



Safeguarding Policy

1 POLICY STATEMENT

King's Church Birmingham is committed to the wellbeing and safety of everyone who comes into contact with the church. We take our responsibility to protect and safeguard children, young people and vulnerable adults seriously. Safeguarding means that people's health, wellbeing and human rights are protected, and they are able to live free from harm, abuse and neglect (CQC, 2021). We aim to safely include children, young people and vulnerable adults in every part of church life, as we believe that they have a valuable and unique contribution to make.

King's Church Birmingham has nominated two Designated Persons who are responsible for overseeing Child Safeguarding and Vulnerable Adult Safeguarding within the Church.

- Designated Child Safeguarding Lead is Naomi Sergiou
- Designated Vulnerable Adult Safeguarding Lead is Jennifer Key

They will be the main contact for child and vulnerable adult protection issues (See below for contact details).

The Designated Persons will raise awareness within the church of issues relating to the welfare of, and the promotion of a safe environment for, children, young people and vulnerable adults. The Designated Persons have received appropriate training and should keep up to date with developments in children, young persons and vulnerable adults' protection issues. The Designated Persons will also have responsibility for making new staff and volunteers aware of the children, young persons and vulnerable adults' protection policy and guidelines.

Should the church have any safeguarding concerns, it will not conduct their own investigations but will seek the advice of the Thirtyone:eight, and if appropriate contact the statutory authorities [See Appendix 1].

The Designated Persons will present a report annually to the Trustees regarding safeguarding children, young people and vulnerable adults.

King's Church Birmingham is committed to:

- Upholding the principles and requirements set out by statutory guidelines in relation to safeguarding children and vulnerable adults
- Encouraging and supporting parents/carers and others involved in their care
- Having good practice in appointing leaders and volunteers – particularly those who will work with children, young people and vulnerable adults

- Ensuring that all of staff and volunteers serving on behalf of King’s Church Birmingham are given support and appropriate training and are aware of and abide by the Safeguarding Policies and Procedures.
- Having an effective system for dealing with concerns about possible abuse or bullying, responding promptly to allegations.
- Helping victims of abuse who are part of Kings Church through effective and compassionate pastoral care.

King’s Church Birmingham recognises that:

- Children’s and Adult Social Care Services have the lead responsibility to investigate all allegations or suspicions of abuse for children and vulnerable adults respectively.
- Where an allegation suggests that a criminal offence may have been committed, the police must be contacted immediately
- Safeguarding is everyone’s responsibility

We will review this statement and our policy annually.

Stephen Morrison (*Senior Pastor*)

Zoe Smith (*Safeguarding Trustee*)

Helen Suffield (*Designated Child Safeguarding Lead*)

Jennifer Key (*Designated Adult Safeguarding Lead*)

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3 PROTECTION OF CHILDREN & YOUNG PEOPLE

Safeguarding children is everyone's responsibility. Children's workers and leaders in the church may be the first to have concerns that a child is being abused.

3.1 DEFINITIONS OF ABUSE IN CHILDREN AND YOUNG PEOPLE

Children and young people can be the victims of physical, sexual and emotional abuse, and neglect. These have been defined by the [Thirtyone:eight](#) below. (Further explanations including signs and indicators can be seen in *Appendix 2*). 2).

a) 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. Body Maps of 'common' and 'uncommon' areas of injury can be seen in *Appendix 3*.

b) Sexual Abuse

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging sexually inappropriate behaviour.

c) Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect may occur during pregnancy. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

d) Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel worthless, unloved, or inadequate. It 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 causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

3.2 OTHER TYPES OF ABUSE IMPACTING CHILDREN AND YOUNG PEOPLE

Domestic Abuse

- Domestic abuse includes any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence, or abuse by those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. This can include, but is not limited to, psychological, physical, sexual, financial, emotional abuse.
- Children can be affected intentionally or unintentionally. This can be physically, emotionally or through neglect of the child's needs

Radicalisation and Extremism

- Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.
- **Signs:** change in behaviour, change in language, new friends.

Racism

- prejudice, discrimination, or antagonism by an individual, community, or institution against a person on the basis of their membership of a particular racial or ethnic group.

