

Faith Movement CIO

Safeguarding Policy

The Faith Movement Charitable Incorporated Organisation (hereinafter referred to as “the Faith Movement”) is a Registered Charity, number 1188137.

1. Introduction

1.1 The Faith Movement CIO and this Policy

One of the main aims of the Faith Movement is to provide spiritual, catechetical and pastoral care for children, young people and vulnerable adults. The Faith Movement is committed to protecting and safeguarding children, young people and vulnerable adults.

The aims of this policy are:

- To set standards for good practice in working with children, young people and vulnerable adults
- To ensure that Adult Leaders who work with children, young people and vulnerable adults are suitable people who are safely recruited, trained and supported in their work.
- To establish clear procedures for dealing with any concerns about possible abuse or harm to anyone involved in any way with the Faith Movement.

1.2 Areas of Policy

This policy has seven principal areas:

- Arrangements for the supervision of all Faith Movement events.
- Procedures for the safe recruitment of Adult Leaders to work with children, young people and vulnerable adults in the Faith Movement.
- Procedures for the reporting of Safeguarding Concerns or Allegations.
- Definitions of abuse.
- Guidelines on how to help those who wish to talk about abuse.
- Guidelines for good discipline at Faith events.
- Guidelines for physical contact.

1.3 Preliminary Notes

1.3.1 Safeguarding is everyone's responsibility. The Children Act 1989 and Protection of Children (Scotland) Act 2003 state that the welfare of children and young people is paramount. This includes their right to be safeguarded against all forms of abuse, including sexual exploitation. All Adult Leaders involved in the Faith Movement should be alert to indications of possible child abuse and understand procedures to be taken to raise their concerns. The Adult Support and Protection (Scotland) Act 2007 and the Care Act 2014 protect adults who are unable to safeguard their own interests and are at risk of harm because they are affected by disability, mental disorder or illness. The Adult Support and Protection (Scotland) Act 2007 also defines an adult as an individual aged 16 years or over.

1.3.2 There is no single law that defines the age of a child across the UK. The United Nations Convention on the Rights of the Child, ratified by the UK Government in 1991, states that a child 'means every human being below the age of 18 years unless, under the law applicable to the child, majority is attained earlier'. (The fact that a child has reached the age of 16 or is living independently does not change his or her status or entitlement to services or protection under the Children Act 1989). Authorities in England, Wales, Northern Ireland and Scotland have their own guidance setting out the duties and responsibilities of organisations to keep children safe.

1.3.3 A "vulnerable adult" is defined as any person over the age of 18 who has needs for care and support (whether or not a local authority is meeting any of these needs), is experiencing, or is at risk of, abuse or neglect and as a result of these care and support needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

1.3.4 In addition to recognising this threshold for determining that an individual is considered to be a "vulnerable adult", the Faith Movement recognises that at different times and in different contexts, adults can be vulnerable because of the conduct of individuals working in the name of the Faith Movement.

1.3.5 Where allegations are made in relation to adults who are considered vulnerable

but do not meet the threshold set out in paragraph 1.3.3 above, the matter should be referred to the Safeguarding Committee for consideration as to whether it is appropriate to implement the safeguarding procedures to address the matter.

1.3.6 The Faith Movement fully recognises its responsibility for ensuring the safety and well-being of children, young people and vulnerable adults in its care. This policy and procedure is part of a wider approach that fully takes into account 'Keeping Children Safe in Education (DfES) Sept 2020'; 'Working Together to Safeguard Children' Feb 2019; and 'Safeguarding Children and Safer Recruitment in Education (DfES) 2006' guidance. This policy also takes account of the six principles of the Care Act 2014 which underpin all adult safeguarding work: empowerment, protection, prevention, proportionality, partnership and accountability. The welfare of children, young people and vulnerable adults at any Faith Movement Event is paramount. The Faith Movement will always work in a proactive manner to protect and safeguard their welfare.

1.3.7 Safeguarding is seen to be at the core of all the policies and practices of the Faith Movement and is an integral part of its practice.

1.3.8 There may be occasions where a disciplinary or grievance matter needs to be dealt with by the Faith Movement. The procedures adopted by this safeguarding policy are shown in Appendices 1 and 2.

2. Arrangements for Supervision of all Faith Movement Events

2.1 The Safeguarding Officer and the Safeguarding Committee

2.1.1 The Trustees of the Faith Movement will appoint a Safeguarding Officer and a Safeguarding Committee, composed of a Trustee and suitable professionals with relevant experience and skills.

2.1.2 The Safeguarding Officer, with the advice of the Safeguarding Committee, has overall responsibility for managing and overseeing safeguarding at all Faith Movement events.

2.1.3 The Safeguarding Officer, with the advice of the Safeguarding Committee, is also responsible for advising the Trustees of the Faith Movement on safeguarding policy and protocols. The Safeguarding Officer will report in person to a meeting of the Board of Trustees at least once each year. The

Safeguarding Committee will review and refresh the safeguarding policy and procedures annually to account for changes in guidance, legislation and best practice.

2.1.4 Safeguarding is a standing item on the Agenda for the Board of Trustees meetings. Any safeguarding incidents or near misses will be reported to the Trustees and acted upon after every Faith event.

2.1.5 The Safeguarding Officer chairs the Safeguarding Committee which meets at least four times during the year and also when necessary.

