

KING'S CHURCH



King's Church
(Hastings Community Trust)

and

Hastings Centre
(Hastings Centre Trading Ltd)

Safeguarding Children and Young People Policy and Procedures

Date: March 2025

Date for review: March 2027 or sooner if legislative changes occur

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Contact Details

Safeguarding team

The church leadership team (Trustees, elders and designated pastores) have appointed the named people below to be safeguarding representatives. Any allegation or concerns about abuse should be directed to these people. They will follow the guidelines and procedures for responding to any allegations of abuse. The leadership will support the coordinator and the safeguarding team in their roles and accept that any information they may from time to time have in their possession will be shared in a strictly limited way on a need-to-know basis.

Designated safeguarding lead:

Name: Anita Rose
Contact Number: 01424 755990 (during office hours) out of office hours please use email below
Email: safeguarding@kings1066.org

Responsible elder:

Name: Steve Young
Email: steve.young@kings1066.org

Safeguarding team

Kate Thurston	Deputy safeguarding lead
Paula Morrison	Deputy safeguarding lead (Bexhill Venue)
Dan Glover	Deputy safeguarding lead (0-18s Hastings Venue; Youth)
Becki Ingall	Safeguarding team member
Chris Bunt	Safeguarding lead recruiter
Janet Johnson	Safeguarding recruiter
Malcolm Rose	Safeguarding training coordinator
Sarah Webb	Safeguarding audits/support

Other contacts:

During office hours:

- **East Sussex Single Point of Advice (SPOA) team:**
Contact number: 01323 464222
Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm
Email: 0-19.SPOA@eastsussex.gov.uk

Out of hours:

With serious concerns that cannot wait until the next working day, contact:

- **Emergency Duty Service**
Contact number: 01273 335 906 or 01273 335 905
Monday to Thursday 5pm - 8.30am. Friday, weekends and bank holidays 4.30pm - 8.30am
- **Or ring the police on 999 if you have concerns about a child's immediate safety**

Introduction

King's Church 1066 and Hastings Centre Trading recognises its responsibilities for the safeguarding of all children and young people, under the age of 18 (regardless of gender, ethnicity or ability) as set out in *The Children Act 1989 and 2004, Safe from Harm 1994, and Working Together to Safeguard Children 2023*. Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children

The church recognises that children and young people are a crucial part of today's society; they have much to give as well as to receive. The church aims to provide a safe and secure environment within which children and young people will be treated with respect and dignity.

The church leadership team recognise the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

Aim of this policy

This policy aims to set out the commitment of the church to safeguard children and young people by:

- Actively seeking to protect and safeguard the physical, emotional and spiritual welfare of children and young people in the care of the church by stating, at the Exploring Membership course, that all members who wish to be involved with children and young people's work will be DBS checked before taking part in children and young people's work.
- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Providing safe, relevant and engaging children's and youth work of the highest quality possible and with adequate resources.
- Ensuring safe recruitment, supervision and specific safeguarding children training provided every six months for the children's and youth workers within the church, including obtaining an up to date and satisfactory enhanced disclosure check from the Disclosure and Barring Service (DBS).
- Ensuring all children and youth workers within the church attend 'safeguarding children' training updates once **EVERY YEAR** (or earlier if there are legislative changes).
- Adopting clear procedures that are known and followed by all workers for dealing with concerns about possible abuse, including those made against leaders or members of the church.
- Encouraging and supporting children, parents and carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare authorities and other organisations.
- Reviewing and auditing the Safeguarding Children policy and procedures every two years (or earlier if there are legislative changes).

Section 1: Policy

Recognising abuse

It is recognised that 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 others (e.g.: via the internet). They may be abused by an adult or adults, or another child or children.

Defining abuse

The concept of significant harm

The Children and Young Persons Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children and young people, and gives Local Authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a young person who is suffering, or likely to suffer significant harm.

There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, and the presence or degree of threat, coercion, sadism, and bizarre or unusual elements.

