punishing with an implement

In addition, section 51 provides that "where a person claims that something done to a child was a physical punishment carried out in exercise of a parental right or of a right derived from having charge or care of the child, then in determining any question as to whether what was done was, by virtue of being in such exercise, a justifiable assault a court must have regard to the following factors: (a) the nature of what was done, the reason for it and the circumstances in which it took place; (b) its duration and frequency; (c) any effect (whether physical or mental) which it has been shown to have had on the child; (d) the child's age; and (e) the child's personal characteristics (including, without prejudice to the generality of this paragraph, sex and state of health) at the time the thing was done."

SPIRITUAL ABUSE

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

Although not recognised as a category of abuse in its own right by the statutory authorities, spiritual abuse will often co-exist with those accepted forms of abuse (described above). A number of definitions have been given to this type of abuse in an attempt to adequately describe what often amounts to an abuse of trust and power to the detriment of others. Johnson and Van Vonderen

have described it as follows:

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

The Subtle Power of Spiritual Abuse, Bethany House Publishers, 1991

This view is shared with a similar definition offered by Ken Blue:

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

Healing Spiritual Abuse, IVP, 1993

Thirtyone:eight (formerly CCPAS) defines spiritual abuse as follows:

Spiritual abuse is linked with other forms of abuse, and could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

If any employee, volunteer or church member suspects that any leader within their church is exceeding their reasonable authority as a church leader and that this is abusive they should report their concerns to the AOG Safeguarding Office at Head Office (address p.8), the Area Leader or phone thirtyone:eight for advice.

ABUSE LINKED TO FAITH OR BELIEF

(Including belief in witchcraft branding, spirit possession and other forms of the supernatural).

Types of child abuse linked to faith or belief include:

- belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- the ‘evil eye’ or ‘djinn’s’ (traditionally known in some Islamic faith contexts) and ‘dakini’ (in the Hindu context)

- ritual or 'muti murders' where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies
- use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

Fear of the supernatural is also known to be used to make children comply with being trafficked for domestic slavery or sexual exploitation. Child abuse is never acceptable wherever it occurs and whatever form it takes.

Abuse linked to faith and belief is a horrific crime which is condemned by people of all cultures, communities and faiths. This type of abuse is never acceptable and should be responded to in line with local safeguarding procedures as with any other form of abuse.

Thirtyone:eight Practice Guide 'Understanding Spiritual Abuse'

<https://thirtyoneeight.org/training/specialist-courses/understanding-spiritual-abuse/>

BREAST IRONING

Breast Ironing also known as "Breast Flattening" is the process whereby young pubescent girls' breasts are 'ironed', massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage and therefore be kept in education. Much like female genital mutilation (FGM), breast ironing is a harmful cultural practice and is child abuse. Those working with children and young people must be able to identify the signs and symptoms of girls who are at risk of or have undergone breast ironing. Similarly to FGM, breast ironing is classified as physical abuse therefore professionals must follow their local children and families social work procedures.

DOMESTIC VIOLENCE

The cross-government (not legal) definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; emotional.

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain,

depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

There are obviously degrees of conflict and disagreement in every intimate relationship but domestic violence refers to the most serious situations where there is a real risk of physical, emotional and psychological harm.

Christian homes are not immune to domestic violence. There will be both victims and perpetrators within places of worship. The responsibility to offer help and be a voice for the prevention of domestic violence is fundamental to core Christian values – those of justice, equality, respect and care for one another. To ensure the physical safety and spiritual well-being of those coming through their doors, Christian leaders must be prepared to respond appropriately with knowledge and compassion in an effective and safe way.

If you suspect that someone in your congregation may be a victim of domestic violence, you need to be open, to listen to their entire story and believe what they are saying.

In situations where the victim decides to return to the abuser and children could be placed at risk, it may be necessary to involve Children and Families' Social Work or the police. You should explain your intention to contact the statutory authorities to the victim and make every attempt to involve them in the decision making process.

