

# **Struthers Memorial Churches**

## **Safeguarding Policy**

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## ***Struthers Memorial Church (SMC) Safeguarding Policy***

### **Policy Statement**

SMC group of churches believes that it is always unacceptable for any person to experience abuse of any kind and recognises its particular responsibility to safeguard the welfare of all children, young people and vulnerable adults. We aim to ensure that all individuals are protected and kept safe from harm (including physical, emotional and sexual harm) while they are with staff or volunteers in this organisation.

### **We recognise that:**

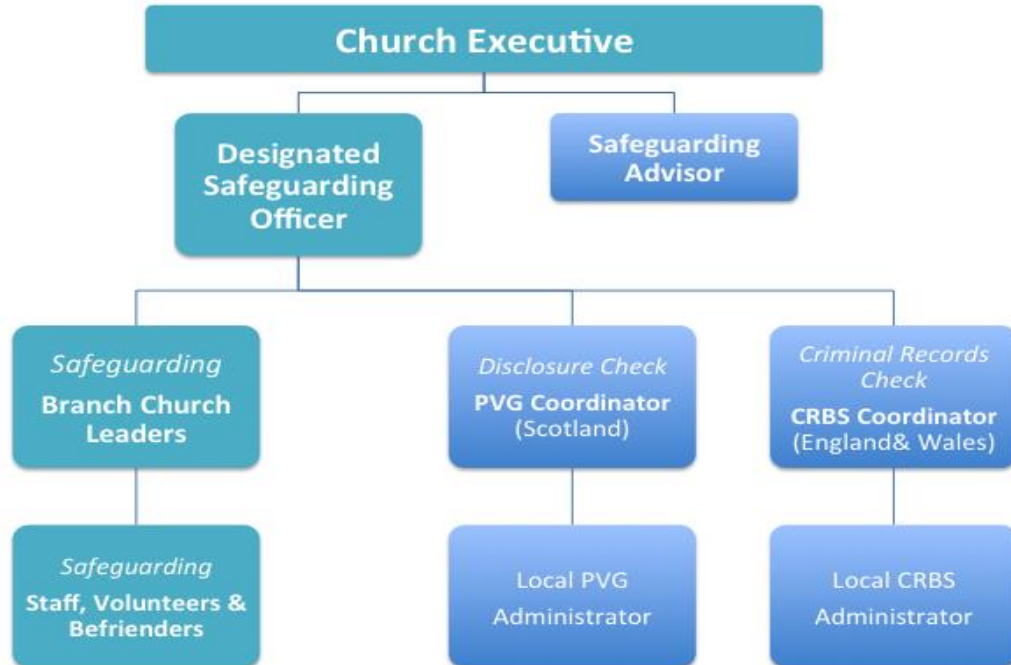
- the welfare of all vulnerable groups is paramount
- all individuals, regardless of age, disability, gender, racial heritage or religious belief, have the right to equal protection from all types of harm or abuse
- working in partnership with vulnerable individuals, their parents and carers is essential in promoting welfare.

### **We will seek to safeguard vulnerable individuals by:**

- ensuring that children and young people should never be left unsupervised whilst in our care
- ensuring that there is adequate supervision for each activity involving children and young people
- ensuring appropriate parental consent is obtained when necessary
- complying with all relevant health and safety policies
- valuing, listening to and respecting them
- ensuring all volunteers are aware of the SMC code of conduct
- recruiting staff and volunteers safely, ensuring all necessary checks are made through the relevant body
- responding to any welfare concerns or allegations of abuse in line with this safeguarding policy
- providing effective management for staff and volunteers through recruitment, supervision, support and training in order to ensure all staff/volunteers adopt safeguarding best practice
- reviewing our policy, good practice and training as required

This policy was reviewed May 2019

## ***Roles and Responsibilities***



### **The Church Executive responsibilities:**

- Ensure effective safeguarding policies and procedures are in place
- Allocate resources and training to meet the requirements of this policy
- Ensure that safeguarding issues are part of executive meeting agendas
- Designate a Safeguarding Officer to sit on the Executive

### **Designated Safeguarding Officer responsibilities:**

- Report on all safeguarding issues to the Church Executive
- Ensure staff/volunteer compliance with safe recruitment and training
- Respond to safeguarding concerns from church leaders and liaise with external agencies where appropriate
- Ensure that there is an accurate and up to date register of all workers doing regulated work with children and vulnerable adults
- Attend external designated child protection officer training
- Ensure annual review of policy and procedures

- Inform Disclosure Scotland/CRB of any individual who is removed from work with vulnerable groups within SMC due to safeguarding concerns

The Designated Safeguarding Officer is Mrs Alison Speirs.