More often, significant harm is a combination of significant events, both acute and longstanding, that interrupt, change or damage the young person's physical and psychological development.

Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. Babies and disabled children also have a higher risk of suffering abuse.

The four main categories of abuse:

Abuse	Definition	Includes <i>(Please note this is not an exhaustive list)</i>
Physical	To inflict pain, physical injury or suffering	<ul style="list-style-type: none"> • Hitting, slapping and beating. • Shaking, pinching, throwing and pushing. • Kicking, burning or scalding and hair pulling • Squeezing, suffocating, drowning or poisoning and using inappropriate restraint. • Giving inappropriate medication • Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Emotional	<p>Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse, and it can have severe and persistent adverse effects on a child's emotional development.</p> <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	<ul style="list-style-type: none"> • Not giving a child or young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. • Serious bullying – including online bullying through social networks, online games, or mobile phones – by a child's peers, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children or young people. • Making someone feel worthless, unloved or inadequate, or valued only in so far as they meet the needs of another person, a lack of love or affection, or ignoring a person. • Imposing age or developmentally inappropriate expectations on a child or young person. <i>(It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction).</i> • seeing or hearing the ill-treatment of another.

<p>Sexual</p>	<p>Sexual abuse is any sexual activity with a child. You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such.</p> <p>A child may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health</p>	<ul style="list-style-type: none"> • Sexual abuse 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 clothing. • Sexual abuse 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.
<p>Neglect</p>	<p>Neglect involves 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.</p> <p>Neglect can be deliberate or can occur as a result of not understanding what someone’s needs are.</p> <p>Neglect may occur during pregnancy as a result of maternal substance abuse.</p>	<ul style="list-style-type: none"> • Failing to provide adequate food, clothing, hygiene, supervision or shelter (including exclusion from home or abandonment); • Failing to provide appropriate healthcare. • Failing to ensure attendance at school or provide education. • Ignoring medical needs. • Once a child is born, neglect may involve a parent or carer failing to: protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers). It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Other forms of abuse may include:

- **Domestic abuse**

Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse and teenagers also can suffer domestic abuse in their relationships. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner. For information on domestic abuse, see the NSPCC webpage on domestic abuse: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/domestic-abuse/> (Accessed 30/10/2022).

- **Adolescent to parent abuse:**

Adolescent to parent violence and abuse (APVA) may be referred to as 'adolescent to parent violence (APV)' 'adolescent violence in the home (AVITH)', 'parent abuse', 'child to parent abuse', 'child to parent violence (CPV)', or 'battered parent syndrome'. The cross-government definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to psychological, physical, sexual, financial and emotional abuse. While this definition applies to those aged 16 or above, APVA can equally involve children under 16.

- **Online abuse:**

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

- **Bullying and cyber bullying**

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's 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's no escape because it can happen wherever they are, at any time of day or night.

- **Self-harm/Self-neglect**

Self-harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. A child or young person at risk may also be neglecting themselves, which can result in harm to themselves.

For more information on dealing with issues of self-harm, see the Royal College of Psychiatrists webpage: <https://www.rcpsych.ac.uk/mental-health/parents-and-young-people/information-for-parents-and-carers/self-harm-in-young-people-for-parents-and-carers> (Accessed 20/03/25).

- **Child sexual exploitation**

Child sexual exploitation involves exploitation for money, power or status. May involve violent, humiliating and degrading sexual assaults. Young people may be persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even when a child

may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. It doesn't always involve physical contact and can happen online.

- **Forced marriage**

Forced marriage is a term used to describe a marriage in which one or both of the parties is married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of their parents or a third party in identifying a spouse.

In a situation where there is concern that an adult at risk is being forced into a marriage they do not or cannot consent to, there will be an overlap between action taken under the forced marriage provisions and the Safeguarding Adults at Risk process. In this case action will be co-ordinated with the police and other relevant organisations. The police must always be contacted in such cases as urgent action may need to be taken.

- **Female genital mutilation:**

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or Sunna. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse and a criminal offence, and it is mandatory to report known cases of FGM in under 18s to the police.