Advice can be requested from thirtyone:egiht (formerly CCPAS) or from the Scottish Domestic Abuse Helpline: 0800 027 1234

See also thirtyone:eight Practice Guide 'Domestic Violence: How should my church respond?'

<https://thirtyoneeight.org/get-help/resources/practice-guides-text/domestic-abuse/>

INSTITUTIONAL ABUSE

This is the mistreatment or abuse of a protected adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

ORGANISATIONAL ABUSE

Organisational or institutional abuse is the mistreatment of people brought about by poor or inadequate care or support, or systematic poor practice that affects the whole care setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

SELF-NEGLECT

There is no single operational definition of self-neglect. The Department of Health (2016), defines it as, '... a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding'.

Skills for Care provided a framework for research into self-neglect identifying three distinct areas that are characteristic of self-neglect:

- Lack of self-care - this includes neglect of one's personal hygiene, nutrition and hydration, or health, to an extent that may endanger safety or wellbeing
- Lack of care of one's environment - this includes situations that may lead to domestic squalor or elevated levels of risk in the domestic environment (e.g., health or fire risks caused by hoarding)
- Refusal of assistance that might alleviate these issues. This might include, for example, refusal of care services in either their home or a care environment or of health assessments or interventions, even if previously agreed, which could potentially improve self-care or care of one's environment.

FEMALE GENITAL MUTILATION (FGM)

Employees and volunteers working with children and protected adults should be aware of the possibility in some cultures of female genital mutilation. This is nearly always carried out on minors and is a violation of the rights of children. The practice also violates a person's rights to health, security and physical integrity, the right to be free from torture and cruel, inhuman or degrading treatment, and the right to life when the procedure results in death.

FGM has been unlawful in Scotland since 1985 and the Female Genital Mutilation (Scotland) Act 2005 re-enacted the Prohibition of Female Circumcision Act 1985 and extended protection by making it a criminal offence to have FGM carried out either in Scotland or abroad by giving those offences extra-territorial powers.

If you are worried that a young person is at risk of FGM or has had FGM, you must report your concerns to the relevant statutory authority such as police and or social work.

CHILD SEXUAL EXPLOITATION (CSE)

Child sexual exploitation is as much a reality in Scotland as elsewhere in the UK – a reality that we, as a nation, must tackle collectively. All children and young people have the right to be cared for and protected from harm, and to grow up in a safe environment where their rights and needs are respected.

Many of the young people who become victims have been vulnerable and at risk from an early age, and remain vulnerable to other forms of abuse and neglect. The Scottish Government's approach to this is underpinned by the principles of Getting it Right for Every Child and multiagency partnership working. As such, if those working with children and young people in a church context have any suspicions that a child or young person is being subjected to CSE they should alert the appropriate authorities using the safeguarding procedures outlined in this document.

See also Scotland's National Action Plan to tackle Child Sexual Exploitation, 2014

FORCED MARRIAGE (FM)

Article 16 of the Universal Declaration of Human Rights, states that "Marriage shall be entered into only with the free and full consent of the intending spouse"

If workers, volunteers or other church members become aware of someone in a forced marriage, or living in fear of being forced to marry, then the law is there to protect them.

The Scottish Government operates a Forced Marriage Helpline with trained advisors who can talk to victims about their options. Workers, volunteers or other members may also call the Helpline if they believe somebody is facing the threat of a forced marriage, or is already in a forced marriage.

They can call the Forced Marriage Helpline on **0800 027 1234**. It is free and confidential and trained advisors are on hand 24 hours a day. Callers do not need to give their name.

There is also a free Men's Advice Line on **0808 801 0327**. This is a confidential helpline run by a team of skilled professionals from Respect, offering practical advice, information and emotional support to men worried about forced marriage, as well as to concerned friends and family and frontline workers.