2.1.6 The Safeguarding Officer, with the advice of the Safeguarding Committee, is responsible for managing and overseeing individual allegations and should provide advice and guidance to each Organiser and each event Safeguarding Coordinator.

2.1.7 The Safeguarding Officer must be informed immediately of all safeguarding allegations or concerns at any Faith Movement events. It is the responsibility of the Organiser or the event Safeguarding Coordinator to report any such safeguarding allegations or concerns immediately to the Safeguarding Officer.

2.1.8 Once informed of an allegation the Safeguarding Officer will convene a meeting of the Safeguarding Committee and will decide on an appropriate course of action according to the "Faith Movement Protocol for Responding to Allegations and Concerns." In every case the Safeguarding Officer will inform the Police and the Statutory Authorities. The Trustees will report any serious safeguarding incidents to the Charity Commission.

2.1.9 The Safeguarding Officer is responsible for liaising with the Police and other agencies and for monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process. This is done with the support and advice of the Safeguarding Committee.

2.2 The Organiser

In advance of all Faith Movement residential events the Trustees will appoint an event Organiser (hereinafter referred to as "the Organiser"). The Organiser will have

The Faith Movement Charitable Incorporated Organisation is a charity registered in England, number 1188137.

authority to set rules for behaviour which will be incorporated into a Code of Conduct. It is preferable that such rules (which are not exhaustive) will be produced and circulated in writing to all participants and to the parents/guardians of those under 18 prior to the event. The Code of Conduct will include rules on the appropriate use of social media at Faith Movement events. The Organiser will ensure that the Safeguarding and Whistleblowing Policies of the Faith Movement are explained, signed by each Adult Leader and followed, and that the event hosts are aware of this.

2.3 The Event Safeguarding Coordinator

In advance of all Faith Movement residential events the Safeguarding Officer will appoint an event Safeguarding Coordinator (hereinafter referred to as “the Safeguarding Coordinator”). The Safeguarding Officer will also appoint an Assistant Safeguarding Coordinator of the opposite sex to the main Safeguarding Coordinator. It is good practice that these Safeguarding Coordinators are not members of the clergy. The identity of both Safeguarding Coordinators should be made known to all event participants and to the other Adult Leaders.

2.4 Adult Leaders

2.4.1 Groups of children or young people should be brought to events and supervised by Adult Leaders known to them, who accept the Faith Movement’s safeguarding policy. All Adult Leaders will be provided with safeguarding training annually. A record that they have received and understood this training is held and reviewed annually by the Safeguarding Committee.

2.4.2 The ratio of Adult Leaders to children at Faith Movement events is:

At events for 9-12 year olds: 1 Adult Leader to 8 children

At events for 13-18 year olds: 1 Adult Leader to 10 children

There should always be a mix of male and female Adult Leaders at every event. In case of any adventurous activities a risk assessment will be completed, and appropriate ratios agreed by the Safeguarding Officer in consultation with the Safeguarding Committee.

2.4.3 The Adult Leaders for each Faith Movement event will be appointed by the Safeguarding Officer in advance of the event. The names of all Adult Leaders will be communicated to the Organiser and the Safeguarding Coordinators in advance of the event and will be published in the event literature. In the event that an Adult Leader is unable to attend, a suitable alternative may be appointed as a replacement. The replacement Adult Leader will have fully met the Faith Movement criteria for the appointment of Adult Leaders (cf. 3.2).

2.4.4 The Adult Leaders will be identifiable at the event by colour specific lanyards.

2.4.5 To ensure a consistent approach to all work at an event, particularly where a number of individual groups have come together, it is essential that there is opportunity for Adult Leaders to meet together and receive supervision.

2.4.6 If an Adult Leader fails to accept the authority of the Organiser, this matter shall be brought to the attention of the Safeguarding Officer by the Organiser. The Safeguarding Officer will make a report to the Trustees who will minute the appropriate action decided. In a serious or persistent case, they may require the Adult Leader concerned not to attend future events. If there is any indication of criminal activity of any kind, then the person will be reported to the police.

2.5 Clergy and Religious

2.5.1 The role of clergy and religious is to offer spiritual care and ministry. They may also be entrusted with particular roles or responsibilities but they should not assume other responsibilities without the agreement of the Organiser.

2.5.2 If it is necessary for a priest or religious to be alone with a child or young person (e.g. for confession or spiritual direction), it is good practice to ensure that the Organiser or another Adult Leader is aware of the situation. Leaving the door ajar or using a room where the door has a glass panel are sensible actions. Such a meeting should never be in the bedrooms.

2.6 Record Keeping

2.6.1 A record should be kept by the Organiser of all those under 18 who are attending an event. If any under 18s are present for only a part of the event, the day and time of their arrival and departure should be noted by the Organiser.

2.6.2 An accident book should be kept by the Organiser to record the details of any accident or significant incident.

2.6.3 A confidential logbook should be kept by the Organiser of all activities with children, and young people. This should record any unusual events or concerns. Such a log can be very helpful if leaders have to deal with a child or young person with challenging behaviour who may subsequently make accusations of assault. It is good practice to share any concerns about participants with the other Adult Leaders. At the conclusion of each event, the Event Organiser must provide a copy of the information recorded in the logbook to the Safeguarding Officer.