- **Child trafficking:**

Children are recruited, moved or transported and then exploited, forced to work or sold. Children are often subject to multiple forms of exploitation which can include child sexual exploitation, servitude, benefit fraud, forced marriage, forced labour, criminal activity such as begging, transporting drugs, also known as County Lines.

- **Radicalisation**

The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some children and young people are more vulnerable to the risk of being groomed into terrorism than others. Concerns need to be reported to the safeguarding lead who will inform the PREVENT team. However, if there is immediate concern report to the Police.

- **Spiritual abuse**

This is classified as the inappropriate use of religious belief or practice, coercion and control. This may be seen via extreme pastoral interference in personal matters, the misuse of scripture or power to control behaviour and pressure to conform. The requirement of obedience to the perpetrator, or the suggestion that they have a 'divine' position. Intrusive healing and deliverance ministries, which may result in children experiencing emotional, physical or sexual harm.

- **Historic abuse also known as non-recent abuse**

Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Recognising possible signs of abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered. Often signs and indicators of one type of abuse are also present in another type of abuse.

Indicators of physical abuse

- Any injuries not consistent with the explanation given for them.
- Several different explanations are given for an injury.
- Injuries that occur to the body in places that are not normally exposed to falls, bumps or accidents etc.
- Injuries that have not received medical attention or there is a delay in seeking medical attention.
- Parents / carers who are uninterested or undisturbed by an accident or injury.
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Cuts/scratches/self-harm/eating disorders/alcohol and/or drug abuse.

Indicators of emotional abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also, depression, aggression or extreme anxiety.
- Nervousness, anxiousness or frozen watchfulness or Indiscriminate friendliness.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Changed or inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.
- Low self esteem.
- Self-harm, Alcohol and/or Drug misuse, Depression or other mental health problems.

Indicators of sexual abuse

- Any allegation made by a child concerning sexual abuse.
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Display physical symptoms such as complaining of vaginal or anal soreness, have STI's, or a pregnancy.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Self-harm (including cutting, burning, eating disorders, self-poisoning), alcohol and/or drug misuse, depression or other mental health problems and/or suicide attempts.
- Any sudden change in the child or young persons' behaviour.
- Signs of young people who are being sexually exploited: involved in abusive relationships, intimidated and fearful of certain people or situations, hang out with groups of older people, or antisocial groups, or with other vulnerable peers, associated with other young people involved in sexual exploitation, get involved in gangs, gang fights, gang membership, have older boyfriends or girlfriends, spend time at places of concern, such as hotels or known brothels, not know where they are, because they have been moved around the country, go missing from home, care or education.

Indicators of neglect

Evidence of neglect is often built up over a period of time and can include the following:

- An unkempt, inadequately clothed, dirty or smelly child.
- A child who is perceived to be frequently hungry (constantly reports being hungry, stealing or gorging food).
- Recurrent / untreated infections or skin conditions e.g., severe nappy rash, eczema or persistent head lice / scabies.
- Unmanaged / untreated health / medical conditions including poor dental health.
- Frequent accidents or injuries.
- Poor self-esteem.
- A child who thrives away from the home environment.
- Failure of a child to grow or develop within normal expected patterns with an accompanying weight loss or speech / language delay.
- A child who is observed to be listless, apathetic and unresponsive with no apparent medical cause; displaying anxious attachment; aggression or indiscriminate friendliness.
- An unsuitable home environment for example dog mess everywhere.
- Left alone for long periods or having frequent responsibility to care for other family members.

Indicators of online abuse

A child who is experiencing abuse online may:

- Spend much more or much less time than usual online, texting, gaming or using social media.
- Be withdrawn, upset or outraged after using the internet or texting.
- Be secretive about who they are talking to and what they are doing online or on their mobile phone.
- Have lots of new numbers, texts or email addresses on their mobile phone, laptop or tablet.

