

## SWYM SAFEGUARDING POLICY

Post holder responsible for Policy:	Operations Manager
Contact details:	07969 531475
Date written:	13 November 2015
Date revised:	9 December 2024
Approval route (names of committees):	Board of Directors
Date of final approval:	December 2024
Date due for revision:	December 2025
Date policy becomes live:	December 2024
This document replaces:	N/A

It should be read in conjunction with:

SWYM Code of Conduct		
SWYM Residentials Guidance and Procedures		

**Controlled document**

This document is a SWYM policy document.  
 It should not be altered in any way without the express permission of the author or their representative.

## Contents

Mission Statement .....	3
Our partnership with thirtyone:eight (formerly known as CCPAS) .....	3
Leadership Commitment to Safeguarding .....	3
Section 1: Organisational Details .....	5
Section 2: Prevention .....	6
PREVENTION UNDERSTANDING ABUSE & NEGLECT .....	6
SAFEGUARDING AWARENESS .....	7
Management of Workers – Codes of Conduct .....	7
Management of Workers – Training and Supervision .....	8
Management of Workers – Team Meetings .....	8
Management of Workers – Whistleblowing.....	8
Section 3: PRACTICE GUIDELINES.....	9
Working in Partnership .....	9
SECTION 4: Responding to allegations of abuse .....	9
RESPONDING TO ALLEGATIONS OF ABUSE.....	9
ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE .....	11
SUSPICIONS OR ALLEGATIONS OF ABUSE .....	11
Section 5: Pastoral Care .....	14
Supporting those affected by abuse .....	14
Working with offenders .....	14
Appendix 1: SWYM Safeguarding Statement.....	15
Appendix 2: Procedure for when there is concern about the welfare of a child or adult.....	17
Safeguarding: Concern Form .....	21
Appendix 3: Example Safeguarding Poster .....	24
Appendix 4: Statutory Definitions of Abuse .....	25

## Mission Statement

South West Youth Ministries places trainee youth and schools workers with ministry partners (churches and schools-work projects) throughout the South West of England. SWYM seeks to promote local churches in the South West and bring them together as an informal association that works together to be as strategic and effective as possible in Christian schools work and youth ministry. For the people who serve within SWYM, it is more like a group of friends who share a passion for Jesus Christ, a desire to learn, and a hunger to seek and save the lost.

## Our partnership with thirtyone:eight (formerly known as CCPAS)

SWYM work closely with thirtyone:eight to provide a range of supports for our organisation. It is our belief that safeguarding the vulnerable is an essential part of our Christian faith and that this is supported throughout scripture and particularly in the life, teaching and actions of Jesus Himself.

This policy document has been written by thirtyone:eight and endorsed by SWYM as the model to which all our work should aspire. It begins with an overall document regarding the safeguarding responsibilities of SWYM and has sections at the end regarding the different activities of SWYM.

SWYM has a partnership agreement with thirtyone:eight to provide specific support, advice, training and other assistance to enable the national team to fulfil their safeguarding responsibilities effectively. Where we place our volunteers within churches, we will ensure that the safeguarding policy of that church is in place and is adequate in encompassing the activities where our volunteers are working. Where SWYM has separate activities outside the churches such as camps, this policy will be the overriding document which guides our workers.

**Thirtyone:eight can be contacted as follows:**

PO Box 133, Swanley, Kent, BR8 7UQ

Tel: 0303 003 1111

Email: [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org)

Web: <https://thirtyoneeight.org>

thirtyone:eight operates a 24/7 Helpline for anyone who wants to discuss safeguarding matters: **0303 003 1111 (Option 2)**

## Leadership Commitment to Safeguarding

As the Leadership, we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults needs can be the victims of physical, sexual and emotional abuse, and neglect.

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

We are also working alongside adult trainees who may present as vulnerable adults at different points during their training with SWYM.

We are also committed to protecting any adults with care and support needs in the community. However, the work of SWYM is primarily with children and young people under the age of 18. As a Leadership we have

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

The policy and appendices are based on the ten '**Safe and Secure**' safeguarding standards published by the thirtyone:eight. Each section title contains reference to the relevant standard within 'Safe & Secure' for further information.

