



GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant	
1	Name of Applicant/Organisation Hope Community Association
2	Applicant contact name, address, email and telephone*
3	Aims & Objectives of Applicant / Organisation Tell us a little about your organisation – what you do and why To help the poor and needy families in our local community by supplying free food, community activities and general support.
4	What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company? Hope Community Association is a Constituted Association but are under the umbrella of New Life Pentecostal Church, which is a charity. If yes, please provide registration details: Number 1054353



5	<p>Does Your Organisation Have:</p> <table><tr><td>A constitution:</td><td>Yes /</td></tr><tr><td>Accounts:</td><td>Yes /</td></tr><tr><td>Equal opportunities policy:</td><td>Yes /</td></tr><tr><td>Safeguarding or child protection policy*</td><td>Yes /</td></tr><tr><td>Health and Safety policy</td><td>Yes /</td></tr></table> <p>Please include a copy of these documents where available.</p> <p>If these documents are not supplied, please advise why these details are missing.</p> <p><i>*If you are not able to provide a safeguarding or child protection policy, please advise how you will monitor and ensure the protection of children and vulnerable adults.</i></p>	A constitution:	Yes /	Accounts:	Yes /	Equal opportunities policy:	Yes /	Safeguarding or child protection policy*	Yes /	Health and Safety policy	Yes /
A constitution:	Yes /										
Accounts:	Yes /										
Equal opportunities policy:	Yes /										
Safeguarding or child protection policy*	Yes /										
Health and Safety policy	Yes /										
6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, what is the date of your event and have you booked the facility with the Town Council?</p> <p>If No, please proceed to question 7.</p>										



7	<p>Have you previously applied to SWTC for grant funding? / No – not to our knowledge.</p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose. Reminder that funding is restricted to one application per organisation per financial year (1st April – 31st March)</p>
Section 2 – The Project	
8	<p>Project name: Bags of Hope and also Pop-Up Shop</p> <p>Project aim: Bags of Hope – to provide a bag/s of food at certain times of the year, e.g. Christmas, Easter, summer holidays, to around 50 local families whose children receive free school lunches, and Ukrainian Refugees.</p> <p>Pop-Up Shop – to offer free food to families locally who are in need and suffering from the cost of living crisis.</p> <p>Start Date: Ongoing</p> <p>End Date: Ongoing</p>



9	<p>Please give details of the project activities and timeline</p> <p>Bags of Hope – We did this for Christmas 2023 and provided 50 families with £60 of free Christmas food, together with winter warmth help, such as hoodie blankets, socks, slippers, gloves. We aim to repeat a smaller version of this during 2024, around school holiday times.</p> <p>Pop-Up Shop – Works on a weekly basis of one hour's opening when needy families can choose up to 20 food items to help with their weekly food shopping. The food consists of a mixture of some fresh food but mainly tinned items and dried foods, such as pasta and rice.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>Providing food to families who are struggling to buy sufficient for their needs. Also we give moral support and a listening ear.</p>
11	<p>How have you identified the need for this project? Please include your experience in this field and research and scoping that has been carried out with the intended target group</p> <p>Yes – we have been helping these families for a number of years now, attempting to help them come out of poverty. We are supporting them through difficulties constantly. We also do Foodbank Referrals when needed. At present we have 46 families on the Pop-Up books, although not all turn up every week – we often have around 5 to 6 families per week.</p>



12	<p>Please give a reasonably accurate figure for the number of people, within Saffron Walden Town Council's area (the parish of Saffron Walden and Little Walden, see map attached for the area served by SWTC), the project will serve. If possible, please provide evidence of this within the Data Protection Act</p> <p>We help up to 57 families, which includes approximately 119 children.</p>
13	<p>Please give a brief outline of:</p> <ul style="list-style-type: none">• How this project benefits the residents of Saffron Walden Town Council's area• The change you wish to see as a result of your project or activity for the residents of the Saffron Walden parish• How your project will be measured <p>This project helps the 50 families we have on our books to provide food for their families when they are struggling. Ultimately we would like to see these families being able to provide for their families without outside assistance, and be out of poverty. The success of the project is measured in how many of the families tell us that they no longer need our assistance.</p>



14	<p>Where will any equipment be kept and how will it be insured? All equipment is kept within the church building and is covered under the church insurance.</p>
15	<p>Address where <u>main</u> activities will take place New Life Pentecostal Church 9 Shire Hill Saffron Walden CB11 3AQ</p>
16	<p>How will you ensure that the project will be all-inclusive? The families were initially directed to us via local schools, who provided details of families who had school aged children who received free school meals. We do not discriminate against anyone but accept them if they need help.</p>
Section 3 – Funding Requirement	
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost The Pop-Up shop is costing roughly £100 per week to run = £5200 per annum, plus the Bags of Hope cost approximately £3500 for Christmas 2023, although Easter and Summer Holidays Bags of Hope will not include hoodie blankets, etc.</p>



18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible) (please note grants are ordinarily restricted to £500 per application)</p> <p>£500 please (or more if you can give us more) – for Bags of Hope and Pop-Up Shop.</p>
19	<p>Have you applied for funding from other sources for this project?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please indicate how much and who from</p> <p>The costs of our projects are ongoing and not just one off projects, so we are applying for funding constantly – we have received from Essex County Council, Waitrose Store, we are currently one of the three projects included in the Tesco Stronger Starts, but this does not finish until the end of March.</p>
20	<p>Have you applied for funding from other sources for any other project which may relate to this funding request? If so, please give details of when, and if the application was successful, please give details of the grant received.</p> <p>At present, Bags of Hope, and Pop-Up Shop.</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>We will mention it on the Church Facebook Page as well as the Hope Community Hub Facebook Page.</p>



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Section 4 – Contact Details	
22	<p>Contact details for this application (this must be someone who has full knowledge of the application and can answer questions about it). Please note that these details will be made known in a public forum unless you specifically advise that details should be with-held</p> <p>Name Mrs Gillian Smith</p> <p>Tel No [REDACTED]</p> <p>Email address – [REDACTED]</p> <p>Date of application – 9th February 2024</p>
23	<p>Bank/Building Society Details 30-90-89 Account 42316460</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment: Hope Community Association</p> <p>If this is not the name of the group applying, please provide an explanation for variance.</p>
24	<p>Declaration – must be signed by at least 2 persons</p> <p>We confirm that the information given in this application is correct. We are authorised to make this application on behalf of:</p> <p>Name of Organisation: Hope Community Association</p> <p>Signed: (1st person) [REDACTED]</p> <p>Name: Gillian Smith</p> <p>Position in Organisation: Fundraiser</p> <p>Signed: (2nd person) [REDACTED]</p>



	<p>Name: Dawn Dorrington</p>
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	<p>Position in Organisation: Treasurer</p>
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Please note that this whole document will be published in the public domain unless we receive express instructions to the contrary.

