

2020 Edition

# SAFEGUARDING

## Creating Safer Space



Handbook

**Foundation Module**  
2020 Edition

The **Methodist** Church 





# CREATING SAFER SPACE

## Foundation Module: Handbook

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## Foreword

Thank you for engaging in training in safeguarding through Creating Safer Space. I hope that you will find this course not only equips you for particular forms of service in the Church, but also enriches your discipleship, helping you to reflect on how our churches and activities can be the safer spaces that we are called to make them.

The 2000 Conference reminded us that the Methodist Church exists to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission. That means that we witness in the sort of community that we are and in the welcome that we offer to others, believing that the gospel is for all people. Witnessing to the gospel for all means that we give particular attention to those who are less powerful, amongst whom are children and any who are vulnerable (which, at some point in our lives, includes all of us). Being the community that carries that witness leaves no place for anything that would harm a person physically, emotionally or psychologically.

The Methodist Church does not make its claim lightly or present the gospel glibly. The good news of God's love in Christ is the story of Jesus's death and resurrection. Human beings can do terrible things to each other and the Church has never been immune from that fact. We recognise that we are sinners and that in sinfulness we can damage one another horribly. The gospel promises forgiveness, not to say that the past does not matter but to enable us to recognise the reality of sin and our accountability for it and to work for a new future of healing and peace.

Working with these tensions is not always easy, but in this programme you will be helped to work effectively in the name of the Church. Whether this is your introduction to safeguarding or a refresher course, I hope you find that it enriches you as you reflect on the great themes of the gospel.

The Revd Dr Jonathan Hustler  
The Secretary of the Conference  
January 2020



## Introduction

Welcome to *Creating Safer Space: Foundation Module Handbook*, which has been fully updated for 2020. We are grateful for your commitment to the way we ensure work and witness are carried out safely in our churches and the communities they serve.

The Methodist Church has been developing and increasing its safeguarding policies and structures since the early 1990s. During this period, it has sought to learn from the experience of those who have been hurt and abused in the Church, as well as develop safer ways to work with those who have offended against children.

A number of measures mean that the Church's safeguarding structure is unrecognisable from 10 years ago. The measures include the training and safer recruitment of all relevant staff and volunteers; an improved awareness across the Church about what it means to be a safer organisation; and the resourcing of professionally employed district and connexional officers. A key element of our approach is that we regularly review and update our training programmes. The Safeguarding Training Working Group is pleased to be able to present this fully updated Foundation Module 2020 for all members, church workers and ministers. It will help to equip them in undertaking work with children and vulnerable adults in a safe and clear way that is consistent with the Church's mission and purposes.

Whatever your specific role within the Church, this training will serve as a basic starting point to help you understand safeguarding and our collective responsibility for it. For those of you with prior learning and experience, it clarifies where the Methodist Church stands and how our safeguarding commitments are made real across the Church's work.

This training will provide you with a comprehensive introduction to safeguarding and your responsibility, and we look forward to working with you.

Tim Carter  
Director of Safeguarding  
January 2020



## Section 1

### Aims of the Foundation Module 2020 training

This training will serve either as a basic starting point or as a refresher course. Whatever your role within the Church, it will help you understand safeguarding in the Methodist Church and our collective responsibility for creating safer spaces for all. It will help you to:

- appreciate how safeguarding is everyone's responsibility and fundamental to the culture of a flourishing Church
- have a better understanding of good safeguarding practice within the Methodist Church, and understand its unique position in creating a safer space for all
- promote awareness and extend an inclusive welcome to those who have experienced abuse
- recognise, respond, record and refer relevant concerns about the safety and welfare of a child or adult, and recognise blocks to good practice
- learn from evidence from the Methodist Past Case Review (2015-17) and note the current national context, eg the Independent Inquiry into Child Sexual Abuse (IICSA).

The training's overall aim is to increase safeguarding awareness, so the Church can exercise its duty of care to all: its members, office-holders and anyone who comes through its doors. We create a safer Church by developing your understanding of, and confidence in, our safeguarding processes and your individual place within these processes.

**Please note:** this course has benefitted from inclusion of facts and learning from *Courage, Cost and Hope* - the Methodist Past Cases Review (PCR), and the Report of the Independent Inquiry into Child Sexual Abuse (IICSA).

## Section 2

### Safeguarding different groups

The Church is a unique place, where all are welcomed. This welcome can bring together very different groups of people, who would not normally spend time together under one roof. These groups include:

- children and young people
- Vulnerable adults
- those who have experienced abuse
- those who may pose a risk to others
- Church leaders, staff and volunteers.



The range of people in local churches – and the communities they seek to serve – presents unique opportunities to support vulnerable people. However, it also can create conditions where abuse may happen. It is therefore our duty to ensure that all those in identified roles have good quality safeguarding training to support a proactive safeguarding culture and to make our churches a safer space.

We have learned much from our Past Case review (*Courage, Cost and Hope*), where survivors/victims had the courage to tell their stories and relive very difficult experiences. For many, their experiences were made worse because people in the Church had not listened to or believed them and to take appropriate action. The Church has recognised its historic failings, and in May 2015 it issued a full and unreserved apology to abuse survivors. It has made a commitment to meaningful change.

### Children and young people

#### A child - definition

A child is anyone who has not yet reached their 18th birthday (Scottish guidance differs).

Children are deemed vulnerable and in need of protection because of their age (in contrast to vulnerable adults – who may be vulnerable in other ways). Some children may have additional vulnerabilities, such as disability, not having English as their first language, being a young carer, etc. The abuse or neglect of a child or young person, in any form, can have a major long-term effect on all aspects of their health, development and well-being.

#### Safeguarding children and young people

The UK government report *Working Together to Safeguard Children: statutory guidance on inter-agency working to safeguard and promote the welfare of children* (2018) and the *National Guidance for Child Protection in Scotland* (2014) are updated on a regular basis. They name faith organisations as needing to have appropriate arrangements in place to safeguard and promote the welfare of children (Please note regional guidance may differ for the Channel Islands, Isle of Man, Malta and Gibraltar):

- to protect children from maltreatment
- to prevent impairment of their health or development
- to help ensure they are growing up in circumstances consistent with the provision of safe and effective care
- to take action to enable all children to have the best life chances.

*Working Together to Safeguard Children 2018, Appendix A*

### **Good practice: how we safeguard children and young people**

In the Church we aim to do the following:

- promote a safeguarding culture
- understand and follow policy and procedures
- be vigilant to risk and protect children and young people from harm and promote their welfare
- take action if we are concerned
- make sure church premises are safe
- check we know who to ask for guidance about safeguarding when we are unsure about what to do.

## **Vulnerable Adults**

### **Vulnerable Adults – definition**

The Methodist Church has adopted the definition used by the Churches’ Child Protection Advisory Service (now called Thirtyone:eight)

“Any adult aged 18 or over (16 or over in Scotland) who, due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.”

Please note: legislation in relation to vulnerable adults may differ in Scotland, Channel Islands, Isle of Man, Malta and Gibraltar. Please seek the advice of the relevant District Safeguarding Officer.

### **What makes an adult vulnerable to harm?**

Although everyone is vulnerable in some way and at certain times, some people by reason of their physical or social circumstances have higher levels of vulnerability than others. Some of the factors that increase vulnerability are:

- a sensory or physical disability or impairment
- a learning disability
- a physical illness
- mental ill health (including dementia), which could be chronic or acute
- addiction to alcohol or drugs
- age-related frailty
- a permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, for example bereavement, previous abuse or trauma.



It is important to remember that:

- vulnerability is often not a permanent state
- vulnerability is not always visible
- a person with apparently visible vulnerabilities may not perceive themselves as vulnerable
- anyone can be vulnerable at different stages of life
- vulnerable people may also pose risk to others and cause harm.

### **Terminology and definitions**

The term 'vulnerable adult' has been used for some years. However, it is used far less by statutory bodies following legislative changes introduced by the Care Act 2014. Instead, the term **adults at risk of abuse or neglect** is used by local authorities in England and Wales, when defining the group of people who are eligible for their services.

The Care Act states that safeguarding duties apply to an adult, aged 18 years or over, who:

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

Whilst this definition of those who require safeguarding may be considered appropriate when assessing people for local authority services, it is less helpful when considering people who are members of church communities. Likewise, the term 'adults at risk' may be less appropriate when referring to people within a church context. Therefore, the Methodist Church will continue to use the term **vulnerable adult**.

### **Good practice: safeguarding vulnerable adults**

The Care Act 2014 sets out the law relating to safeguarding adults, the aims of which are:

- preventing harm and reducing the risk of abuse or neglect
- stopping abuse or neglect wherever possible
- safeguarding adults in a way that supports them in making choices and having control about how they want to live
- promoting an approach that concentrates on improving life for the adults concerned
- addressing what has caused the abuse or neglect.

*Department of Health & Social Care: Care and support statutory guidance (updated Oct 2018)*

Safeguarding adults should be based on the assumption that the individual has the mental capacity and the right to make their own choices in relation to their personal safety and well-being. This includes upholding their right to follow a course of action, including staying in an abusive situation, which others may consider to be unwise, eccentric, and not in their best interests.

Within the safeguarding context, if someone has 'mental capacity' it means they have the ability to make decisions about themselves and their safety and well-being. There is a fine balance between the individual's rights to autonomy and their need for protection; as a general guide you should always start with an assumption that the person has capacity.