**Safeguarding Advisor responsibilities:**

- Provide advice to the Church Executive when requested on safeguarding issues

The Safeguarding Advisor is Mrs Vivien Goodbrand who has extensive experience working within local authority social work services.

**Branch Church Leader responsibilities:**

- Appoint a local PVG/CRBS Administrator and inform the appropriate PVG/CRBS Co-ordinator
- Adhere to the procedures outlined in this safeguarding policy including safe recruitment
- Ensure local staff/volunteers are trained in safeguarding procedures including how to report concerns
- Ensure that all staff/volunteers are referred to the local PVG/CRBS Administrator for appropriate checks
- Inform Designated Safeguarding Officer of any safeguarding concerns and follow up advice given including contacting external agencies where appropriate
- Inform Designated Safeguarding Officer of any individual who is removed from work with vulnerable groups within SMC due to safeguarding concerns

**PVG/CRBS Co-ordinator responsibilities:**

- Maintain an accurate and up to date register of all workers doing regulated work with children and vulnerable adults
- Liaise with branch churches to ensure all individuals undertaking regulated work have had the appropriate checks carried out
- Deliver and maintain a record of safeguarding training of all staff and volunteers in branch churches

**PVG/CRBS Administrators responsibilities:**

- Ensure the completion of PVG/CRBS checks for all staff and volunteers including referring all new workers
- Ensure that any new worker has been approved by the local church leader
- Compile a register of all individuals who have taken part in annual safeguarding training and return this to PVG/CRBS co-ordinator

**Staff and Volunteers responsibilities:**

- Ensure they comply with the safeguarding policy and procedures
- Report any concerns over safeguarding issues to branch church leader
- Not seek to undertake any regulated work from which they are barred
- Inform Disclosure Scotland/CRB of any relevant changes to their personal circumstances including leaving SMC

## **Safe Recruitment**

SMC will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

This involves ensuring that:

- There is a detailed job description for the post (see appendix D and E)
- No individual is appointed to work with children without the recommendation and a reference from their church minister. The minister should have known the individual for a period of at least one year, otherwise an additional reference will be requested.
- Identity checks and verification of documents: we will ask for verification of ID (e.g. Driving Licence/Passport) for each individual appointed as part of the PVG check. These should be the originals and not photocopies.
- Self-declaration will be required from each individual appointed (see appendix C)
- Safeguarding has been discussed with each person before appointment is made
- Anyone who is working with children is a member of the Protection of Vulnerable Groups Act scheme, or the appropriate body for England and Wales, and the appropriate disclosure is obtained (we will comply with the Disclosure Scotland and Criminal Records Bureau Code of Practice concerning the handling of information).
- Suitable training/induction is provided for the individual being appointed
- The individual has been given a copy of SMC Safeguarding Policy/code of conduct and knows how to report concerns

(Adapted from CCPAS and SCIS)

## **Code of Conduct for staff and volunteers**

Workers are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. All workers must have read and signed the code of conduct found in appendix A or B as appropriate.

## ***Procedure for Reporting Allegations or Suspicions of Abuse***

It is recognised that youth workers play an important role in identifying potential cases of child abuse. In this regard the church and its staff and volunteers have two main roles:

- Identification and response – identifying children who are at risk of, or who have suffered, any kind of abuse and taking appropriate action to ensure the safety of the children involved.
- Helping young people to develop skills, values and knowledge which will assist them to assert their rights, accept their responsibilities, build better relationships and be better placed to recognise or deal with hazards such as abuse or harassment and report them.

The Church Executive has the overall responsibility for child protection and will liaise with church ministers and with other youth workers in the church as necessary. However, it is also important that all those involved in youth work have the skills to recognise possible abuse and knowledge of the procedures to be followed in recording and reporting concerns. The church will ensure that all workers have appropriate knowledge of child protection procedures and their place within them. Workers should be alert to signs that a child may be being abused (see appendix F). The church has a policy of developing partnerships between home and church, but with child abuse, or suspicion of abuse, our first and only responsibility is to the child. This may mean that in some instances parents are not informed or consulted immediately.

### **How Concerns May Arise**

Concerns about child abuse may arise in the following circumstances:

- A worker has concerns arising from observation of the child's behaviour or appearance, or comments the child has made;
- A child tells a worker they have been abused or feel unsafe;
- A third party expresses concerns: this could be another pupil, a parent or carer or member of the public;
- An anonymous allegation is received;
- Historical abuse exists



## **Procedure if Branch Church leader / staff / volunteers has concerns or a child / vulnerable adult tells of abuse**

Suspicious may be aroused by the presence of indicators of possible abuse or by a feeling, based on knowledge of the child, that all is not well, or by a mixture of factors.