**Map showing the parish of Saffron Walden.
The Town Council serves all the area shown in white**

HOPE Community Hub Constitution

1. **Name** - The name of **the Association** will be HOPE Community Hub.

2. **The aims are -**

To tackle deprivation experienced by individuals, young people, single parents and families in our local community, helping to restore personal dignity. To support the most vulnerable within our communities, through 1-2-1 support and signposting. To provide a safe and welcoming environment for individuals to grow and face the daily challenge of difficult situations. **To provide help and support that make a difference** to the lives of those in our community and give them opportunity to reach their potential.

3. **Management Committee**

There will be a management Committee of at least 6 members and not more than 12 members.

The members of the Committee will be appointed by New Life Pentecostal church and will include the Pastor of the church. People who serve on the management committee do so on a voluntary basis. They may receive some financial recompense for expenses they incur while carrying out their duties.

The Committee will meet no fewer than three times a year.

4. **Financial management**

The management Committee will be responsible for the financial management of all income and expenditure.

The Committee will

- a) Appoint a suitable person as Honorary Treasurer.
- b) Appoint auditors of the Hub's accounts and ensure that all accounts are maintained in line with Charity Commission rules and report yearly to the Charity Commissioners.
- c) Open a bank account in the name of HOPE Community Hub through which all transactions must be passed. Receipts to be provided for any reimbursements.
- d) All cheques must be signed by two members of the Committee, one of whom should be the Honorary Treasurer.
- e) Require the Treasurer to maintain custody of the following records:
Cash book, Bank statements, audited statement of accounts, paying in slips, and cheque books.

- f) Require the Treasurer to maintain the Hubs main cash book and reconcile the balances with the bank statement and submit a statement of accounts at the end of the financial year.
- g) Consider the financial implications of all projects and obtain approval from New Life church of amounts over £1000.

5. Safeguarding policy:

The management Committee will incorporate and uphold the Safeguarding Policy of New Life Pentecostal church and apply all required checks required by the Policy. The Safe guarding officer/s of New Life church will be called upon to implement the necessary DBS checks prior to any appointments made

6. Health and Safety:

The management Committee will ensure that all aspects of health and safety are carried out and adhered to in respect of all its activities.

7. Insurance policy

The management Committee will ensure that all required insurance policies are valid and cover all its activities.

8. Amendment of Constitution

This constitution can be amended at a meeting of the management Committee by a two thirds majority vote of those present and voting provided that written notice of the motion has been given at least one month in advance to all Committee members.

9. Rules

The Management Committee will have the power to make rules for the governing of the Hub's activities and amend them at any Management Committee meeting without notice.

Risk Assessment for Hope Community Hub

General safety – All team members should take responsibility for health and safety at all time, and take appropriate action if a hazard is discovered.

Before every Make Lunch session, the football hall must be checked for any equipment/tools/ladders, etc., that may have been left lying around, and which may cause injury.

Ensure cables are safe and secure, and not a trip hazard.

Ensure any broken or damaged equipment is removed prior to the start of the session.

Ensure no water has been spilled.

Ensure no lighting or heat producing equipment is touching any fabrics.

Children should walk at all times.

Children should not carry hot drinks.

Children should be seated when eating.

No skates are allowed.

Football Hall – children must be supervised at all times.

Children must not climb on the furniture.

No naked flames.

Fire Exits must be kept clear at all times.

First Aid Kit to be readily available.

At least one qualified First Aider to be present.

All children must have their parent/carer with them at all times.

Parent/Carer is responsible for their child/children's behaviour.

Only Hub staff may go in the kitchen.

Hub staff must have a current DBS.

Child Protection – all team members to know who to contact at all times for Safeguarding purposes and to adhere to the Church & Hub Policy on Safeguarding.

Lifting – Equipment to be packed in suitable containers and kept at manageable weight levels.

Heavier or larger items should be carried by more than one person, as necessary.

Good lifting techniques should be encouraged.

Individual team members to be responsible for their own load according to personal fitness ability to carry.

Kitchen safety –

No children allowed in the kitchen.

Chopping – risk of cutting fingers - users to be given adequate space and time to complete work.

Heat – risk of burning or scalding from contact with hot food or equipment – users to be given adequate space, time and equipment to work, including oven gloves.

Allergies – Details of allergies and intolerances should be taken on registration and suitable food should be provided. Wherever possible, food containing nuts must be avoided. Volunteers to be made aware of the contents/ingredients of the menu each day to be able to respond to questions.

Fire Risk Assessment (in addition to above)

Ensure all equipment is PAT approved and kept clean and in good repair.

All cables to be fully uncoiled before use and stored loosely and safely, secured with gaffer tape or cable ties wherever possible.

Cables to be checked regularly for heat.

Fire extinguishers to be available and kept up to date.

No naked flames in the Youth Hall or Football Hall.

No smoking on the premises.

Fire Exits easily identifiable and clear of any obstruction.

Ensure all ovens/cooking apparatus is turned off when nobody is present.

Any flammable items to be stored correctly and away from any heat source.

Ensure electrical, mechanical and gas equipment is installed, used, maintained and protected in accordance with the manufacturer's instructions.

Ensure cooking and catering equipment is installed, used, maintained and protected in accordance with the manufacturer's instructions.

Ensure fire doors are closed when nobody present.

Smoke alarms and fire alarms should be tested regularly.

SAFEGUARDING POLICY

Contents

Along with details of the organisation and a statement of intent and commitment to safeguarding, this policy covers the following sections:

POLICY

- Section 1. PLACE OF WORSHIP / ORGANISATION DETAILS**
 - Organisation Details
 - Leadership Statement
- Section 2. PREVENTION**
 - Definitions
- Section 3. PRACTICE GUIDELINES**
 - Safer Recruitment
 - Safeguarding Awareness
 - Management of Workers
- Section 4. RESPONDING TO ALLEGATIONS OF ABUSE**
- Section 5. PASTORAL CARE**
 - Pastoral Care
 - Counselling
 - Working with ex-offenders
- Section 6. APPROVALS**

PROCEDURES (& Appendices)

- Section 3a. PRACTICE GUIDELINES**
 - ThirtyOne:Eight Safe and Secure – Standards 2, 3,4,5,6 and 10
 - Practice Guidelines
 - Safer Recruitment
 - Management of Workers
 - Working in Partnership
 - Good Communication
 - Local Church Mission
 - Local Church Events
- Section 4a. RESPONDING TO ALLEGATIONS OF ABUSE**
 - ThirtyOne:Eight Safe and Secure – Standards 7 & 9
 - Reporting Concerns
 - Procedures for concern about welfare of a child
 - Procedures for concern about welfare of an adult with care/support needs
 - Procedures for concern about alleged abuse by those who work with children