**Please note:** It is not our role to determine someone’s mental capacity. If there are any concerns about the mental capacity of an individual, always speak with your safeguarding officer and consider contacting your local authority adult social care services for advice.

if the vulnerable adult doesn’t want help, it may still be necessary to inform the police or the local authority adult social care services, who can put a safeguarding plan in place so that, as far as possible, the adult continues to be protected. This is particularly important:

- when the person lacks the mental capacity to make such a choice
- when either the person or others may be at risk of harm
- in order to prevent a crime.

If you are at all unsure of whether or not to pass on information about abuse without permission, you should contact your district safeguarding officer (DSO) for advice. It is also important that the vulnerable individual knows where to get appropriate help and support if they should change their mind and want help. (See Appendix 3 for a list of useful resources and contacts.)

## **Those who have experienced abuse**

### **Abuse - definition**

Abuse is the violation of an individual’s human and civil rights by another person or persons. It comes from the misuse of power and control that someone has over another. Harm is the result of this mistreatment or abuse.

### **About abuse**

Abuse may consist of a single act or many repeated acts, and it can occur in any relationship at any time of life. Any, or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance. See page 30 for examples of different types of abuse.

Abuse is an incredibly sensitive subject, particularly for those who have experienced the pain and suffering that comes with it. Terms such as ‘victim’ and ‘survivor’ don’t always accurately represent the person who has experienced abuse and can, for some, be unhelpful labels.

There are adults and children within the Church suffering from the effects of abuse. The Church has a responsibility to welcome and support everyone, no matter what form of abuse they have suffered, whether they suffered abuse as children or as adults, or whether it was prolonged abuse or a one-off incident. The Church’s support for those affected by abuse is not limited to sexual abuse, or to church-based abuse.

### **Good practice: safeguarding those who have experienced abuse**

The impact of abuse on a person will be specific to them. It will depend on their personal circumstances, now and at the time of the abuse, as well as the nature of the abuse suffered and the identity of the abuser. The abuse may have a lasting effect for the rest of their life. However, not everyone will show symptoms of their abuse, and some may cope well with life and be able to live apparently ‘normal’ lives.

The Church can provide a place for sharing and healing and has an invaluable role to play in protecting those who have experienced abuse.

### **Case example – The impact of abuse**

A survivor approached a church to say how she felt about a minister who, 20 years earlier, had behaved inappropriately. She did not feel able to speak up at the time. As the behaviour did not constitute a criminal offence, those she contacted at the church struggled to handle it. The abuse she suffered, combined with domestic abuse, conditioned her not to speak up. She continued to feel devastated by her experiences, and suffered from ongoing debilitating anxiety. She said: “I have suffered sleepless nights, regular panic attacks and I have often imagined not being on earth any more, as dealing with all of this is too painful. I have found it tremendously difficult to come to my church and have avoided social situations as much as possible, and friendships have been deeply affected. I am trying simply to survive on a day-to-day basis. My concentration level is very poor, so it is difficult to accomplish things at work – which in itself is proving a challenge.”

*Taken from 10 Themes – The Report on the Past Cases Review 2013-2015*

### **Good practice – safeguarding actions**

We aim to:

- ensure the Church is a safe space, where those who wish to disclose abuse can feel safe and supported to do so
- create a space where those who have experienced abuse feel welcomed
- bear in mind the power and impact that words and actions can have on those who have experienced abuse
- follow safeguarding policy and procedures
- ensure church premises are safe
- know who to ask for guidance when we are not sure.

## **Those who may be a risk to others**

### **People who pose a risk - definition**

These include those who are known to have abused and those who have the potential to abuse. These people may have previously been convicted of abuse or they may be under investigation, or present a risk in other ways.

### **The Church’s view**

All are welcome within the Methodist Church, but that welcome must be extended safely. Here everyone can find the universality of God’s grace, freely offered and without exception. Through God’s grace there are transformational possibilities in personal and relational life for all, beyond what can be expected or predicted.

However, those who intend to abuse or harm others **do not** have a rightful place within the Church. Unfortunately, people’s intentions are not always obvious, and those intent on harm can disguise their intentions and present as people who want to change. We do not always know who is a risk



to others, and it can be hard to recognise people intent on harm. This is one reason for continued care and vigilance within the Church.

Further reading on the Methodist Church's approach to those who may be a risk to others, and theological reflections on welcoming all safely, can be found in the *Covenants of Care 2017* report presented to the Methodist Conference. This can be found at The Methodist Church website.

### **Safeguarding those who may be a risk to others**

Those who are identified as potentially posing a risk to others can be welcomed safely through the use of a safeguarding contract. These enable those who may be a risk to others to be part of the Church. The safeguarding contracts are a mechanism to support and monitor the subject in their desire to change and participate in church life. The subject of the contract agrees to conditions placed around them in order to protect others from harm, to consider the needs of those who have experienced abuse and to reduce the risk of re-offending. A monitoring and support group comes together to check how well they are keeping to the conditions of the contract; to support them in their wish to change; and to manage their behaviour.

The hope is that together the safeguarding contract and the monitoring and support group enable the cycle of offending and reoffending to be broken. However, despite their wish to change, there are challenges and it can be difficult to integrate some people into church life.

If you want more information about safeguarding contracts, please see Section 4 of the *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain*, or contact your district safeguarding officer (DSO).

People do not have a rightful place within the Church if they still aim to abuse — the welcome is for those who want to repent and move on.

#### **Case example – sex offender**

A man who had served a prison sentence for downloading indecent images and been on the Violent and Sex Offender Register was being managed by the local church without formal arrangements being in place. The duties he volunteered for included having lone access to the church. This was very risky and measures such as safeguarding contracts and monitoring and support groups aim to avoid such situations.

*Taken from 10 Themes – The Report on the Past Cases Review 2013-2015*

### **Church leaders, staff and volunteers**

Church leaders, staff and volunteers need safeguarding because the roles they undertake in the Church, both paid and voluntary, can place them in a position of vulnerability. These include roles such as supervising activities and people, and providing pastoral care. They must take care in the relationships they build. They need to recognise, when they are helping people for example, there is the potential for an imbalance of power and that someone may become dependent on them.



## **Policies to safeguard leaders, staff and volunteers**

Those involved in church leadership and the day-to-day running of the local church, are usually perceived as people who can be trusted, which presents two safeguarding issues. First, they may have the challenge of hearing disclosures of abuse, reacting appropriately, and subsequently keeping themselves safe in that situation. Secondly, there is the challenge of managing the impact if a church leader, member of staff or volunteer is accused of abuse. *The Past Cases Review 2013-2015* has taught us that the Church has not been as safe as it should have been, and the lessons learned now underpin all that we do within safeguarding in the Methodist Church.

The policies and documents produced by the Methodist Church that are relevant to the safeguarding of church leaders, staff and volunteers include *Safer Recruitment*, *Lay Employment Advisory Information* and *Positive Working Together*. These policies, described below, are in place in order to best protect and support church leaders, staff and volunteers. They are there to keep you and the wider Church safe.

### **Safer Recruitment Policy – for volunteers and paid staff**

This practice guidance is intended to support the work of those in the Church who have responsibility for safely recruiting people, both volunteers and paid staff, who work with children and vulnerable adults.

The Methodist Church is committed to carefully selecting, training and supporting all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent
- take all reasonable steps to prevent those who might harm children or adults who may be vulnerable from taking up in our churches, positions of respect, responsibility or authority where they are trusted by others
- adhere to safer recruitment legislation, guidance and standards, responding positively to changing understandings of good safer recruitment practice
- produce and disseminate practice guidance on safer recruitment for all churches, ensuring that such practice guidance is compatible, and keep it updated
- always seek advice from human resources personnel to achieve best possible practice
- ensure there is training on safer recruitment practice guidance
- introduce systems for monitoring adherence to the Church's safer recruitment practice guidance and review them regularly.

For more information on safer recruitment, visit the Safeguarding pages of the Methodist Church website.

### **Lay Employment Advisory Information Pack**

The purpose of this pack is to help churches, circuits and districts in the recruitment and selection of employees and in the early stages of employment. The pack also identifies some of the issues that can arise during the employment relationship and offers advice on these matters.



As Christian employers, churches, circuits and districts are expected to operate ethically as well as within the statutory framework. Employees deserve to be employed competently and constructively. The pack takes account of good employment practice as well as current employment law.

For more information and to download the Lay Employment Advisory Information Pack, visit the 'Employees and Volunteers' pages of the Methodist Church website. You may also want to contact your district lay employment advisor (see your district's synod directory for their details).

### **Positive Working Together**

These guidelines focus on combatting bullying and harassment, which can be a source of conflict in the life of the Methodist Church. They provide information for people who feel they are experiencing bullying or harassment, and also for those who have been accused of behaving in this way. The intention is to provide help with the informal resolution of these issues, recognising that in some cases it is appropriate to seek to resolve these matters formally through appropriate Church procedures.

Combatting bullying and harassment is the job of everybody in the Church, and *Positive Working Together* helps everyone play their part. To download the pack, visit the 'Guidance for Churches' section of the Methodist Church website.

## Section 3

### Good practice in safeguarding

#### How do we create a safer space for all?

Safeguarding is about ensuring the needs of the Church's children and vulnerable adults are met and if they are not, responding sensitively and creatively to meet them. It is not always about abuse and harm, but can be about day-to-day matters which need attention, and which are affecting the welfare of the child or adult and their feeling of being safe. This aspect of safeguarding is what we refer to as 'good practice'.

Good practice starts with the question "How do we create a safer space?" We create this through:

- developing a culture of safety – creating the sort of organisation we want to be known for
- the procedures we operate when things go wrong and which aim to prevent things from going wrong.