The Counter Terrorism and Security Act 2015 "places a duty on specified authorities, including local authorities and childcare, education and other children's services providers ... to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty"). In our work with young people we are mindful of the work we do in sharing our faith without being subject to accusations of indoctrination. Also if we become aware of a young person being vulnerable to radicalisation from another source, we will refer this to the appropriate authority.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and no less than every three years will regularly review the operational guidelines attached.
- Check DBS status for all staff annually and ensure updates are obtained as required.
- ensure that any premises we use meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- undertakes an annual review of the policy and its implementation
- ensure that a copy of the policy is available upon request for quality assurance purposes
- not to allow the document to be copied by other organisations.

## Section 1: Organisational Details

Organisation: South West Youth Ministries

Address: Unit 10E, Mill Park Industrial Estate, White Cross Road,  
Woodbury Salterton EX5 1EL

Tel No: 01395 487071 Email address: [info@swym.org.uk](mailto:info@swym.org.uk)

Safeguarding Coordinator Name: Paul Friend, Executive Director

Safeguarding Coordinator Contact Telephone 07737 935058 / Email: [paul@swym.org.uk](mailto:paul@swym.org.uk)

Deputy Safeguarding Coordinator (Staff): Wendi Davis, contact 07927 045350 / Email [wendi@swym.org.uk](mailto:wendi@swym.org.uk)

Deputy Safeguarding Coordinator (Trustee): Harri Sharp, Director and Deputy Safeguarding Coordinator, contact 01392 848 740/ Email: [harrilooks@gmail.com](mailto:harrilooks@gmail.com)

Deputy Safeguarding Coordinator (Trustee): Name: Bridget Down, Second Deputy Safeguarding Coordinator, contact 07799 902564 / Email@ [bridgetsizmurdown@gmail.com](mailto:bridgetsizmurdown@gmail.com)

Registered in England No 0393476 Charity Number: 1086877

Regulators details (if any) : N/A

Insurance Company: Aviva Insurance Limited, Level 18 St Helen's, 1 Undershaft, London, EC3P 3DQ

## Section 2: Prevention

### PREVENTION UNDERSTANDING ABUSE & NEGLECT

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

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

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

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

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

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

**Article 19, UN Convention on the Rights of the Child**

### Safer Recruitment

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

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

**Article 5, UN Universal Declaration of Human Rights**

- There is a written role description / person specification for the post
- Those applying have completed a standard application form
- Those short listed have been interviewed
- Roles and attitudes regarding safeguarding have been discussed at interview

- Written references have been obtained, and followed up verbally where appropriate
- A self-declaration form and disclosure and barring check (provided by the DBS) has been completed for the successful applicant (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) prior to the successful candidate commencing employment
- Qualifications where relevant have been verified
- A suitable induction training programme (including safeguarding) is provided for the successful applicant
- The successful applicant completes a probationary period
- The applicant has been given a copy of this safeguarding policy and knows how to report concerns.

## SAFEGUARDING AWARENESS

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake appropriate safeguarding training at least every three years according to 'good practice' guidelines, and training should cover signs and symptoms of abuse **and how to respond as a minimum. This may be provided either by the Executive Director, Operations Manager and Local Ministries Manager in SWYM (if confident and competent to do so) or by thirtyone:eight via the 'Facing the Unthinkable' training, or another recognised body, organisation or qualified individual.**

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

## Management of Workers – Codes of Conduct

At SWYM, we take the safety of children and vulnerable adults very seriously. This means that we want all our volunteers to understand the nature of our 'Duty of Care' and what this means for the conduct of all staff and volunteers who may come into contact with children, young people and other vulnerable people. Our 'duty of care' is in part exercised through the development of respectful and caring relationships but also by staff and volunteers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to safeguarding them from sexual, physical and emotional abuse. Before individuals start working in positions that have contact with children, young people and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

All adults working in roles where there is contact with children, young people and vulnerable adults are in positions of trust. It is therefore vital to ensure they do not, even unwittingly, use their position of power and authority inappropriately. We require volunteers to have an up to date Enhanced DBS issued within the last 3 years.

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

Full details for staff and volunteers' conduct are contained in the approved SWYM Safeguarding Code of Conduct.