2.6.4 If a number of children, young people and vulnerable adults all make similar comments about one adult, this should warn the leadership that there may be a problem with that person. However, the priority is not to find reasons to explain why someone might make an allegation: if any allegations are made then they must always be reported to the Police without exception. It is not the role of the Safeguarding Coordinators, the Adult Leaders or any other individual to investigate or make a judgement about whether an allegation is true or not: this is the role of the Police and other Statutory Authorities.

2.6.5 If children or young people under 18 attend a residential event, even as day visitors, it must be ensured that their parents have signed a consent form. This form is to include medical details, emergency health care consent, dietary requirements and other relevant information, e.g. whether a child can swim.

2.7 Sleeping Accommodation

2.7.1 Separate sleeping areas need to be provided for each gender and age group. Consideration should be given to the appropriateness of the grouping, such as: 8-13,

13-16 and 17+. Where this is not possible, arrangements need to be made to ensure adequate separation of the age groups within the sleeping accommodation.

2.7.2 Adult Leaders may not share sleeping accommodation with those under 18, although their sleeping accommodation should be adjacent and easy to identify.

2.7.3 Adult Leaders should never share bedrooms with any participant at Conferences or other events even if the participant is over the age of 18.

2.7.4 Where possible, clergy should be accommodated in a separate corridor or building.

2.7.5 Attention needs to be given to safe access for the children, young people and vulnerable adults to Adult Leaders and to toilet facilities during the night.

2.7.6 Where it is necessary to patrol the premises in order to ensure that participants go to bed, this task is to be under the supervision of the Organiser who will ask named Adult Leaders who have been appointed to carry out the task. Four Adult Leaders should be appointed for each night of a conference: two male/female pairings. These Adult Leaders should be informed in advance on which night they are expected to patrol. Each pair must patrol together. At no time should one person be left alone to carry out this task.

2.7.7 No male must enter a female room or dormitory. No female must enter a male room or dormitory.

2.7.8 If an adult enters the room of anyone under 18, they should at all times keep within the boundaries of appropriate behaviour and observe the guidelines on physical contact and on discipline (cf. 9 and 10). It is advisable that, where possible, a second adult should accompany or should be in close proximity e.g. standing by the door.

2.8 Adventurous Activities

2.8.1 No adventurous activities involving under 18s will be engaged in without the written consent of the parent/guardian. The Organiser will ensure that Adult Leaders leading such activities are properly trained and qualified and that the correct ratio of adults to children is met. If use is made of an activity centre or organisation whose own staff undertake all instructions then the Organiser will ensure that the premises are licenced if the activities come within the scope of the Adventure Activities Licensing Regulations 1996.

2.8.2 If outings or activities are arranged as part of a residential event, the Adult Leaders who have come with the children or young people should be present with them. If a different Adult Leader is to escort children or young people to an activity or outing, this must be agreed with both the Adult Leader in charge of the group, and the Organiser.

2.8.3 Time allotted for swimming must be divided into under-18 and over-18 sessions. An under-18's swimming ability must be declared in the consent form by a parent/guardian.

2.8.4 Swimming must be supervised by a trained lifeguard and other games must be properly supervised.

2.8.5 No Adult Leader may use the swimming facilities while at events.

2.9 Other Issues

2.9.1 The Safeguarding Officer will appoint a trained first aider for each residential event. Where a trained nurse or doctor is present, they may be appointed to this task, but only with their written consent prior to the conference. Otherwise, there must be an adult who possesses up-to-date first aid training.

2.9.2 If any event involves the preparation of food, it must be prepared in accordance with adequate food safety procedures. Those involved in preparing or handling food should be supervised by a volunteer who has adequate training such as the Basic Food Hygiene Certificate.

2.9.3 Those under 18 may not consume alcohol.

3. Procedures for the Safe Recruitment of Adult Leaders to Work with Children, Young People and Vulnerable Adults

3.1 Responsibility of the Faith Movement in Appointing Adult Leaders

All Adult Leaders who volunteer to work with children, young people or vulnerable adults at Faith Movement events will be appointed in accordance with the “Faith Movement Protocol for the Appointment of Adult Leaders.” They will be asked to complete an Application Form giving personal details and the details of two suitable referees. The form will also include a Self-Declaration form in relation to any prior or current offences. The Adult Leader will be required to sign a statement that they accept this safeguarding policy.

3.2 Appointment of Adult Leaders

3.2.1 Anyone who wishes to act as an Adult Leader for the Faith Movement will submit an application form including two referees, a self-declaration and an application for PVG/DBS clearance. The Safeguarding Officer will take up the references and then, once the PVG/DBS clearance has been received, the application will be considered by the Safeguarding Committee who will make a recommendation to the Trustees. If satisfied, the Trustees will appoint the individual as an Adult Leader for the Faith Movement.

3.2.2 The Safeguarding Officer will inform the individual if he/she has been appointed as an Adult Leader for the Faith Movement in accordance with the *Faith Movement Protocol for the Appointment of Adult Leaders*.

3.2.3 The Faith Movement will adhere to the legal requirement that anyone who is listed and barred from working/volunteering with children, young people or vulnerable adults cannot do so under any circumstances. The Faith Movement acknowledges that it is a criminal offence to recruit any individual as an Adult Leader who is listed and barred.

3.2.4 The appointment of Adult Leaders will be reviewed every three years by the Safeguarding Officer and the Safeguarding Committee (according to the “Faith

Movement Protocol for the Appointment of Adult Leaders”). This review will be provided to the Trustees of the Faith Movement annually.

