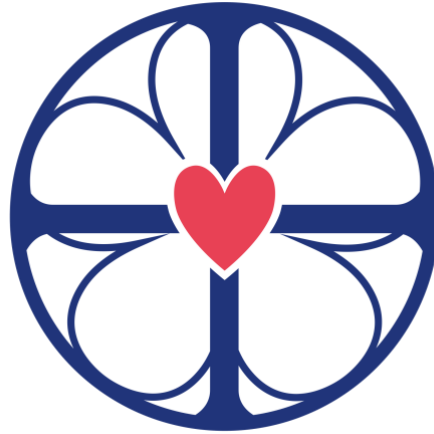


Lutheran Church in Great Britain



Safeguarding Policy

January 2022

Lutheran Church in Great Britain (LCiGB)

Safeguarding Policy

The Lutheran Church in Great Britain
4 Sandwich Street, London, WC1H 9PL
Registered Company 7034897
Registered Charity 1137050

Membership of:

The Porvoo Communion
The Lutheran World Federation
The Council of Lutheran Churches

LCiGB's commitment to safeguarding children and adults

LCiGB recognises the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. 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 the Church Council 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.

LCiGB believes fundamentally in the moral commitment to ensure that all individuals are free from abuse, regardless of gender, age, ethnicity, disability, sexuality or beliefs. This safeguarding policy applies to all trustees, staff and volunteers in the LCiGB and has been approved by the board of trustees, i.e. The Council of the LCiGB.

The LCiGB is committed to providing a safe and secure environment for all of its staff, members and visitors who access its facilities and services. The Church recognises its responsibility to safeguard in particular the wellbeing of children and adults at risk of harm (vulnerable adults) by ensuring that there are appropriate arrangements in place to enable it to discharge its duty to deal with issues concerned with suspected or reported abuse of children young people or adults at risk of harm.

The Council of the LCiGB will ensure that the church's policy and procedures comply with all statutory requirements and regulatory guidance, as well as best practice in safeguarding children and adults at risk. The LCiGB safeguarding arrangements are proportionate and based upon Christian principles and best practice.

The LCiGB is committed to a pastoral ministry that respects all adults and children within the church community and to safeguarding and protecting all children and adults.

Bishop Tor B. Jørgensen

Signed:

Date:

Safeguarding Policy Statement

General Principles

- LCiGB is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- LCiGB aims to ensure our churches are welcoming places, with a culture of openness and transparency. We will challenge rigorously any abuse of power or authority by any member of staff or volunteer that the church has placed in a position of trust;
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We recognise that the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the church.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- 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 experiencing significant harm.

We are committed to:

- Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that as a church all workers will work within the agreed procedure of our safeguarding policy.
- Endorsing and following all national safeguarding legislation and procedures, including implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.

- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by LCiGB.
- Supporting all in the church affected by abuse.
- Providing on-going safeguarding training for all workers including volunteers and will regularly review the operational guidelines attached.
- Support the Safeguarding Officer in their work and in any action they may need to take in order to protect children and adults with care and support needs.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.
- We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to our approved safeguarding officer for LCiGB churches:

Sesulelo Kehle (Sue)
Email: sesukehle@yahoo.co.uk
Mobile: 07919 204471

A copy of LCiGB's safeguarding policy can be seen on request.
A copy of this LCiGB safeguarding policy is also lodged with the Council of Lutheran Churches.

LCiGB safeguarding procedures

The Lutheran Church in Great Britain have church congregations across the United Kingdom. It is the intention to have a safeguarding officer assigned to each church congregation where there are regular meetings, and certainly where there are children's or youth activities operating. Our safeguarding officer Sesulelo Kehle will co-ordinate all safeguarding concerns on behalf of the LCiGB, and where a congregation has a safeguarding officer in place then work with them in ensuring that this policy is followed.

Where there are administrative matters relating to safeguarding then please contact:

Emily Weller, Senior Administrator

Email: admin@lutheranchurch.co.uk

Mobile: 07483 385721

Where a congregation provides children's or youth work, or is working with adults with care and support needs, then specific guidance will be issued to that congregation in accordance with best practice and current legislation.

Responding to allegations of abuse

Under no circumstances should anyone carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

Make some very brief notes at the time, if appropriate and write them up as soon as possible. Do not destroy original notes in case they are required. Record the date, time, place and actual words used, including any swear words and slang. Record facts and observable things, not your interpretations or assumptions. Don't speculate or jump to conclusions.

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

Sesulelo Kehle (Sue)
Email: sesukehle@yahoo.co.uk
Mobile: 07919 204471

The above is nominated by the Trustees of LCiGB 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.

- In the absence of the Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the report should be made to:

Emily Weller, Senior Administrator
Email: admin@lutheranchurch.co.uk
Mobile: 07483 385721

Support is also available from the following who will provide advice and confirm this advice in writing:

Safeguarding support for Council of Lutheran Churches: Simon Bass
Tel. 07761 486 764
Email: simon.bass@lutheran.org.uk or simon@churchsafeguarding.com

Alternatively contact **thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ.
Tel. 0303 003 1111.

Any safeguarding concern can be reported directly to Social Services (Children's Social Care or Adult Social Care) or the police.

If a local church has appointed a safeguarding officer, then the report should be made in the first instance to this safeguarding officer. Where a pastor receives a safeguarding allegation or disclosure, they should follow the process above.

- The Safeguarding Officer should contact social services in the area the child or adult lives. LCiGB recognises that people can travel to services from across the United Kingdom and elsewhere in Europe. We will endeavour to find out where the child or adult resides, and will contact the statutory services in the location of the congregation.
- Helpful links to find this: <https://www.gov.uk/find-local-council> (to find your local authority and their website),
NSPCC (<https://www.nspcc.org.uk/>) 0808 800 5000,
- The Safeguarding Officer may need to inform others depending on the circumstances and/or nature of the concern (all reports are on a need to know basis).
 - The Chair or trustee responsible for safeguarding will liaise with the insurance company, in accordance with the Insurers expectations for insurance cover.
 - The Chair or trustee responsible for safeguarding will liaise with the Charity Commission to report a serious incident, if appropriate.
 - The Designated Officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer should not delay referral to Social Services, the Police
- The Trustees will support the Safeguarding Officer in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies, although the Church Council hopes that members of the congregation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Officer has not responded appropriately, or where they have a disagreement with the Safeguarding Officer as to the appropriateness of a referral they

are free to contact an outside agency direct. We hope by making this statement that the Church Council demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Officer 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.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

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

- Contact Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Speak with the parents or carers unless advised to not to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- if unsure whether or not to refer a case to Children's Social Services:
 - Seek and follow advice from Simon Bass (on behalf of the Council of Lutheran Churches). Who will confirm advice in writing, for future reference.
 - Alternatively, seek and follow advice given by thirtyone:eight, who will confirm their advice in writing.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer will:

- Contact the Children's Social Services Department (Children's Social Care) Duty Social Worker for children and families or Police Child Protection Team direct. Do NOT speak to the parent/carer or anyone else.
- if unsure whether or not to refer a case to Children's Social Services:
 - Seek and follow advice from Simon Bass (on behalf of the Council of Lutheran Churches). Who will confirm advice in writing., for future reference.
 - Alternatively, seek and follow advice given by thirtyone:eight, who will confirm their advice in writing.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including: - physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Officer will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- if unsure whether or not to refer a case to Adult Social Care:
 - Seek and follow advice from Simon Bass (on behalf of the Council of Lutheran Churches). Who will confirm advice in writing, for future reference.
 - Alternatively, seek and follow advice given by thirtyone:eight, who will confirm their advice in writing.

If there is a concern regarding spiritual abuse, Safeguarding Officer will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact Simon Bass (on behalf of the Council of Lutheran Churches) and in discussion consider appropriate action with regards to the scale of the concern.
- Alternatively, contact thirtyone:eight and in discussion consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Officer, in accordance with Local Safeguarding Partnerships procedures will:

- Liaise with Children's Social Services in regard to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs

The Safeguarding Officer will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Understanding abuse and neglect

Defining child abuse or abuse against an 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 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. States 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.

Also, for adults 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.

Safer recruitment

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

- There is a written job description / person specification for the post
- Those applying a paid position have completed an application form and a criminal conviction self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview

- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding training

The Church Council 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 Pastor, Safeguarding Officer, Deputy Safeguarding Officer, Sunday school teachers and Trustees will receive induction training and undertake recognised safeguarding training every three years.

The Church Council will also ensure that children and adults with care and support needs 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.

Management of Workers /Volunteers– Codes of Conduct

The Church Council is committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

Practice Guidelines

As congregations at LCIGB working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached or in the appendices.

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

Procedures for Children's' Sunday Schools

- 1 Sunday school shall be held in a designated area or building and those working with children will be safely recruited. This would include having an appropriate level of DBS criminal record check.
- 2 In the event that no leader is available the children will either remain with their parents / guardians in church or undertake an activity in the church, e.g. colouring in Bible story pictures, with the parents / guardians responsible for supervision.

Specific details about safer working practice will be provided to each LCiGB congregation based on the children's work being undertaken.

Pastoral Care

Supporting those affected by abuse

The Church Council is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the congregation.

Working with offenders and those who may pose a risk

When someone attending LCiGB is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Safeguarding Officer will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate statutory agencies.

Appendix 1

Key Contact Details

Safeguarding Officer

Sesulelo Kehle (Sue)

Contact Telephone Number: 07919 204471

Email: sesukehle@yahoo.co.uk

Safeguarding Administrator

Emily Weller, Senior Administrator

Email: admin@lutheranchurch.co.uk

Mobile: 07483 385721

Safeguarding Support for Council of Lutheran Churches

Simon Bass

Contact Telephone 07761 486 764

Thirtyone.eight

Contact Telephone 0303 003 1111

Appendix 2

Statutory Definitions of Abuse (Children)

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

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

England

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

What is abuse and neglect?

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

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

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

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware

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

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

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

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Appendix 3

Signs of Abuse (Children)

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

Physical

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

Sexual

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

Emotional

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

Neglect

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

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

Appendix 4

Definitions of Abuse – Adults

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000). The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

Link: The Care Act 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

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

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

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

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

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

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

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

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

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

Appendix 5

Signs of Abuse (Adults)

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages
- and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16 yrs

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse:
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns
- Psychological abuse
- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

Financial or material abuse

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

Modern slavery

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

Discriminatory abuse

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

Institutional Abuse

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

Neglect and acts of omission

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

Self-neglect

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

Appendix 6

The LCiGB's SAFEGUARDING ROLE DESCRIPTIONS

Role and Responsibilities of the LCiGB Safeguarding Officer

The LCiGB Safeguarding Adviser is responsible for taking a lead role in the provision of safeguarding expertise to the Bishop, the clergy and lay people of the church.

The role assists the Council of the LCiGB to ensure that the church maintain the highest standards of safeguarding, ensuring the protection of children and vulnerable adults.

To this end, the Safeguarding Officer:

- Supports, assists and ensures strategic governance and implementation of robust safeguarding procedures
- Supports, assists and ensures that the Council fulfils its statutory duties,
- Provides expertise and support to the church's staff and volunteers
- Assists to co-ordinate, facilitate and commission training for staff and volunteers in the church including those in its congregations
- assesses safeguarding allegations made against those involved in the church's work
- Supports the Bishop, Pastors, laity and the trustees to implement appropriate local response to allegations
- Makes referrals where appropriate to statutory or professional agencies in respect of allegations
- Advises and assists on the requirements for Criminal Record checks,
- Advises about safe practice when recruiting paid employees and volunteers
- Advises on specific situations for both clergy and laity in child protection and adult protection allegations or disclosures.

Role and Responsibilities of the Congregational Safeguarding Officer

Status of the Role

Safeguarding is everyone's responsibility. In each of our congregations there is an expectation that the Pastor will take lead responsibility for safeguarding. The role can be delegated to a member of the congregation to take on the role of congregational safeguarding officer, if it is agreed by the trustees of the congregation to do so. However, where the role is delegated, the responsibility for ensuring that safeguarding is handled correctly in congregations remains with the pastor. Acting as a Congregational Safeguarding Officer with delegated authority is a voluntary role undertaken on behalf of the Pastor and is an important role in a congregation.

Primary Duty

The purpose of the role is to ensure that, in all church activities and events, all vulnerable individuals (children, young persons and adults at risk) are protected and kept safe from harm in line with best practice safeguarding principles and government guidance.

Appointment

Where delegated authority for the role is agreed, the Safeguarding Officer should be selected and approved by the Pastor or Pastor-in-Charge and the Trustees of the congregation as someone who is suitable for the role, ideally having had involvement with a similar role or responsibility, but at least willing to be trained in the role.

Main Role and Responsibilities

- To work within the guidelines of the LCiGB's Safeguarding Policy;
- To ensure that the congregation has its own Safeguarding Policy and Procedures formally approved and agreed by the Council (trustees) of the congregation;
- To ensure that the congregation's policy and procedure is implemented in any event regarding safeguarding matters;
- To ensure that each activity involving vulnerable persons has its own records covering the safety of those involved, e.g. attendance, parental consent forms, adult to child ratio, details of the adults running each session, the recording of any incidents, etc.;
- To follow best practice guidelines for protection and safeguarding of children and vulnerable adults;
- To attend Safeguarding training;
- To be aware of the post holders in the LCiGB and their contact details, i.e. The Bishop and the LCiGB Safeguarding Officer;
- To be vigilant in the congregation and highlight any areas of concern regarding a child or vulnerable adult or any adult you may consider poses a risk to a child and make a record of your concerns or concerns related to you, keeping such record securely, and to work closely with the Pastor in sharing any concerns that you have, and to ensure that you seek advice and/or refer as appropriate to the incident and the procedures;
- To ensure that all who wish to work with children, vulnerable individuals or groups have been safely recruited and that they comply with the safe recruiting procedures, including Criminal Record checks;