It is not possible to guard against every eventuality, potential harm or abuse. However, local churches can do their best to provide a safer place for everyone by making sure that they follow good practice in every area of church life. To explore this further we look at four areas of good practice in more detail – Policies, Premises, Procedures and People.

#### Policies

Policies provide a framework for safeguarding, and they protect us, as well as those we work with.

Each church should have a safeguarding policy on public display. This must be reviewed and updated annually, before being adopted by the church council. This is a requirement of the Charity Commissioners and Methodist Insurance.

There are model safeguarding policies for churches to download and use as a template. You can find them in the Safeguarding section of the Methodist Church website.

As well as local safeguarding policies there is the connexional one – *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain* (available on the Safeguarding section of the Methodist Church website). This is a 'living' policy, which means that it is updated whenever there are relevant legislation or procedural changes. For this reason, it is recommended you keep the policy webpage bookmarked rather than downloading or printing the whole document. A handy hint if you are looking for something, is to use 'Ctrl + F' to search the large document.

Whenever there is a question about what to do or how to respond to a safeguarding challenge, the local and connexional policies will have many of the answers. You don't have to figure out problems on your own. You can instead go back to the policies.

## Premises

Church premises should be as accessible as possible to all people, recognising the limitations that the age and design of some buildings may cause. There are a number of areas of good practice associated with church premises, including:

- **Health and Safety** This is not the same as safeguarding. It is the responsibility of the church council to ensure that proper health and safety procedures are in place. Health and safety should be managed as part of all activities. For more information and advice see Section 6 of the *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain* or visit the Methodist Insurance website and search for 'Keeping people safe: health and safety toolkit'.
- **Risk Assessments** While we recognise that it is not possible to avoid all risks when working with vulnerable groups, it is possible to minimise them. This can be achieved through careful planning and by providing a written record of how you thought about the issues and the actions you took. Activity risk assessments should be undertaken before any activity takes place and kept securely in case they need to be seen at a later date (eg as a result of an accident taking place). These are not onerous and can be broken down into four easy steps:

1. Identify the risks and hazards.
2. Assess the risks (likelihood and impact).
3. Decide on precautions and actions.
4. Regularly monitor and assess.

The Methodist Insurance website has more information, advice and guidance on risk assessments, including downloadable risk assessment template forms.

- **Check for hazards** Before each activity takes place on church premises, you should check the rooms and toilets for hazards. An example of this is a stack of chairs commonly found at the side of the hall. It may not seem a hazard to a group using the hall for a pensioner's lunch club, but it would be hazardous to a toddler group, with fearless toddlers potentially grabbing and pulling the unstable chairs.
- **Lettings** Those hiring church premises are required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring. They must carry full liability insurance for this.

When any church premises are let to an external group or individual (whether or not they pay), they need to have a copy of the local church safeguarding policy. They must sign to say that they have read it and will follow it, and if they have one, you will also need to see a copy of their safeguarding policy and ensure that you are happy with it. It is the church council's responsibility to ensure that all lettings are annually reviewed.

For more information on lettings, see the Trustees for Methodist Church Purposes (TMCP) website. For more information on liability insurance (including Charity Shield – insurance for charities, not-for-profit organisations and community groups) see the Methodist Insurance website.



## Procedures

Procedures refers to the practicalities that need to be in place within a church for the activities that take place there. This is particularly, but not exclusively, relevant to activities that involve children and/or vulnerable adults.

Areas of procedure include:

- **Accident and incident book** An accident book should be maintained and easily accessible in all places where activities take place with children or those who may be vulnerable.
- **Childline number** This number (0800 1111) should be prominently displayed.
- **Confidentiality** An individual's personal business is not discussed with others, except with their permission. This is not always possible, for example you may have to refer information about abuse or concerns. However, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what someone has disclosed, not even for prayer purposes.
- **Consent forms** Parental or guardian consent is needed for emergency medical treatment and for photographs/videos. You will also need to obtain consent from parents or guardians for one-off events, activities and outings.
- **Contingency/emergency planning** When you are planning an event, there needs to be a plan for what happens in an emergency, eg if a leader doesn't turn up, if there is an accident and someone needs to be taken home, or if someone needs to go to hospital.
- **Data protection/GDPR** Churches, circuits and districts hold a variety of personal data relating to members, employees and others. TMCP (Trustees for Methodist Church Purposes) have compiled detailed information that explains the obligations imposed on managing trustees in relation to this data under data protection legislation. For more information see the TMCP website.
- **Disabilities awareness and accessibility** Church buildings should be as accessible as possible to all people, recognising the limitations that the age and design of some buildings may cause. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating should be addressed and where necessary aids and adaptations should be put in place.
- **Equal opportunities** We recognise that everyone is different. We aim to treat everyone with an equal level of respect and ensure everyone has equal access to employment, education, training, goods, services and facilities. For more information on Equality, Diversity and Inclusion (EDI) and to access the EDI Toolkit resource see the Methodist Church website. For details on equal opportunities and employment of lay workers, see the Lay Employment Advisory Pack.
- **Financial integrity** This covers how we handle money, which includes petty cash, invoices, donations, etc. There should be clear and transparent systems in place to prevent the possibility of financial irregularities occurring within the church context. Any allegations of financial discrepancies may be based on misunderstanding or confusion, therefore adhering to clear processes will help to protect church workers.

- **First Aid** Churches should have first aid kits available (the contents of which should be checked and refilled regularly). There should also be first aid training for staff and volunteers and a list of first aiders prominently displayed.
- **Food hygiene** If food is regularly prepared on church premises, the facilities will need to be checked by the local council environmental health officer and a food handling and hygiene certificate must be acquired.
- **Going out** For information on residential stays and day trips with children and young people (much of which is relevant to working with adults), see The Well Learning Hub section of the Methodist Church website.
- **Guidelines on touch** Church groups and activities should provide a warm, nurturing environment for children, young people and adults, whilst avoiding any inappropriate behaviour, or the risk of allegations being made.
  - All physical contact should be an appropriate response to the needs of the child or adult, rather than the caregiver.
  - Touch should always occur in public. Giving someone a hug in the context of a group is very different from a hug behind closed doors.
  - Be sensitive to the individual's reaction to touch. If someone is not happy with physical contact, respect this and find another way of conveying your concern for them.
  - Touch with children should be age-appropriate and initiated by the child.
  - As far as possible be aware of the individual's culture and the meaning that touch has to them.
  - Workers should be able to monitor each other's behaviour with regard to touch and physical contact. They should feel safe and confident to check out issues, discuss any concerns and to constructively challenge anything that could be misunderstood or misconstrued.
- **Insurance** For information see the Methodist Insurance website.
- **Internet access and usage** For information on social media use and policies, see the Social Media Guidelines on the Methodist Church website.
- **Photography guidelines** Mobile phones and other devices with cameras make it easy to take pictures and immediately upload them to the internet. For guidance on taking photos, getting permission of the subjects and use of the photos, see Section 6 of the *Safeguarding Policy, Procedures and Guidance* document on the Methodist Church website.
- **Ratios of leaders and children** It is recommended to have at least two adults present when working with or supervising children and young people. The following adult-to-child ratios are recommended as the minimum to help keep children safe:
  - children aged 0–2 years – one adult to three children
  - children aged 2–3 years – one adult to four children
  - children aged 4–8 years – one adult to six children
  - children aged 9–12 years – one adult to eight children
  - young people aged 13–18 years – one adult to ten young people



There should be at least two adults present, even with smaller groups. If there are young people helping to supervise younger children, only those aged 18 or over should be included as adults when calculating adult-to-child ratios.

- **Registration forms/Register of attendance** Where the church is running a dedicated service for children or vulnerable adults, best practice requires that all activities should have a registration form and a register.
- **Risk assessments**
- **Safeguarding policies** The church safeguarding policy should be up to date and reviewed annually by the church council.
- **Transportation** For information on subjects such as responsibilities for the safety of passengers, transporting children and adults, using private cars and minibuses, see Section 6 of *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain*.

**Please Note** There is further information on many of these areas of procedure in Section 6 (Promoting Safer Practice) of the *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain*, available on the Methodist Church website.

## People

In relation to safeguarding in the Church, it is really important that everyone knows who does what, with all roles clearly defined. If you are not sure what your role requires, then you should speak to your leader, minister or church safeguarding officer. Whatever your role, you should have been through Safer Recruitment (see p.13), which is for volunteers as well as paid employees.

No matter who you are or what you do within your church, it is your responsibility to be aware of:

- your role and the responsibilities associated with that role
- children, young people and vulnerable adults who may be vulnerable
- policies and procedures and any failures to adhere to them
- potential safeguarding issues within the church premises and practices
- where to go for help, guidance or support when needed.

The Safeguarding Quick Reference Guide should be completed and kept in an accessible place – they are not to be just filed away. You should fill them in as soon as possible so that the contact details are there for when they might be needed. Remember to review the guide and people to contact annually, in case any information has changed.

These contacts can be used for advice and support as well as to share a concern. It is important to discuss any questions or concerns you may have with someone who has responsibility or expertise. You should never feel that you have to cope alone with questions or concerns.

**Remember: safeguarding is everyone's responsibility**



## Following good practice

The good practice guidelines above are not there to prevent you and your church from doing things. They are also not just a list of rules and regulations. Their purpose is to help you work together so that everyone can get more out of their church and community life in safe and enjoyable ways.