3.3 Working with Adult Leaders

Adult Leaders at any Faith Movement event will be given opportunities to meet together with the Safeguarding Coordinators to discuss areas of concern including issues relating to discipline.

4. Procedures for the Reporting of Safeguarding Concerns or Allegations

4.1 Preliminary Considerations

4.1.1 A safeguarding issue regarding a child, young person or vulnerable adult may come to light in several ways:

- A child, young person or vulnerable adult may make a direct allegation
- A child, young person or vulnerable adult may make a comment which seems to suggest abuse
- A child, young person or vulnerable adult may have bruises or marks
- A child, young person or vulnerable adult’s behaviour may suggest the possibility of abuse
- An adult’s behaviour may suggest that they are not a suitable person to care for children, young people or vulnerable adults.

4.1.2 There are clear sequential steps to take if a disclosure of abuse is made to an Adult Leader, or they suspect a safeguarding issue. These are in line with inter-agency procedures.

4.1.3 This procedure is not in any way intended to minimise the right and duty of an individual to go directly to the Police if they suspect that a crime has been committed. The purpose of the procedure is to offer the best means for effectively protecting the victim, contacting the Police and enabling the subsequent investigation to proceed.

4.2 Procedure if a Child or Young Person Discloses Abuse

4.2.1 If a child, young person or vulnerable adult makes a direct allegation to the Safeguarding Coordinator or to an Adult Leader, that person must not promise to keep confidentiality. The child, young person or vulnerable adult should be allowed to speak without questioning and should be listened to carefully. The Adult Leader should then explain to the child, young person or vulnerable adult what he/she is going to do next.

4.2.2 As soon as possible, the Adult Leader should write down what the child, young person or vulnerable adult said, using the individual's words as far as possible. The Adult Leader should also write down the context of the conversation and what he/she said in reply, including any prompts or requests for clarification. The date and time of the conversation should be noted down and the date and time at which the note was written. If the notes are subsequently typed up, the original written notes should be retained.

4.2.3 Any disclosure or any other safeguarding concern should be reported to the Safeguarding Coordinator as soon as possible. If the Safeguarding Coordinator is implicated or unavailable, the matter should be reported to the Assistant Safeguarding Coordinator of the event. If both are implicated, the matter should be reported to the Safeguarding Officer or directly to the Police.

4.2.4 Once reported, safeguarding allegations or concerns should not be discussed with anyone else. Confidentiality should be maintained as far as possible, and publicity should be avoided while an allegation or concern is being considered or investigated.

4.2.5 Neither the Safeguarding Coordinator nor the Adult Leader should:

- attempt to deal with the situation themselves;
- attempt to investigate whether a child, young person or vulnerable adult has been abused; this responsibility lies with the Statutory Authorities;
- make assumptions;
- keep the information to themselves or promise confidentiality.

4.3 Action to be taken by the Safeguarding Coordinator (or Assistant)

4.3.1 The Safeguarding Coordinator will report the matter immediately to the Faith Movement Safeguarding Officer whose responsibility it is to contact the relevant Statutory Authorities.

4.3.2 The Safeguarding Officer will seek advice from the Statutory Authorities as to whether it is appropriate to inform parents/guardians/carers and will do so if thus authorised.

4.3.3 The Safeguarding Officer will inform the Trustees and will deal with the allegation/concern in the manner set out in the *Faith Movement Protocol for Responding to Safeguarding Allegations or Concerns*.

4.3.4 If applicable, the Trustees will complete a notification of a significant event to the Charity Commission.

4.4 Concerns about Injuries and Safety

4.4.1 If a child or young person attending a Faith Movement event needs medical attention, the Organiser will arrange this and will inform the parents/guardians. If a child has to be taken to hospital, two Adult Leaders should accompany the child. One Adult Leader alone should not drive a child to hospital.

4.4.2 Where there is suspicion of deliberate injury this will be reported by the Organiser to the Safeguarding Coordinator who will inform the Safeguarding Officer who in turn will contact the Police and/or the relevant Statutory Authorities.

4.5 Referral to the Appropriate Disclosure Service

4.5.1 If the Safeguarding Officer, in consultation with the Safeguarding Committee, recommend to the Trustees the permanent removal of an Adult Leader from their role, the Trustees must report this to the relevant disclosing agency.

4.5.2 It is the responsibility of the Safeguarding Officer and the Trustees to ensure the referral is made in the appropriate timescale.

4.6 Whistle-blowing about Safeguarding Concerns

Whether they are raised in terms of whistle-blowing or safeguarding procedures, all Adult Leaders should be aware of their duty to raise any concerns about the attitude or actions of other Adult Leaders. This information will always be listened to and taken seriously. The information given by a whistle-blower will be handled sensitively and passed on to the Safeguarding Committee who will decide on the appropriate action.

4.7 Historical Allegations

In cases where historical allegations are made, the Safeguarding Officer will receive the information, take immediate note of it, and inform the Trustees, who will contact the Police (even if the alleged perpetrator is deceased).

5. Definitions of Child Abuse

This section of the safeguarding policy is drawn largely from the UK Government guidance 'Working Together to Safeguard Children 2019', which defines four types of child abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Bullying is not defined as a form of abuse in 'Working Together to Safeguard Children 2019' but there is clear evidence that it is abusive and will include at least one, or more, of the defined categories of abuse.

5.1 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.

