

Canterbury Street Pastors Safeguarding Policy

Adoption of policy

The following policy was adopted by the Canterbury Street Pastors on the date set out below.

Date: September 2020

Next Review September 2021

Appointments

Appointments in accordance with the Policy were made by the Trustees as follows:

Role	Name	Date Appointed
The Child Vulnerable Adult Officer (“CVAO”)	Andrew Pantling	September 2020
Deputy CVAO	Liz Jenkins	September 2020
Responsible Person (Patrols)	Senior Street Pastor leading the patrol	n/a

Canterbury Street Pastors

Safeguarding Policy for Children and Vulnerable Adults

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A. Responsibilities

Canterbury Street Pastors (“Street Pastors”) will:

1. Fully recognise its responsibilities for safeguarding children and vulnerable adults.
2. Respect and promote the rights, wishes and feelings of children and vulnerable adults.
3. Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
4. Recruit, train, support and supervise its volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
5. Require volunteers to adopt and abide by this Safeguarding Policy for Children and Vulnerable Adults and these Procedures.
6. Respond to all allegations of misconduct or abuse of children and/or vulnerable adults in line with this Policy and these Procedures.
7. Liaise with statutory and all other appropriate agencies in safeguarding everyone that Canterbury Street Pastors comes into contact with in carrying out its work.

B. Principles

The welfare of children is everyone's responsibility, particularly when it comes to protecting them from abuse. It is likely that through the normal working practices of Street Pastors, their volunteers will come into contact with children and vulnerable adults who may require safeguarding and assistance. Street Pastors will uphold its duty to offer such safeguarding and assistance.

This Policy and these Procedures are based on the following principles:

1. The welfare of children and vulnerable adults is of paramount concern.
2. All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to safeguarding from abuse.
3. It is everyone's responsibility to report any concerns about abuse and the responsibility of the statutory authorities (e.g. Adult Care Trust, Children’s Social Services and the Police) to conduct, where appropriate a safeguarding investigation.
4. All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
5. All personal data will be processed in accordance with the requirements of the Data Safeguarding Act 1998.

C. Review

This Policy and these Procedures will be regularly monitored and reviewed:

1. In accordance with changes in legislation and guidance on the safeguarding of children and vulnerable adults or any changes within the Street Pastors.
2. Following any issues or concerns raised about the safeguarding of children or vulnerable adults within the Street Pastors.
3. In all other circumstances, at least annually.

Child and Vulnerable Adult Safeguarding Procedures

1. Recruitment and Employment

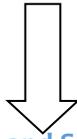
All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and vulnerable adults.

For all positions that require regular contact with children or vulnerable adults the following recruitment procedures must be completed.

1.1. Pre-application Information

Pre-application information for positions involving regular contact with children or vulnerable adults will be sent to applicants and will include:

- 1.1.1. An application form and self-declaration form.
- 1.1.2. Information on Street Pastors and related topics.

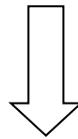


1.2. Application and Self-Declaration Form

All applicants will be requested to complete an application and self-declaration form.

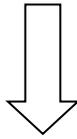
The purpose of the application form is to obtain relevant details from the applicant for the position. The purpose of the self-declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations.

The self-declaration form is requested in a separate sealed envelope and is not opened until the applicant is selected. If the applicant is not selected the form is destroyed.



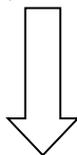
1.3. Interviews

All applicants will be interviewed. Street Pastors will ensure that general principles of good practice in asking questions at interview are followed and that all questions will be relevant to the position, open, fair, appropriate and legitimate.



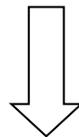
1.4. References

References will be sought from the Leader of your Church and a referee of your choice, who must not be a member of your family but should know you well



1.5. Checks

Prior to appointment an **Enhanced DBS check without a Barred List Check** should be completed. This will require the prospective Street Pastor to complete and submit a DBS form, with the results returning to the Street Pastors Charity Trustees



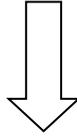
1.6. Offer of Position

Whilst the DBS check is being processed the individual will be informed when their training commences, and that they will be under observation and close supervision.

1.7. Training

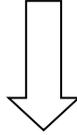
Newly appointed volunteers will complete the following training over an agreed period:

- 1.7.1. Protecting children and vulnerable adults.
- 1.7.2. Any other identified training needs.