Section 5a. PASTORAL CARE

ThirtyOne:Eight Safe and Secure – Standards 8

Pastoral Care

Counselling

Working with Offenders

Appendix 1. Leadership Safeguarding Statement

Appendix 2. Safeguarding Procedure Flowcharts

- Child/Young Adult
- Adult with care/support needs
- Worker

Appendix 3. Statutory Definitions of Abuse

Appendix 4. Harmful Cultural Practices

Appendix 5. Prayer Ministry Guidelines

Appendix 5. Safeguarding Poster examples

SECTION 1 - POLICY

DETAILS OF THE PLACE OF WORSHIP / ORGANISATION

Name of Place of Worship / Organisation:	New Life Pentecostal church
Address:	The Christian Centre 9, Shire hill Saffron Walden CB11 3AQ
Tel No:	01799 506045
Mobile No:	
Email address:	mail@nlpc.co.uk
Charity Number:	1054353
Company Number:	
Regulators details (if any)	
Denomination/Membership	Assemblies of God (GB)
Insurance Company	Congregational
Name of Senior Leader:	Rowan Ellalasingham
Contact Details:	Mobile : 07761454251 Email: rajiv.singham@btinternet.com
Name of Safeguarding Co-Ordinator:	Gillian Smith
Contact Details:	Mobile - 07858 568970 Email: gillsmithxxy@gmail.com
Name of Deputy Safeguarding Co-Ordinator:	Wanangwa Kyumba
Contact Details:	Mobile : 07711 228025 Email : wanangwakyumba@yahoo.com

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

New Life Church is a Christian Church that believes the truths found in God's word - The Bible. We endeavour to live our lives with compassion, impacting human need with love, reconciling people to Jesus, themselves and each other. We adore God and celebrate His presence in worship. We endeavour to have a

lifestyle that reflects God's heart and love. We believe that the most mundane of tasks when done in an attitude of service to Him is worship to God. We are committed to raising, training and empowering people to use their talents and gifting to impact, influence and change their community.

New Life church run youth and children's clubs, Parent and Toddler group and HOPE community Hub. We are committed to providing a safe environment for adults and children.

LEADERSHIP COMMITMENT TO SAFEGUARDING

As the Leadership, we recognise the need to provide a safe and caring environment for children, young people and adults with additional care and support needs. We acknowledge that children, young people and adults can be vulnerable to 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 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 the Churches' Child Protection Advisory Service (CCPAS)).

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 no less than every three years 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 adults with additional care and support needs.

- undertakes an annual review of the policy and its implementation
- ensure that a copy of the policy is available upon request for quality assurance purposes
- file a copy of any amendments subsequently published in the same manner.
- not to allow the document to be copied by other organisations.

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

SECTION 2 - POLICY

PREVENTION

DEFINITIONS (UNDERSTANDING WHAT IS ABUSE & NEGLECT)

NB. Detailed definitions of abuse are included at appendix 4 of this policy.

Defining child abuse or abuse against an adult with care and support needs is a difficult and complex issue. A person may abuse by inflicting harm, or by 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 vulnerable adult.

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

In order to safeguard those in our place of worship and organisation 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 which states:

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

Article 5, UN Universal Declaration of Human Rights

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

SECTION 3 – POLICY

PRACTICE GUIDELINES

POLICY STATEMENT (SAFER RECRUITMENT)

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. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership 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.

POLICY STATEMENT (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. 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 their training programme(s), or another recognised body, organisation or qualified individual.

The Leadership 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.

POLICY STATEMENT (MANAGEMENT OF WORKERS)

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers shall be issued with a code of conduct towards children, young people and adults with additional care and support needs.

SECTION 4 – POLICY

RESPONDING TO ALLEGATIONS OF ABUSE

POLICY STATEMENT (RESPONDING TO ALLEGATIONS OF ABUSE)

The Leadership shall ensure that detailed procedures are implemented which address the following when responding to allegations of abuse:

- Reporting a Concern
- Obtaining appropriate professional advice

Documented processes shall set out detailed procedures for when there is/are:

- Concern about a child's welfare
- Concern about the welfare of an adult with care/support needs
- Concern about alleged abuse against a person who works with children/young people
- Allegations of abuse against a person who works with adults with care/support needs

SECTION 5 – POLICY PASTORAL CARE

POLICY STATEMENT (PASTORAL CARE)

The Leadership 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 place of worship / organisation.

POLICY STATEMENT (COUNSELLING)

The Leadership is committed to ensuring that it manages all pastoral matters appropriately, including the signposting of those in need to specific support as well as seeking advice and support as a management body.

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. So, the leadership acknowledges that this needs sensitive handling. It recognises that showing care and compassion, being available to listen and offering support are important in responding to the needs of adult survivors. Some people will need professional help and the leadership realise it is important to recognise this and signpost those in need, being aware of the church's own resource limitations to offer specific support. The Leadership are prepared to seek advice and support.

POLICY STATEMENT (WORKING WITH OFFENDERS)

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to adults with additional care & support needs the Leadership will supervise the individual concerned and offer pastoral care without compromising the safety of children but in its safeguarding commitment to the protection of children and vulnerable adults, They will make contact with and act on the advice of the probation service and/or MAPPA (Multi-agency Public Protection Arrangements)

The leadership in addition will set the following boundaries for that person which they will be expected to keep. They would not be allowed to be involved with children's work if a schedule 1 offender and would need to desist from being left alone with children in any circumstance or indeed sit with children etc. This then will keep children safe but also the offender would not be 'tempted' or be vulnerable in terms of allegations or misunderstandings.

APPROVALS

Signed by: _____

Print Name: Rowan Ellalasingham

Position (On behalf of the Leadership): Pastor

Date: 05/02/2020

Signed by: _____

Print Name: Dawn Dorrington

Position (On behalf of the Leadership): Administrator

Date: 05/02/2020

Signed by: _____

Print Name: Pam Marchent

Safeguarding Coordinator

Date: 05/02/2020

Signed by: _____

Print Name: Lucy Wagener

Deputy Safeguarding Coordinator

Date: 05/02/2020

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

PROCEDURES & APPENDICES

SECTION 3a - PROCEDURES

(PRACTICE GUIDELINES)

PRACTICE GUIDELINES

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 listed below/attached/will be developed.

These general guidelines will be applicable to all the activities of New Life church.

- All fire procedures and risk assessments to be in place
- First Aid provision
- DBS checks and training
- Appropriate food safety, hygiene certificates and training
- Appropriate child adult ratios
- Where necessary parent consent forms submitted
- Registration of the children each time the clubs run
- Food allergy awareness for the Make Lunch club

SAFER RECRUITMENT

Procedures include ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a 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.