The importance of having good practice guidelines in place and in following them can be seen when things go wrong and the guidelines are not followed. One such example is the case of Vanessa George.

### **Case example – Vanessa George**

Vanessa George was a nursery worker in Plymouth. In 2009 she pleaded guilty to seven sexual assaults on children and making 124 indecent images of children.

The serious case review found that there were several failings in the nursery's good practice procedures, which had provided Vanessa George with the ideal environment to abuse. These failings included a too relaxed approach to recruiting and induction, and poor definition of roles and responsibilities and safe working practices. In addition, staff were not used to challenging poor practices, which meant that when they first felt concerned, they did not know what to do or who to go to.

## Section 4

### The four 'R's in good safeguarding

The four 'R's, which are universal in safeguarding, show us what to do if there are concerns about the safety and welfare of someone.

- Recognise** the concern.
- Respond** well, acting in an open and transparent way.
- Record** what has been seen, heard or said.
- Refer** to the appropriate people.

<b>Recognise</b>	<b>Respond</b>
<b>Record</b>	<b>Refer</b>

### Recognising

Abuse is the violation of an individual's human and civil rights by another person or persons. It comes from the misuse of power and control that someone has over another. Harm is the result of this mistreatment or abuse.

Abuse may consist of a single act or many repeated acts, and it can occur in any relationship at any time of life. Any or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

<b>Who inflicts abuse?</b>	<b>Where does abuse take place?</b>
<p>Abuse may be perpetrated by an individual or a group, including:</p> <ul style="list-style-type: none"> <li>● a parent</li> <li>● a partner, child, sibling or other relative</li> <li>● a family friend or neighbour</li> <li>● a paid or volunteer carer</li> <li>● teachers, youth workers, and others (whether paid or volunteers)</li> <li>● institutions</li> <li>● an employer</li> <li>● someone from within the Church</li> <li>● a child or vulnerable adults.</li> </ul> <p><b>Anyone can abuse.</b></p>	<p>Abuse can take place in all kinds of different settings, including:</p> <ul style="list-style-type: none"> <li>● at home</li> <li>● in supported housing</li> <li>● at someone else's home</li> <li>● within a nursing home, hospital, residential care or day care</li> <li>● at school or in the workplace</li> <li>● in a car or other vehicle</li> <li>● online</li> <li>● in church</li> </ul> <p><b>Abuse can take place anywhere.</b></p>

<b>Types of abuse</b> – Abuse can take many forms. It can be:	
<ul style="list-style-type: none"> <li>● physical</li> <li>● psychological or emotional</li> <li>● sexual</li> <li>● neglect</li> <li>● self-neglect</li> <li>● financial (or material)</li> <li>● discriminatory</li> </ul>	<ul style="list-style-type: none"> <li>● institutional</li> <li>● domestic</li> <li>● spiritual</li> <li>● online</li> <li>● modern slavery</li> <li>● radicalisation</li> <li>● child sexual exploitation.</li> </ul>

The table defines types of abuse and lists some of the behaviours that each type of abuse may include. It has been compiled from a wide range of sources. **Please note** it is not an exhaustive list. There is further information about types of abuse in Appendix 2.



## Things to remember:

- Different types of abuse can occur at the same time and overlap.
- All abuse involves the misuse of power.
- All types of abuse affects the person's emotional well-being, including the witnessing of abuse.
- If a child witnesses (including hearing) domestic abuse, this is considered to be child abuse.
- Any type of abuse committed within the Church can have a negative impact on the person's faith and relationship with God.
- It is not our role to determine which type of abuse it may be or to investigate.

The *Past Case Review* highlighted that “abuse and risk are still not always recognised”. Some of the key indicators of each of these forms of abuse are shown in Appendix 2, and Appendix 3 contains contact details for some relevant organisations.

## How to recognise and report abuse

You might recognise abuse through:

- something you **see**. You may see abuse first hand. Or you may see an injury or behaviour consistent with abuse, which is unlikely to have been caused another way. You may see indications of abuse through artwork, play or posts on social media.
- something you **hear**. Someone may disclose to you abuse that they have experienced. Or someone else who knows the person experiencing abuse may tell you about it. You may also hear indications of abuse (eg language and conversation that is inappropriate for the context or the child's age).
- something that **troubles** you. You may have a feeling that something is not right with a situation.

It is not always easy to recognise abuse or harm. Therefore, it is important to act if you suspect abuse – don't wait until you are absolutely sure or have solid proof. It is not your role to investigate and get evidence. Key questions to ask yourself are:

- Does it look right?
- Does it sound right?
- Does it feel right?

Everyone has a responsibility for safeguarding and therefore we all need to be noticing and recognising if something isn't quite right – trust your gut instinct.

## What might stop individuals from disclosing?

Many individuals choose to keep their experiences of both current and past abuse hidden. There may be a number of reasons that they find it hard to disclose, including:

- not knowing it is wrong
- being unable to communicate
- being dependent upon the perpetrator

- being unsuccessful in previous attempts to talk about it
- being fearful of the consequences
- feeling ashamed, embarrassed or guilty
- fearing they won't be listened to, understood, taken seriously or believed
- believing that nothing will change
- believing the abuse is temporary and will stop
- feeling responsible for the abuse
- not wanting to burden others
- not knowing who to talk to
- not having been asked about it
- fearing they will get themselves or others into trouble
- the stigma of involvement with statutory authorities (police, children's or adult services).

## RESPONDING

Children and young people do not often directly disclose that they have been or are being abused. Adults too may be reticent about direct disclosures of abuse. You are more likely to pick up on abuse through your observations of changes in behaviour or physical appearance, or because of something another person has told you.

### Respond – what to do

If you recognise something that causes you concern, don't ignore it; respond.

These are ways to respond well to a possible safeguarding concern:

- listen without interrupting
- remain calm – be aware of your non-verbal communication
- reassure – say they are not to blame and have done the right thing in telling you
- do not promise confidentiality – tell them this information needs to be shared. If it is an adult, then ask for their consent to pass on what they have told you. Always seek advice if you have any concerns and don't know what to do.
- don't stop an individual who is talking freely about what has happened
- ask open questions – **Tell** me, **Explain** to me, **Describe** for me (**TED**). Do not ask closed or leading questions and don't try to investigate
- avoid making comments or judgements
- explain to them what will happen next – tell them who you are going to tell and give them a timescale
- keep quiet – once you have passed the details on to the relevant person, you should not tell anyone else about the disclosure not even for prayer purposes or to investigate for yourself. Investigating to see if your suspicions are true is not a correct response.

### What stops us responding?

There may be some barriers that get in the way of us reacting well to a safeguarding issue. These include:

- not wanting to hear, or finding it too hard to hear about the abuse
- fearing we may be wrong

- feelings of anger, distress, guilt
- embarrassment
- having doubts about the truthfulness of the child or adult
- we were asked not to tell
- looking for another explanation for the behaviour
- not wanting to interfere
- unresolved feelings
- uncertainty about procedures and consequences.

### **What might stop us as a Church from responding well?**

Reasons include:

- not wanting to hear, or finding it too hard to hear about the abuse
- thinking this kind of thing doesn't happen in church
- the person or family concerned are well respected
- a desire for the issue to be dealt with privately within the church
- confusion about false allegations
- poor understanding of the limits of confidentiality and confession
- not knowing who to consult or where to get help
- failing to recognise what's going on and/or its significance
- not seeking or taking advice
- thinking the Church is about forgiveness and not condemnation.

People may be worried about false allegations of abuse. Research suggests that the level of false allegations to do with safeguarding concerns is the same as with the reporting of other crimes: about three per cent. The best way to identify a false allegation is to respond exactly as the procedure for genuine concerns. This way, inconsistencies, flaws and gaps should quickly become apparent. The worst way to respond is to block the concern, because then no-one's interests are protected.

### **Impact on community**

When an individual or church doesn't respond well to an allegation of abuse, it will obviously have an impact on the individuals involved, as well as those immediately around them. However, as no church sits in isolation, it is also likely that there will be an impact on the wider community. This may include:

- anger, anxiety, pain, distress
- loss of a safe space
- loss of trust that people within communities have for the Church
- split in the community if local people take sides
- reputational damage – to the local church, circuit, the wider connexion of the Methodist Church, and Christianity in general
- reputational damage to the local community
- loss of external bookings and income
- judgement – it seems worse when a church does not respond well to abuse
- bad publicity



We need to understand the importance of responding well to safeguarding concerns, as the impact can be wide-reaching and last for a long time after the incident has been dealt with.

## **RECORDING**

Safeguarding records provide a history of what happened, summarise what church workers did, and ensure that when people move on the account is not lost.

### **Record – what to do**

You need to record the following:

- who was involved – the names of key people, including actual or potential witnesses
- what happened – facts not opinions. Use the person's own words where possible
- where it happened – specific location and address
- when it happened – date and time
- whom it was referred on to – what happened next including full names and contact details.

Make sure the record is signed and dated. Records should be written up as soon as possible after the event. They should be clear and concise and above all, legible. Use the individual's own words and avoid jargon. Notes should be relevant and factual, without opinions and judgements. It is not your role to verify or prove that the information given is true.

The important thing to remember is to write a record of what you have recognised, no matter how small or seemingly inconsequential it may appear.

All records must be kept in a secure place. Section 5 of the *Safeguarding Policy, Procedures and Guidance for the Methodist Church* has information about keeping records (including GDPR – General Data Protection Regulation) and when to share them. For more information specifically about GDPR please visit the TMCP (Trustees for Methodist Purposes) website.