5.2 Emotional Abuse

5.2.1 The persistent emotional maltreatment of a child can cause severe and

persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless and 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 a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), 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.

5.2.2 Children from all cultures are subject to abuse and neglect, so Adult Leaders need to make sensitive and informed judgements about a child's needs. It is important that Adult Leaders are sensitive to differing family lifestyles and to child-rearing patterns that may vary across different racial, ethnic and cultural groups. At the same time, they must be clear that child abuse cannot be condoned for cultural or religious reasons.

5.3 Sexual Abuse

5.3.1 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 or touching of outside 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). It may include communication that is sexual or communication that is intended to encourage the child to make communication that is sexual. Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

5.3.2 Child Sexual Exploitation (CSE) is a form of sexual abuse. It is the coercion or manipulation of children and young people into taking part in sexual activities. It is a form of sexual abuse involving an exchange of some form which can include money, mobile phones and other items, drugs, alcohol, a place to stay, 'protection' or affection. The vulnerability of the young person and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent. It is a particularly hidden form of abuse and recent evidence indicates that children who are, or who have been in care, are more vulnerable. Disclosure of this form of abuse is rare. Vulnerability and risk indicators of CSE are well established and it is possible to evidence risks.

5.4 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 misuse.

Once the child is born, neglect may involve a parent or carer failing to:

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

5.5 Bullying

5.5.1 Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are:

- physical (e.g. hitting, kicking);
- verbal (e.g. racist or homophobic remarks, threats, name calling), including via electronic media (e.g. emailing, posts on social media, texting);
- emotional/indirect (e.g. isolating an individual from the activities and social acceptance of their peer group).

5.5.2 The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm).

6. Definitions of Abuse of Vulnerable Adults

This following list is an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern and is not intended to be an exhaustive list.

6.1 Physical Abuse

Physical abuse may include assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions.

6.2 Financial or Material Harm

Financial or material harm may include theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.

6.3 Domestic Violence

Domestic violence may include psychological, physical, sexual, financial or emotional abuse or so called 'honour' based violence.

6.4 Sexual Abuse

Sexual abuse may include rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

6.5 Psychological Abuse

Psychological abuse may include emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.

6.6 Modern Slavery

Modern slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

6.7 Discriminatory Abuse

Discriminatory abuse includes forms of harassment; slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.

6.8 Organisational Abuse

Organisational abuse may include neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

6.9 Neglect and Acts of Omission

Neglect and acts of omission include ignoring medical, emotional or physical care needs; failure to provide access to appropriate health care and support or educational services; the withholding of the necessities of life, such as medication, adequate nutrition and heating.

6.10 Self-Neglect

Self-neglect covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

7. Signs of Abuse

Recognising abuse is not easy. It is not the responsibility of Adult Leaders to decide whether or not abuse has taken place or if a child or vulnerable adult is at significant risk of harm from someone. However, they have both a responsibility and a duty to act in order that the appropriate agencies can investigate and take any necessary action to protect a child or vulnerable adult.

7.1 Signs of Physical Abuse

7.1.1 Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks.

7.1.2 The physical signs of abuse may include:

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises in clusters, often on the upper arm, outside of the thigh
- cigarette burns
- human bite marks
- broken bones
- scalds with upward splash marks
- multiple burns with a clearly demarcated edge

7.1.3 Changes in behaviour that can also indicate physical abuse:

- fear of parents/guardians being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression
- withdrawn behaviour
- running away from home

As with any checklist of indicators this is not an exhaustive list and other indicators may be present.

7.2 Signs of Emotional Abuse

7.2.1 Emotional abuse can be difficult to measure, as there are often no outward physical signs. Even so, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

7.2.2 Changes in behaviour which can indicate emotional abuse include:

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

As with any checklist of indicators this is not an exhaustive list and other indicators may be present.

7.3 Signs of Sexual Abuse

7.3.1 Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the child's behaviour that may cause Adult Leaders to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously. It is also important to remember that it is not just adult men who sexually abuse children.

7.3.2 The physical signs of sexual abuse may include:

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

7.3.3 Changes in behaviour which can also indicate sexual abuse include:

- sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away or going missing
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not being allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

As with any checklist of indicators this is not an exhaustive list and other indicators may be present.

7.3.4 Significant Risk indicators of Child Sexual Exploitation may include:

- periods of going missing overnight or longer
- older 'boyfriend'/ relationship with controlling adult
- physical/emotional abuse by that 'boyfriend'/controlling adult
- entering/leaving vehicles driven by unknown adults
- unexplained amounts of money, expensive clothing or other items
- frequenting areas known for on or off-street sexual exploitation
- physical injury without plausible explanation
- disclosure of sexual/physical assault followed by withdrawal of allegation
- peers involved in clipping (receiving payment in exchange for agreement to perform sexual acts but not performing the sexual act) / sexual exploitation

As with any checklist of indicators this is not an exhaustive list and other indicators may be present.

7.4 Signs of Neglect

7.4.1 Neglect can be a difficult form of abuse to recognise, yet it can have some of the most lasting and damaging effects on children.

7.4.2 The physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate clothing for the conditions

7.4.3 Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised

As with any checklist of indicators this is not an exhaustive list and other indicators may be present.

7.5 Signs of Bullying

Bullying is not always easy to recognise, (especially if it is happening via electronic media known as 'cyberbullying') as it can take a number of forms. A child may encounter bullying attacks that are:

- physical: pushing, kicking, hitting, pinching and other forms of violence or threats
- verbal: name-calling, sarcasm, spreading rumours, persistent teasing
- emotional/indirect: excluding, tormenting, ridiculing, humiliating.