FGM

- Female genital mutilation (FGM) is the partial or total removal of the external female genitalia for non-medical reasons.
- **Signs:** talking about going away, a special ceremony, long holiday, quiet, difficulty going to toilet, difficulty walking, standing or sitting.

Bullying and Cyberbullying

- Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally.
- Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Peer-on-peer abuse

Also called child on child abuse, this is a safeguarding issue. It includes but is not limited to:

- abuse in intimate personal relationships between peers
- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape and sexual assault
- sexual harassment, such as sexual comments, remarks and jokes either in person or online
- 'sexting' (also known as sharing self-generated indecent images)
- initiation/hazing-type violence and rituals
- upskirting
- criminal and sexual exploitation

We recognise that this list is by no means exhaustive. It is important that the above signs are not taken as indicating that abuse has taken place, but workers need to be mindful of these indicators should concerns arise.

4 PROTECTION OF VULNERABLE ADULTS

4.1 WHO IS A VULNERABLE ADULT?

The term 'Vulnerable Adults' is defined by Thirtyone:eight as:

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

We therefore, like with children and young people, take our responsibility to make sure that vulnerable adults at risk of harm or abuse are safeguarded, cared for and protected.

'Regulated Activity' is defined by The Safeguarding Vulnerable Groups Act as any activity which involves work solely or mainly with vulnerable adults. The provider of such activity is known as a Regulated Activity Provider and can be the regulated activity supervisor or the organisation itself. The definition of a Regulated Activity (10 September 2012) includes: The provision of health care by any healthcare professional, providing personal care, providing social work, assistance with general household matters, assistance in the conduct of a person's own affairs and conveying. Kings Church Birmingham is currently not involved in any Regulated Activity.

The Vetting & Barring Scheme Remodelling Review (Gov.uk, 2011) states that “for those individuals who do not work in regulated activity but nevertheless work, paid or unpaid, with vulnerable adults, their employers can, but will not be required to, obtain criminal records checks.”

The Designated Person for Adult Safeguarding Lead ensures all volunteers working with vulnerable adults (not in a Regulated Activity) are aware of safeguarding issues through training session.

2.2. Definitions of abuse in Vulnerable Adults

The trustees recognise the following as definitions of abuse in vulnerable adults:

1) Physical Abuse

Physical abuse causes harm to a vulnerable adult. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly or be the result of a deliberate failure to prevent injury occurring.

2) Domestic Abuse

This includes psychological, physical, sexual, financial, or emotional abuse. It also covers so-called 'honour' based violence.

3) Sexual Abuse

Sexual abuse involves a vulnerable adult being forced or coerced into participating in or watching sexual activity. It is not necessary for the vulnerable adult to be aware that the activity is sexual and the apparent consent of the vulnerable adult is irrelevant.

4) Psychological Abuse

This includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidating, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

5) Self-neglect

This covers a wide range of behaviour which shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding.

6) Financial or Material Abuse

This includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse or stealing of property, possession or benefits.

7) Modern slavery

This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.

8) Discriminatory Abuse

This includes types of harassment or insults because of someone's race, gender or gender-identity, age, disability, sexual orientation or religion.

9) Organisational Abuse

This includes neglect and poor care in an institution or care setting such as a hospital or care home, or if an organisation provides care in someone's home. The abuse can be a one-off incident or repeated on-going ill treatment. The abuse can be through neglect or poor professional practice, which might be because of structure, policies, processes and practices within an organisation.

10) Neglect or acts of omission

Neglect is the persistent or severe failure to meet a vulnerable adult's basic physical and/or psychological needs. It will result in serious impairment of the vulnerable adult's health or development.

11) Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the vulnerable adult's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

5 RESPONDING TO SOMEONE DISCLOSING ABUSE ABOUT THEMSELVES OR SOMEONE ELSE

Do:

- Explain to the child or vulnerable adult at the outset that you may have to tell someone else if you think it necessary
- Listen carefully and stay calm, do not interview the child or vulnerable adult, but question normally and without pressure, in order to be sure that you understand what is being said. Do not put words into their mouth but reassure them
- Remain calm and supportive
- Show acceptance of what the child says
- Reassure the child or vulnerable adult that they were right to tell you
- Make accurate notes using the child or vulnerable adult's words within 1 hour of disclosure or as soon as possible. Also record the presence and location of any marks you may have observed and their appearance
- Tell the child or vulnerable adult what you are going to do next – report it to the Designated Persons

Do Not:

- Agree to keep the information secret
- Say or suggest that you are shocked
- Say or suggest that you do not believe the child
- Ask leading questions
- Make false promises, such as saying that nothing will happen or that you will keep any information a secret

6 WHEN TO REPORT

Any concerns, however small, should be reported with or without the above indicators. The procedures that we have in place ensure that all concerns are dealt with properly and sensitively.

We can all agree that abuse is incredibly serious and needs to be dealt with. Therefore, if you are faced with a child safeguarding issue:

Do:

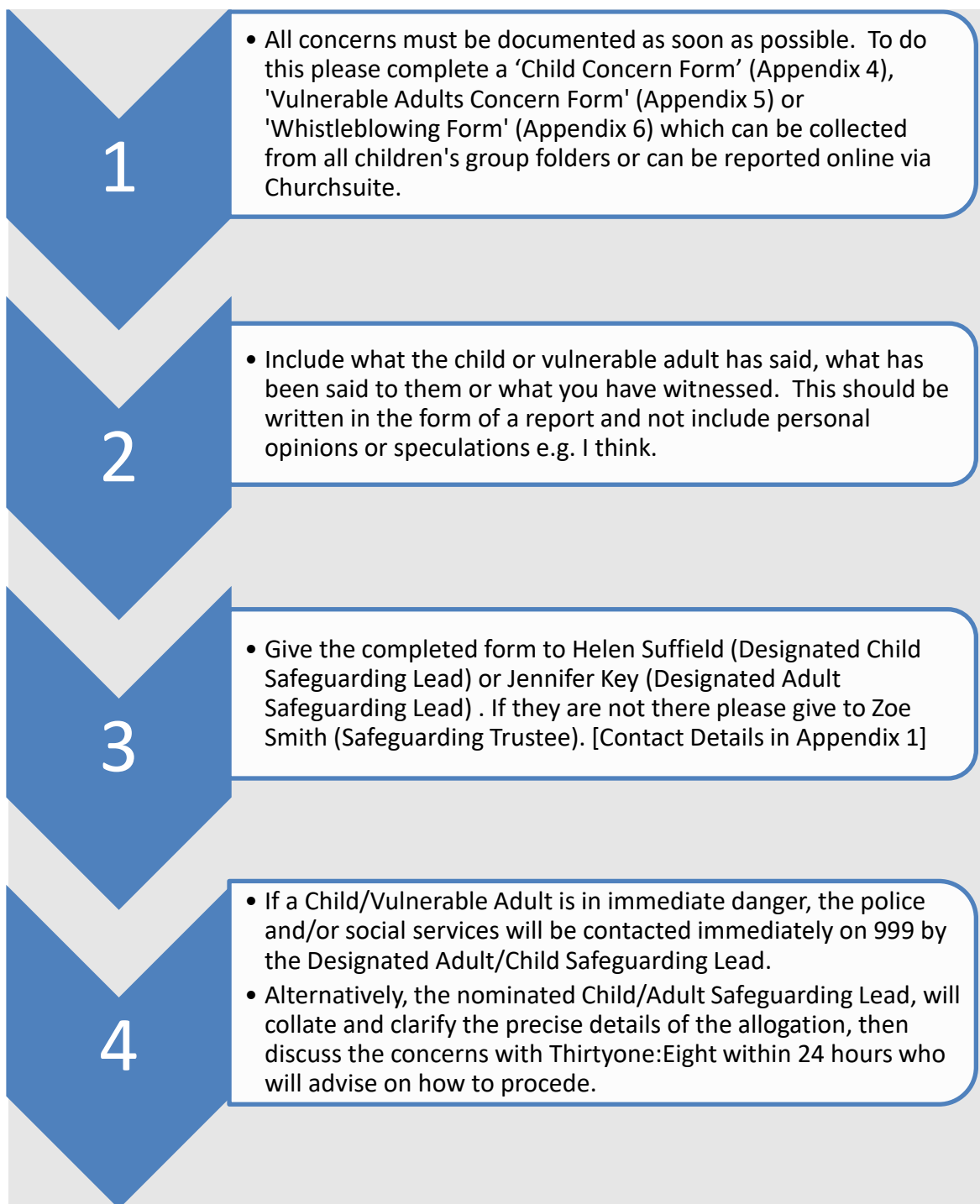
- Report the matter **as soon as possible** (ideally within one hour) using the set procedure highlighted in this policy.

Do Not:

- Delay
- Act alone
- Start to investigate
- Contact alleged abusers
- Talk to parents or guardians
- Discuss with friends

7 HOW TO REPORT

If you have any concerns about a child or vulnerable adult suffering from abuse, whether from something that you have observed or from a conversation that you have had with the child, you need to act by following the procedure we have in place – see below. Processes are put in place to protect you and the children and vulnerable adults that we work with.



If you are reporting an allegation of abuse outside of church / working hours, you must do your best to follow the above process to contact a Designated Person or Safeguarding Trustee. If it is not possible to contact the relevant Designated Person or Safeguarding Trustee then you will need to report the allegations to the relevant official authority.

7.1 REFERRING TO GOVERNMENT AGENCIES INCLUDING CHILD PROTECTION AND THE POLICE

It is the right of any individual, to make direct referrals to the child protection agencies and the Police. Any referral to social services can be made anonymously. However, we hope that the members of the church will use the outlined procedure and not discuss concerns with anyone other than those nominated above.

If, however, you feel that your concerns have not been responded to appropriately by the above nominated people then it is open to you to contact Social Services or the police with a referral directly.

In the case of children and young people, any adults connected to the child, i.e. parents/carers will be informed about concerns or a referral as advised by Thirtyone:eight. This will be decided by the Designated Persons above under consultation with social services and/or Thirtyone:eight. It is **NOT** the responsibility of the individual making the referral to decide whether to inform parents/carers or the child's group leader.

7.2 ACTIONS OF THE DESIGNATED PERSONS

- Discuss concerns with Thirtyone:eight within 24hrs of report
- Contact Social Services if advised to do so by Thirtyone:eight or if the Designated Persons feel this is appropriate
- Contact the Police if worried for child or vulnerable adult's immediate safety or if advised to by Social Services.
- Will **NOT** tell parents/carers if there are concerns about the parent/carer being the abuser unless advised to do so having contacted Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns (e.g. poor parenting, poor financial management, poor choices), encourage parent/carer or vulnerable adult to seek help, but not if this places the child or vulnerable adult at risk of further injury (*see Appendix 1 for helpline numbers*)
- Where the parent/carer or vulnerable adult is unwilling to seek help, offer to arrange someone to accompany them. In cases of real concern, if they still fail to act, contact Social Services directly for advice.

7.3 ALLEGATIONS OR SUSPICIONS OF DESIGNATED PERSONS

Suspicions or allegations of the Designated Persons should be referred to the Trustees. If all the above are implicated, then report your concerns directly to Social Services within 24 hours. Thirtyone:eight are also available to offer advice. [See Appendix 1]

8 GUIDELINES FOR ALL CHILDREN’S WORKERS TO PROTECT YOURSELF

There is a separate King’s Church Guidance for Under 18s Discipleship which must be used for such cases, which is available on request to the Kids, Youth and Families Worker. Please talk to The Designated Child Safeguarding Lead if you need any help or advice relating to child protection (other than when reporting concerns – follow outlined procedure).

The following guidance should be used by all children’s workers working with children and young people within Kings Church:

- Do not be alone with a child or young person, be sure you can be seen.
- Treat all children and young people with respect and dignity befitting their age: watch language, tone of voice and where you put your body.
- When praying for children and young people be aware and careful about physical contact.
- Make sure you know and follow first-aid and fire procedures: only authorised, qualified first-aiders can treat children and young people.
- Do not invade privacy when toileting.
- Do not initiate rough physical or sexually provocative games.
- Do not make suggestive comments about or to a young person.
- Do not touch in an intrusive or inappropriate way.
- Do not scapegoat, ridicule or reject a child or young person.

8.1 DISCIPLINE OF CHILDREN/YOUNG PEOPLE BEING SUPERVISED BY VOLUNTEERS UNDER THE RESPONSIBILITY OF KING’S CHURCH BIRMINGHAM

Kings Church Birmingham believes that children thrive in a safe and secure environment with set boundaries in place. We also believe that all children, regardless of their behaviour, deserve love and acceptance. Within these boundaries we believe that:

- It is better to prevent poor behaviour. Poor behaviour can be a result of other factors such as difficult circumstances in a child’s life, physical problems and emotional upsets and boredom
- Where possible, parents/carers should be included in the process of discipline within our children and young people’s work, including communicating if the child/young person is displaying poor and challenging behaviour
- Children who show good behaviour should be praised and not forgotten.
- Children should be aware that there is a consequence of bad behaviour.
- There should be no physical punishment or humiliation, and fear should never be the catalyst for good behaviour.
- There should be mutual respect between children and adults.
- There should be an accepted process of discipline, warnings and sanctions in all age groups.
- Sanctions should fit the actions and age of the child and should not be out of proportion. Sanctions advised by King’s Church Birmingham include time out and removal of privileges and treats for session i.e. sweets, stickers.

8.2 APPOINTMENT OF CHILDREN’S WORKERS

All children’s workers are appointed, supported and supervised in accordance with the principles set

out in government guidelines including 'Working together to safeguard children' (Gov.uk, 2018) and Keeping Children Safe During Community Activities, After-School Clubs and Tuition (Department for Education, 2020) and Thirtyone:eight guidance.

Children's workers must:

1. Be a part of King's Church Birmingham – attending regularly and part of church life.
2. Read through our 'Child Safeguarding Information Booklet'.
3. Undertake a DBS (Disclosure and Barring Service) check if a regular member of the team.
Team members can only be on the team once without a DBS as part of a trial process, after this the team member must have a DBS must be completed (in this role they will never be left alone with a child/young person)
4. 'All-together' volunteers must comply with points 1 and 2 above.

8.3 USE OF REASONABLE FORCE

- The term 'reasonable force' covers a broad range of actions that involve a degree of physical contact with children. Reasonable force can be used to prevent children from hurting themselves or others, from damaging property, or from causing disorder, however the decision on whether or not to physically intervene is down to the judgement of the volunteer and should always depend on the individual circumstances.

9 REPORTING CONCERNS ABOUT STAFF OR VOLUNTEER BEHAVIOUR

The below procedures apply to all staff, whether trustees, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

In rare instances, staff of Christian organisations have been found responsible for the abuse of children/youth and vulnerable adults. King’s Church Birmingham recognises that such an allegation made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

The organisation recognises that the welfare of the child or vulnerable adult is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful, measured way. The Safeguarding Whistleblowing Form [Appendix 6] can be used to report any concerns about staff. The Designated Persons will discuss the incident with Thirtyone:eight and other outside agencies, and report any incidents deemed to be serious to the local Council.

If concerns are raised about one of the Designated Persons, the Safeguarding Whistleblowing Form will be given to the other Designated Person i.e. concerns raised about the Designated Person for Child Safeguarding will be reported to the Designated Person for Adults and vice versa. If concerns are raised about both Designated Persons, these concerns will be taken directly to the Trustees.

9.1 DUTY TO REFER

The Safeguarding of Vulnerable Groups Act 2006 also makes it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable adult to the local Council. The Designated Persons responsible for safeguarding must not knowingly recruit a volunteer (or employ anyone) who poses a risk of harm to children or vulnerable adults.

The church has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the local Council, the police and other relevant authorities.

10 ENSURING SAFER RECRUITMENT AND SELECTION

King's Church Birmingham has recruitment and selection procedures.

Staff overseeing activities (not Regulated Activities) with children and vulnerable adults will have a Disclosure and Barring Service check.

All volunteers and staff working with children and vulnerable adults will:

- Be a part of King's Church Birmingham – attending regularly and part of church life.
- Read through our 'Child Safeguarding Information Booklet' if working with children and young people, and safeguarding policy if working alongside vulnerable adults.
- Undertake a DBS (Disclosure and Barring Service) check if a regular member of the team, which will be renewed 3 yearly. Team members can only be on the team once without a DBS as part of a trial process, after this the team member must have a DBS must be completed (in this role they will never be left alone with a child/young person)

11 SAFEGUARDING TRAINING

All staff and volunteers working with children and young people and vulnerable adults will attend annual safeguarding training and during the session will be made aware of current King's Church Birmingham's practices and policies.

12 REFERENCES

CQC (2022) **Safeguarding People**. [Online] Available at: <http://www.cqc.org.uk/what-we-do/how-we-do-our-job/safeguarding-people> Accessed on 20/06/2023

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13 APPENDIX 1 – KEY CONTACT DETAILS

Trustees

(Chair) Phil Ingrey – Phili@kingschurchbirmingham.org

(Safeguarding Trustee) Zoe Smith – Zoes@kingschurchbirmingham.org

Chris Key – Chrisk@kingschurchbirmingham.org

Simon Elbourn – Simone@kingschurchbirmingham.org

Designated Person for Child Safeguarding

Helen Suffield – helen.s@kingschurchbirmingham.org

Designated Person for Adult Safeguarding

Jennifer Key – Jenniferk@kingschurchbirmingham.org

Church Leader

Stephen Morrison – Stevem@kingschurchbirmingham.org

Thirty One:Eight

PO Box 133

Swanley

Kent

BR8 7UQ

Tel: 0303 003 11 11 (24 hour helpline)

Email: info@thirtyoneeight.org

Web: <https://thirtyoneeight.org/>

Social Services (Birmingham-Children’s Information and Advice Service)

Tel: 0121 303 1888

Out of Hours: 0121 675 4806 (Birmingham Emergency Duty Team)

https://www.birminghamchildrenstrust.co.uk/info/6/contact_us/38/worried_about_a_child

https://www.birmingham.gov.uk/info/50285/how_to_contact_adult_social_care_services/115/how_to_contact_us_about_adult_social_care_services_and_support

Police Control Centre (Birmingham)

999 (in an emergency) 101 (in a non-emergency) (*mention that your call relates to child protection*)

Helplines:

Family Lives

Tel: 0808 800 2222

Web: <https://www.familylives.org.uk/>

Child Line

Tel: 0800 1111

Web: <http://www.childline.org.uk>

NSPCC

Tel: 0808 800 5000

Web: <http://www.nspcc.org.uk>

Women’s Aid

Tel: 0808 800 0028

Web: <https://www.womensaid.org.uk/> or <https://bswaid.org/>

14 APPENDIX 2 – FURTHER DEFINITIONS AND SIGNS OF ABUSE IN CHILDREN

Physical Abuse

Definition: An adult deliberately hurting a child and causing them physical harm.

What does this include?

- Cuts, bruises, broken bones and injuries
- Hitting, shaking, throwing, poisoning, burning, drowning, suffocating and slapping
- Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child

What are the signs?

- Any injuries inconsistent with the explanation given
- Injuries inconsistent with the child's developmental age
- Injuries which occur in body places which are not normally exposed to accidental injury (see *appendix 2*)
- Injuries which have not received medical attention
- Repeated injuries
- Injuries that strike you as odd
- Difficulty in walking, sitting, playing
- Signs of malnutrition
- Poor personal hygiene
- Unclean or inappropriate dress i.e. to cover injuries
- Evidence of poor health care such as untreated infections
- Fear of contact
- Changes of behaviour

Sexual Abuse

Definition: Persuading or forcing a child to take part in sexual activities or encouraging a child to behave in sexually inappropriate ways.

What does this include?

- Involves persuading or forcing a child to take part in sexual activities or encouraging a child to behave in sexually inappropriate ways
- This includes showing or producing inappropriate images, grooming, touching and penetrative sex
- The child does not have to be aware that what is happening is abuse in order for it to be so

CSE

- Child sexual exploitation (CSE) is a form of sexual abuse. It involves perpetrators grooming their victims in various ways, such as in person, via mobiles or online to gain their trust before emotionally and sexually abusing them for their own gain. The victim will be tricked into believing they are in a loving relationship.
- CSE can take place in many forms, whether through a seemingly consensual relationship, or a young person being forced to have sex in return for some kind of payment, such as drugs, money, gifts or even protection and affection.

What are the signs?

The signs of sexual abuse can often be subtle and difficult to identify. They can include:

- A change in behaviour – aggression, sleep problems, bed wetting/soiling, risk taking behaviour, promiscuity, attention seeking behaviour, being sexually active at a young age, not caring about appearance (becoming unkempt)
- Displaying sexually inappropriate behaviour/language for age – obviously these signs will depend on which age group you are working with
- Physical symptoms – pregnancy, sore bottom/genitals
- Fear of adults/particular adults

Emotional Abuse

Definition: Severe and persistent ill treatment which adversely affects a child's emotional health and development.

What does this include?

- Humiliating or criticising a child
- Disciplining a child with degrading punishments
- Not recognising a child's own individuality and limitations, like pushing them too hard, or being too controlling
- Exposing a child to distressing events or interactions, like domestic abuse or substance misuse
- Failing to promote a child's social development, such as not allowing them to have friends
- Persistently ignoring a child, being absent, never expressing positive feelings towards a child, or never showing any emotions in interactions with a child (emotional neglect)

What are the signs?

- Difficult relationship between child and parent
- Delay in development
- Changes in mood/ behaviour
- Depression or anxiety
- Obsessions and phobias
- Changes in mood or behaviour, particularly if the child withdraws or becomes clingy
- Depression, aggression, extreme anxiety

- Obsessions or phobias
- Inappropriate or unusual relationships with peers and/or adults

Neglect

Definition: 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.

What does this include?

Children need adequate food, water, shelter, warmth, protection and health care. They also need their carers to be attentive, dependable and kind. Children are neglected if these essential needs are persistently unmet.

- Failing to provide adequate food
- Failing to provide adequate supervision i.e. leaving them at home alone
- The use of inadequate care-givers
- Failing to show an interest in their child or offering them praise

What are the signs?

- Poor muscle tone/prominent joints
- Poor skin condition: sores, rashes, flea bites
- Thin or swollen tummy
- Poor hygiene, like being dirty or smelly
- Untreated health problems, such as bad teeth
- Unwashed/ inadequate clothing
- Consistently turning up late to collect their child
- The child not developing at the rate you would expect them to do so at their age
- The child not appearing to have a bond with their parent

15 APPENDIX 3 – BODY MAPS

Head injuries tend to involve the parietal bone, occiput or forehead

Forehead

Nose

Chin

Palm of hand

Elbows

Knees

Shins

REMEMBER
Accidental injuries typically:

- involve bony prominences
- match the history
- are in keeping with the development of the child

‘Common’ areas of accidental injury in children

Ears – especially pinch marks involving both sides of the ear

The “triangle of safety” (ears, side of face, and neck, top of shoulders): accidental injuries in this area are unusual

Inner aspects of arms

Back and side of trunk, except directly over the bony spine

Black eyes, especially if bilateral

Soft tissues of cheeks

Intra-oral injuries

Forearms when raised to protect self

Chest and abdomen

Any groin or genital injury

Inner aspects of thighs

Soles of feet

REMEMBER
Concerns are raised by:

- injuries to both sides of the body
- injuries to soft tissue
- injuries with particular patterns
- any injury that doesn’t fit the explanation
- delays in presentation
- untreated injuries

‘Uncommon’ areas of accidental injury in children

16 APPENDIX 4 – CHILD CONCERN FORM



CHILD CONCERN FORM

| | | |
|---------------|------|--------|
| Child's name: | Age: | Group: |
|---------------|------|--------|

| | | |
|--------------|--------------|-----------|
| Reported By: | Date & Time: | Location: |
|--------------|--------------|-----------|

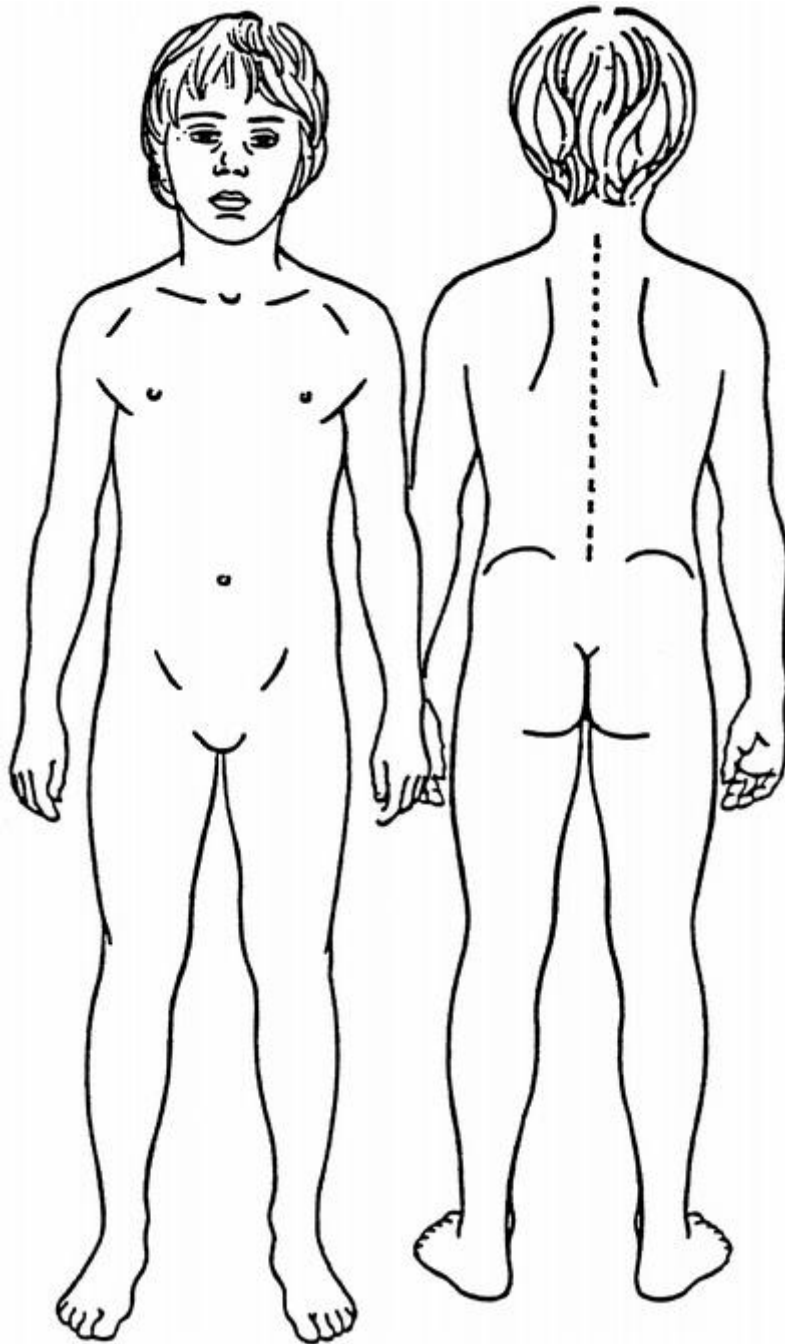
| |
|------------------------------|
| Details of concern: |
| Conversation had with child: |

Lead. You must not discuss this with any persons beyond this.

Signed: _____

Dated: _____

Please provide an illustration of the child's injury on the diagram below:



Signed:

Dated: _____



17 Appendix 5 – Vulnerable Adult Concern FORM

VULNERABLE ADULT CONCERN FORM

| | | |
|--|--------------|-----------|
| Full name of Vulnerable Adult: | | |
| Description of Vulnerable Adult: | | |
| Age of Vulnerable Adult: | | |
| Reported By: | Date & Time: | Location: |
| Witnesses: | | |
| Details of concern: | | |
| Conversations had with person (if applicable): | | |

Signed: _____

Dated: _____

Once this form has been completed, please give it to The Designated Adult Safeguarding Lead. You must not discuss this with any persons beyond this.



18 APPENDIX 6 – WHISTLEBLOWING

SAFEGUARDING WHISTLEBLOWING FORM

| | | |
|---|--------------|------------------------|
| Full name of Child/Vulnerable Adult: | Age: | Group (If Applicable): |
| Description of Child/Vulnerable Adult: | | |
| Full name of staff member/volunteer: | | |
| Reported By: | Date & Time: | Location: |
| Witnesses: | | |
| Conversations had with vulnerable person (if applicable): | | |
| Details of concern: | | |

Once this form has been completed, please give it to The Designated Child Safeguarding Lead or Adult Safeguarding Lead. You must not discuss this with any persons beyond this.

Signed: _____

Dated: _____