## **REFERRING**

### **What is referring?**

Referring (sometimes known as reporting) is about sharing your concerns with the appropriate person(s). As safeguarding is everyone's responsibility it is important that everyone is clear about whom they should speak to share their concerns.

### **Refer – what to do**

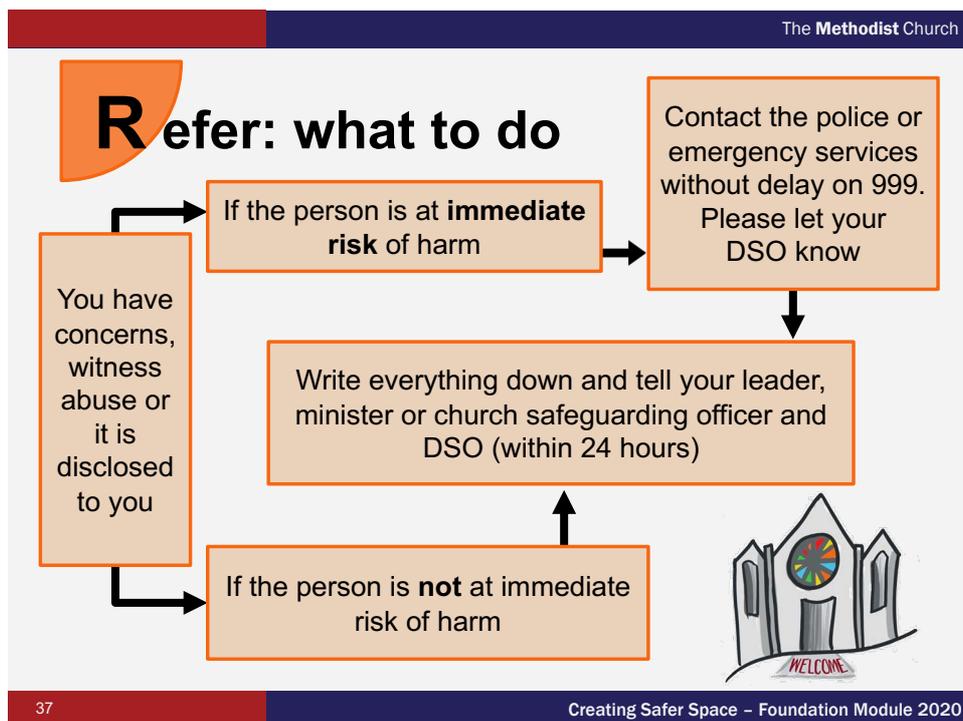
There is a simple flowchart on page 26 to show the referral process. For more detailed flowcharts of referral, (one for making referrals about children and one for adults), see Section 4 of the *Safeguarding Policy, Procedures and Guidance for the Methodist Church*.

Consult with your leader, minister or church safeguarding officer within one working day. The only exception is if they are the subject of the concerns. Under no circumstances should you contact or share information disclosed to you with the person who is the subject of allegations.

The Safeguarding Quick Reference Guide, which is given out during the Foundation Module 2020 training, should be completed and kept accessible. You do not have to share your concerns with each of these contact people. If you are referring to the church safeguarding officer then it becomes their responsibility to share that information with the circuit safeguarding officer or district safeguarding officer.

In an emergency contact the statutory authorities directly, and then inform your leader, minister or church safeguarding officer without delay.

When it comes to referring to external bodies, such as social services or the police, information concerning an abused adult must only be shared with their consent. If the person does not consent to having their information shared, their wishes should be respected. If you decide to share the information without consent (if you believe the person lacks mental capacity to make such a choice, when there is a risk of harm to others or in order to prevent a crime) make sure that you record your decision and your reasoning. Consent is not necessary when making a referral about a child.



## Section 5

### Where do I fit in?

People's lives are complex with many different aspects and pieces, and therefore the metaphor of a jigsaw puzzle can be helpful when thinking about how we safeguard them.

Sometimes you may have enough pieces of the jigsaw to make sense of the whole picture and you are able to see quite clearly that you need to pass this information on to the emergency services and to your leader, minister or church safeguarding officer.

At other times, you might have only certain pieces of information, which is like only having certain pieces of a jigsaw and the overall picture is not so clear. This may niggle you, as you think you know the pieces of information fit somewhere but you are not sure what to do about it right away. Remember that it is not your responsibility to investigate and find out more, but instead it is vital that you pass on all information you have to your leader, minister or church safeguarding officer. It is then their responsibility to pass that information on to the circuit, district, connexion and statutory authorities, who will be building up the big picture. The more pieces of the jigsaw they have, the easier it is for them to see the full picture.

#### Not sharing information

The case of Victoria Climbié is a clear example of the importance of each person and organisation sharing pieces of the puzzle they have, and the dangers of what can happen when they fail to do so.

#### Case example – Victoria Climbié

Victoria Climbié, a bright young girl, travelled with her great-aunt from the Ivory Coast to the UK in 2000, for what her parents believed would be a better life. In the 10 months she lived in the UK, Victoria was repeatedly tortured and abused by her great-aunt and the great-aunt's boyfriend. During this time Victoria was known to four local authorities (four social services departments and three housing departments), two child protection police teams, two hospitals, an NSPCC centre and a few local churches, all of whom had noted the signs of abuse. It was a taxi driver who recognised Victoria was in a serious condition and took her to the nearby ambulance station. In February 2000 Victoria died, aged eight years, of hypothermia and malnutrition.

- When her body was examined by the pathologist, Victoria was found to have had 128 separate injuries. It was the worst case of deliberate harm to a child the pathologist had ever seen.
- An inquiry was set up in 2001 to scrutinise the Child Protection System and the failings in the Victoria Climbié case. It found that all the agencies and organisations involved in her care had failed to protect her and that on at least 12 occasions workers could have prevented her death.

# APPENDIX 1

## Past Cases Review (PCR)

In 2010, the Methodist Conference agreed to review past child and adult protection cases. This took place between 2013 and 2015 and the results were published in *Courage, Cost and Hope: the Report on the Past Cases Review 2013-2015*. The report can be found in the Safeguarding section of the Methodist Church website.

### Some numbers from the PCR

- There have been 2,566 responses reporting a safeguarding concern, relating to 1,885 perpetrators or alleged perpetrators. These included 20 ministers since the 1950s, who had abused their power, highlighting a strong concern about church culture.
- The Methodist Safeguarding Team referred 25% of the 503 cases analysed on to the statutory agencies.
- Twenty-one formal risk assessments were commissioned, resulting in 12 Covenants of Care and six other safeguarding measures.

### Ten themes

Key findings from the review of past cases identified ten themes, which overlap and interconnect in many ways. In summary, these are:

<b>Theme 1.</b>	Abuse and risk are still not always recognised.
<b>Theme 2.</b>	Abuse has a huge and ongoing impact on those who have been harmed.
<b>Theme 3.</b>	Abuse which has occurred in the church setting is particularly distressing and a devastating breach of trust.
<b>Theme 4.</b>	It is necessary to improve the listening skills of people in the Church.
<b>Theme 5.</b>	People in the Church are still not responding well to serious situations.
<b>Theme 6.</b>	People find it difficult to put 'respectful uncertainty' into practice.
<b>Theme 7.</b>	Responding well to a church congregation in difficult safeguarding situations continues to be a challenge.
<b>Theme 8.</b>	Practice has improved but record-keeping is still not consistent enough.
<b>Theme 9.</b>	Effective working with other agencies still requires development.
<b>Theme 10.</b>	There has been and remains, insufficient understanding of the significance of safeguarding concerns among those who hold leadership roles in the Methodist Church.

### Learning from the PCR

The PCR findings added to our knowledge and has challenged us to continue learning and developing our safeguarding practice. In particular, it flagged up:

- leaders and ministers do not always understand the nature of safeguarding
- the Church not recognising abuse of power and vulnerability issues



- people think safeguarding is all about DBS checks and ticking boxes
- there is anxiety about dealing with statutory authorities
- there is lack of reflective space.

Since the PCR publication there have been numerous additional cases, including responses coming in from people who had left the Church and weren't aware of the PCR. Several cases of bullying and harassment have been reported.

**Making churches safe remains a challenge for us all.**

## APPENDIX 2

### Types of abuse

These definitions of abuse have been compiled from a range of sources.