As with any checklist of indicators this is not an exhaustive list and other indicators may be present.

7.6 Signs of Financial Harm

- change in living conditions
- lack of heating, clothing or food
- inability to pay bills/unexplained shortage of money
- unexplained withdrawals from an account
- unexplained loss/misplacement of financial documents
- the recent addition of authorised signatories on a signature card
- sudden or unexpected changes in a will or other financial documents.

As with any checklist of indicators this is not an exhaustive list and other indicators may be present.

8. How to Help those who wish to Talk about Abuse

If a child, young person or vulnerable adult wishes to disclose that they have been the victim of abuse or if they wish to talk about abuse that has happened to them in the past, it is necessary to listen well, to convey acceptance of the person and to offer reassurance that the individual has done the right thing in telling someone. With the exception of the seal of confession, confidentiality should never be offered. In a confessional situation time should be spent encouraging the child, young person or vulnerable adult to talk about this to someone outside the sacrament so that they can receive the support they deserve.

8.1 Listening

Adult Leaders need to be aware of some basic counselling skills and to develop the ability to listen calmly without judging. It may be necessary to prompt for clarification, but this should not be confused with pushing for further information. The child, young person or vulnerable adult should be allowed to express themselves as fully as they wish but should not be pushed to go further than they wish. Adult Leaders should always remember that they are not “investigating”; this is the responsibility of the Police or Statutory Authorities. They should not react in an emotive way. It is the individual’s feelings that are important. It is often helpful to suggest other appropriate people with whom the child, young person or vulnerable adult will feel confident to speak.

8.2 Confidentiality

It is necessary to be clear that someone else will need to be told about the allegation. Confidentiality should never be offered. If sought, it should be gently refused because of the necessity to protect other people. By offering confidentiality, the Adult Leader could be facilitating the abuser to commit further acts of abuse against the same child, other children, young people and/or vulnerable adults.

8.3 The Confessional Seal

8.3.1 A priest is always bound by the confessional seal and by the rule that he may not use knowledge gained under the seal. However, a priest can still be of help in these circumstances by listening carefully, conveying acceptance and offering reassurance. In addition, a priest may be able to help the child or young person to disclose the abuse outside of the confessional, particularly by suggesting trusted adults with whom the individual might feel able to talk.

8.3.2 A priest should not offer to speak “under the seal” to a child, young person or vulnerable adult on matters of abuse outside of the celebration of the sacrament.

8.4 A Good Ending

In a situation where a disclosure has been made, the Adult Leader should end the conversation by briefly summarising what he/she has been told and by expressing reassurance and acceptance of the child, young person or vulnerable adult. The Adult Leader should also outline briefly what he/she is going to do next and that this is to help the child, young person or vulnerable adult.

8.5 Helping Victims of Abuse

The Faith Movement is committed to supporting victims of abuse and encouraging them in their faith. We recognise the special needs that victims have and the importance of referring victims to agencies which offer suitable support and counselling.

9 Guidelines for Discipline

Establishing and maintaining good discipline helps children and young people to gain most benefit from Faith Movement events and activities. A poorly organised event

where misbehaviour occurs can seem “out of control” and frightening to some of the children and young people and will be enjoyed less by all. Peace, clear boundaries and good order lead to greater enjoyment of the event and will help the children and young people to gain spiritual benefit from it as well.

9.1 Guidelines

9.1.1 Building healthy and appropriate relationships with children and young people is the best foundation for good discipline.

9.1.2 Be clear about the expectations you have. Work with children and young people in the Faith Movement involves prayer together and learning about the Catholic faith. Do not allow members of the group to “sidestep” these and simply come along for the social activities.

9.1.3 All of the children and young people should be given attention. Do not allow one or a few to gain all the attention by misbehaviour. Sometimes it will be appropriate to ignore minor misbehaviour at the time and deal with it quietly later.

9.1.4 Work as a team when setting rules. Be consistent but reasonable. Do not be “held hostage” to the rules you have made. Change the rules if it is helpful to do so.

9.1.5 Never use physical punishment with a child or young person. Do not use any physical force except where absolutely unavoidable to prevent a child or young person injuring himself or herself or someone else.

9.1.6 Do not shout. Wait for silence before speaking and speak in a moderate voice. Children and young people will usually listen more easily if they are sitting down.

9.1.7 Be clear about sanctions. Where serious or persistent misbehaviour occurs, it might be appropriate to speak to parents or even exclude a child or young person from a group. It is best to involve parents in such a decision. For serious misbehaviour at a residential event, be prepared to ask parents to take a child or young person home if necessary.

9.1.8 Do not become personally angry with a child or young person and be aware of the danger of over-reacting. Seek support from other Adult Leaders and ask their help.

9.1.9 If there is general misbehaviour, look at ways in which the programme of events or the organisation of events could be improved.

9.1.10 Always try to highlight the strengths of a child or young person as well as their misbehaviour. In the group as a whole, be sure to congratulate more than rebuke.

9.1.11 Give responsibility for tasks to members of the group. Help them to take responsibility for the success of the work that is done.