MANAGEMENT OF WORKERS

All workers shall be issued with a code of conduct towards children, young people and adults with additional care and support needs.

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 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 the letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

GOOD COMMUNICATION

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.

LOCAL CHURCH MISSION

Policy Statement

This safeguarding policy applies to all our 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. Nevertheless, the standards and principles adopted within the UK are expected to apply in international mission situations. The maltreatment of children and young people 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 mission workers, some guidance may be useful.

Procedures

Our 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
- take particular care for the needs of disabled children and other vulnerable children as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability
- ensure that others know where interviews of children are taking place and that someone else is around in the building

Our Workers/Missionaries should not:

- spend excessive time alone with children
- 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 mission activities should have a designated Safeguarding Coordinator responsible for safer recruitment of both staff and volunteers/visitors (including DBS disclosures where these are necessary) and for ensuring that applicants are fully apprised of the safeguarding policy. All incidents, allegations or concerns identified during overseas mission activities must be reported to the Safeguarding Co-ordinator 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.

If an allegation is made against a worker/missionary, 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. 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).

LOCAL CHURCH EVENTS

Policy Statement

Safeguarding the vulnerable is no less important at one-off events as it is in regular local, regional or national activity. In many ways there is greater need to ensure that the planning of such events includes awareness of safeguarding and adherence to our safeguarding policy. The maltreatment of children and young people is contrary to Biblical values and practices and therefore cannot be tolerated. This safeguarding policy therefore applies to all our events and any employees or volunteers who participate in local, regional or national activity.

Single Approach

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. We shall ensure that, whether we are a host venue, or event organiser at another venue, the following will be checked:

Venues should:

- Have a safeguarding policy
- Undertake DBS Checks on all employees and volunteers that require checks
- Use safer recruitment procedures
- Make any organisation that wishes to hold an event on their premises aware of their 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 Co-ordinator
 - Employing staff or volunteers that have been DBS checked (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 events must be reported to the Safeguarding Coordinator for the organising church if a part of 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.

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.

SECTION 4a - PROCEDURES

(RESPONDING TO ALLEGATIONS 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 the flow chart in Appendix X:

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

Name of Safeguarding Co-Ordinator:	Gillian Smith
Contact Details:	Mobile - 07858 568970 Email: gillsmithxxy@gmail.com

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.

- 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:

Name of Deputy Safeguarding Co-Ordinator:	Wanangwa Kyumba
Contact Details:	Mobile : 07711 228025 Email : wanangwakyumba@yahoo.com

- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

<p>ThirtyOne:Eight (formerly CCPAS,) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: 0303 003 1111.</p> <p>A 24 hour helpline is available for advice, but where the situation is an emergency, the police should be contacted.</p>

- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services.

The local Children's Social Services office telephone number (office hours) is	<p>If a child or young person is in immediate danger, call 999.</p> <p>If you're worried that a child is being abused or neglected, call us on 0345 603 7627.</p>
The out of hours emergency number is	Out of hours or bank holidays, call the emergency duty team on 0345 606 1212.

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- Where the concern is regarding an adult in need of protection, contact Adult Social Services

The local Adult Social Services office telephone number (office hours) is	Direct on 0345 603 7630. If you believe someone is in immediate danger, dial 999.
The out of hours emergency number is	The Emergency Duty Service Telephone: 0345 606 1212

The Police Public Protection Unit telephone number is	101, ext. 180022 or 180043.
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- Where required, the Safeguarding Co-ordinator should then immediately inform senior personnel within the organisation as follows:

Name:	Rowan Ellalasingham
Position:	Pastor
Contact Details:	Mobile : 07761454251 / 01799 500429 Email: rajiv.singham@btinternet.com

Name:	Peter Kidman
Position:	Elder
Contact Details:	Mobile : 07802722517 Email : pjkidman@globalnet.co.uk

- 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.
- 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.**
- If the person against whom an allegation is being made is in a position of trust, the Local Authority Designated Officer (LADO) needs to be contacted within 24 hours. It may also be necessary to inform the DBS if the person is engaged in 'regulated activity'.
- 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 expect that members of the place of worship / organisation 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 directly. This would also apply if the Safeguarding Co-ordinator/Deputy were not available. We believe by making this statement that the Leadership demonstrates 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 necessarily the role of the Safeguarding Coordinator to investigate allegations and concerns.**

PROCEDURES FOR WHEN THERE IS CONCERN ABOUT THE WELFARE OF A CHILD

See the flow chart in Appendix 2

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 Co-ordinator/Deputy will:

- Seek medical help if needed urgently via phoning 999.
- Contact Children's Social Services (or ThirtyOne:Eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home. If the issue is urgent, the Police Protection Unit and/or the Out of Hours Children's Services must be contacted without delay.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- 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.
- Seek and follow advice given by ThirtyOne:Eight] (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by ThirtyOne:Eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. ThirtyOne:Eight will confirm its advice in writing for future reference.

PROCEDURES FOR WHEN THERE IS CONCERN ABOUT THE WELFARE OF AN ADULT WITH CARE AND SUPPORT NEEDS

See the flow chart in Appendix 2

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

The Care Act 2014 places the duty upon **Adult Services** to investigate situations of harm to adults with additional 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.

If an adult with additional care and support needs 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. Advice needs to be sought from the statutory agencies if it is felt that their choice might contradict their welfare needs.
- If the adult with additional care and support needs is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the appropriate Adult Social Care 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.
- The Police Public 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 FOR WHEN THERE IS CONCERN ABOUT ABUSE BY THOSE WHO WORK WITH CHILDREN OR ADULTS

See the flow chart in Appendix 2

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 or Deputy, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to:

- liaise with Children's Social Services in regard to the suspension of the worker, also making a referral to a Local Authority Designated Officer (LADO).
- (Working Together to Safeguard Children 2015 no longer refers to them as LADOs only 'designated officers. However, the function remains the same which is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.)
- contact the Operations Manager at AOG National Office if the allegations concern a Status Minister or other Senior Minister responsible for the church in question regardless of status);
- the LADO will be contacted within 24 hours as follows:

Name:	
Phone:	Essex duty LADO (Local Authority Designated Officer) Telephone: 03330 139 797
Email:	
Online form link (child):	
Online form link (adult):	
Fax:	
Post:	
Opening Hours:	Monday to Friday (during office hours, excluding public holidays).
In an emergency outside of these hours, contact:	

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults with additional care and support needs. Where we are liaising with a Designated Officer, we will discuss with them about the need to refer to the DBS. If a Designated Officer is not involved, we will contact the DBS if the situation is that the nature of concern leads us to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

Note:

- *There may also be a requirement under law to make a referral to the DBS (Disclosure and Barring Service) who hold the lists of people barred from working with children and adults with additional care and support needs – this will require discussion with the Designated Officer (please note that LADOs exist only in England – other nations should use the usual channels of communication with children's services or their equivalent).*

LADO Role: The role of the Local Authority Designated Officer (LADO) is set out in the HM Government guidance Working Together to Safeguard Children (2013 and 2015). Chapter 2 Organisational responsibilities lays out the procedures for managing allegations against people who work with children, for example, those in a position of trust, including volunteers.