**Please Note: There may be many other reasons for any of these indicators in any given situation. They do not tell you that abuse is occurring but they may alert you to the need to be aware of the possibility of abuse, to be observant and to record any concerns.**

Physical abuse	Includes....	Some key indicators are...
<p>Inflicting pain, physical injury, impairment or suffering.</p>	<ul style="list-style-type: none"> <li>● hitting, slapping and beating</li> <li>● shaking, pinching, throwing and pushing</li> <li>● kicking, biting, burning, drowning and hair pulling</li> <li>● squeezing, suffocating, poisoning</li> <li>● inducing illness in a child or vulnerable adult, or fabricating symptoms</li> <li>● inappropriate use of restraint techniques or other physical sanctions</li> <li>● isolation or confinement.</li> </ul>	<ul style="list-style-type: none"> <li>● any injuries not consistent with the explanation given for them</li> <li>● cuts, lacerations, puncture wounds, open wounds, welts</li> <li>● 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. Also in unusual places (eg. around the mouth), in unusual patterns (eg. symmetrical) or in particular shapes (eg. fingertip bruising or belt marks)</li> <li>● black eyes, burns, broken bones and skull fractures</li> <li>● recurring injuries or ones that are in the same place on more than one occasion, and/or are without plausible explanation</li> <li>● any injury that has not received medical attention or been properly cared for</li> <li>● poor skin condition or poor skin hygiene</li> <li>● loss of hair, loss of weight and change of appetite</li> <li>● repeated or unexplained tummy pains</li> <li>● flinching at physical contact and/or keeping fully covered, even in hot weather</li> <li>● appearing frightened or subdued in the presence of a particular person or people.</li> </ul>



Psychological or Emotional Abuse	Includes....	Some key indicators are...
<p>The use of threats, fear or power gained by the abuser's position to invalidate the person's independent wishes.</p> <p><b>Note:</b> Such behaviour can create very real emotional and psychological stress. In children it can have severe and persistent adverse effects on their emotional development. All forms of abuse have an emotional component and emotional abuse may well be indicative of other forms of abuse.</p>	<ul style="list-style-type: none"> <li>● mocking, coercing, threatening or controlling behaviour</li> <li>● bullying, intimidation, harassment or humiliation</li> <li>● depriving someone of privacy, choice, dignity, and social contact</li> <li>● withholding love or affection, and deliberately ignoring the person</li> <li>● the person having to witness, see or listen to the ill-treatment of another.</li> </ul>	<ul style="list-style-type: none"> <li>● changes in mood, attitude and behaviour</li> <li>● becoming quiet, clingy or withdrawn or conversely becoming aggressive or angry for no apparent reason</li> <li>● denial and hesitation to talk openly</li> <li>● excessive fear or anxiety</li> <li>● changes in sleep pattern or persistent tiredness</li> <li>● loss of appetite</li> <li>● low self-esteem, helplessness or passivity</li> <li>● confusion or disorientation</li> <li>● implausible stories and attention-seeking behaviour</li> <li>● a child who runs away, is not attending school, is stealing or lying</li> <li>● a child who has inappropriate relationships with peers and/or adults</li> <li>● behaviour in children such as rocking, hair twisting or thumb sucking.</li> </ul>



Sexual Abuse	Includes....	Some key indicators are...
<p><b>Children</b> – forcing or enticing a child to take part in sexual activities.</p> <p><b>Adults</b> - any non-consenting sexual act or behaviour.</p> <p><b>Note:</b> No one should enter a sexual relationship with someone for whom they have pastoral responsibility or are in a position of trust.</p>	<ul style="list-style-type: none"> <li>● rape, sexual assault or sexual acts to which the person has not consented, could not consent, or was pressurised into consenting</li> <li>● indecent assault, incest</li> <li>● forcing or enticing someone to touch them in a sexual manner without consent</li> <li>● making sexual remarks, suggestions and teasing</li> <li>● indecent exposure</li> <li>● forcing someone to watch pornographic material or sexual acts</li> <li>● filming or photographing a child in sexual poses or acts</li> <li>● enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways</li> <li>● spying on a person undertaking personal care activities</li> <li>● ‘sexting’, grooming and using social media to share inappropriate content.</li> </ul>	<ul style="list-style-type: none"> <li>● emotional distress</li> <li>● preoccupation with anything sexual and knowledge of sexual behaviour that is not age-appropriate</li> <li>● mood, attitude or behaviour changes</li> <li>● expressions of feelings of guilt or shame</li> <li>● itching, soreness, bruises or lacerations, particularly around the genital areas</li> <li>● difficulty in walking or sitting, or unexplained vaginal or anal bleeding</li> <li>● unexplained venereal disease or genital infections</li> <li>● disturbed sleep patterns</li> <li>● torn, stained or bloody underclothing</li> <li>● significant changes in sexual behaviour or outlook</li> <li>● a very young girl or a woman who lacks mental capacity to consent to intercourse becoming pregnant.</li> </ul>



Neglect	Includes....	Some key indicators are...
<p>Failing to care for someone so their care needs (physical and psychological) are not being met.</p> <p><b>Note:</b> Neglect can be deliberate or it can occur as a result of not understanding what someone's needs are. In a child, neglect is likely to result in the serious impairment of their health or development.</p>	<ul style="list-style-type: none"> <li>● failing to provide access to appropriate health, social care or education services</li> <li>● failing to provide a warm, safe and comfortable environment</li> <li>● ignoring medical or physical care needs, including not providing adequate food and clothing, or assistance with eating and drinking</li> <li>● leaving a child or vulnerable adult alone or unsupervised</li> <li>● failing to intervene in behaviour which is dangerous to a child or vulnerable adult</li> <li>● withholding medication or aids, such as walking sticks or hearing aids</li> <li>● denying the person social, religious or cultural contacts, or contact with their family.</li> </ul>	<ul style="list-style-type: none"> <li>● looking unkempt or dirty with poor personal hygiene, or lice</li> <li>● untreated medical conditions, such as pressure sores and rashes</li> <li>● inconsistent or reluctant contact with their GP or with Health and Social Services</li> <li>● being malnourished, with sudden or continuous weight loss. Being constantly hungry and thirsty or stealing or gorging on food</li> <li>● being dressed inappropriately for the weather conditions</li> <li>● developmental delay in children</li> <li>● low self-esteem, depression, seeming socially isolated and/or having poor concentration</li> <li>● a home that does not meet basic needs (for example no heating or lighting), or with health and safety hazards</li> <li>● someone unable to look after themselves who does not have appropriate care, for example is not taken to the toilet on request, and/or is often left unattended and at risk</li> <li>● a person who is not allowed by their caregiver to see visitors.</li> </ul>

Self-Neglect	Includes....	Some key indicators are...
An unwillingness or inability to care for oneself and/or one's environment.	<ul style="list-style-type: none"> <li>● hoarding or having no possessions at all</li> <li>● living in squalor and neglecting self-care and hygiene</li> <li>● failing to provide oneself with adequate food, water, clothing, shelter, healthcare</li> <li>● disregarding safety precautions.</li> </ul>	<ul style="list-style-type: none"> <li>● dehydration, malnutrition or obesity</li> <li>● untreated medical conditions and poor personal hygiene</li> <li>● unsanitary living conditions</li> <li>● inappropriate and/or inadequate clothing and lack of necessary medical aids</li> <li>● homelessness.</li> </ul>

Financial Abuse	Includes....	Some key indicators are..
The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	<ul style="list-style-type: none"> <li>● theft, fraud or embezzlement of monies, benefits or goods</li> <li>● exploitation or profiteering</li> <li>● applying pressure in connection with wills, property or inheritance, or financial transactions</li> <li>● misusing influence, power or friendship to persuade a person to make gifts or change their will</li> <li>● charging someone excessive amounts for services such as minor repairs to a property</li> <li>● using duress, threats or dishonesty to get someone to loan them money.</li> </ul>	<ul style="list-style-type: none"> <li>● unexplained loss of money</li> <li>● missing personal belongings such as art, jewellery and silverware</li> <li>● deterioration in standard of living, not having as much money as usual to pay for shopping, regular bills or regular outings</li> <li>● someone saying they are unable to access their own money or check their account</li> <li>● cheques being signed or cashed by other people without the person's consent</li> <li>● recent acquaintances expressing sudden or disproportionate interest in the person and their money</li> <li>● reluctance on the part of the person controlling the individual's funds to pay for necessary food, clothes or other items</li> <li>● recent changes of deeds/title of the person's home</li> <li>● inappropriate granting and/or use of Power of Attorney</li> <li>● Sudden change or creation of a will to benefit an individual significantly.</li> </ul>



Discriminatory Abuse	Includes....	Some key indicators are...
<p>Discriminating against a person because of their age, gender, race, religion, cultural background, sexuality or disability.</p>	<ul style="list-style-type: none"> <li>● ageist, racist and sexist abuse</li> <li>● abuse linked to a person’s disability or sexuality</li> <li>● harassment, slurs or similar; inappropriate use of language and treatment</li> <li>● withholding services without proper justification, or lack of disabled access to services and activities</li> <li>● lack of respect towards a person’s culture, or deliberate exclusion.</li> </ul>	<ul style="list-style-type: none"> <li>● low self-esteem</li> <li>● withdrawal and social isolation</li> <li>● anger</li> <li>● someone putting themselves down in terms of their age, race, gender identity or sexuality</li> <li>● a person talking about lack of opportunity or access to jobs, activities and services</li> <li>● someone preferring to not be given care by certain individuals.</li> </ul>

Institutional Abuse	Includes....	Some key indicators are...
<p>The mistreatment of a person by a regime or individuals within an institution.  <b>Note:</b> It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice and ill-treatment. The Church as an institution is not exempt from perpetrating institutional abuse.</p>	<ul style="list-style-type: none"> <li>● failing to safeguard people in its care from emotional or even physical harm and neglect</li> <li>● having fixed rules and routines by which people are controlled</li> <li>● preventing people in its care from doing things that are their right</li> <li>● not giving people access to personal possessions, or (for example in the case of a care home) to their finances</li> <li>● having inadequate staffing, poorly trained staff, a lack of leadership and failing to supervise staff and volunteers</li> <li>● inappropriate use of physical interventions and poor practice in the provision of intimate care.</li> </ul>	<ul style="list-style-type: none"> <li>● inappropriate or poor treatment of people who belong to the institution, such as residents in a care home, or members of a congregation</li> <li>● routinely referring to people in a condescending fashion, or treating them like children</li> <li>● disrespectful language and attitudes</li> <li>● routinely compromising someone’s privacy and dignity</li> <li>● failing to recognise the individuality of people and applying a ‘one size fits all’ approach</li> <li>● In care homes, no evidence of support services care plans that focus on the individual’s needs</li> <li>● Inadequate staffing levels and the absence of individual care.</li> </ul>