## **Management of Workers – Training and Supervision**

All workers, paid or voluntary, should be provided with appropriate training and given the opportunity to develop their skills as well as feel supported and valued by the organisation for which they work. When this happens workers will be more inclined to express concerns over issues that arise and it will also help to ensure a high level of care, professionalism and expertise towards those being cared for. All workers have been issued with a code of conduct towards children, young people and vulnerable adults.

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

## **Management of Workers – Team Meetings**

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

## **Management of Workers – Whistleblowing**

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



## Section 3: PRACTICE GUIDELINES

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

### Working in Partnership

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

As part of the SWYM activities, we will be clear about when this policy is to be followed and when the local church policy is to be followed. The principles of both will be the same but the route of referral might vary in terms of the named persons.

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

## SECTION 4: Responding to allegations of abuse

### RESPONDING TO ALLEGATIONS OF ABUSE

***Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.*** Follow procedures as below and see the flow chart in Appendix 2:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:  
Paul Friend, (hereafter the Safeguarding Coordinator)  
Executive Director and Safeguarding Coordinator  
Contact Details 07737 935058; [paul@swym.org.uk](mailto:paul@swym.org.uk)  
who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- Or to the Deputy Staff Safeguarding Coordinator (Staff)  
Wendi Davis  
Contact details 07927 045350; [wendi@swym.org.uk](mailto:wendi@swym.org.uk)
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator or their Deputy, then the report should be made to:  
Harri Sharp,  
Deputy Safeguarding Coordinator (Trustee)  
Contact Details 01392 848740 [harrilooks@gmail.com](mailto:harrilooks@gmail.com)
- In the absence of the Deputy Safeguarding Co-ordinator (Trustee), then the report should be made to:  
Bridget Down,  
Deputy Safeguarding Coordinator (Trustee)  
Contact Details 07799 902564; [bridgetsizmurdown@gmail.com](mailto:bridgetsizmurdown@gmail.com)

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

- **thirtyone:eight**, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: **0303 003 1111**. A 24 hour helpline is available for advice, but where the situation is an emergency, the police should be contacted.
- Where the concern is about a child the Safeguarding Coordinator should contact Children’s Social Services.
- Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from **thirtyone:eight** as above.

The local **Children’s Social Services** office telephone number (office hours) is 01392 384964.  
The out of hours emergency number is 0345 155 1071 or via email [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk).

The local **Adult Social Services** office telephone number (office hours) is 0345 1551 007 or email [csc.caredirect@devon.gov.uk](mailto:csc.caredirect@devon.gov.uk) The out of hours emergency number is 0345 6000 388.

The police protection team contact details as listed on their website:  
<https://www.devonsafeguardingchildren.org/documents/2015/02/devon-cornwall-police-structure-chart.pdf/>

Where required, the Safeguarding Co-ordinator should then immediately inform the chairman of the SWYM Board as follows:

**Joel Preston Chairman, SWYM Board, Contact 07841 901163; joel.preston@swym.org.uk**

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
  - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- The Leadership must consider any duty regarding informing the church’s insurers and the charity commission (if a registered charity) of offences committed by staff and volunteers. If the person against whom an allegation is being made is in a position of trust, the Local Authority Designated Officer (LADO) needs to be contacted within 24 hours. It may also be necessary to inform the DBS if the person is engaged in ‘regulated activity’.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership expect that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly. This would also apply if the safeguarding Co-ordinator was not available. We believe by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.
- The Safeguarding Coordinator will maintain an archive of notes for safeguarding concerns. This will be held electronically and access only given to the safeguarding officers. These notes will not be kept by SWYM and not deleted.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. **It is not the role of the Safeguarding Coordinator to investigate allegations and concerns.**

## **PROCEDURE FOR WHEN THERE IS CONCERN ABOUT THE WELFARE OF A CHILD**

See the flow chart in [Appendix 2](#)

### **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Seek medical help if needed urgently via phoning 999.
- Contact Children’s Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home. If the issue is urgent, the Police Protection Unit and/or the Out of Hours Children’s Services must be contacted without delay.
- Not tell the parents or carers unless advised to do so, having contacted Children’s Social Services.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children’s Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children’s Social Services.

### **ALLEGATIONS OF SEXUAL ABUSE**

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

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

## **PROCEDURES FOR WHEN THERE IS CONCERN ABOUT THE WELFARE OF AN ADULT**

See the flow chart in [Appendix 2](#)

### **SUSPICIONS OR ALLEGATIONS OF ABUSE**

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

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

### **PROCEDURE FOR WHEN THERE IS CONCERN ABOUT ABUSE BY THOSE WHO WORK WITH CHILDREN**

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

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

### **PROCEDURE FOR WHEN THERE IS CONCERN ABOUT ABUSE BY THOSE WHO WORK WITH VULNERABLE ADULTS**

The safeguarding co-ordinator will:

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

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the ‘victim’ chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide.

**Note: The role of the Local Authority Designated Officer (LADO) is set out in the HM Government guidance [Working Together to Safeguard Children \(2013\)](#).**

Chapter 2 Organisational responsibilities lays out the procedures for managing allegations against people who work with children, for example, those in a position of trust, including volunteers.

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

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

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

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

### **Responding to the needs of survivors of historical abuse**

SWYM aims to respond to the needs of survivors of historical abuse. SWYM will:

1. Seek to ensure that there is a sensitive and effective response for survivors reporting any type of historical abuse perpetrated by a SWYM employee in a SWYM activity, or by another volunteer in an activity provided by SWYM.
2. Treat all disclosures of historical abuse seriously.
3. Offer the survivor the opportunity to be heard and listened to.
4. Ensure that where disclosures allege criminal activity, and/or there is an on-going risk of significant harm to the survivor, a child or adult, this information will be shared with the police or other public authorities.

### **PROCEDURES FOR WHEN HISTORICAL ABUSE IS REPORTED**

Steps will not always happen in this exact sequence. The process could end at any stage.

#### Disclosure

When there is a report of historical abuse by a survivor, or other person, about the harmful conduct by a person as defined in 1. Above the following procedure should be followed. The disclosure may relate to any organised activity in SWYM current, or past.

#### Safeguarding procedure

Historical abuse should be referred to the Safeguarding Co-ordinator using the established safeguarding procedure for all reported harm. Basic information will be required about what happened, where, when and who was involved. The police, or other public authority, will take the lead role with investigation. Appropriate senior staff in the SWYM Offices will be advised about the disclosure.

#### Initial Risk Assessment

The Safeguarding Officer will do an initial risk assessment to determine if the information disclosed needs to be shared with the police or other public authorities.

#### Sharing Information with the Police

When a disclosure suggests that a crime has been committed: SWYM's standard practice will be to share this information with the police. SWYM has a duty to contribute to public protection. Sometimes the survivor may be at risk of on-going harm or another child or adult may currently be at risk of significant harm. In the first instance, the survivor will be encouraged to do this for themselves. Where the survivor does not want to, or is not able to do this, the SWYM Safeguarding Officer will share this information, but the survivor retains control – they do not have to speak with the police unless they want to. The police will decide what to do with the information e.g. note it for information or make further investigations

#### Being heard and responding to the needs of survivors

*"The greatest thing you can give a survivor is acknowledgement, not sympathy but acknowledgement"*

If appropriate, the Safeguarding Officer or other senior member of staff can provide initial support and advice to the individual and assist in signposting them to the most appropriate services to meet their needs.

## Section 5: Pastoral Care

### Supporting those affected by abuse

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

### Working with offenders

SWYM is unable to accept any volunteer or youth worker who is known to have abused a child. However, if an allegation is made against a worker, advice can be given by either thirtyone:eight or the SWYM office. The worker will be asked to stand down whilst an investigation is done. This is a neutral act.

Pastoral care will be offered without prejudice to all those who require it. The SWYM office will ensure this is offered.

## APPROVALS

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

Signed by:



Print Name: Joel Preston

Position (On behalf of the SWYM Board): Chair

Date: 8/1/25

Signed by:



Print Name: Paul Friend

Position (Safeguarding Coordinator): Executive Director

Date: 21/1/25

## Appendix 1: SWYM Safeguarding Statement

SWYM recognises the importance of its ministry /work with children and young people and vulnerable adults and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the SWYM Board on:4<sup>th</sup> December 2023.

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

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

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following statutory denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.

Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

**We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

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

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

Paul Friend, Safeguarding Coordinator, SWYM

Wendi Davis, Deputy Safeguarding Coordinator (Staff)

Harriet Sharp, Deputy Safeguarding Coordinator (Trustee)

Bridget Down, Deputy Safeguarding Coordinator (Trustee)

Signed by on behalf of the SWYM Board:

Signed 

Date 8/1/25

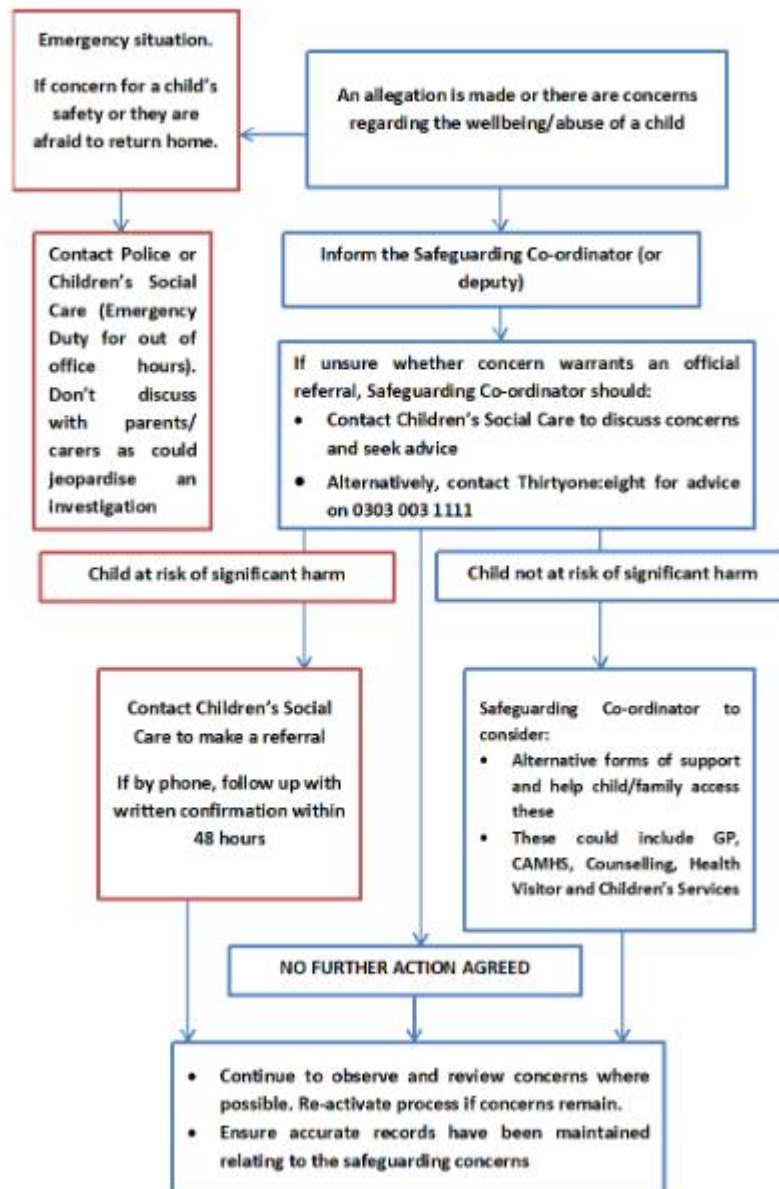


## Appendix 2: Procedure for when there is concern about the welfare of a child or adult

### Flowchart for Action Children and Young People



This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



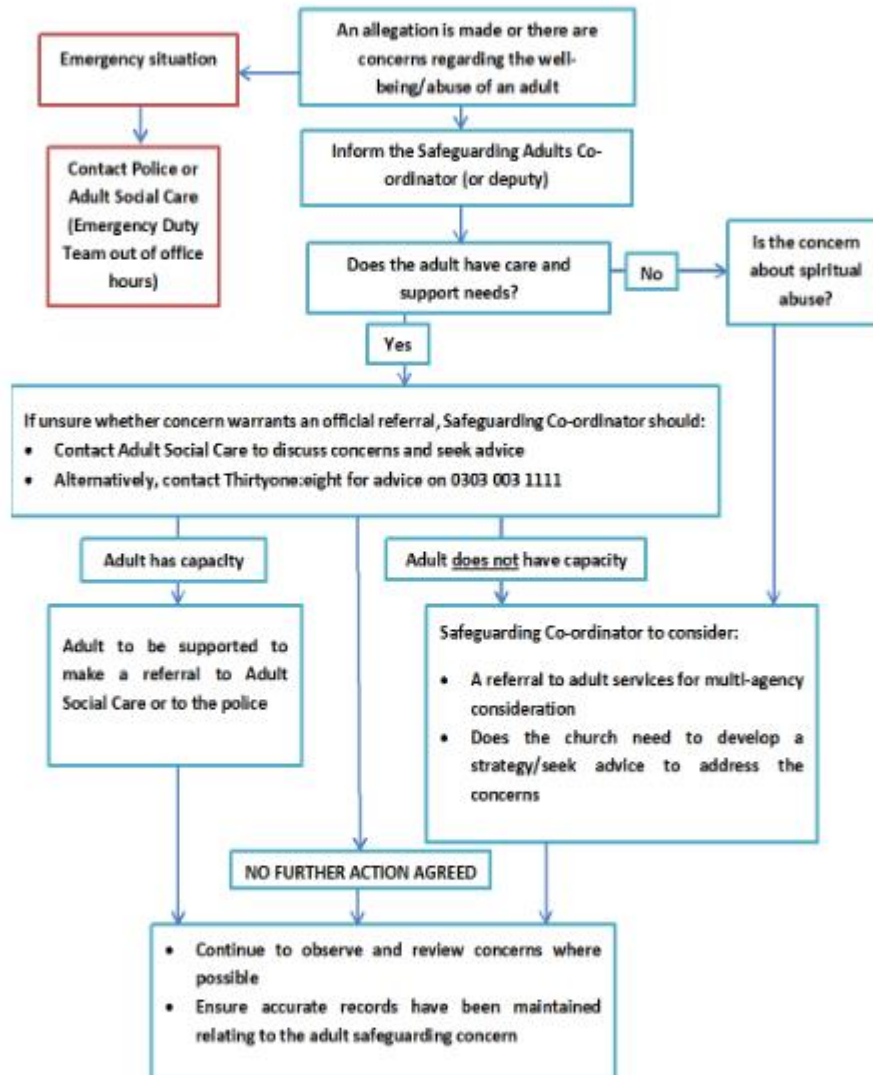
Working Together to Safeguard Children defines significant harm as:

"... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."



## Flowchart for Action Adults at risk

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



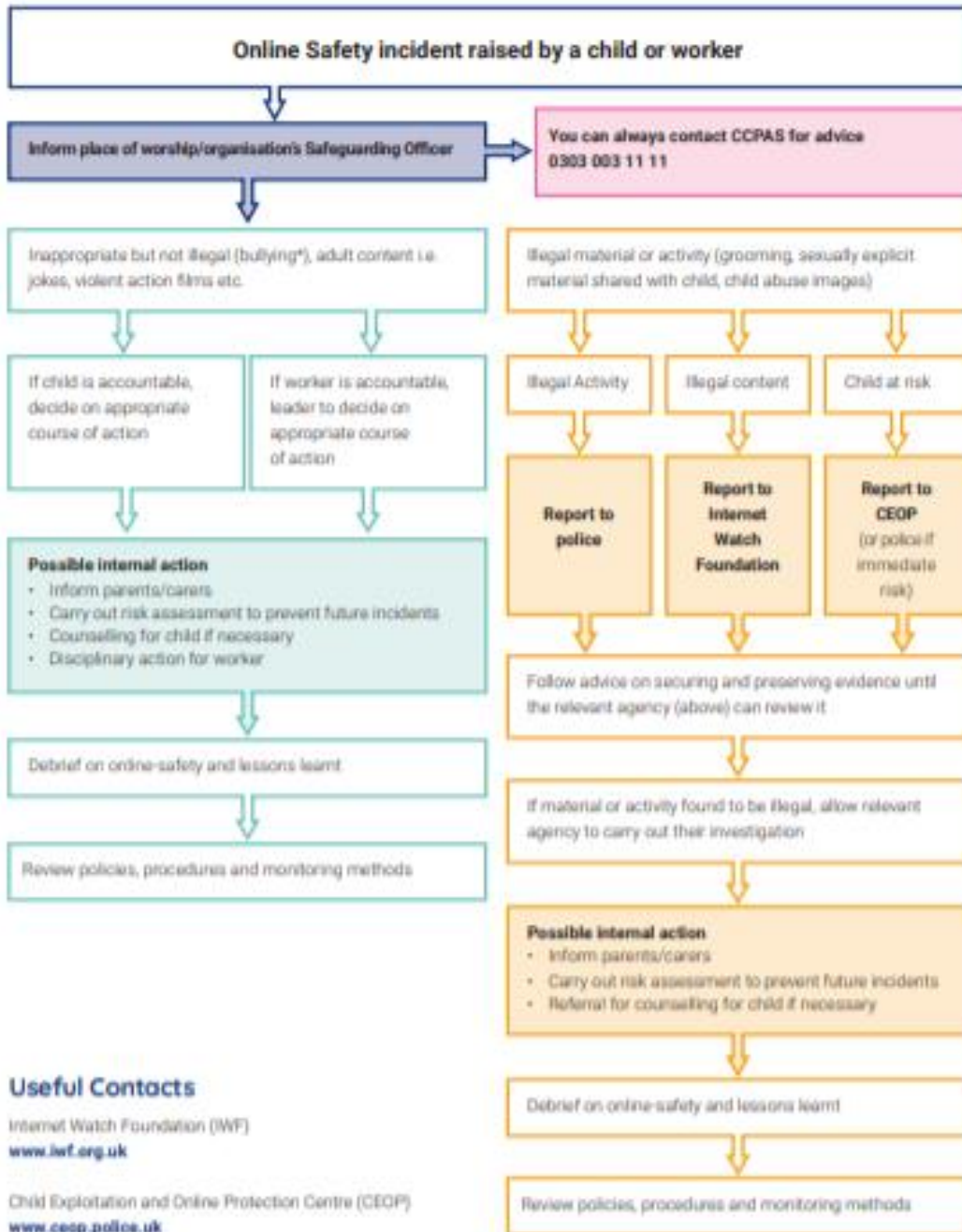
“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision

# Online Safety Flowchart



Creating safer places. Together.



## Useful Contacts

Internet Watch Foundation (IWF)  
[www.iwf.org.uk](http://www.iwf.org.uk)

Child Exploitation and Online Protection Centre (CEOP)  
[www.ceop.police.uk](http://www.ceop.police.uk)

(\* Some forms of bullying or content may be illegal - see Malicious Communications Act 1988, Obscene Publications Act For extreme pornography - Criminal Justice and Immigration Act 2008, etc.

## **Safeguarding children: Concern Form Guidance Notes**

This form should be used when a worker has a general suspicion of an immediate concern. If the form cannot be immediately accessed, another form of written documentation must be used. The form should be used when an incident occurs which causes a worker to be concerned about the immediate safety of a child or young person. It must also be used where concerns about any family situation are believed to be placing a child at a very high risk of harm, or where there are on-going concerns about the physical or emotional well-being of a child.

*The completion of these forms must be seen as a priority and carried out as soon as possible to ensure an accurate record of events.*

### **All forms must be:**

- Completed by a SWYM employee. Where the concern/incident has been observed by a volunteer or trainee, the form should be completed by the SWYM employee in conjunction with that person.
- Completed with full reference to SWYM's Safeguarding Policy.
- Signed off by individual's line manager and the SWYM Safeguarding Coordinator
- Given to the Safeguarding Coordinator and locked on the relevant filing cabinet. The storing of all records must adhere to the requirements of GDPR legislation.

It is important that the forms are used to monitor individual situations but also as a tool through which SWYM can identify gaps in service provision which put children at risk.

**No SWYM worker should act alone on a child protection issue, support and advice should always be sought.**

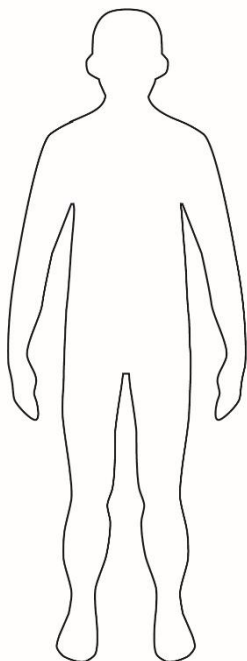
## Safeguarding: Concern Form

### Safeguarding Concern Form

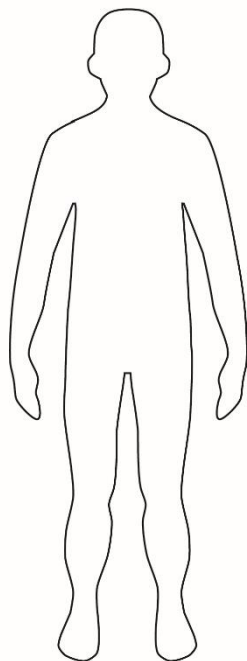
<b>Your name:</b>
<b>Address:</b>
<b>Phone number:</b>
<b>Email address:</b>
<b>Role/position:</b>

<b>Name of child or vulnerable adult:</b>	
<b>Address:</b>	
<b>Phone number:</b>	
<b>Age:</b>	<b>Gender:</b>

#### Body Map – Mark location of physical injury (if appropriate)



**Front**



**Back**



**Nature of concern: (allegation / behaviour / risk that is causing concern):**

**(Continue on separate sheet if required)**

**Details of anyone this concern has been shared with**

**Your name:**

**Your Signature:**

**Date and time:**

**Report given to (e.g. Safeguarding Coordinator):**

**Position / Role**

**Date and time:**

Person's Full Name:	DOB:	Gender:
Any other names by which the person is known:	Ethnicity:	
Address:	Tel Number:	
	Mobile:	
Postcode:		
Carer's Name:	Relationship to Child:	
Siblings (if known give names and approx. ages):		
Date of Concern/Incident:	Time of Concern/Incident:	
Your role:	Activity:	
Describe the incident as factually as possible, not your opinion. Include who was involved, where it happened, exactly what happened etc. Remember to describe clearly any behavioural or physical signs you have observed.		
(Continue overleaf if necessary)		

(Check to make sure your report is clear and will also be clear to someone reading it next year)

Line Manager: ..... Recorded on Database .....

Details of immediate action .....

Received by ..... Safeguarding Officer (SO) or Deputy SO

Date..... Time .....

Further Action by SO .....

## Appendix 3: Example Safeguarding Poster



**Safeguarding is a priority here**

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



**Your safeguarding team:**

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

\_\_\_\_\_

Contact details

\_\_\_\_\_

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

\_\_\_\_\_

Contact Details

\_\_\_\_\_

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:  
**0303 003 11 11**

With safeguarding support from:

 **thirtyone:eight**  
Creating safer places Together.

Thirtyone:eight is an independent Christian safeguarding charity.  
Charity No: 1004490. Scottish Charity No: SCD40576. Company No: 2446437

Copies of this poster is available from thirtyone:eight . Please visit: <http://www.thirtyone:eight.co.uk/Members/index.html>



## Appendix 4: Statutory Definitions of Abuse

### Statutory Definitions of Abuse (Children)

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

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

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

#### ENGLAND

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2013)'.

#### What is abuse and neglect?

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

#### Physical abuse

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

#### Emotional abuse

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

#### Sexual abuse

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

#### Neglect

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

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

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

## Child sexual exploitation

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

## Extremism

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

## Definitions of Adult abuse

The following information relates to the Safeguarding of Adults and is taken from the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000) The Safeguarding duties apply to an adult who;

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

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

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

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

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

Incidents of abuse may be one-off or multiple, and affect one person or more.

## DEFINITIONS OF SPIRITUAL ABUSE

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

Although not recognised as a category of abuse in its own right by the statutory authorities, Spiritual abuse will often co-exist with those accepted forms of abuse (described above). A number of definitions have been given to this type of abuse in an attempt to adequately describe what often amounts to an abuse of trust and power to the detriment of others. Johnson and VanVonderen (‘The Subtle Power of Spiritual Abuse’, Bethany House Publishers, 1991) have described it as follows:

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

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

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

thirtyone:eight have defined Spiritual Abuse as follows:

Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. However, holding a theological position is not in itself inherently spiritually abusive, but misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour.

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