1.8. Assessment

Appointed volunteers will undergo a process of continuous assessment and development.



1.9. Monitoring and Performance Appraisal

Their Team Leaders will monitor all volunteers who have contact with children or vulnerable adults. Every Street Pastors will have opportunity for supervision with their Team Leader or Street Pastor Coordinator.

2. Specific Responsibility for the Safeguarding of Children and Vulnerable Adults

2.1. Child and Vulnerable Adult Officer

The Child Vulnerable Adult Officer (“CVAO”) is: Canterbury Street Pastor Coordinator

The CVAO has the main responsibility for managing child and vulnerable adult safeguarding issues within the Street Pastors charity. The role and responsibilities of the Child and Vulnerable Adult Officer are detailed below. Specific responsibilities in relation to allegations against volunteers are detailed in the Procedure for Managing Suspicions and Allegations of Abuse of a Child or Vulnerable Adult against Volunteers (Section 4.3)

2.2. Role and Responsibilities of the Child and Vulnerable Adult Officer

Within Street Pastors the Child and Vulnerable Adult Officer will:

1. Implement and promote the Child and Vulnerable Adult Safeguarding Policy and Procedures.
2. Act as the main contact within Street Pastors for the safeguarding of children and vulnerable adults.
3. Provide information and advice on the safeguarding of children and vulnerable adults.
4. Support and raise awareness of the safeguarding of children and vulnerable adults.
5. Communicate with volunteers on issues of child and vulnerable adult safeguarding.
6. Keep abreast of developments and understand the latest information on data safeguarding, confidentiality and other issues that impact on the safeguarding of children and vulnerable adults.
7. Encourage good practice and support of procedures to protect children and vulnerable adults.
8. Establish and maintain contact with local statutory agencies including the Police and Care Trust and Children’s Services Directorate.
9. Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
10. Organise training for volunteers of Street Pastors
11. Regularly monitor and review the Street Pastor Child and Vulnerable Adult Safeguarding Policy and Procedures.
12. Attend training on the safeguarding of children and vulnerable adults.
13. Review and renew DBS forms every 3 years from issue date

2.3. Code of Conduct for the Safeguarding of Children and Vulnerable Adults

This code of conduct details the types of practice required by all volunteers of Street Pastors when in contact with children or vulnerable adults. The types of practice are categorised into good practice; practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the Code by a volunteer will be dealt with through Street Pastors’ Disciplinary Procedure for misconduct or through Responding to a Suspicion or Allegation of Abuse (p.10).

2.4. Good Practice

Street Pastors supports and requires the following good practice by volunteers when in contact with children and vulnerable adults.

When working with children or vulnerable adults:

1. Partner up with another volunteer throughout the course of the shift.
2. Treat all children and vulnerable adults equally, with respect and dignity.
3. Be an excellent role model including not smoking in the company of children or vulnerable adults.
4. Give enthusiastic and constructive feedback rather than negative criticism.
5. Ensure that if any form of physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
6. Involve parents, guardians and carers wherever possible.
7. Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision-making process.

2.5. First Aid and Treatment of Injuries:

If, in your capacity as a volunteer of the Street Pastors Project a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice must be followed:

1. Keep a written record of any injury that is presented or occurs, along with the details of any treatment given.
2. Only those with current recognised First Aid training should respond to any injuries.
3. Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
4. In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
5. The child's or vulnerable adult's parents/guardians or carer must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.

2.6. Reporting

If volunteers have concerns about an incident involving a child or vulnerable adult that seems untoward or unusual they must report their concerns as soon as possible to the Team Leader, or Child and Vulnerable Adult Officer. Parents should also be informed of the incident as soon as possible unless it is not in the child's or vulnerable adult's interests to tell them in which case Team Leaders will act as a point of reference for all referrals to professional agencies.

Report, record and inform if the following occur:

1. If you accidentally hurt a child or vulnerable adult; or
2. If a child or vulnerable adult seems distressed in any manner; or
3. If a child or vulnerable adult misunderstands or misinterprets something said or done.