It may be appropriate for a worker to make an enquiry of a child about how an obvious injury was sustained, or why the child appears upset or distressed using open-ended non leading questions. For example:

- 'What happened?'
- 'Where did it happen?'
- 'When did it happen?'
- 'Who did it?'

If the child does not respond, the matter should not be pursued further and advice should be sought.

Questioning and testing of evidence is not a matter for staff/volunteers, as this is the responsibility of the police and social work agencies. Such an approach could prejudice later investigations.

Staff / volunteers should:

- Listen sympathetically and with care.
- Reassure the child that he/she is not to blame.
- Not show disbelief.
- Not give a guarantee of confidentiality.
- Take the allegation seriously.
- Affirm the child's feelings as expressed (don't tell the child how he/she should feel).
- Avoid being judgemental about the information given by the child.

If the child draws back from speaking to the staff/volunteer, the child should be informed of the possibility of making a private and confidential telephone call to ChildLine on 0800 1111. ChildLine's approach is to listen to the child, discuss options and encourage the child to seek help from a trusted adult. An individual who is concerned about a child in these circumstances should inform their Branch Church Leader that the child appears to have some concerns.

Where a third party expresses concern it is important that individuals are informed that a guarantee of confidentiality cannot be given. Where the concerns are expressed by another

child, it should be remembered that reporting suspicions of abuse may be traumatic for that child and appropriate support should be provided.

### **Procedure when any of the above concerns arise:**

The role of the individual is to recognise, respond, report and record:

- Recognise when the child's behaviour and demeanour is a cause for concern and respond.
- Record their concerns using the Child Protection Concern Form Part 1 (Appendix H). This form is available from the child protection folder in each church. Record in detail on this form including what they have seen and heard, and when they did so. Signs of physical injury should be described in detail. Any comment by the child concerned, or by an adult who might be the abuser, about how the injury occurred should be recorded, preferably quoting words actually used, as soon as possible after the comment has been made, and sign and date the form **on the day**.
- Report their recorded concerns **on the same working** day to their local Branch Church Leader.
- The local Branch Church Leader must the contact Designated Safeguarding Officer immediately to ensure that the information is shared. This will allow part 2 (Appendix I) of the Child Protection Concern form to be completed. The Designated Safeguarding Officer will advise on whether that information is shared immediately with social work or, depending on the nature of the concern and urgency of the situation, the police. This means that an early assessment can be made of any potential/actual harm to the child and whether further child protection enquiries are necessary. See appendix G for contact details of local social work services.

### **Managing Allegations or Complaints of Abuse against Staff/Volunteers**

Where the information suggests possible child abuse. The following procedure should be followed:

- Any information, suggestion, allegation or complaint against a worker about possible child abuse must be taken seriously and acted on and recorded on the child protection form.
- The local Branch Church Leader should be informed immediately if the allegation is not against them. The local Branch Church Leader would then contact the Designated Safeguarding Officer who will inform the Chair of the Church Executive.
- Where it is clear that the initial information suggests possible child abuse or a criminal offence against a child, the police will be contacted and asked to investigate by the Designated Safeguarding Officer.

- Advice will be taken by the Designated Safeguarding Officer from the police before anyone is questioned.
- Advice will be taken from the investigating officer in the police as to what information (either orally or in writing) can be given, and when, to the individual involved in the allegation, so that best evidence is preserved.

If the information is unclear the following procedure should be followed:

- The Designated Safeguarding Officer should establish the basic facts using open-ended, non-leading questions and in conjunction with the Church Executive Chair decide what action needs to be taken.
- A record of this will be kept in a secure folder on the church Google drive.
- The individual involved will be informed that such an allegation has been made.

### **Unfounded Allegations**

If after due consideration the conclusion is that the allegation is completely unfounded the following procedure will be followed:

- The decision to take the matter no further will be recorded, together with the reasons for it, and the information placed in a confidential file.
- Where the information is shown to have been a malicious allegation by a young person action should be taken to safeguard other workers

### **Precautionary Suspension**

To ensure that children and vulnerable individuals are protected while an allegation is under investigation. The following procedure will be followed:

- A precautionary suspension for the duration of the investigation, will be considered by the Designated Safeguarding Officer and Church Executive. Advice on this could be sought from the investigating officer in the police.
- Should the allegations be proven, parents or carers will be informed of the facts and of the action taken by the church. Advice on this will be taken from the police and the church's lawyer.
- The Designated Safeguarding Officer will decide if a referral to the PVG/CRBS Scheme is appropriate

## **Managing Allegations or Complaints of Abuse against Branch Leaders, Designated Safeguarding Officer or members of Church Executive.**

In cases where allegations are made about a Branch Leader, the Designated Safeguarding Officer should be informed immediately. They will then, in liaison with the Chair of the Church Executive, consider the matter and take appropriate action following the guidelines above. A record of decisions made will be stored on secure Google drive.