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

SECTION 5a - PROCEDURES

(PASTORAL CARE)

PASTORAL CARE (SUPPORTING THOSE AFFECTED BY ABUSE)

The Leadership 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 place of worship / organisation.

COUNSELLING

The Leadership is committed to ensuring that it manages all pastoral matters appropriately, including the signposting of those in need to specific support as well as seeking advice and support as a management body.

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. So, the leadership acknowledges that this needs sensitive handling. It recognises that showing care and compassion, being available to listen and offering support are important in responding to the needs of adult survivors. Some people will need professional help and the leadership realise it is important to recognise this and signpost those in need, being aware of the church's own resource limitations to offer specific support. The Leadership are prepared to seek advice and support.

WORKING WITH OFFENDERS

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to adults with additional care & support needs the Leadership will supervise the individual concerned and offer pastoral care without compromising the safety of children but in its safeguarding commitment to the protection of children and vulnerable adults, They will make contact with and act on the advice of the probation service and/or MAPPA (Multi-agency Public Protection Arrangements)

The leadership in addition will set the following boundaries for that person which they will be expected to keep. They would not be allowed to be involved with children's work if a schedule 1 offender and would need to desist from being left alone with children in any circumstance or indeed sit with children etc. This then will keep children safe but also the offender would not be 'tempted' or be vulnerable in terms of allegations or misunderstandings.

APPENDIX 1

Leadership Safeguarding Statement

The New Life Church Council_ (hereafter referred to as '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: **5th of February 2020**

This place of worship/organisation is committed to the safeguarding of children and vulnerable 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 adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery 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 adults with additional care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and 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/vulnerable 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 (previously the Churches' Child Protection Advisory Service).

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 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.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- 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 adult with care and support needs, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Child Safeguarding Coordinator : **Pam Marchent**

Deputy Child Safeguarding Coordinator: **Lucy Wagener**

Adult Safeguarding Coordinator : **Pam Marchent**

Deputy Adult Safeguarding Coordinator: **Lucy Wagener**

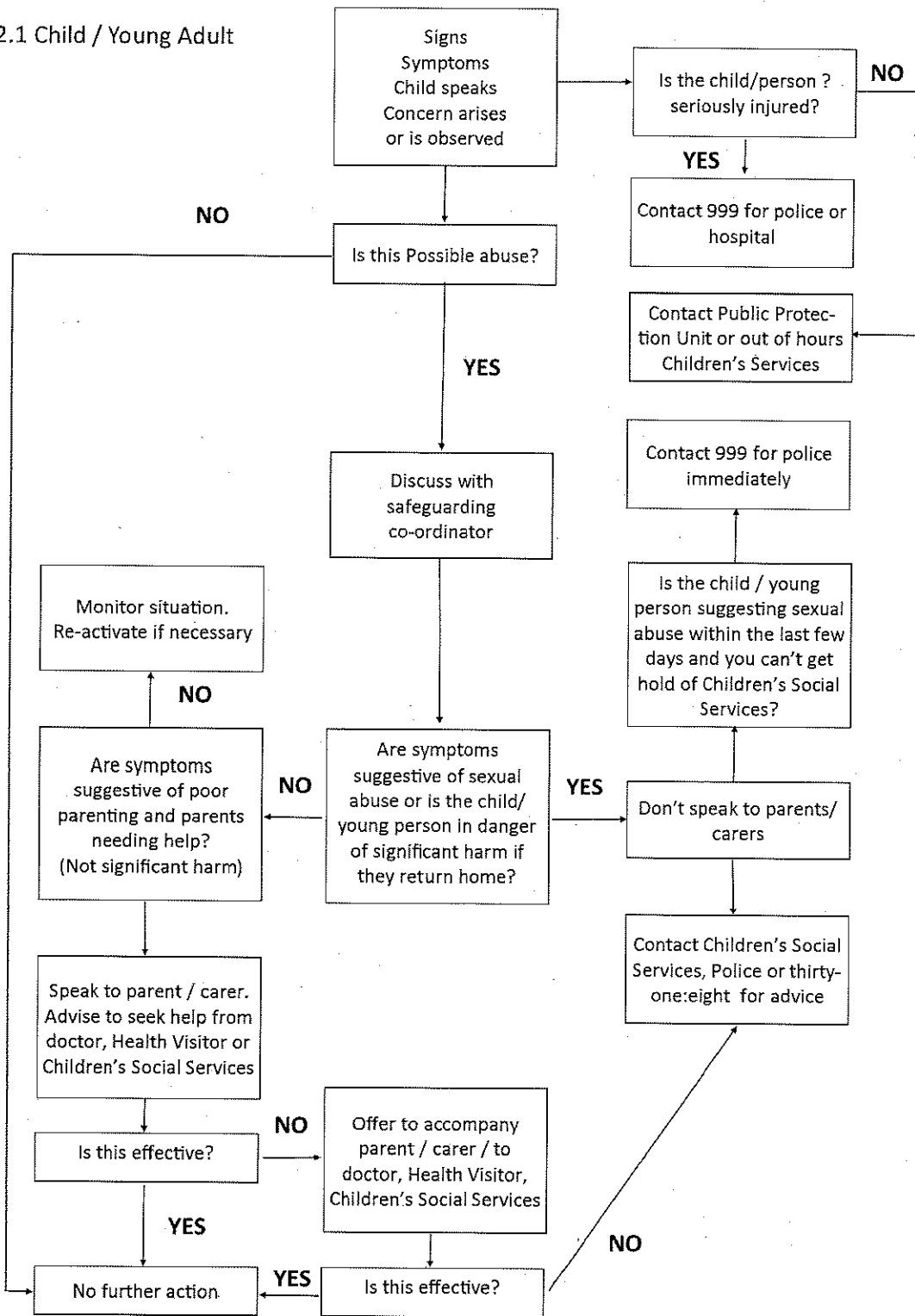
copy of the full policy and procedures is available from the church administrator