3. Listening to Disclosures

3.1. Introduction

It is not the responsibility of anyone from Street Pastors to decide whether or not a child or vulnerable adult has been abused. **It is however everyone's responsibility to report concerns.** If you are unclear about the nature of the information (and therefore which category the disclosure falls into), advice must be sought from the Child and Vulnerable Adult Officer or the Police or Care Trust or Children's Services Directorate

Concerned about an adult?

- Call [03000 41 61 61](tel:03000416161) (text relay 18001 03000 41 61 61) or email social.services@kent.gov.uk

Concerned about a child?

- Call [03000 41 11 11](tel:03000411111) (text relay 18001 03000 41 11 11) or email social.services@kent.gov.uk

Out of hours and in an emergency

If you need to contact us outside of normal office hours, for example during the night, call [03000 41 91 91](tel:03000419191).

If you think someone is in immediate danger, the best thing to do is call 999 for the emergency services.

In the context of your role within Street Pastors never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.

3.2. How to Listen to a Disclosure

It is important to listen carefully to the information a child or vulnerable adult discloses. When listening to a disclosure the following good practice is required:

1. React calmly so as not to frighten the child/vulnerable adult.
2. Listen to the child/vulnerable adult.
3. Do not show disbelief.
4. Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
5. Take what the child/vulnerable adult says seriously, recognising the difficulties inherent in interpreting what a child/vulnerable adult says, especially if they have a speech disability and/or differences in language.
6. Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child or vulnerable adult.
7. If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
8. If you need to clarify or the statement is ambiguous, use open-ended, non-leading questions.
9. Do not introduce personal information from either your own experiences or those of other children or vulnerable adults.
10. Reassure the child or vulnerable adult.

When receiving a disclosure:

1. Avoid panic, showing shock or distaste.
2. Avoid probing for more information than is offered.
3. Avoid speculating or making assumptions.
4. Avoid making negative comments about the person against whom the allegation has been made.
5. Avoid approaching the individual against whom the allegation has been made.
6. Avoid making promises or agreeing to keep secrets.
7. Avoid giving a guarantee of confidentiality.

4. Responding to Disclosures

It is vital that Street Pastors volunteers respond well to a suspicion or allegation of abuse, inappropriate behaviour or misconduct from a child or vulnerable adult. Street Pastors understand what is meant by the term 'abuse'. The different types of abuse are:

1. Emotional Abuse
2. Neglect
3. Physical Abuse
4. Sexual Abuse
5. Negative Discrimination (including racism)
6. Bullying (includes bullying by gangs; bullying by family volunteers; physical bullying; verbal bullying; teasing; and harassment)

The definitions for the types of abuse, and the signs that may suggest abuse, are detailed in **Types of Abuse p14** and **Signs and Symptoms p16**. It is very important that this appendix is read and understood.

4.1. Basic procedures

In the course of your role within the Street Pastors Project a child or vulnerable adult may disclose information to you about a person that leads to a suspicion or allegation of inappropriate behaviour or misconduct:

1. Listen to the child as detailed above.
2. Acknowledge the information received.
3. Pass the information to the Child and Vulnerable Adult Officer.
4. Make a full written record of disclosure as soon as practical in the Team Leaders Book.
5. Sign and date the record then pass it to the Child and Vulnerable Adult Officer.

4.2. Extended procedures

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are less than usual. If a child or vulnerable adult says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, you must react as soon as possible that day in line with the following procedures.

Where there is uncertainty about whether the concern relates to abuse or misconduct, the Child and Vulnerable Adult Officer must firstly be consulted for advice on the appropriate course of action. If the Child and Vulnerable Adult Officer is unavailable, external agencies such as the Police and local Care Trust and Children's Services Directorate must be consulted for advice. This is important because they have an overview of child safeguarding issues and they may well have other information that together causes concern.

Make a full written record of what has been seen, heard and/ or told as soon as possible in the child/vulnerable adult's own words. Ensure to write down any action taken and keep all hand written notes even if subsequently typed up. The information recorded in conjunction with the Team Leader must, where known, include:

1. Name of child/vulnerable adult.
2. Age, date of birth of child/vulnerable adult.
3. Home address and telephone number of the child/vulnerable adult.
4. The nature of the allegation in the child/vulnerable adult's own words.
5. Any times, dates or other relevant information.
6. Whether the person making the report is expressing their own concern or the concerns of another person.
7. The child/vulnerable adult's account, if it can be given, of what has happened and how any injuries occurred.
8. The nature of the allegation (include all of the information obtained during the initial account e.g. time, date, location of alleged incident).
9. A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child/vulnerable adult).