TRAFFICKING OF ADULTS OR CHILDREN AND MODERN SLAVERY

Human trafficking, and slavery, servitude and forced or compulsory labour are offences under the terms of the Human Trafficking and Exploitation (Scotland) Act 2015.

There are many forms of human trafficking in which people are recruited by force or by deception for:

- enforced prostitution
- domestic servitude (modern day slavery)
- forced labour
- criminal activities
- surrogacy
- organ removal for transplantation

While this lucrative global crime generates billions of dollars in profits for the traffickers, those who have been trafficked are robbed of their humanity and are violated both spiritually and physically.

As indicated above, this is closely linked with Modern Slavery, which encompasses slavery, servitude, and forced or compulsory labour and human trafficking. Modern slavery victims can often face more than one type of abuse and slavery, for example if they are sold to another trafficker and then forced into another form of exploitation.

Government Guidance on modern slavery (2016) states that a person is trafficked if they are brought to (or moved around) a country by others who threaten, frighten, hurt and force them to do work or other things they don't want to do.

If anyone knows or suspects that they are aware of somebody who is a victim of trafficking they should speak to the Safeguarding Coordinator who may ring thirtyone:eight (formerly CCPAS) for or Hope for Justice for advice (**0845 519 7402**) or notify the police direct.

Thirtyone:eight Practice Guide 'Human Trafficking'

<https://thirtyoneeight.org/get-help/resources/practice-guides-text/human-trafficking/>

Appendix 8: AoG Mission and Church Missions

INTRODUCTION

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

This safeguarding policy that has been endorsed by the AOG National Leadership Team, therefore applies to all our AoG Mission workers and volunteers overseas and any members of our local churches that participate in locally-driven missions activity; whether planting/establishing churches within indigenous communities, visiting on short-term mission or placed as a long-term missionary in our many locations around the world.

PREVENTION OF ABUSE

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

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

Workers/Missionaries should:

- be able to recognise situations which may present risks
- plan and organise the work and workplace so as to minimise risks as far as possible and be visible to other adults when working and talking with children or protected adults
- take particular care for the needs of any disabled or vulnerable individual as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability
- should ensure that when working with children or protected adults, that their whereabouts is known at all times

Workers/Missionaries should not:

- spend excessive time alone with children or protected adults
- take children to their personal home, or to stay overnight, especially where they will be alone with you
- leave any person under 16 in charge of any children of any age. However, some local/national legislation may require this to be 18 years of age. Nor should children or young people attending any group be left alone at any time.
- hit or otherwise physically assault children
- develop physical/sexual relationships with children
- develop relationships with children which could in any way be deemed exploitative or abusive
- use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- do things for children of a personal nature that they can do for themselves
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.

RESPONDING & REPORTING MECHANISMS

All overseas missions activities should have a designated Safeguarding Coordinator responsible for safer recruitment of both staff and volunteers/visitors (including Disclosure Scotland checks where these are necessary) and for ensuring that applicants are fully apprised of the safeguarding policy. All incidents, allegations or concerns identified during overseas missions activities must be reported to the Operations Manager at AOG National Office (if relating to established World Missions activities) or the Safeguarding Coordinator for the sending church if a part of locally-driven mission activity, who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse within the relevant country.

Where an allegation is made against a worker (whether located long-term on mission or visiting on short-term mission), the Operations Manager at AOG National Office must be informed immediately whereupon the standard process described in Section 2 of Safeguarding Policy will apply in relation to contacting the appropriate authorities in the UK to discuss further action. The Operations Manager at AOG National Office will then ensure that appropriate action can be taken including where appropriate for a 'Safeguarding in Missions' Team to be convened, which would include:

- Business Manager at AOG National Office (Chair);
- National Leader/AoG Mission Department Head (or representative);
- Sending Minister/Leader (where appropriate); and
- Additional expertise (e.g. thirtyone:eight) (where required).

If an allegation is made against a worker, that worker must be removed from their duties or prevented from having any further contact with children and young people or protected adults immediately whilst necessary action is taken. Due account must always be taken of the laws and frameworks in place within any country in which AOG missions operate. In many cases, practice, values and beliefs in relation to safeguarding the vulnerable will be different to the UK. However, care must always be taken to ensure that the rights of the individuals concerned are upheld (see the UN Convention on Human Rights and UN Convention on the Rights of the Child).

Copies of more detailed guidance can be obtained from the AoG Missions Department at National Ministry Centre.

Appendix 9: Single approach to zone, area or national events

It is recognised that events occur in many formats, and that there are responsibilities for both the host/venue, and also the lead/planning organisation. There are no differences in standards and principles within the UK, regardless of the nature of the event.

There are responsibilities for the host/venue, and equally there are responsibilities for the lead organisation, however it is the event organiser that has primary responsibility for ensuring safeguarding at their event.

Venues should:

- Have a safeguarding policy
- Use safer recruitment procedures which include carrying out disclosure checks for appropriate categories of employees and volunteers
- Make any organisation that wishes to hold an event on their premises aware of the venue's safeguarding policies and procedures.
- Establish what insurance the event organisers have in place (e.g. public liability insurance)
- Consider asking to see copies or details of the event organisers' policies and procedures.

Event organisers should:

- Ask to see proof of host/venue safeguarding policy & procedures
- Ensure that safeguarding policy and procedures are followed at their event, by:
 - Appointing a Safeguarding Coordinator
 - Employing staff or volunteers who have the appropriate level of PVG Scheme membership (where required)
 - Planning activities and events that are appropriately supervised (ratios, trained staff etc.)
 - Checking that locations are safe and secure

Responding & Reporting Mechanisms

All events and activities should have a designated Safeguarding Coordinator responsible for overseeing the activity and ensuring that all staff and volunteers/visitors are fully apprised of the safeguarding activity and requirements. All incidents, allegations or concerns identified during AoG events must be reported to the Operations Manager at AOG National Office (if relating to established AoG event activities) or the Safeguarding Coordinator for the organising church if a part of a locally-driven outreach activity, who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse.

Where an allegation is made against an employee or volunteer, the Operations Manager at AOG National Office must be informed immediately whereupon the standard process described in Section 2 of the Safeguarding Policy will apply in relation to contacting the appropriate authorities in the UK to discuss further action. The Operations Manager at AOG National Office will then ensure that appropriate action can be taken including where appropriate for a 'Safeguarding in Events' Team to be convened, which would include:

- Operations Manager at AOG National Ministry Centre (Chair)
- National Leader/Assistant National Leader/Training Director (or representative)
- Event Manager (where appropriate)
- Member of the Professional Standards Team (where a person holding Status is implicated); and additional expertise where required (e.g. CCPAS).
- If an allegation is made against an employee or volunteer, that person must be removed from their duties or prevented from having any further contact with children and young people or adults with additional care and support needs immediately whilst necessary action is taken.

Appendix 10: Telephone Referral Checklist

1. Ask to speak to the Duty Worker or Duty Manager in that order, stating clearly you wish to make a safeguarding referral and specify whether this is for a child or a protected adult.
2. If none of the above are available immediately provide the details of the child or adult you wish to refer (this will allow for any records to be located) and establish how soon you will be contacted.
3. When you speak with the relevant worker, note their name and designation.
4. If details not left previously, identify the child, spelling out their name/date of birth/address/parents (carers)/siblings if known.
5. Inform the Duty Worker if you are aware that the child is staying anywhere other than the address you have already provided.
6. Explain clearly the exact nature of your concern about the child or adult – detailing how, when and why you came to be concerned and what action you have already taken.
7. Provide details of all others who are aware of this information.
8. Establish any immediate action Social Work intends to take.
9. Establish who will inform parents/carers and when this will be done.
10. Check whether the child (and/or siblings) should be collected/dismissed from your activity or service as normal and establish what should happen if this is not to be the case.
11. Check what you are able to say if parent/carer arrives before any action is taken by Social Work/Police.
12. Confirm when you can be expected to receive feedback and from whom if action is to be taken that evening it is important that you receive feedback by the beginning of the next working day.
13. Establish what further action will be required from the referrer.
14. If you are unsatisfied with the service you receive, ask to speak to the Duty or Team Manager.

Appendix 11: Policy on individuals who are under consideration for listing or barred from regulated work

This section outlines AoG's template for developing a policy on actions the church can take when an individual is under consideration for listing, or barred from regulated work. Beneath the examples is Life Church's current policy outline.

Background

The PVG Scheme provides for decisions to be made about a person's suitability to carry out certain types of regulated work. As part of this determination process, those not considered suitable will be barred from doing regulated work with children or protected adults or both.

Individuals can also be placed under consideration for listing where there is information which needs further investigation to determine if the person is suitable for regulated work.

Barring or being considered for listing can happen at the time that the applicant applies to join the PVG Scheme or throughout the period that they are a scheme member. Disclosure Scotland will notify your organisation when someone you are recruiting or have recruited into regulated work becomes barred or under consideration for listing in relation to the regulated work for your organisation.

If notified that someone is barred from regulated work with children and/or protected adults, the person must be removed from the relevant type of work. This is because it is an offence for an organisation to offer or fail to remove a person who is barred from regulated work after they have been notified.

If notified that someone is under consideration for listing in relation to regulated the work type that they do for your organisation, you can make your own decision about the action that your organisation will take. We would advise that it is beneficial to have a written policy or statement detailing the action that is considered appropriate, not only to provide clarity for those who have to make recruitment decisions but also to let those in regulated work know what to expect in these circumstances.

Don't forget that while a person is under consideration for listing, they are not barred from doing regulated work.

The AoG's sample policy (see AoG's full Safeguarding document) provides some options of the type of action that your organisation might take if notified that someone is under consideration. There may be an alternative action which you feel is more appropriate to your circumstances. You should assess the risk to your service users and detail the appropriate action for your organisation in your policy.

How To Use AoG Template

1. Carry out a risk assessment and determine the action your organisation will take
2. Amend the list of actions to reflect the action that your organisation will take or insert alternative action(s) which you have risk assessed as being a more appropriate approach for your organisation
3. Consider the impact on other policies/procedures
4. Amend any other areas of the template to reflect your procedures
5. Seek legal advice before implementing any new policy
6. Implement your new policy
7. Review in line with other policy/procedural reviews within your organisation

If any amendments need to be made to the following policy, please see AoG's full Safeguarding document for the Sample Policy Template concerning this subject.

Policy on individuals who are under consideration for listing or barred from regulated work:

Life Church aims to ensure that all children and protected adults are kept safe from harm while they are with our staff and volunteers.

Those who will undertake regulated work with children and/or protected adults within our organisation will be asked to complete a PVG disclosure application. Disclosure Scotland will continually monitor scheme members' suitability to carry out regulated work and will notify our organisation if someone is barred, or if someone is moved to consideration for listing. This can happen either at the time that someone applies to join the PVG Scheme or throughout the period that they are doing regulated work.

If we are notified that an individual is barred from a regulated work type that they have undertaken or applied to within our organisation, the individual will not be recruited or will be removed from that type of regulated work. Our organisation will be committing an offence if we engage or fail to remove someone who is barred from the relevant regulated work.

Disclosure Scotland may place a scheme member 'under consideration for listing' if they have information that they need to take time to review. During this time, the member is not barred from regulated work. If we are notified by Disclosure Scotland that an individual is under consideration for listing, our organisation will take the following action:-

At recruitment stage the following courses of action are open to us. We may:

Continue with the recruitment as normal

Continue with the recruitment but ensure the individual is supervised at all times until the final determination is made

Suspend the recruitment decision until the final determination is made

Place the individual in a non-regulated work role until the final determination is made

Action to be taken will be judged on a case-by-case basis, and we will take the full context into account.

Similarly, if the situation requires on-going monitoring, the following possible actions are open to us:

No change to be made to the work carried out by the individual

The individual will continue in their role but will be supervised at all times until the final determination is made

The individual may be suspended until the final determination is made

We may place the individual in a non-regulated work role until the final determination is made

Again, the specific action to be taken will be judged on a case-by-case basis, and we will take the full context into account.

The decision will be fully explained in accordance with our current HR policies. This policy will be made available to all of our staff/volunteers.

Appendix 12: Online Safety Policy

When responding to concerns of abuse please refer to thirtyone:eight's flowchart: 'Responding to online concerns', which will be available in the church office.

Thirtyone:eight Online Safety definition:

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology. An online safety policy should be adopted and adapted to reflect all communications between church/organisation's workers and children (those under 18 years of age).

Policy guidelines for Church Workers/Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be aware in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure your church/organisation domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of your church/organisation while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.

- Email history should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.
- Use of Skype, Zoom and any other web camera or visual communication via the internet is generally not permitted, but specifically for one to one interaction. Workers should not use such methods on a one to one basis as they cannot be recorded.
- Video calls can be used for conference calls and is considered appropriate if a project or group uses a web camera/Skype/Zoom in a group environment for project purposes, and has clear aims and objectives for its use.

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy.
- All interaction on social media groups shall be recorded for safeguarding purposes.
- Any private messages shall be recorded for safeguarding purposes.
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook.
- Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the Group.
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Consent for photographic images and videos online

- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.

- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

Acceptable Use Policy (This can be included with consent/registration forms for children and young people with a request for acknowledgement by both parent and child)

- Where access to the internet is provided on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WiFi Access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with Life Church Paisley's policy on social media.

Children and Workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which Life Church Paisley considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy in the opinion of Life Church Paisley may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

For further information, please also see the following resources provided by thirtyone:eight

<https://thirtyoneeight.org/get-help/resources/help/online-safety/>

Contracts of Agreement for Online Safety

Acceptable Use Policy

- Where access to the internet is provided on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WiFi Access will be via a secure password.
- Social media groups must be used in compliance with Life Church Paisley's policy on social media (see below).

Parent/Carer Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for Life Church, Paisley and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Parent/Guardian (Please print)	Parent/Guardian Signature	Date

Child/YP Agreement

I understand the importance of safety online and the church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the safeguarding coordinator or a trusted adult.

Child Name (Please print)	Child Signature	Date

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy.
- All interaction on social media groups shall be recorded for safeguarding purposes.
- Any private messages shall be recorded for safeguarding purposes.
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook.
- Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the Group.
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Appendix 13: Useful Definitions

The following are some useful definitions used throughout this policy:

Children are legally defined as young people under the age of 18. The term children will be used to describe both children and young people. The fact that a child has become sixteen years of age, is living independently or is in further education, a member of the armed forces, in hospital, or within the criminal justice system does not change their status or their entitlement to services or protection.

Protected adults, can be defined as persons over the age of 16 who have a learning or physical disability; a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or a reduction in physical or mental capacity. Protected adults can also be identified by their engagement with key services in support of some of the above.

Disclosure Scotland – Life Church is a registered body with Disclosure Scotland, the agency in Scotland established to provide registered organisations with criminal history information on individuals applying for or holding relevant posts.

Regulated Work means regulated work with children or regulated work with adults. The Vulnerable Groups (Scotland) Act 2007 contains a broad definition of regulated work and an employee or volunteer may be doing regulated work if they are involved in a specified activity in relation to a protected person; or if they work in a specified establishment; or if they hold a specified position. Activities as part of a person's normal duties, which indicate they are doing regulated work with children or protected adults, include:

- Being in sole charge of children or protected adults.
- Caring for children or protected adults.
- Providing advice or guidance to children or protected adults.
- Teaching, instructing, training or supervising children or protected adults.
- Unsupervised contact with children or protected adults.