In cases where allegations are made against the Designated Safeguarding Officer or a member of the Church Executive, the Chair of the Church Executive should be informed immediately. An executive meeting will then be called to discuss the situation and agree a way forward. Independent advice (Thirtyone:eight (formally CCPAS) or NSPCC helplines) will be taken where appropriate. A record of all decisions made will be stored on the secure Google drive.

In cases where allegations are made against the Chair of the Church Executive, the Designated Safeguarding Officer should be informed immediately. An executive meeting will then be called to discuss the situation and agree a way forward. Independent advice (Thirtyone:eight or NSPCC helplines) will be taken where appropriate. A record of all decisions made will be stored on the secure Google drive.

## ***Working with Offenders***

Where someone attending a church in the SMC group is known to have abused children or is known to be a risk to vulnerable adults the leadership will supervise the individual concerned and offer pastoral care. However, in our commitment to the protection of children and vulnerable adults we will set clear boundaries for that person which they will be expected to keep.

## ***Appendix A: Code of Behaviour for Youth and Children's Workers***

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of SMC's events. Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of SMC.

Guidelines for all SMC staff and volunteers

### **Attitudes**

Staff and volunteers should be committed to:

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

### **By example**

Staff and volunteers should endeavour to:

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people
- Challenge any inappropriate language used by a young person or child or an adult working with young people e.g. suggestive or derogatory comments
- Respect a young person's right to privacy

### **General**

Staff and volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never exaggerate or trivialise child abuse issues

## **One to one contact**

Staff and volunteers should:

- Not spend time alone with children, away from others unless it is unavoidable
- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible e.g. in the corner of an open hall
- If privacy is needed, ensure that other staff are informed of the meeting, its start and end time and its whereabouts
- If in doubt have another worker nearby

## **Physical Contact**

Staff and volunteers should never:

- Engage in inappropriate physical contact of any kind
- Do things of a personal nature for a child or a young person that they can do for themselves for example in visiting the toilet.

## **Relationships with other workers:**

- Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within SMC (e.g. showing favouritism to their own children or inviting boyfriends/girlfriends to join them in a youth meeting).

## **Relationships with children and young people:**

- Unless staff and volunteers have already established relationships with a young person through friendships with parents or with their own children, they should not have contact with children for the purpose of securing a personal friendship or relationship.
- Workers need to be aware that it is not uncommon for young people to be attracted to a youth worker. They should also be aware that such circumstances can carry a high risk of words or actions being misinterpreted and for allegations to be made.
- Any sexual behaviour with, or towards a child or young person, is both inappropriate and illegal and could constitute a 'Breach of Trust' offence.

- If it seems that a young person is becoming inappropriately attached to you or to another member of staff, you should share your concerns and seek advice from your local Branch Leader.

### **Communication via E-Technology and Social Media**

- A worker can be vulnerable to unintended misuse of electronic communication. Email, texting and social media encourage casual dialogue and very often, innocent actions can easily be misconstrued or manipulated so all use of these media should be in an appropriate and responsible manner for example informing of times/arrangements for meetings. Staff/volunteers should never share information with children or young people in any environment that they would not willingly or appropriately share in an open church setting.

### **Transporting Children and Young People**

- In certain situations staff/volunteers may be asked to transport children. This should be approved by the local Branch Leader. Wherever possible and practical, it is advised that transport is undertaken other than in private vehicles with at least one adult additional to the driver. Where a member of staff's/volunteer's own vehicle is used, they should ensure that they are insured for the purpose and wherever possible children should be in the back seat. Staff/volunteers should ensure seatbelts are worn

### **Whistle Blowing**

- If a member of staff/volunteer is seen to behave inappropriately with a child, other staff/volunteers should not ignore it but share it with the Designated Safeguarding Officer.
- If the concern is about the Designated Safeguarding Officer, it should be reported to the Chair of the Church Executive.

### **Inappropriate or Abusive Behaviour**

The list overleaf is presented to show some of the ways in which inappropriate behaviour or abuse may be manifested. It is important to recognise that this list is neither definitive nor exhaustive, nor is it meant to suggest that all the actions below are in themselves abusive: they must be seen in the context of the interaction with the child and the intention of staff. Staff should bear these in mind as a way of minimising risk and encouraging good practice. Staff must always exercise professional judgement in each circumstance.