9.1.12 Seek advice from others who will be willing to share their experiences.

10. Guidelines for Physical Contact

Sometimes it is said that Adult Leaders should never touch children or young people. This is often in the context of a fear of false allegations rather than a genuine concern for what is best for children or young people. Nevertheless, it is important for Adult Leaders to be aware of the boundaries of appropriate behaviour and the issues related to touch physical contact. The following principles are crucial for healthy boundaries.

10.1 Guidelines

10.1.1 The first principle is that any physical contact or affection should be given to meet the needs of the child or young person, not the needs of the adult. Generally, it should be initiated by the child or young person but always with a healthy boundary of mutual respect.

10.1.2 Any show of affection should normally be public.

10.1.3 Touch should be developmentally appropriate.

10.1.4 Never engage in any physical activity that is or might appear sexually

stimulating to the adult or the child/young person.

10.1.5 Games involving physical contact should be carefully monitored for physical safety and for any danger of misunderstanding.

10.1.6 Adult Leaders should be attentive to the way in which others have physical contact with children or young people. They should agree to share any concerns.

10.1.7 If there is any concern about actual abuse, this should always be reported in accordance with the safeguarding policy

Adopted 19th May, 2021

Reviewed May 2023

Reviewed June 2024

Next Review May 2025

Appendix 1

Disciplinary Policy and Procedure

The Faith Movement Charitable Incorporated Organisation (hereinafter referred to as “the Faith Movement”) is a charity registered in England, number 1188137.

1. Objectives

This procedure is designed to ensure that there is a fair, transparent and systematic approach, compliant with relevant legislation, for the Faith Movement to maintain standards of conduct for all volunteers within the organisation.

The Faith Movement will encourage improvement in individual conduct and performance, and will, as far as possible, through all informal mechanisms, make volunteers aware of any shortcomings and possible remedies before formal steps become necessary. The following procedure sets out the action which will be taken when our rules and standards of conduct are breached.

Matters will be dealt without undue delay and will allow for information to be kept confidential.

Volunteers must ensure they are familiar with the standards expected of them in relation to their role and of the procedure that will be followed when the standards are not observed.

This policy is also in place to provide clear guidance for the Faith Movement’s Board of Trustees. This helps to ensure that procedural irregularities are minimised.

2. Principles

No disciplinary action will be taken against a volunteer until an allegation has been fully investigated. The investigation will be appropriate to the nature of the allegation and will be undertaken by a Trustee nominated by the Chair of the Board of Trustees.

At every stage in the procedure the volunteer will be advised of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made.

At all stages the volunteer will have the right to be accompanied by a companion during a disciplinary interview.

No volunteer will be dismissed for a first breach of discipline except in the case of gross misconduct.

The procedure may be implemented from any stage if the volunteer's alleged poor performance or misconduct warrants such action.

A volunteer will have the right of appeal against any disciplinary penalty imposed.

3. Informal Discussions

Before taking formal disciplinary action the Event Organiser/nominated Trustee will make every effort to resolve the matter by informal discussions with the volunteer. This may result in the issue of an informal verbal warning, and the volunteer will be given the opportunity to improve.

Should this fail to bring about the desired improvement, the formal disciplinary procedure below may be implemented.

4. Procedural Steps

4.1. Investigation

If the Event Organiser/nominated Trustee believes that there are grounds for a disciplinary investigation, the facts surrounding the alleged misconduct will be gathered through meeting(s) with the volunteer and any other relevant person. No formal disciplinary action will be taken as a result of the investigation alone.

4.2. Notification of Meeting

If it is decided that there is a disciplinary case to answer, the volunteer will be notified of this in writing. The notification will contain sufficient information about the alleged misconduct or poor performance and its possible consequences to enable the volunteer to prepare to answer the case at a disciplinary meeting.

The notification will also give details of the date, time and venue of the meeting plus a reminder of the right to be accompanied.

The notification will be provided at least 10 days before the scheduled meeting. Every effort should be made by all parties to schedule meetings at a reasonable time to ensure attendance.

Failure by the volunteer to attend meetings without reasonable grounds, may result in a decision being made in their absence based on the information available at the time.

4.3. Meeting is Held

The meeting is held in accordance with the arrangements set out in the notification.

5. Disciplinary Outcomes

Following the meeting, a decision will be made whether or not disciplinary action is justified, and the volunteer will be notified in writing. Outcomes will be as follows:

5.1 Written Warning

Where misconduct is confirmed or the volunteer is found to be performing unsatisfactorily, a written warning will be issued.

The warning will contain details of:

- The poor performance/misconduct and the improvement required.
- How long the warning will remain current – usually 6 months (although in exceptional cases the period may be longer).
- The consequences of further misconduct or failure to improve performance within the timescale e.g. further disciplinary penalties under this procedure.
- The right of appeal and the person to whom this should be addressed.

A copy of the written warning will be kept by the Secretary to the Board of Trustees.

5.2 Final Written Warning

A final written warning will normally be given to the volunteer in circumstances where:

- there is still failure to improve conduct,
- and/or performance is still unsatisfactory,
- or where the initial offence is deemed sufficiently serious to warrant more than an informal verbal warning or a written warning.

The final warning will contain details of:

- the poor performance/misconduct and the improvement required.
- how long the final warning will remain current – usually 12 months.
- the fact that the consequences of further misconduct or failure to improve performance within the timescale will normally result in dismissal.

The right of appeal and the person to whom this should be addressed will be included in the letter.

A copy of the written warning will be kept by the Secretary to the Board of Trustees.