10. Details of any witnesses to the incident.
11. Whether the child/vulnerable adult's parents/guardians/carers have been contacted.
12. Details of anyone else who has been consulted and the information obtained from him or her.
13. If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult has been spoken to, if so what was said.
14. Record, sign and date on the day what you have seen, heard or been told.
15. Pass the record to the Local Authority Designated Officer (“LADO”) and the Police.

4.3. Disclosures about a Street Pastor

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behavior or misconduct against a team volunteer:

1. Listen to the child as detailed above.
2. Acknowledge the information received.
3. Pass to the Child and Vulnerable Adult Officer.
4. Make a full written record of the disclosure as soon as is practical
5. Sign and date the record then pass to the Child and Vulnerable Adult Officer.

The Child and Vulnerable Adult Officer must clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If the basic facts support a suspicion or allegation of misconduct by a volunteer, the matter will be dealt with in accordance with Street Pastors’ Complaints Policy only after the matter has been fully dealt with by the appropriate authorities.

4.4. Making a Referral in Cases of Suspected and/or Alleged Abuse

1. The Child and Vulnerable Adult Officer on the instruction of the Charity Trustees will refer the suspicion and/or allegation to the Local Authority Designated Officer (“LADO”) and the Police as soon as possible after the shift.

LADO Contact Details

Kent County LADO Service: 03000 41 08 88

Email: kentchildrenslado@kent.gov.uk

2. Appropriate steps may be required to ensure the safety of the child(ren) or vulnerable adult(s) who may be at risk.
3. A record should be made of the name and designation of the Local Authority Designated Officer (“LADO”) and the Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required.
4. **Important Note:** *Reporting of the matter to the Police or local Care Trust or Children’s Services Directorate see above must not be delayed by attempts to obtain more information.*

4.5. Managing the Volunteer against Whom the Allegation has been made

The LADO will in most cases call a strategy meeting to which the Police would be invited if the concerns were of a serious nature. The meeting will plan the investigation. It is not up to the Street Pastor charity to tell the volunteer that an allegation of abuse has been made against them.

4.6. Suspension

1. Suspension is not a form of disciplinary action. The volunteer may be suspended whilst an investigation is carried out. If a volunteer is suspended there does not need to be a timescale communicated except to say that ‘*the outcome of the current investigation is complete*’.
2. The Street Pastors Charity Trustees and relevant Street Pastors Team Leader in accordance with Street Pastors’ Disciplinary Procedures will carry out the suspension.

3. Only once the investigation process is complete and after taking advice of the relevant agencies, should a suspension interview be arranged. The volunteer should then be informed of the reason the suspension is taking place and given the opportunity to give a statement should he/she wish. Notification of the suspension and the reasons will be conveyed in writing to the volunteer in accordance with Street Pastor Complaints Policy, only when the investigation process with the other relevant agencies has been completed.

4.7. Managing False or Malicious Allegations

1. Where after investigation, the allegation is found to be false or malicious the volunteer will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. The volunteer involved may wish to seek legal advice.
2. Records should not be destroyed. Information detailing the outcome of the investigation should be carefully noted making it clear if applicable that the allegation was unfounded or malicious. This is so that any further allegations made in the future and found to be true can be cross referenced with the previous information.
3. Where this involves a volunteer of Street Pastors, they will be advised of the appropriate counselling services available.

4.8. Confidentiality

Volunteers receiving information about possible abuse should always treat that information as confidential in the sense that it must not be disclosed to anybody except those having a legal duty to receive it, for example the Police, a social work reporter, the Child and Vulnerable Adult Officer or a line manager in the governing body. Communicating information obtained from a Disclosure Certificate under the Police Act 1997 is a criminal offence (See the DBS Requirements, Section 8).

Remember: Listen; Respond; Report and Record!

5. Definitions Sections

5.1. Statutory Authorities or Statutory Local Agencies:

This is a term to describe those agencies with legal responsibility to investigate suspicions or allegations of abuse. This includes the Police, who would investigate to see if a crime has been committed, and Children or Adult Social Services. These may be organised differently throughout the country and known by different names. Children's Social Services may be known as Children's Social Care and be organised within a Children's Services Directorate or similar. Adult Social Services similarly may be known as Adult Social Care and be organised within a Care Trust.