**Physical:**

- Hitting/tapping/shaking
- Pushing/jabbing
- Throwing missiles

**Emotional:**

- Inappropriate/systematic sarcasm
- Isolating e.g. locked room
- Unfavourable comparisons
- Threats
- Intimidation
- Scapegoating
- Systematic personal criticism

**Sexual:**

- Inappropriate contact by E-technology
- Any sexual activity with a child or young person
- Inappropriate touching/comforting
- Suggestive remarks or gestures
- Sexual harassment
- Indecent materials
- Grooming a child for abuse
- Any inappropriate online contact including sending indecent images

**Health and Safety**

The church has a Health and Safety Policy and this should be referred to on matters relating to:

- Risk Assessments
- Accident and incidents
- Fire management and procedures
- First Aid



## ***Appendix B: Code of Behaviour for those working with vulnerable adults***

The code of behaviour for those working with children and young people reflect the same principles by which those working with vulnerable adults should abide. Clearly there are significant differences in the day-to-day outworking of these but in particular the following principles should be adhered to.

Volunteers should:

- Treat all individuals with respect and dignity.
- Respect every individual's right to privacy
- Ensure that if privacy is needed, other staff are informed of the meeting and its whereabouts
- Never engage in inappropriate physical contact of any kind
- Provide an example, which we would wish others to follow

**Appendix C: Self-Declaration**

I confirm that I have read the above Code of Conduct. I have been informed of Struthers Memorial Churches Safeguarding policy and guidelines and of my responsibility to take advice from the appropriate contact person if I have a wellbeing and/or child protection concern.

Signed: .....

Name (printed): .....

Role: .....

Date: .....

## ***Appendix D: Job Descriptions: Youth Worker***

### **Crèche: 0-3**

Adults will be responsible for the safety and general wellbeing of all infants from 0-3 years of age for the duration of a church service. This will be for 1-2 hours. Parents/guardians will always be within the building and a minimum ratio of 1 adult to 3 children will always be maintained. On occasion an adult may be required to take a child to the bathroom where there are changing facilities available. Other duties include playing with and feeding children following parents' guidance. All workers are required to adhere to the church's child protection (safeguarding) and data protection policies and code of conduct.

As part of our church work we run a series of summer conferences and workers may undertake these duties in a residential setting.

### **Children: 3-10**

Adults will be responsible for one age group; 3-4, 5-7 or 8-10 years old. Individual adults may work with groups of up to 8 children in an open suite of rooms, alternatively 2 or 3 adults may have collective responsibility for a group of up to 20 children aged 8 and above. The adults may be responsible for a variety of activities including music, teaching, games, drama, craft, snack and Bible stories. Young children (preschool) are always accompanied by an adult to the toilet. Parents will either be in the building, have signed a consent form or a register with contact details will be kept depending on the activity. All workers are required to adhere to the church's child protection (safeguarding) and data protection policies and code of conduct. Data will be collected, secured and destroyed in accordance with the data protection and Confidentiality policy.

As part of our church work we run a series of summer conferences and workers may undertake these duties in a residential setting.

### **Youth Work: 10-18**

Adults will be responsible for a group of up to 50 10-18 year olds with a ratio of 1:10. The adults may be responsible for a variety of activities including music, Christian teaching, games, drama, craft, project work and group discussion. At these meetings there may be a time of prayer. Where children are discussing issues with adults, this will always be done in a public environment. All workers are required to adhere to the church's child protection (safeguarding) and data protection policies and code of conduct.

As part of our church work we run a series of summer conferences and workers may undertake these duties in a residential setting.

### ***Appendix E: Job Descriptions: Work with Vulnerable Adults:***

Adults will work with individuals who are in receipt of specific services which therefore deems them to be vulnerable adults. Principally this will include those undergoing drug rehabilitation programmes but may also include others e.g. care home residents. The adults may be providing advice and counselling, refreshments and religious input. This may be in one to one or in group situations.

As of Feb 2016 the position of **befriender** has been added to the roles in which people may work with vulnerable adults. This may include those who, for example hold discussion groups with individuals from a hospice, or those working with Christians against poverty (CAP) in a 'money coach' role. This position has been registered with PVG.

As part of our church work we run a series of summer conferences and workers may undertake these duties in a residential setting.

All workers in any of these categories should have attended relevant training and be in possession of a PVG for work with vulnerable adults. Workers are directly accountable to the minister in their home church. All workers are required to adhere to the church data protection policy and code of conduct as well as to the SMC safeguarding policy.

## ***Appendix F: Signs of Possible Child Abuse***

It is important to remember that lists such as the one below are neither definitive nor exhaustive. The information has to be used in the context of the child's whole situation and in combination with a range of other information related to the child and his/her circumstances.

These are general indicators that the child may be troubled though not necessarily about abuse. The child may have some of these problems or none at all. It is the combination, frequency and duration of signs that will alert you to a problem. Try to notice all changes in usual behaviour.