5.3 Dismissal

If, despite previous warning(s), conduct or performance remains unsatisfactory, and the volunteer still fails to reach the prescribed standards within the required timescale, dismissal will normally result.

Following a further disciplinary meeting, the volunteer will be advised in writing of the reasons for dismissal and the date on which their volunteering will terminate.

The right of appeal against dismissal and the person to whom this should be addressed will be included in the letter.

6. Appeals

Volunteers have the right of appeal at any stage of the formal disciplinary procedure. An appeal should be made in writing to the Chair of the board of Trustees within 5 working days of the date when the volunteer was notified in writing of the outcome of the disciplinary process.

An appeal meeting will be convened by the Chair of the Board of Trustees who will appoint three Trustees to hear the appeal without unreasonable delay thereafter. The volunteer will be given an opportunity to state their case and will be entitled to be accompanied by a companion.

The decision of the appeal will be confirmed in writing and will be final and binding.

7. Definitions

For the purposes of this document the terms “poor performance” and “misconduct” are defined as:

7.1 Poor Performance

- consistent failure to perform role to a reasonable and acceptable standard.
- evidence of negligence or inadequate attention to the requirements of the role.

7.2 Misconduct

- breaches, infringements or non-observance of any of the rules related to the role.
- mis-use of equipment.
- unreasonable or unacceptable conduct.
- threatened violence.
- harassment likely to cause offence to others.

7.3 Gross Misconduct

- theft.
- falsifying records or documentation.

- malicious damage to or abuse of organisational property.
- failure to comply with duties and/or legal obligations in respect to Health & Safety.
- sexual/racial harassment; indecency.
- harassment, bullying (physical & verbal) or threatening behaviour towards another volunteer or anyone else involved in the operations of the Faith Movement.
- acts of incitement or actual acts of discrimination.
- fighting, assault on another person.
- serious negligence which causes unacceptable loss, damage or injury.
- deliberate provocation towards others.
- incapability through alcohol or being under the influence of illegal drugs.
- serious failure to observe rules on confidentiality.
- unauthorised entry to computer records, accessing offensive material via the internet or sending offensive material via email.
- a criminal offence which renders the staff member unsuitable to carry out their duties; or where the penalty imposed by a court of law for any offence makes it impossible or impracticable to continue employment.

These lists of offences are not exclusive or exhaustive and offences of a similar nature will be dealt with under this procedure.

Appendix 2

Grievance Procedure

The Faith movement Charitable Incorporated Organisation (hereinafter referred to as “the Faith Movement”) is a charity registered in England, number 1188137.

1. Introduction

The Faith Movement recognises that from time to time volunteers may wish to seek redress

for grievances relating to their role. In this respect it is our policy to encourage free communication between volunteers and the Trustees to ensure that problems can be resolved quickly to the satisfaction of all concerned.

2. Principles

This procedure sets out the informal and formal stages which must be followed to comply with the Arbitration and Conciliation Advisory Service (ACAS) Code of Practice 2009.

In addition, the following principles will be followed in the consideration of all grievances under this procedure.

- Each step must be followed through without unreasonable delay.
- The volunteer and the nominated Trustees must take reasonable steps to attend each meeting under the procedure and will have the opportunity to state their case.
- Meetings will be at a reasonable time and location.
- All relevant information will be provided to both the nominated Trustees and volunteer in advance of any meeting under the procedure.
- The appeal meeting at step 3 (cf below) will be chaired by the Chair of the Board of Trustees.
- If the volunteer or their companion is disabled, reasonable adjustments will be made to enable them to participate fully.
- Confidentiality will be maintained. Only those who need to know about the grievance will be informed.

- After the grievance and regardless of the outcome both parties will endeavour to work together in a positive manner.

3. Representation

The volunteer has the right to be accompanied by a companion at the meetings at step 2 and step 3 (cf below). This companion may take notes and seek clarification of any issues that arise but may not answer questions on their behalf.

4. Informal Discussions

If you have a grievance about your any aspect of your volunteering you should speak to the Event Organiser or nominated Trustee about it and discuss it informally to see if it can be resolved there and then. It is hoped that the majority of concerns will be resolved in this way.

5. Formal Procedure

Step 1 – Written Statement by Volunteer

If you feel that the matter has not been resolved through informal discussions, you should set out your grievance in full in writing to the Event Organiser/nominated Trustee so that its consideration takes place in a more formal setting.

Step 2 – Meeting

The Event Organiser/nominated Trustee will arrange to meet with you to endeavour to find a satisfactory solution and will aim to give you a written response within 14 working days. If this is not possible, they will inform you of the reason for the delay and when you can expect a response.

Step 3 – Appeal

If you are not satisfied with the response, you may put your grievance in writing to the Chair of the Board of Trustees. That individual will arrange to meet with you and will give you a response within 14 working days. If this is not possible, they will inform you of the reason for the delay and when you can expect a response.

Step 3 is the final stage of the procedure and there is no further right of appeal.

ACAS recommends organisations to consider using mediation if appropriate.

As recommended in the ACAS Code, where a volunteer raises a grievance during a disciplinary process, the disciplinary process may be temporarily suspended in order

to deal with the grievance. However, where the disciplinary and grievance cases are related, it may be appropriate to deal with both cases concurrently.

Adopted 19th May, 2021.....

Reviewed May 2023

Reviewed June 2024

Next Review May 2025