5.2. Child and Vulnerable Adult Officer:

This is the person with designated responsibility for safeguarding within each Street Pastors charity, usually the Street Pastors Coordinator. His/her deputy should usually be a member of the Charity Trustees.

5.3. Child:

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland similarly define a child as someone under 18.

5.4. Vulnerable adult or adult in need of safeguarding:

An adult is someone over 18 (unless specific legislation states otherwise). Some adults because of circumstance or particular vulnerability or risk may be in need of safeguarding. Vulnerable adults are also known as 'adults at risk'.

'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse' - Department of Health and Home Office (March 2000) states a vulnerable person is someone:

'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

In Scotland, the Adult Support and Safeguarding (Scotland) Act 2007 defines an adult at risk as someone who is:

1. unable to safeguard their own well-being, property, rights or other interests,
2. at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.
3. at risk of harm if another person's conduct is causing (or is likely to cause) the adult to be harmed, or the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

There are also specific definitions for DBS purposes of who is regarded as a vulnerable adult and for Scotland in relation to Disclosure Scotland and the SVG Scheme.

Vulnerable Adults may be in need of health or social support services and may be unable to take care of himself/herself and to protect themselves from harm or exploitation.

6. Types of Abuse

6.1. Statutory Definitions of Abuse (Children)

It is generally accepted that there are four main categories of abuse for children – physical abuse, sexual abuse, emotional abuse and neglect. The four definitions of abuse below operate in England based on the government guidance *‘Working Together to Safeguard Children (2010)’*. There are similar definitions for Wales, Scotland and Northern Ireland. Contact Ascension Trust for specific definitions outside England.

6.1.1. 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.

6.1.2. 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.

6.1.3. 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 oversafeguarding 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.

6.1.4. 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.

6.1.5. 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:

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

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

6.2. Statutory Definitions of Abuse (Vulnerable Adults)

For vulnerable adults the statutory authorities use the following categories; physical abuse, sexual abuse, psychological or emotional abuse, financial or material abuse, discriminatory abuse, institutional abuse as well as neglect or act of omission.

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

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

6.2.1. Physical Abuse

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

6.2.2. Sexual Abuse

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

6.2.3. Psychological or Emotional Abuse

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

6.2.4. Financial or Material Abuse

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

6.2.5. Neglect or Act of Omission

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

6.2.6. Discriminatory Abuse

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

6.2.7. Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

7. Signs and Symptoms

7.1. Signs and symptoms generally

Recognising child abuse is not easy and it is not a person's responsibility to decide whether or not a child or vulnerable adult has been abused. It is a person's responsibility to pass on any concerns to the statutory agencies for them to investigate.

The signs of abuse listed are not definitive or exhaustive. The list is designed to help Street Pastors volunteers to be more alert to the signs of possible abuse.

Children and vulnerable adults may display some of the indicators at some time; the presence of one or more should not be taken as proof that abuse is occurring. Any of these signs or behaviours must be seen in the context of the child/vulnerable adult's whole situation and in combination with other information related to the child/vulnerable adult and his/her circumstances. There can also be overlap between different forms of abuse.

7.2. Physical Abuse

<i>Children and young people</i>	<i>Adults at risk, vulnerable adults</i>
<p>Most children will sustain cuts and bruises throughout childhood. These are likely to occur in bony parts of the body like elbows, shins and knees. In most cases injuries or bruising will be genuinely accidental. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered.</p> <p>Signs of possible physical abuse include:</p> <ol style="list-style-type: none"> 1. Unexplained injuries or burns, particularly if they are recurrent, improbable excuses given to explain injuries. 2. Refusal to discuss injuries. 3. Fear of parents being approached for an explanation. 4. Untreated injuries or delays in reporting them. 5. Excessive physical punishment to themselves. 6. Arms and legs kept covered in hot weather. 7. Avoidance of swimming, physical education etc. 8. Fear of returning home. 9. Aggression towards others. 10. Running away. <p>When considering the possibility of non-accidental injury it is important to take in to consideration that injuries may have occurred for other reasons e.g. skin disorders such as impetigo, rare bone diseases.</p>	<p>Signs of possible physical abuse include:</p> <ol style="list-style-type: none"> 1. A history of unexplained falls, fractures, bruises, burns, minor injuries 2. Signs of under or over use of medication and/or medical problems unattended