SECTION 2: PROCEDURE

Responding to concerns for a child or an allegation of abuse

What to do if abuse is alleged or suspected

If you suspect that abuse has taken place or is current, you have an individual responsibility to report your suspicions to the designated safeguarding lead, or designated safeguarding person at the centre or location involved. The safeguarding team are identified on posters in and around each location. In venues outside of the Hastings Centre the meeting stewards will have copies of these posters.

Allegations or concerns of abuse must not be discussed with anyone other than those nominated above. If your immediate leader is not available, you can contact another named person on that list for advice or failing that contact the Thirtyone:eight 24- hour helpline for advice. The number is on the safeguarding poster.

If you have a concern about the behaviour of your team/venue safeguarding coordinator you can contact the safeguarding lead listed in this policy or contact the Thirtyone:eight 24-hour helpline for advice. There is further advice in the staff whistleblowing policy.

Because we are a church with venues and activities in locations remote from the Hastings Centre offices, each location has a designated safeguarding person at each venue involved to supplement the oversight

given by the safeguarding lead.

When a cause for concern is received by the designated safeguarding person in any of our locations it will be sent to the safeguarding lead who will action the report in partnership with the relevant authorities and advise what action if any should be taken.

The safeguarding lead and the designated safeguarding people at each venue form the safeguarding team. They meet to regularly review safeguarding procedures and matters arising. The safeguarding lead has the mandate and authority to call the team for a review panel to deal with any safeguarding matter as it arises. The names of the safeguarding team are listed at the front of this policy and readers should acquaint themselves with the appropriate names for the centre(s) noting any contact details for easy access should a safeguarding emergency arise.

Serious incidents will be reported to King's Church trustees who hold ultimate responsibility for safeguarding.

How to respond when a child or young person wants to take about abuse

It is not easy to give precise guidance, but the following may be of help. Also see flow chart, in the appendices, for guidance.

General points:

- Above everything else listen carefully and keep calm. Do not display shock or disbelief.
- Reassure the child that they have done the right thing in telling someone and that it is not their fault.
- Show acceptance of what the child says.
- Look at the child directly.
- Do not promise confidentiality. Do tell the child you will need to let someone else know and what you will do next.
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. Allow the child to talk freely. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen. Only ask questions to clarify information.
- As soon as possible write down what has been shared (see section "Recording and reporting concern").

Helpful responses:

- You have done the right thing in telling.
- I believe you (or show acceptance of what the child says).
- That must have been really hard.
- I am glad you have told me.
- It's not your fault.
- I will help you.

Avoid saying:

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else".

Where abuse is alleged, the initial response should be limited to listening carefully to what the child says in order to: clarify the concerns; offer reassurance that (s)he will be kept safe; and explain what action will be taken.

- Reassure the child that they were right to tell you and show acceptance. Make notes as soon as is reasonably practicable
- Report the concerns to the safeguarding team lead or venue designated safeguarding person who will pass the concerns on to the safeguarding lead. Do this as soon as possible to enable them to take forward the concerns.
- If you consider a child to be at serious risk of further abuse, contact the safeguarding lead immediately. In their absence you might have to consider referring to East Sussex Single Point of Advice (SPOA) team (details at the front of this policy) or the police immediately in order to prevent a child or young person returning home.
- For allegations of sexual abuse or rape contact Single Point of Access (SPOA) team. If it has not been possible to get an immediate response from the team, contact the police. DO NOT try to investigate the matter. Do not touch or tamper with any evidence, such as stained clothing. DO NOT tell other people including the parents / carers; they could be involved. Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.
- Should the designated person(s) for safeguarding not feel it necessary to refer the matter to the SPOA team, but you, or anyone else, has serious concerns for the child's safety, then you should contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.
- If the allegation is against a church leader who has responsibility for implementing the policy, you should refer it directly to SPOA yourself.

Consider your own feelings and seek pastoral support if needed.

Recording and reporting a concern

You need to make a careful written record of what has been observed as follows:

- If possible complete a concern form. Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size and its location and shape on the child's body. Alternatively, you can send an email to safeguarding1066@kings.org. This email is actively checked.
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all handwritten notes even if subsequently typed up. These notes will be passed on to the safeguarding lead to assist them should the matter need to be referred to Children's Services via the East Sussex Single Point of Advice (SPOA) team. Any referral to SPOA will be confirmed by the referrer in writing within 48 hours. All documents, including copies of everything sent to SPOA, will be signed by you, dated and stored electronically in a protected access file.

Please be aware that any allegations or suspicions are covered by confidentiality, and therefore church members have no rights to this information. The sharing of information is limited to a 'need to know' basis. This will protect the interests of all the parties concerned.

Third party allegations and referrals

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the safeguarding lead and may result in a referral to the Single Point of Access team with their details. This is so that the team can contact them if necessary.

Allegations against workers and volunteers

Where an allegation is made against a worker or volunteer (however unlikely the allegation may sound) you **must** ensure that it is recorded within one hour and the safeguarding lead is informed as soon as possible. As well as following the procedure above, please also ask the child or young person if there were any witnesses. **Do not discuss the event or conversation, or show the written notes to anyone else, including the worker or volunteer concerned.**

The suspension of a worker following an allegation would be considered, by definition, a neutral act to protect both parties. The advice of Single Point of Access team and the police will be sought. It may be necessary, for the sake of the child (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

Allegations against children/young people

Children and young people are curious about the opposite sex. However, where a child/young person is in a position of power, has responsibility over another child (e.g. a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great. Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right.

Support to those affected by abuse

The church is committed to offering pastoral care and will endeavor to provide appropriate assistance to those who may be affected by abuse, whether the abuse was recent or historic. This assistance may include the provision of spiritual counselling and prayer, or referral to other organisations as appropriate.

Race, culture and religion

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child rearing do not justify child abuse. It is important that the above signs are not taken as indicating that abuse has taken place, but that the *possibility* should be considered far more than in the past. Any concerns or doubts can be discussed with your venue/team safeguarding coordinator or the safeguarding Lead.

5 helpful R's to remember in the responding process:

- R – Recognise the abuse.
- R – Respond to the abuse.
- R – Record the abuse.
- R – Report the abuse.
- R – Refer

Monitoring

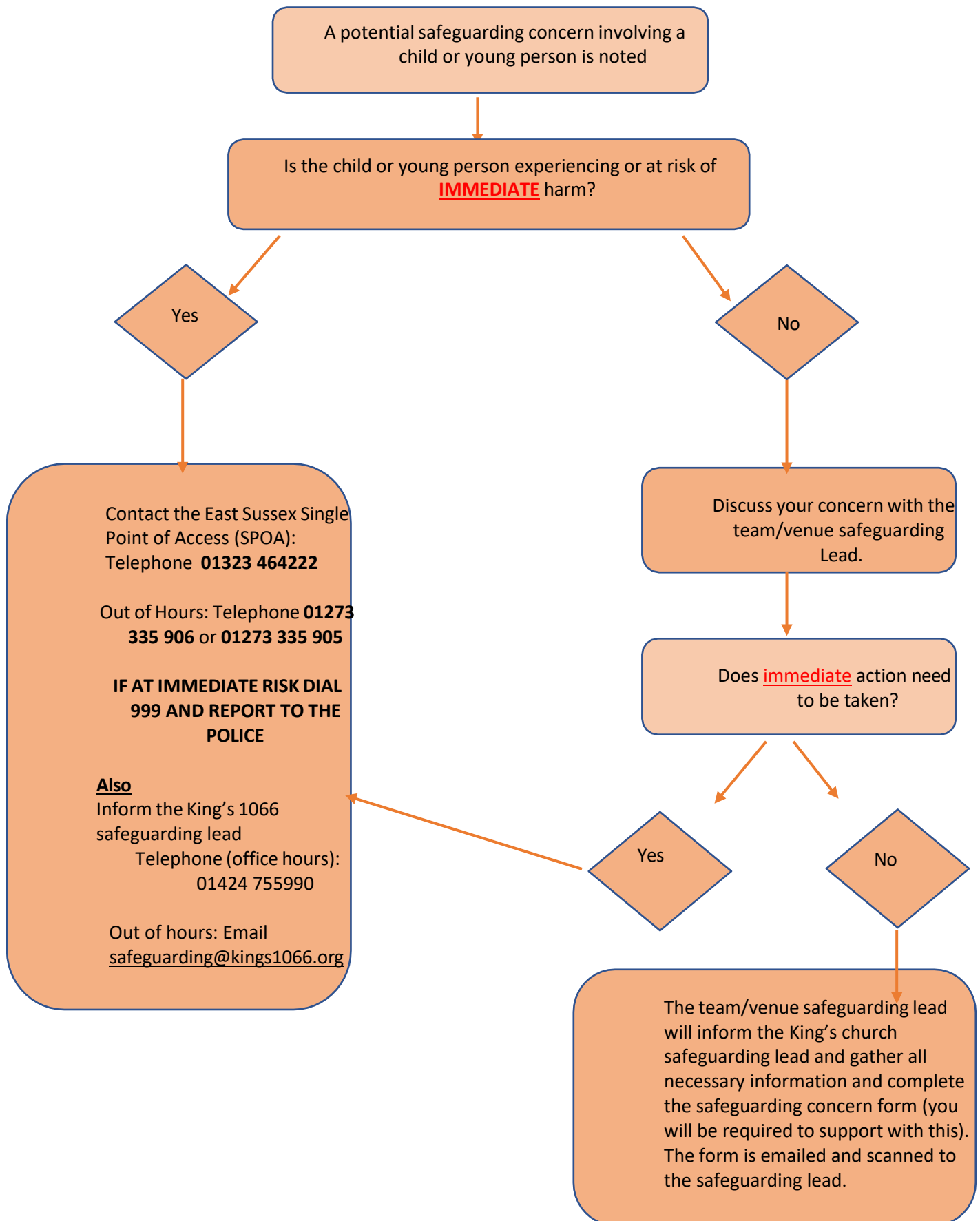
The leadership, or appointed representatives, shall review this policy, its effectiveness and its implementation every two years (or earlier if there are any legislative changes). The policy will be monitored through training and the number and quality of referrals. Also request for advice to the safeguarding team will be audited from the time the policy is disseminated. Further monitoring will occur via the audit of concerns, in situ observations and staff training.

Legislation and guidance

- [The UN Convention on the Rights of the Child](#)
- [The Children Act 2004](#)
- [Children and Families Act 2014](#)
- [Human Rights Act 1998](#)
- [Immigration Act 2016](#)
- [The Sexual Offences Act 2003](#)
- [Modern Slavery Act 2015](#)
- [Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children](#) 2023
- [Mandatory reporting of female genital mutilation: procedural information](#), Home Office 2015

Appendix 1

Process for Raising a Concern



Appendix 2

Safeguarding Concern Form

Registering a concern about the safety or welfare of a child or adult.

Please handwrite this form. Do not type it. Staple any relevant notes to this page.
Please sign and date all pages.

Your details

Your name:						
Your contact phone number:				Date:		
	d	d	m	m	y	y

Tell us who or what it is you have a concern about

Child/adult's Forename:	Surname/surnames:
Date of birth/age:	Address (if known):

Tell us about the concern or incident

At which venue or location was the concern or incident?	
Where did it take place?	Who saw and reported it?
What is the concern or incident and why do you think it needs action?	

What action was taken, by who, and who was informed?

(If you needed to contact the Police or SPOA Team (child or young person) or the H&SCC (adult) please record the reference number you were given)

--

Please sign and date this form

Your signature:

Full name:

Date:

Copy of form passed to:

Name:	Position:
Date:	Action taken:

If you feel immediate action is required, please make the safeguarding team/venue leader aware immediately.

If they are not available contact the safeguarding lead (Anita Rose) during office hours on 01424 755990 and on email safeguarding@kings1066.org. Outside of these hours use email safeguarding@kings1066.org.