Signed on behalf of the Leadership of New Life Pentecostal church

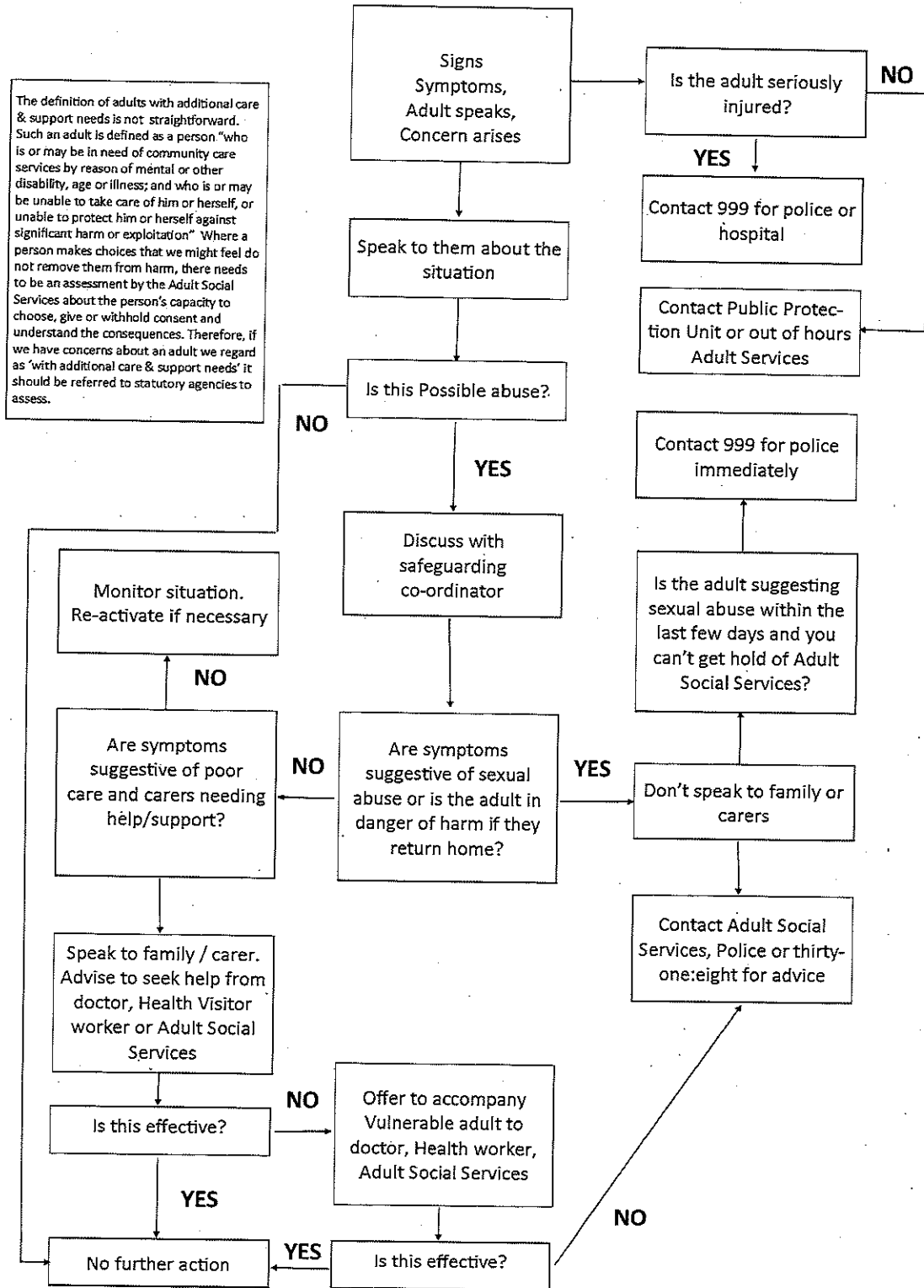
Signed _____ Date _____

APPENDIX 2

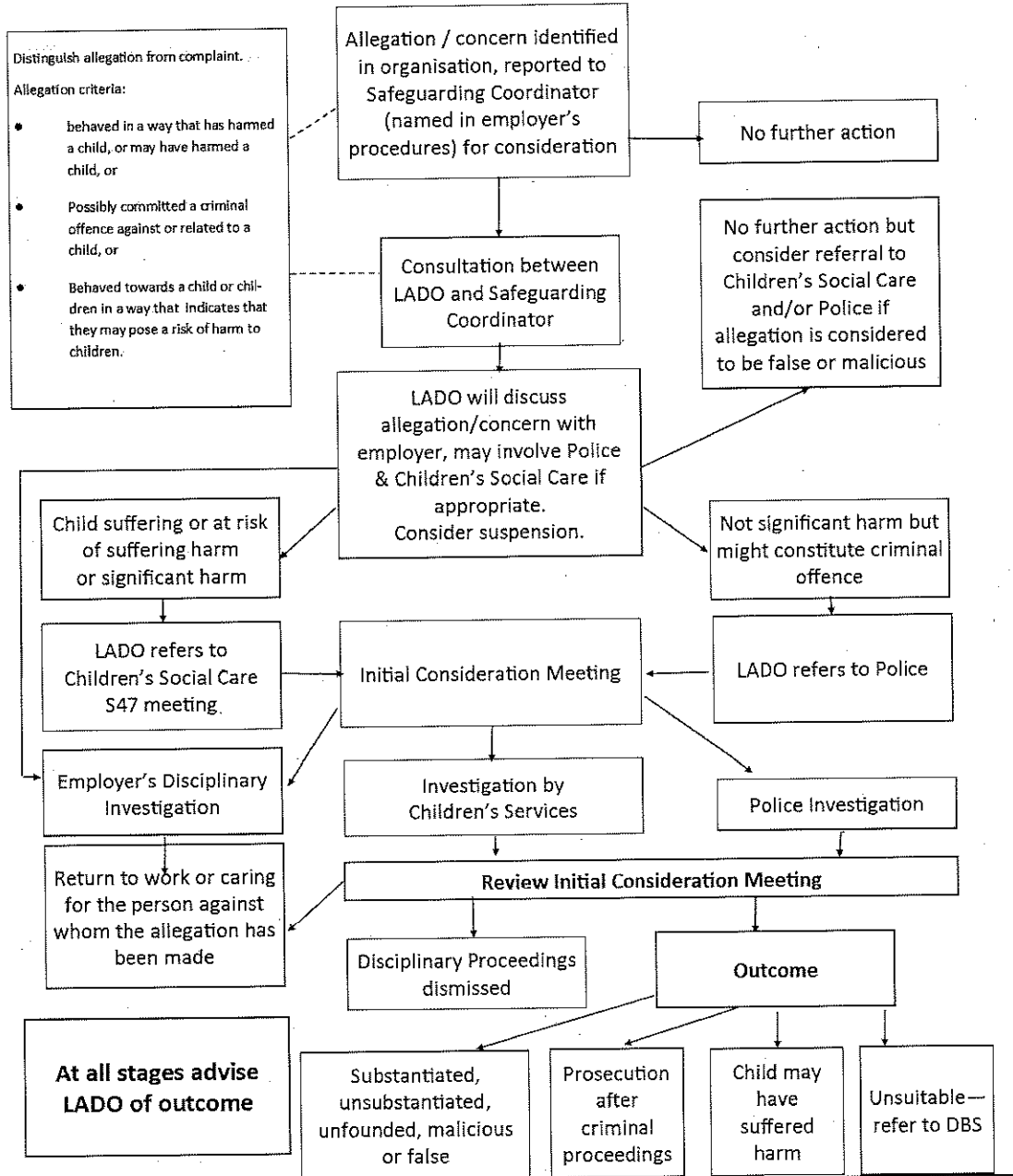
2.1 Child / Young Adult



2.2 Adult with additional care & support needs



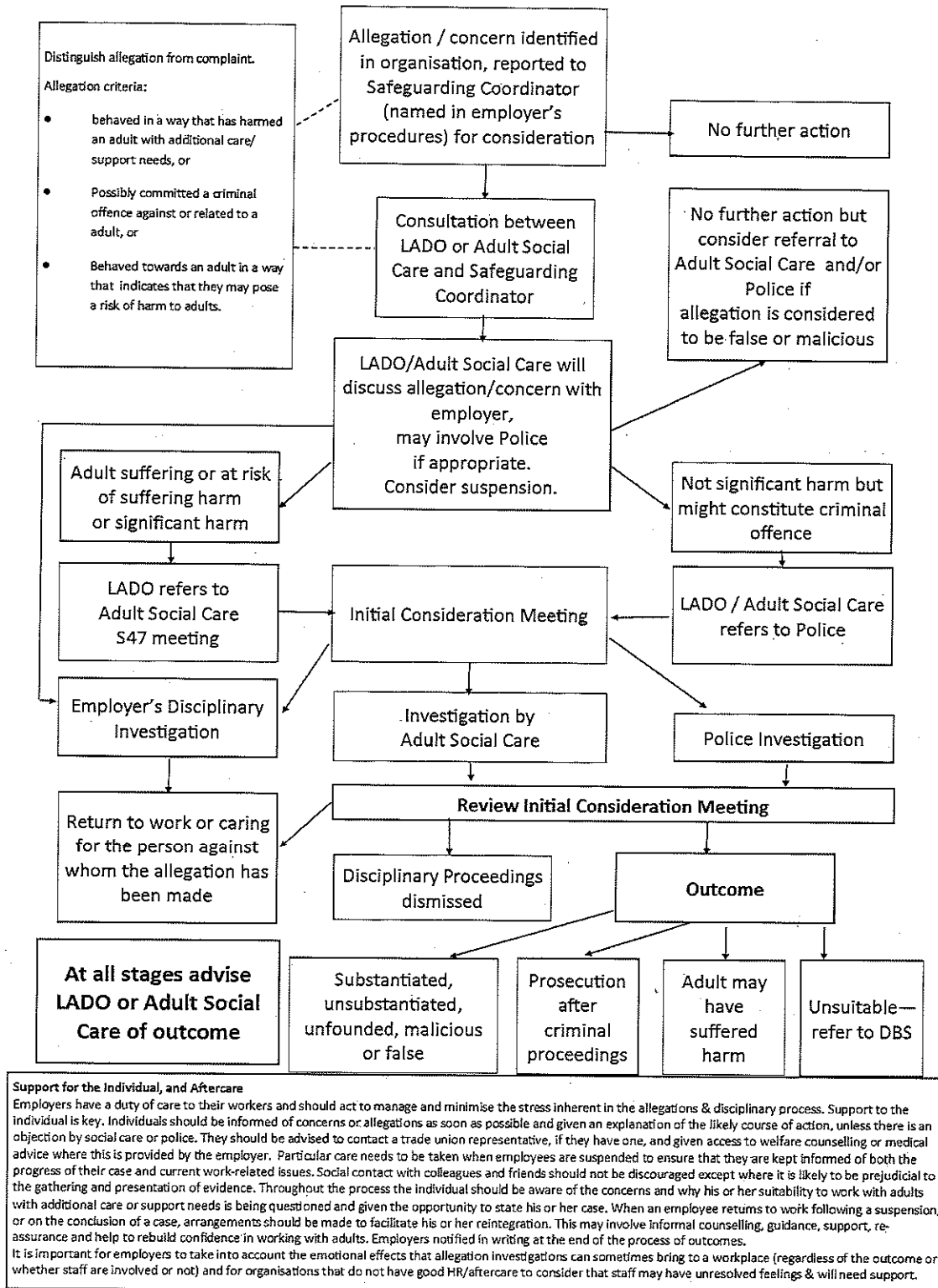
2.3a Worker (child)



Support for the Individual, and Aftercare

Employers have a duty of care to their workers and should act to manage and minimise the stress inherent in the allegations & disciplinary process. Support to the individual is key. Individuals should be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless there is an objection by social care or police. They should be advised to contact a trade union representative, if they have one, and given access to welfare counselling or medical advice where this is provided by the employer. Particular care needs to be taken when employees are suspended to ensure that they are kept informed of both the progress of their case and current work-related issues. Social contact with colleagues and friends should not be discouraged except where it is likely to be prejudicial to the gathering and presentation of evidence. Throughout the process the individual should be aware of the concerns and why his or her suitability to work with children is being questioned and given the opportunity to state his or her case. When an employee returns to work following a suspension, or on the conclusion of a case, arrangements should be made to facilitate his or her reintegration. This may involve informal counselling, guidance, support, re-assurance and help to rebuild confidence in working with children and young people. Employers notified in writing at the end of the process of outcomes. It is important for employers to take into account the emotional effects that allegation investigations can sometimes bring to a workplace (regardless of the outcome or whether staff are involved or not) and for organisations that do not have good HR/aftercare to consider that staff may have unresolved feelings & will need support.

2.3b Worker (adult)



APPENDIX 3

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 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

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

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

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

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 caregivers); or
- ensure access to appropriate medical care or treatment.

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

STATUTORY DEFINITIONS OF ABUSE (ADULTS WITH ADDITIONAL CARE AND SUPPORT NEEDS)

Definition of adult with additional care & support needs ("vulnerable")

The Care Act 2014, which covers England, defines the person who should be subject of a safeguarding enquiry as an adult who:

- has needs 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.

In Wales, the Social Services and Wellbeing Act 2014, describes an "adult at risk" an adult who

- is experiencing or is at risk of abuse or neglect,
- has needs for care and support (whether or not the authority is meeting any of those needs), and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

While in Scotland, the Adult Support and Protection Act 2007, describes "Adults at risk" as adults who

- are unable to safeguard their own well-being, property, rights or other interests,
- are at risk of harm, and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

Definition of abuse

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults with additional care and support needs from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional or Organisational Abuse

Institutional or Organisational Abuse includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment.

Domestic Abuse/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.

Modern Slavery

Modern slavery is a serious crime. It 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.

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.

(Taken from government guidance on how to report modern slavery 8 Dec 2016)

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.

DEFINITIONS OF 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 VanVonderen ('The Subtle Power of Spiritual Abuse', Bethany House Publishers, 1991) 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"

This view is shared with a similar definition offered by Ken Blue ('Healing Spiritual Abuse', IVP, 1993) as follows:

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

ThirtyOne:Eight have defined 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.

Additional information

In addition to the above, in relation to adults and children, there needs to be an understanding of other forms of harm such as Female Genital Mutilation, Domestic Abuse, Forced marriage and trafficking of adults and children. All these are included in various pieces of legislation and all those concerned with safeguarding need to be aware of the issues.

APPENDIX 4

HARMFUL PRACTICES

Physical chastisement (resulting in physical harm)

Under UK legislation physical punishment is considered "unreasonable" if it leaves a mark on the child or if the child is hit with an implement such as a cane or a belt. The Children (Equal Protection from Assault) (Scotland) Bill (2019) makes it a criminal offence for parents to smack their children.

Forced Marriage (FM)

A Forced Marriage is when one or both prospective spouses is coerced or faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if they are made to feel they are bringing shame on their family).

Female Genital Mutilation (FGM)

Female Genital Mutilation or FGM is a cultural practice that involves cutting, removing or altering the female external genitalia for non-medical reasons. It is child abuse, an illegal practice in the UK and a violation of human rights. FGM is classified as physical abuse therefore professionals must follow their Local Safeguarding Children's Board Procedures

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 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 Female Genital Mutilation (FGM), breast ironing is classified as physical abuse therefore professionals must follow their Local Safeguarding Children's Board Procedures

Abuse linked to Faith or Belief

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

The types of child abuse linked to faith or belief. This includes: 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 djinns (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; and 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.

APPENDIX 5

PRAYER MINISTRY GUIDELINES

At New Life Pentecostal church we are passionate about meeting with God. During our meetings we will always try to let God lead what is going on and make space for Him to meet with us.

As part of this, the leaders of the meeting may make time for us to wait on the Holy Spirit and pray for groups of people. This is an opportunity for God to work in our lives and for us to be open to Him moving in our lives.

Ministry times will usually begin with an invitation from the service leader for people to wait on God or to respond to a word from God. The most important thing to remember is that this is God's work, not ours.

It is important to remember as we facilitate what the Holy Spirit wants to do in the lives of those we pray for that we should also be mindful of our Safeguarding practices and procedures. Leadership, safeguarding and prayer team members should make themselves aware of this policy and ensure they receive regular guidance and training.

Guidance:

When you're praying, remember that you are there to encourage those seeking God and to facilitate what the Holy Spirit is doing.

Please only pray for someone who shares your gender. Prayer ministry can bring up all sorts of personal issues, so it is best practice to keep to this rule. Even if you are married, or you are praying for someone you know, please adhere to this guideline to avoid confusion and to set an example to others.

As much as possible, please bring someone alongside you to pray and do not leave yourself vulnerable.

Ask people how they would like you to pray for them; (Luke 18:40) However, be aware of not turning this into a lengthy conversation, as this is a time for the Holy Spirit to offer counselling. Be sensitive when speaking into the situation or offering a word or image.

Guidance on Touch during prayer ministry:

The laying on of hands to pray is Biblical; we see Jesus touch a man to heal him of leprosy in Mark 1: 40-45, and He lays hands on the children to bless them in Matthew 19: 13-15. However, not everyone is comfortable with this, so please be sensitive to the situation. Be careful where you place your hands to keep in line with safeguarding requirements and so that it doesn't become a distraction for the person you are praying for. Only touch in a restrained and appropriate manner.

You should only lay your hands on shoulders, upper back, forehead or hold the person's hands. Never place your hands in a personal area of the body and never under items of clothing. If the person requesting healing has an issue in a part of their body that is inappropriate for you to touch, then encourage them to place their hands on that spot whilst you lay hands appropriately.

Be aware of what is happening while you are praying for others; how is the person responding? Be aware that they may shake, cry or fall in the power of the Holy Spirit; if this does occur then make them comfortable and respect their dignity by covering them with a cover/coat so they feel less exposed. It is not always necessary to stay with them for the whole time, but if you do remain with them, ensure that you are visible to others.

The person you are praying for may tell you about things that have happened in their life. Try not to appear shocked by any disclosures and do not request further information. Confidentiality is important but DO NOT promise to keep anything a secret, especially in regard to claims of abuse (these must be reported to your Safeguarding Coordinator as soon as possible and you should discreetly bring in a member of Leadership to support you during the prayer time) If at any time you feel uncomfortable or out of your depth, please ask for assistance from a member of the prayer team or church leadership. Report any concerns of mental illness, victims of abuse or any incident where a person has been physically hurt to the Safeguarding Coordinator, who will ensure it is dealt with appropriately.

Not everyone who attends our church will be familiar with ministry and prayer times and some will feel a bit concerned or anxious when they become aware of God working through His Holy Spirit. We must make people feel safe and comfortable whilst encouraging them to reach out to God. Always be respectful and sensitive, speak healing, peace and release in Jesus' name.

Summary

Things you should do:

- Recognise that you are working under authority from church leadership and be aware of your limits.
- Be careful where you place your hands. Only touch in a restrained and appropriate manner.
- Never place your hands in a personal area of the body and never under items of clothing.
- If people would like ongoing prayer, then refer them to a leader.
- Be open to correction and guidance from leadership, given in love
- Report any concerns of mental illness, victims of abuse or any incident where a person has been physically hurt

Things you should NOT do:

- Do not make appointments to meet people outside of the meeting
- Never meet anyone alone. Seek advice from leadership
- Do not promise to keep anything a secret, especially in regard to claims of abuse.

Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



Your safeguarding team:

Children's safeguarding lead(s):
(for anyone under 18 years)

Contact details

Adult's safeguarding lead(s):
(for anyone 18 years or over)

Contact Details

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:

0303 003 11 11

With safeguarding support from:



Thirtyone:eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SC048578. Company No: 2646487

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Creating safer places. Together.

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Charity No: 1004490, Scottish Charity No: SC040578, Company No: 2646407