7.3. Sexual Abuse

<i>Children and young people</i>	<i>Adults at risk, vulnerable adults</i>
<p>A child or vulnerable adult who is distressed may display some of the following physical, behavioural or medical signs that should alert you to a problem. It is the combination and frequency of these that may indicate sexual abuse. Always seek advice.</p> <p>Signs of possible sexual abuse:</p> <ol style="list-style-type: none"> 1. Behavioural 2. Lack of trust in adults or over familiarity with adults 3. Fear of a particular adult 4. Social isolation - withdrawn or introversion 5. Sleep disturbance (nightmares, bed-wetting, fear of sleeping alone, needing a night light) 6. Running away from home 7. Girls taking over the mothering role 8. Sudden Street problems e.g. falling standards, truancy 9. Reluctance or refusal to participate in physical activity or to change clothes for games 10. Low self-esteem 11. Drug, alcohol or solvent abuse 12. Display of sexual knowledge beyond child's age e.g. French kissing 13. Unusual interest in the genitals of adults, children or animals 14. Fear of bathrooms, showers, closed doors 15. Abnormal sexual drawings 16. Fear of medical examinations 17. Developmental regression 18. Over sexualised behaviour 19. Compulsive masturbation 20. Stealing 21. Irrational fears 22. Psychosomatic factors e.g. recurrent abdominal or headache pain 23. Sexual promiscuity 24. Eating disorders 25. Sleeping problems, nightmares, fear of the dark 26. Bruises, scratches, bite marks to the thighs or genital areas 27. Anxiety, depression 28. Eating disorder e.g. anorexia nervosa or bulimia 29. Pregnancy -particularly when reluctant to name the father 30. Itchiness, soreness, discharge, unexplained bleeding, pain on passing urine, recurring urinary tract problem, vaginal infections or 	<p>Signs of possible sexual abuse:</p> <ol style="list-style-type: none"> 1. Pregnancy in a woman who is unable to consent to sexual intercourse 2. Unexplained change in behaviour or sexually implicit/explicit behaviour 3. Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting 4. Infections or sexually transmitted diseases 5. Full or partial disclosure or hints of sexual abuse 6. Self-harming

genital damage 31. Sexually transmitted infections 32. Soiling or wetting in children who have been trained 33. Self-mutilation, suicide attempts	
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7.4. Emotional Abuse

<i>Children and young people</i>	<i>Adults at risk, vulnerable adults</i>
<p>Signs of possible emotional abuse:</p> <ol style="list-style-type: none"> 1. Low self esteem 2. Continual self-deprecation 3. Sudden speech disorder 4. Significant decline in concentration 5. Immaturity 6. 'Neurotic' behaviour e.g. rocking 7. Self-mutilation 8. Compulsive stealing 9. Extremes of passivity or aggression 10. Running away 11. Indiscriminate friendliness 	<p>Signs of possible emotional abuse:</p> <p>Psychological</p> <ol style="list-style-type: none"> 1. Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful 2. Intimidated or subdued in the presence of the carer 3. Fearful, flinching or frightened of making choices or expressing wishes 4. Unexplained paranoia <p>Financial or Material</p> <ol style="list-style-type: none"> 1. Disparity between assets and living conditions 2. Unexplained withdrawals from accounts or disappearance of financial documents 3. Sudden inability to pay bills 4. Carers or professionals fail to account for expenses incurred on a person's behalf 5. Recent changes of deeds or title to property

7.5. Neglect

<i>Children and young people</i>	<i>Adults at risk, vulnerable adults</i>
<p>Signs of possible neglect:</p> <ol style="list-style-type: none">1. Constant hunger2. Poor personal hygiene3. Constant tiredness4. Poor state of clothing5. Frequent lateness or unexplained non-attendance at Street6. Untreated medical problems7. Low self esteem8. Poor peer relationships9. Stealing	<p>Signs of possible neglect:</p> <ol style="list-style-type: none">1. Malnutrition, weight loss and /or persistent hunger2. Poor physical condition, poor hygiene, varicose ulcers, pressure sores3. Being left in wet clothing or bedding and/or clothing in a poor condition4. Failure to access appropriate health, educational services or social care5. No callers or visitors

8. Disclosure and Barring Service Requirements

Note: the following documents need to be agreed by the Street Pastor Charity Trustees in order to use the Disclosure and Barring Service (“DBS”). There are similar expectations for using Disclosure Scotland (Scottish Criminal Records Office) and Access Northern Ireland.