There can be an overlap between all the different forms of child abuse, and all or several can co-exist.

### **1. PHYSICAL ABUSE**

Signs of possible physical abuse:

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries, or delay in reporting them
- Excessive physical punishment
- Arms and legs kept covered in hot weather
- Fear of returning home
- Aggression towards others
- Running away

When considering the possibility of non-accidental injury it is important to remember that the injuries may have occurred for other reasons, e.g. genuine accidents or medical disorders.

### **2. PHYSICAL NEGLECT**

Signs of possible physical neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness and/or unexplained non-attendance at school
- Untreated medical problems
- Low self-esteem
- Poor peer relationship

- Stealing

### **3. NON-ORGANIC FAILURE TO THRIVE**

Signs of possible non-organic failure to thrive:

- Significant lack of growth
- Weight loss
- Hair loss
- Poor skin or muscle tone
- Circulatory disorders

### **4. EMOTIONAL ABUSE**

Signs of possible emotional abuse:

- Low self-esteem
- Continual self-deprecation
- Sudden speech disorder
- Significant decline in concentration
- Socio-emotional immaturity  
'Neurotic' behaviour (e.g. rocking, head banging)
- Self-mutilation
- Compulsive stealing
- Extremes of passivity or aggression
- Running away
- Indiscriminate friendliness

### **5. SEXUAL ABUSE**

Not all children are able to tell parents or carers that they have been assaulted. Changes in behaviour may be a signal that something has happened. It is important to remember that in sexual assault there may well be no physical or behavioural signs. Signs of possible sexual abuse:

#### **Behavioural**

- Fear of a particular individual
- Social isolation - withdrawal or introversion
- Lack of trust in adults or over familiarity with adults

- Sleep disturbance (nightmares, irrational fears, bed wetting, fear of sleeping alone, needing a nightlight)
- Running away from home
- Girls taking over the mothering role
- Reluctance or refusal to participate in physical activity or to change clothes for activities
- Low self-esteem
- Drug, alcohol or solvent abuse
- Display of sexual knowledge beyond child's years
- Unusual interest in the genitals of adults or children or animals
- Expressing affection in an age inappropriate way, e.g. 'French kissing'
- Fear of bathrooms, showers, closed doors
- Abnormal, sexualised drawing
- Fear of medical examinations
- Developmental regression
- Poor peer relations
- Inappropriate or sexually harmful behaviours
- Compulsive masturbation
- Stealing
- Psychosomatic factors, e.g. recurrent abdominal pain or headache
- Having unexplained / abundance of sums of money and / or possessions Sexual promiscuity
- Physical / Medical
- Sleeplessness, nightmares, fear of the dark
- Bruises, scratches, bite marks to the thighs or genital areas
- Itch, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- Pain on passing urine or recurrent urinary infection
- Stained underwear
- Anxiety/depression
- Eating disorder, e.g. anorexia nervosa or bulimia
- Discomfort/difficulty in walking or sitting
- Pregnancy - particularly when reluctant to name father
- Venereal disease, sexually transmitted diseases
- Soiling or wetting in children who have been trained
- Self-mutilation/suicide attempts



## **Appendix G: Local Contacts**

The following is a list of phone numbers for child protection services in the areas in which our churches are based can be found at

### **Scotland:**

<https://socialworkscotland.org/wp-content/uploads/2018/06/ScottishCouncilsSocialWorkContactSheet.pdf>

**For our churches based in England and Wales, contact details are as follows:**

### **London:**

Aylesbury Vale and North Bucks Area:

Buckinghamshire County Council

County Hall

Walton Street

Aylesbury, HP20 1YU

01296 395000

Emergency Duty Team

01494 675802

### **Neath:**

Children and Young People Services

01639 685717

Out of office hours the Emergency Duty Team

01639 895455

### **Pudsey:**

Children and Young People's Social Care

0113 222 4403.

Out of office hours Social Care Emergency Duty team

0113 240 9536.

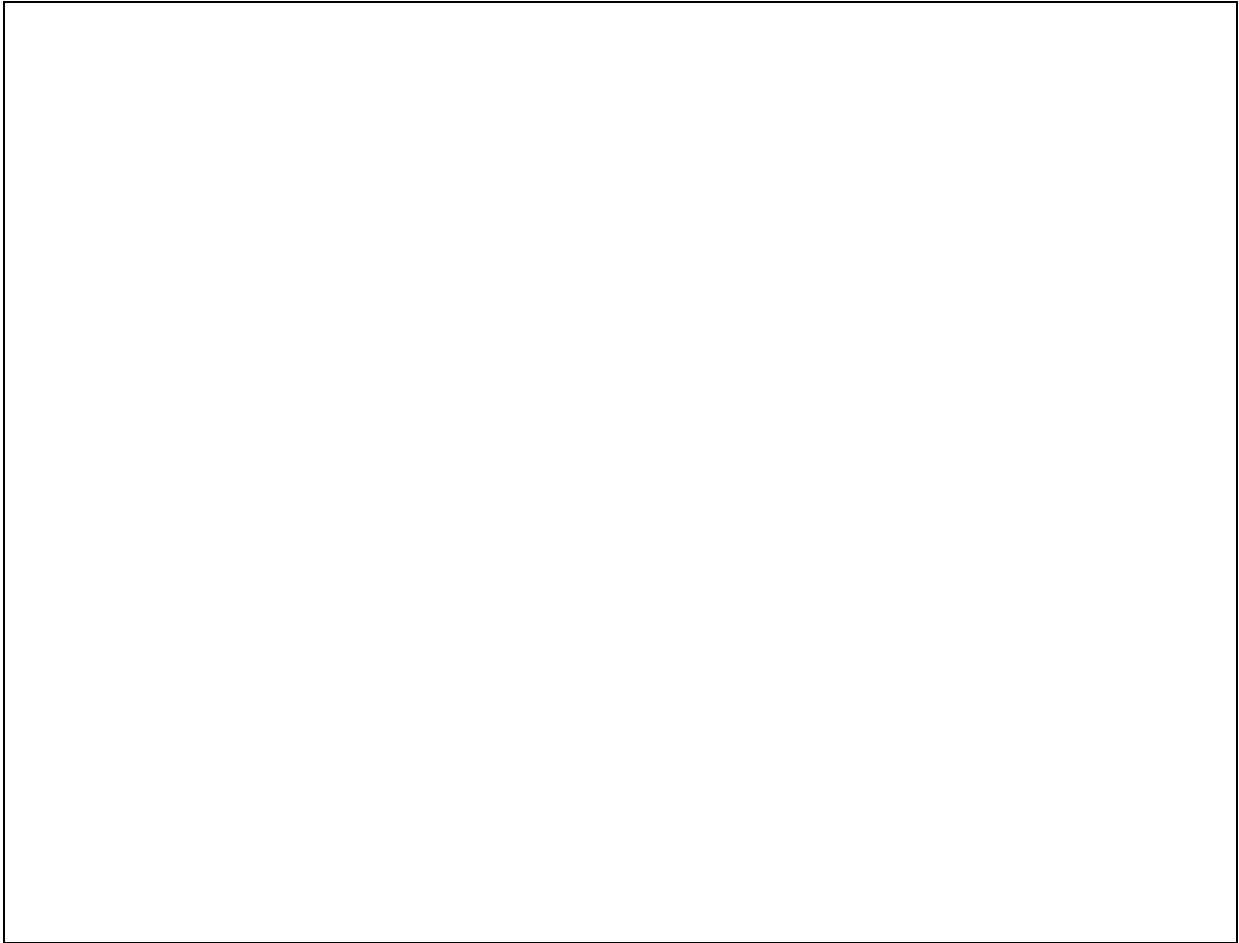
Children Leeds

0113 39 50247

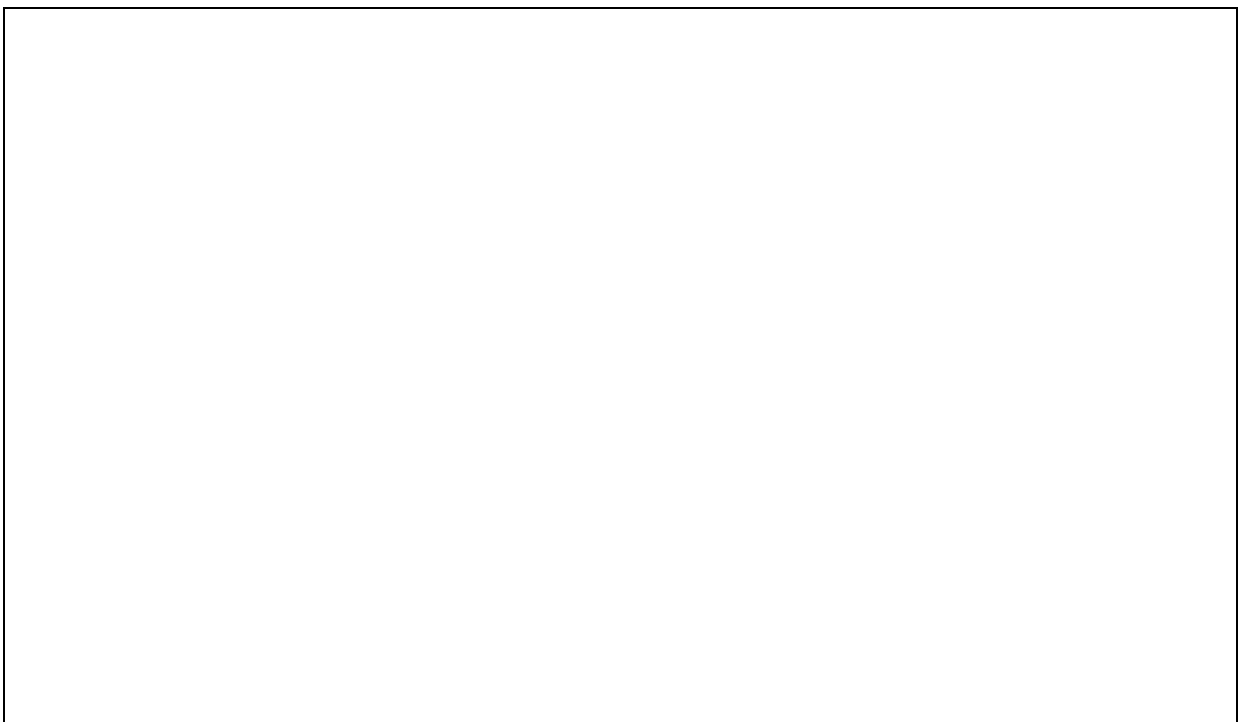
Thirtyone:eight 24 hr helpline

0303 003 11 11





**4. Did the child / young person express a view about what they would prefer to happen next?**



Signature:

---

Date:

Time:

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**Information you provide will be kept strictly confidential.**

Struthers Memorial Church is committed to neither use nor disclose personal data that it has collected, other than the purpose for which it was collected or any reasonable secondary purpose, including compliance with applicable laws.

SMC will comply with its legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

## Appendix I: Child Protection Concern Form Part 2

### PART 2: To be completed by the Child Protection Co-ordinator

Name of Child Protection Co-ordinator:	
Date Concern Form Part 1 received:	Time:

#### 1. Have there been previous child protection concerns with regards to this child?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, give details;	

#### 2. Is the child currently on the Child Protection Register?

YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>
If yes, the concern should be referred on the day to the allocated social worker or their senior.		
Name of social worker:	Date contacted:	Time:

3. Did you as the Child Protection Co-ordinator speak to the child / young person e.g. to establish basic facts recorded on part 1 of this form?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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4. Was this concern shared with anyone else by yourself or the person reporting the concern?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please specify:	
<p><b>The decision about who shares what with the parents should be taken following advice from one of the statutory agencies involved.</b></p>	

5. Does the concern involve any of the following types of abuse / risk factors?

1. Sexual Abuse	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
2. Physical Abuse	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
3. Emotional Abuse	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
4. Physical neglect	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
5. Domestic Abuse	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
6. Parental alcohol and / or drug misuse	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

7. Disability	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
8. Non-engaging family	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
9. Child affected by parental mental health problems	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
10. Child with mental health problems	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
11. Child displaying problematic sexual behaviours	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
12. Female genital mutilation	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
13. Honour-based violence or forced marriage	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
14. Fabricated or induced illness	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
15. Sudden, unexpected death of a child	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
16. Child exploitation	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
17. Child placing themselves at risk	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
18. Being radicalized or vulnerable to the messages of terrorism / extremism	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
19. Other (please specify)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

**6. What action is to be taken in relation to this concern? Please tick the appropriate box.**

<input type="checkbox"/>	Initiate child protection procedures by contacting Social Work
<input type="checkbox"/>	Continue to monitor

**7. Local minister contacted and updated on decision made**

<b>Minister Name</b>	<b>Date contacted</b>
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**8. If child protection procedures are initiated, record details of the discussion with social work services / policy or other statutory agency**

Date:	Time:	Name of contact:
Details of discussion:		
Outcome of discussion:		

**9. If the referral is being investigated and assessed by the statutory agencies, the Child Protection Co-ordinator should record details of his / her further involvement in the case and further communication from the statutory agencies involved.**

**10. Child placed on the Child Protection Register**



YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, indicate the date:	

**11. Child removed from the Child Protection Register**

Date:
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**12. Following deregistration was the child / young person made the subject of a Child's Plan (Scotland)**

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Signature:

Date:

Time:

**Information you provide will be kept strictly confidential.**

Struthers Memorial Church is committed to neither use nor disclose personal data that it has collected, other than the purpose for which it was collected or any reasonable secondary purpose, including compliance with applicable laws.

SMC will comply with its legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

This form should kept in a secure place i.e. locked filing cabinet to comply with GDPR requirements.