Domestic Abuse	Includes....	Some key indicators are...
<p>Any threatening behaviour, violence or abuse directed at adults or young people, who are or have been intimate partners, or who are family members or extended family members.</p> <p><b>Note:</b> Domestic abuse occurs regardless of age, gender, sexuality or social status. Rarely is domestic abuse a one-off incident. As well as being directly targeted, children are affected by domestic abuse if they see or hear someone else in their family being abused, or if they see the injuries or distress afterwards.</p>	<ul style="list-style-type: none"> <li>● physical, psychological, sexual or financial abuse</li> <li>● patterns of controlling and coercive behaviour</li> <li>● parents or carers abusing children</li> <li>● abuse towards elderly family members</li> <li>● female genital mutilation (FGM)</li> <li>● honour-based violence, which the abuser believes is committed to protect or defend the honour of the family and community</li> <li>● forced marriage.</li> </ul>	<ul style="list-style-type: none"> <li>● unexplained bruises or injuries</li> <li>● being unusually quiet or withdrawn</li> <li>● fear, anxiety or panic attacks</li> <li>● frequent absences from work or other commitments</li> <li>● never talking about their partner or family member</li> <li>● always being accompanied by their partner or family member</li> <li>● becoming isolated and withdrawn from friends and other family</li> <li>● not having control over possessions or money</li> <li>● being anxious about being away from home and rushing to get back.</li> </ul>



Spiritual Abuse	Includes....	Some key indicators are...
<p>The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context. Spiritual abuse is also the abuse of trust by someone in a position of spiritual authority (such as a minister).</p> <p><b>Note:</b> It is often difficult for churches to identify spiritual abuse because its definition may be partly an issue of personal interpretation of common practices in the Church or denomination.</p>	<ul style="list-style-type: none"> <li>● forcing religious ideas or practices onto people, particular those who may be vulnerable to such practices</li> <li>● extreme pastoral interference in personal matters – reducing individual choice and responsibility</li> <li>● the misuse of scripture or power to control behaviour and pressurising people to conform</li> <li>● oppressive teaching and isolation from others</li> <li>● requiring obedience to the abuser, or suggesting that the abuser has a ‘divine’ position</li> <li>● intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm</li> <li>● denying the right of faith or opportunity to grow in the knowledge and love of God</li> <li>● excluding people from the full range of church life (having no arrangements for gluten-free wafers or non-alcoholic wine at Communion, or creating fear of involving those who are HIV-positive).</li> </ul>	<ul style="list-style-type: none"> <li>● pastoral practices that seek to force people into accepting religious values or ideas</li> <li>● creating confusion and uncertainty for the person about what or why they believe</li> <li>● people being deeply scarred – emotionally, psychologically and spiritually</li> <li>● people feeling betrayed and as a result having a deep distrust of ministers and other church officers</li> <li>● self-isolation and powerlessness</li> <li>● having a changed and damaged view of Church – loss of the Church as a safe space.</li> </ul>



Online Abuse	Includes....	Some key indicators are...
<p>The use of the internet (via email, mobile phones, websites, social media, instant messaging, chatrooms, online games, live-streaming etc) to harm or harass in a deliberate manner.</p> <p><b>Note:</b> It can happen at any time and is not limited to a specific location – it can be experienced even when alone. Online abuse can affect anyone at any age.</p>	<ul style="list-style-type: none"> <li>● cyberbullying/harassment – sending repeated offensive, rude, insulting messages</li> <li>● posting communications to intimidate, control, manipulate, put down, falsely discredit, humiliate</li> <li>● posting communications that threaten a person’s earnings, reputation, employment and safety</li> <li>● denigration – posting derogatory information and/or digitally altered photos</li> <li>● flaming – posting insults using vulgar, profane language</li> <li>● impersonation – hacking accounts and taking someone’s identity</li> <li>● outing /trickery – sharing someone’s secrets or tricking them into revealing embarrassing information</li> <li>● cyber stalking – making repeated online threats and making someone afraid for their safety</li> <li>● trolling – making online provocations, starting arguments, making threats and insults</li> <li>● grooming – building emotional connection to gain trust for exploitation and abuse</li> <li>● sexting – sharing or coercing someone into sharing sexual, naked or semi-naked images, videos or sexually explicit messages.</li> </ul>	<ul style="list-style-type: none"> <li>● being withdrawn, spending time alone</li> <li>● being excluded from social events</li> <li>● spending either a lot more or a lot less time than usual online, texting, gaming, on social media</li> <li>● being reluctant to let anyone near their phone/tablet /laptop, etc</li> <li>● changes in personality, including anger, depression, anxiety etc</li> <li>● changing their appearance, in an effort to ‘fit in’</li> <li>● staying away from school or work.</li> </ul>



Modern Slavery	Includes....	Some key indicators are...
<p>The illegal exploitation of people for personal or commercial gain. It includes human trafficking, where people are moved using deception, coercion and violence from one place to another and into an exploitative situation.</p>	<ul style="list-style-type: none"> <li>● confiscating people’s travel and identity documents</li> <li>● domestic servitude – forcing people to work in private houses with restricted freedoms, long hours, and no pay</li> <li>● criminal exploitation – forcing people to engage in pickpocketing, shoplifting and drug trafficking</li> <li>● forced labour – subjecting people to long hours, no pay, poor conditions, verbal and physical threats</li> <li>● sexual exploitation – prostitution and child abuse</li> <li>● other practices such as organ removal, forced begging, forced marriage and illegal adoption.</li> </ul>	<ul style="list-style-type: none"> <li>● being completely dependent on the control and influence of others</li> <li>● being malnourished or unkempt, wearing the same clothes all the time</li> <li>● having travel, identity and financial documents held by someone else, or having forged/ false documents</li> <li>● living in cramped, dirty, overcrowded accommodation; possibly living and working at the same address and having few personal possessions</li> <li>● being in debt to others, earning little or nothing, with excessive deductions made for food, accommodation, transport</li> <li>● being unfamiliar with their neighbourhood, unsure even of their home or work address</li> <li>● being scared, fearful, withdrawn, anxious, avoiding eye contact</li> <li>● having signs of physical abuse such as old or untreated injuries and healthcare issues</li> <li>● fearing authorities; removal from the UK and consequences for family.</li> </ul>



Radicalisation	Includes....	Some key indicators are..
<p>The process to get a person to adopt extreme political or religious ideas.</p> <p><b>Note:</b> Radicalisation can take place over a long time, or happen quickly. The person may not understand that they have been radicalised. Radicalisation offers the promise of an ideology, which gives purpose and belonging. Extremist recruiters target people who are vulnerable through issues such as not belonging, having low self-esteem or problems at home, who have been involved with gangs and criminal groups or who have an identity crisis due to their cultural heritage.</p>	<ul style="list-style-type: none"> <li>● exposure to violent and inappropriate material</li> <li>● being recruited in person – online or face-to-face</li> <li>● joining extremist organisations</li> <li>● justifying the use of violence to solve societal issues</li> <li>● seeking to recruit others to an extremist ideology.</li> </ul>	<ul style="list-style-type: none"> <li>● the expression of extremist views</li> <li>● accessing extremist websites and social networks or possessing extremist, violent literature</li> <li>● behavioural changes, anger and use of inappropriate language</li> <li>● becoming disrespectful and intolerant of others</li> <li>● using words and phrases that sound scripted, talking about ‘us’ and ‘them’</li> <li>● sympathies, admiration or associations with known extremists</li> <li>● advocating violent actions or means.</li> </ul>



Child Sexual Exploitation	Includes....	Some key indicators are....
<p>Giving a child gifts, drugs, money, status and affection in exchange for performing sexual activities. It includes tricking or grooming children, either in person or online, to believe they are in a loving and consensual relationship.</p> <p><b>Note:</b> A child may not understand that they have been abused.</p>	<ul style="list-style-type: none"> <li>● the use of violence, coercion and intimidation to force a child into sexual activity</li> <li>● invitations to parties where drugs and alcohol are freely given in exchange for sex</li> <li>● deceiving children into producing online indecent images and films of themselves</li> <li>● getting children to recruit other children into sexual exploitation</li> <li>● trafficking children into or within the UK to be sexually exploited</li> <li>● sexually exploiting children as part of gang initiation or punishment.</li> </ul>	<ul style="list-style-type: none"> <li>● acquisition of money, clothes, mobile phones etc they can't or won't explain</li> <li>● unhealthy or inappropriate sexual behaviour</li> <li>● swings and changes in mood or character, being secretive</li> <li>● belonging to a gang, and becoming isolated from friends and social networks</li> <li>● having relationships with controlling or significantly older individuals or groups</li> <li>● sexually transmitted infections, pregnancy</li> <li>● being frightened of certain people; avoiding places or situations</li> <li>● physical signs of abuse, like bruises or bleeding in their genital or anal area</li> <li>● alcohol or drug misuse</li> <li>● going missing for periods of time</li> <li>● skipping school.</li> </ul>

**Other types of exploitation**

Also known as 'County lines', **criminal exploitation** is where gangs and crime networks groom and exploit children and vulnerable people to sell drugs. Often these children are made to travel across counties to smaller towns in order to transport and sell the drugs. Dedicated mobile phone 'lines' are used to take orders from the drug users.

**Self-harm** is the intentional damage or injury to a person's own body. It can take many physical forms including, cutting, burning, bruising, scratching, hair-pulling, poisoning and overdosing. It is often used as a way of coping with and expressing or releasing overwhelming emotions and distress.

## APPENDIX 3

### Some suggested safeguarding resources

#### Methodist Church resources

The Methodist Church website is found at [www.methodist.org.uk](http://www.methodist.org.uk), and the Safeguarding section holds the up-to-date policies, guidance, training resources and other reflections including:

- *Safeguarding Policy, Procedures and Guidance for the Methodist Church*
- Progress Report One Year on from the PCR – a report to the Methodist Conference, July 2016
- *Courage, Cost and Hope: The Past Cases Review of the Methodist Church, 2015*
- *Positive Working Together* - guidelines for situations of bullying and harassment

The Children, Youth & Family Ministry section of the Methodist Church website includes:

- the safeguarding policy for children and young people
- social media guidelines.

#### Methodist Insurance

Offers information and advice about insurance, health and safety, activity risk assessments and your church premises.

[www.methodistinsurance.co.uk](http://www.methodistinsurance.co.uk)

#### Trustees for Methodist Church Purposes (TMCP)

Offers information and advice about data protection, GDPR (General Data Protection Regulations) and lettings.

[www.tmc.org.uk](http://www.tmc.org.uk)

#### Ecumenical partners' resources

*Protecting All God's Children* (4<sup>th</sup> edition) The Church of England (2010)

*Time for Action*, Churches Together in Britain and Ireland, Church House Publishing (2002)

*Responding Well To Those Who Have Been Sexually Abused: policy and guidance for the Church of England*, the Church of England, Church House Publishing (2011)

#### Survivors' resources

*A Spirituality of Survival*, Barbara Glasson, Mowbray (2009)

*Courage to Tell: Christian Survivors of Sexual Abuse Tell Their Stories of Pain and Hope*, Margaret Kennedy, Church House Publishing (2000)

*The Warrior Within*, Christiane Sanderson, One in Four (2010)

*The Spirit Within*, Christiane Sanderson, One in Four (2011)

*Tracing Rainbows Through the Rain*, the report of the Time for Action Monitoring Group to the Methodist Conference 2006 (download from the Methodist Church website)

## DBS/PVG checking

### DDC (Due Diligence Checking Ltd)

DDC is the registered body that will be processing all DBS/PVG applications for the Methodist Church.

Tel: 0845 644 3298 or 0116 260 3055

Contact@ddc.uk.net

## Contacts for national organisations

### Children

#### Action for Children

Action for Children (formerly NCH – National Children’s Homes) is a leading children’s charity running over 500 projects and working with children and young people affected by poverty, disability and abuse.

[www.actionforchildren.org.uk](http://www.actionforchildren.org.uk)

#### AFRUCA: Africans Unite Against Child Abuse

Afruca is an organisation that seeks to address through prevention and early intervention the welfare of African children in the UK. It gives information on issues including female genital mutilation, witchcraft and trafficking.

[www.afruca.org](http://www.afruca.org)

#### Barnardo’s

Barnardo’s campaigns to end child sexual exploitation. It provides leaflets in both English and Welsh for parents, children, young people and professionals, showing how to spot the signs of child sexual exploitation and how to keep safe. [https://b.barnardos.org.uk/what\\_we\\_do/our\\_work/sexual\\_exploitation/about-cse/cse-spot-the-signs.htm](https://b.barnardos.org.uk/what_we_do/our_work/sexual_exploitation/about-cse/cse-spot-the-signs.htm)

#### Child Exploitation and Online Protection (CEOP)

CEOP is part of the National Crime Agency, and helps to keep children and young people safe from sexual abuse and grooming online. It offers guidance, advice and accepts direct reporting.

[www.ceop.police.uk](http://www.ceop.police.uk)

#### Childline

A free 24-hour counselling service for children and young people up to 19 years of age.

[www.childline.org.uk](http://www.childline.org.uk)

Freephone helpline for children 0800 1111

#### Educate Against Hate

A website giving practical advice and information on protecting children from extremism and radicalisation.

[www.educateagainsthate.com](http://www.educateagainsthate.com)

#### Family Lives (formerly Parentline Plus)

A resource for parents, volunteers and workers providing a range of services including



'Positive Boundaries' which focuses on sexual bullying, peer-on-peer sexual exploitation and developing positive gender relationships.

[www.familylives.org.uk/about/our-services](http://www.familylives.org.uk/about/our-services)

Helpline: 0808 800 2222

### **Lucy Faithfull Foundation**

Lucy Faithfull Foundation is a UK-wide child protection charity dedicated solely to preventing child sexual abuse.

[www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)

### **NSPCC**

The NSPCC website has many useful resources, including research studies and fact sheets.

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Advice line for parents/adults: 0808 800 5000

### **Parents Protect!**

Parents Protect! is an online resource and helpline for parents, carers and others who want to do all they can to protect children from sexual harm. It is run by the Lucy Faithfull Foundation.

[www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)

Helpline: 0808 1000 900

### **Stop It Now!**

Stop It Now! is the Lucy Faithfull child sexual abuse prevention campaign which has a confidential helpline for any adult concerned about sexual abuse. The helpline will engage with perpetrators of abuse, and so it is a very important resource.

[www.stopitnow.org.uk](http://www.stopitnow.org.uk)

Helpline: 0808 1000 900

## **Vulnerable adults**

### **Action on Elder Abuse**

Action on Elder Abuse campaigns against the abuse of older people. Their website includes information and research.

[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

Helpline: 0808 808 8141

### **Age UK**

The Age UK website has many useful resources including research studies and fact sheets as well as information on protecting yourself or others from abuse.

[www.ageuk.org.uk](http://www.ageuk.org.uk)

Advice line: 0800 678 1602

### **Mencap**

Mencap has information and resources about people with learning difficulties, including specific advice on safeguarding.

[www.mencap.org.uk](http://www.mencap.org.uk)



## Domestic abuse

### **The Freedom Programme:**

This organisation produces *Ending Domestic Violence: A Pack for Churches* (2009)

[www.freedomprogramme.co.uk](http://www.freedomprogramme.co.uk)

### **Modern Slavery Helpline**

This organisation provides victims, the public, statutory agencies and businesses with information and support about modern slavery on a 24/7 basis.

[www.modernslaveryhelpline.org](http://www.modernslaveryhelpline.org)

Tel: 08000 121 700

### **Respect**

Respect is a charity supporting male victims of domestic violence and offers training and advice for those seeking to support them.

[www.respect.uk.net/work/male-victims-of-domestic-violence](http://www.respect.uk.net/work/male-victims-of-domestic-violence)

Tel: 0808 801 0327

### **Restored**

Restored is a global Christian alliance seeking to transform relationships and end violence against women.

[www.restoredrelationships.org](http://www.restoredrelationships.org)

### **We Will Speak Out**

We Will Speak Out is a coalition of faith- and church-based organisations pledging to end sexual violence across the world. It produces *Silent No More* (2011), a report on the untapped potential of the Church in addressing sexual violence.

[www.wewillsspeakout.org](http://www.wewillsspeakout.org)

### **Women's Aid**

The Women's Aid website has access to helpline resources and groups in the UK.

[www.womensaid.org.uk](http://www.womensaid.org.uk)

24-hour Helpline: 0808 200 0247

## Survivors

**A.G.I.T.A.T.E** ....Amazing Grace is the answer to everything.

This group was formed in the belief that God's grace can transform even the deepest of pain and deprivation. It offer talks, worship and liturgies using survivor theology for those who have experienced trauma through all types of abuse and those who offer them pastoral care.

For more details contact: [c.lerczak@btinternet.com](mailto:c.lerczak@btinternet.com)

**CASAI** (Church Action on Sexual Abuse Issues)

CASAI is a Liverpool-based ministry, working creatively in an inclusive way with survivors of child sexual abuse in safer settings.

Contact: Col Ritson [thunderandrainbows@gmail.com](mailto:thunderandrainbows@gmail.com)



**MACSAS** (Minister and Clergy Sexual Abuse Survivors)

MACSAS supports women and men who have been sexually abused, as children or adults, by ministers, clergy or others under the guise of the Church.

[www.macsas.org.uk](http://www.macsas.org.uk)

Helpline: 0808 801 0340

**NAPAC** (National Association of People Abused in Childhood)

NAPAC offers support to adult survivors of all types of childhood abuse, including physical, sexual and emotional abuse and neglect.

[www.napac.org.uk](http://www.napac.org.uk)

**One in Four**

One in Four specialises in supporting survivors of sexual violence and abuse, particularly survivors of child sexual abuse and trauma.

[www.oneinfour.org.uk](http://www.oneinfour.org.uk)

**Local and government resources**

You may want to locate the contact details for the following local authority and social organisations in your area, so you can access them and any resources they produce.

**England and Wales:**

- Local authority children's services
- Social and health care (vulnerable adults)
- Local authority designated officer (LADO)
- Local safeguarding boards (both children's, and adult)
- MAPPA (Multi-Agency Public Protection Arrangements) for managing high-risk offenders (details at GOV.UK)
- MARAC (Multi-Agency Risk Assessment Conferences) working with domestic abuse cases
- Police: public protection unit or team
- Probation services

**Scotland:**

- Local authority children's services
- Social and health care (vulnerable adults)
- Child Protection and Adult Protection Committees
- MAPPA (Multi-Agency Public Protection Arrangements) for managing high risk offenders (details at GOV.UK)
- MARAC (Multi-Agency Risk Assessment Conferences) working with domestic abuse cases
- Police: public protection unit or team
- Criminal Justice Worker