Contact Ascension Trust or CCPAS for further advice.

8.1. Model Equal Opportunities Statement

Please see POLICY FOUR: Equal Opportunities Policy at page 43. Handling of Disclosure Information (This relates to organisations using the Disclosure and Barring Service, Disclosure Scotland or Access NI)

1. Storage and Access

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

2. Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

3. Usage

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

4. Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the registered/umbrella body and/or the DBS/SCRO/AccessNI. Advice can then be given to the Data Safeguarding and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

5. Disposal

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

9. Local Safeguarding Check-Sheet

Canterbury Street Pastors

Detailed Safeguarding Procedures

1. Under no circumstances should a Street Pastor volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow the procedures as set out below:
2. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Senior Street Pastor who should report these concerns to Canterbury Street Pastor Coordinator who is the Child and Vulnerable Adult Officer. They have been nominated by Canterbury Street Pastors 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.
3. In the absence of the Child and Vulnerable Adult Officer or, if the suspicions in any way involve the Child and Vulnerable Adult Officer, then the report should be made to his deputy, Patrol Senior Street Pastor

The role of the Child and Vulnerable Adult Officer or his/her 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.

4. If the suspicions implicate both the Child and Vulnerable Adult Officer and his deputy, then the report should be made in the first instance to the CEO and Operations Manager of Ascension Trust on 0208 330 2809. If both are unavailable, the report should be made to the Ascension Trust Legal and Policy Adviser again on 0208 330 2809.
5. You may also contact the Churches' Child Safeguarding Advisory Service ("CCPAS") PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. CCPAS would be well positioned to guide you as to whether to proceed to contact Social Services or the police.
6. Where the concern is about a child the Child and Vulnerable Adult Officer should contact Children's Social Services. Where the concern relates to an adult in need of safeguarding contact Adult Social Services or take advice from CCPAS as above.
7. The local Children's Social Services office [See Section 3.1 above]

8. The local Adult Social Services office [See Section 3.1 above]
9. The Police Child Safeguarding Team [See Section 3.1 above]
10. 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.
11. Whilst allegations or suspicions of abuse will normally be reported to the Child and Vulnerable Adult Officer, or his/her deputy, the absence of these persons should not delay taking advice from the CCPAS and if necessary, referral to Social Services and the Police
12. Street Pastors will support the Child and Vulnerable Adult Officer in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
13. 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 CCPAS. However, we hope that all those involved with the Street Pastors movement will use the procedure mentioned above. If, however, the individual with the concern feels that the Child and Vulnerable Adult Officer has not responded appropriately, or where they have a disagreement with the Child and Vulnerable Adult Officer as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that Street Pastors demonstrates its commitment to effective safeguarding and the safeguarding of all those who are vulnerable.

10. Street Pastors Disclosure Report

This report must be completed where volunteers are concerned about an incident involving a child or vulnerable adult. This form must be completed as soon as possible after the incident that causes concern in conjunction with the Child and Vulnerable Adult Officer.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know. This form can be found in the Trustee and Coordinator Pack.

Details of person making report:

Name:
Position:
Contact telephone number:

Details of Child/Vulnerable Adult

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

Note: If you are reporting concerns on behalf of someone else, please provide details of that person.

Name:
Position:
Address:
Contact telephone number:
Date this person advised you of their concerns/incident:

Details of the incident/concerns

Date of incident/concern arose:
Time
Place
Names and addresses of other people who may have information about the concerns/incident
Describe in detail what happened:
Describe in detail visible injuries/bruises and concerning behaviour of the child/vulnerable adult, if any (use diagrams if this helps you to describe):
Was the child/vulnerable adult asked about the incident: YES/NO If yes, record exactly what the child said in their own words and any questions asked if the situation needed clarification:

Details of action taken

Detail what action, if any, has been taken following receipt of this information:

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Other Information

Record any other information you have about this matter (it is important that all information is passed on even that which you think is not important or helpful).
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Signature:
Name:
Position:
Date: