Staying Safe and Secure

with our **10 standards of safeguarding**

You have a mountain to climb but we are with you **every step of the way.**
Any organisation that has contact or works with children and adults with care and support needs must ensure that those people are properly cared for and protected. This is particularly so for places of worship and faith groups who are often unique among other organisations because of the inclusion of adults and children together in close proximity and the need to address issues for both the abused and the abuser.

Places of worship and most faith communities open their doors to everyone and they can be called upon to help at anytime, particularly in a crisis. Usually leaders will know what to do but sometimes expert guidance is needed particularly where children and adults with care and support needs are involved. So it is vital that leaders and workers are trained and aware of how to work confidently and effectively with vulnerable children, young people and adults including when an allegation of abuse or a concern arises.

This booklet is a summary of the CCPAS comprehensive web-based guidance, ‘Safe & Secure’. The manual covers the needs of children (in law, those under 18 years) and adults who may be at risk in places of worship and other organisations.

What follows in this booklet relates specifically to children, but many of the principles apply to the needs of adults at risk, and these are addressed in detail in the manual. References in the text to ‘organisations’ refer to a place of worship or any other group working with children.

Unless stated otherwise, the information contained in this booklet applies to all four nations of the UK: England, Wales, Scotland and Northern Ireland.
We need to recognise that all sorts of people can abuse others and we also need to accept that holding stereotypes of victims is unhelpful.

If we hold stereotypes about either abusers or victims, we may unwittingly be a barrier to children and adults speaking out.

The government is continuously reviewing legislation and guidance to ensure children and adults at risk are kept safe as far as possible. It is our responsibility to ensure we do all we can to make the environments we work in safer for vulnerable people.

**What do we mean by ‘Adult at risk’?**

The definition according to the Care Act, 2014 defines it as follows:

An adult who:
1. Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
2. Is experiencing, or at risk of, abuse or neglect; and;
3. As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect

The Care Act statutory guidance defines care and support needs as follows:

“The adult’s needs arise from or are related to a physical or mental impairment or illness. Local authorities must consider at this stage if the adult has a condition as a result of either physical, mental, sensory, learning or cognitive disabilities or illnesses, substance misuse or brain injury...a formal diagnosis of the condition should not be required”.

**Vulnerable people can experience a number of different kinds of abuse:**

**Recognised forms of abuse for Adults and Children:**
- Physical
- Sexual
- Emotional
- Neglect

**Recognised forms of abuse for Adults only**
- Financial/Material
- Institutional/Organised
- Discriminatory

In addition, particularly within the context that churches and faith-based organisations work, both adults and children may also experience spiritual abuse in a variety of guises.
Children are abused by adults, other children and young people. It happens in families from every social, religious and cultural setting and can involve leaders, teachers and workers. We should not think, 'It could never happen in my organisation', because it might!

It is also vital to ensure that teaching on faith issues and the treatment of children does not encourage practices which in the UK would be regarded as abusive either in our place of worship or the family home.

Adults, particularly those who are temporarily or permanently vulnerable can also be harmed by a range of different people; family, carers or others in the community.

Nothing that causes harm to a child or adult, whether part of religious or cultural tradition or otherwise, can ever be justified. Practices such as female genital mutilation (FGM) are illegal in the UK and legislation also includes a ban on sending a child abroad for this purpose.

Claims that a child or adult is possessed by evil spirits may lead to abusive practices. ‘Child Abuse Linked to Faith and Belief’ has become a particular concern over recent years and the government has worked with a range of organisations and agencies to address this issue and develop awareness in this area. Forced marriage (as distinct from arranged marriage) is another example of where practices can become harmful and this is also illegall.

We also need to be aware of situations of domestic abuse where an adult (or child) is intimidated, harmed or threatened by a partner or other adult within the home. Anything which causes harm to another may lead to criminal proceedings in respect of those who are responsible.

More information

We provide more information on ‘Child Abuse Linked to Faith and Belief’ and Domestic Abuse within our extensive Safe & Secure guidance.
One area of concern in faith communities is that of prayer ministry and children. The following is a summary of the CCPAS guidance on this issue:

- Parental permission (and that of the child, where old enough) must be given and the child be comfortable with what is happening.

- Children are easily frightened and susceptible to suggestion. They can be upset by shouting and hurt by shaking. They can easily believe they are bad or wicked.

- A child should never be told they are demonised or possessed by the devil or evil spirits.

- A child may be behaving in ways we don’t understand because of learning difficulties, mental health problems, dietary complications, domestic violence, abuse or trauma experienced as a refugee. Such unconventional behaviour needs handling with sensitivity and care and does not mean a child is ‘possessed’.

Insurance

Your insurance company will insist that you have a safeguarding policy, are recruiting safely and have appropriately trained your workers – otherwise you may find you are not covered!

Charitable Status

Any UK-based organisation wanting to register as a charity working with children or adults with care and support needs will need to meet the safeguarding requirements of the regulators (e.g. England and Wales – Charity Commission). This will include following a safeguarding policy and safe recruitment of workers.
We have developed ten standards to assist organisations to operate safely and in a manner that complies with relevant UK law and good practice as follows:

1. Safeguarding Policy
2. Developing Safeguarding Awareness Training
3. Safer Recruitment
4. Management of Workers
5. Working Safely
6. Communicating Effectively
7. Responding to Concerns
8. Pastoral Care
9. Managing Those who may Pose a Risk
10. Working in Partnership

We understand that some organisations will still be at the beginning of a ‘journey’ towards safeguarding. Some will have embedded more standards than others. Don’t feel that your organisation will never achieve all ten standards. You can do it but it takes time to climb this mountain and we are here to help you!
The 10 Safeguarding Standards from ‘Safe & Secure’ are summarised below:

**Standard 1: Safeguarding Policy**
Organisations should adopt a formal, working safeguarding policy.

The government expects all organisations open to or likely to have contact with children or adults at risk to adopt and implement a safeguarding policy. It is important that leaders and workers know how to respond to concerns about possible abuse, recruit safely and follow safe practice guidelines in their work.

This standard includes the appointment of a Safeguarding Coordinator who will deal with concerns and suspicions of abuse on behalf of the leadership. Their job will also include promoting safeguarding throughout their organisation.

**More information:**

If you are members with us, there is a safeguarding policy in ‘Safe & Secure’ that can be adapted and used by you.

The booklet 'Help! I am a Safeguarding Co-ordinator' which describes the Safeguarding Co-ordinator role in more detail can be viewed and downloaded from our website: www.ccpas.co.uk/info/help

**Standard 2: Developing Safeguarding Awareness and Training**
Organisations must develop safeguarding awareness and provide training.

Everyone needs to know how children and adults with care and support needs are being kept safe and what to do if there is a concern about possible abuse. This includes the leaders, safeguarding co-ordinator, workers, parents/carers and children. The leaders and the safeguarding co-ordinator should make sure everyone knows where they can see your safeguarding policy.
Safer recruitment is often the first opportunity any organisation gets to safeguard the vulnerable people it works with. It is vital because it minimises the likelihood of people being harmed by those in positions of trust. Leaders, workers and others with particular roles must undergo a thorough recruitment process.

This includes the completion of job or role description, an application form, an interview, taking up references and criminal records checks (where eligible - see more information on next page) - all of which have a part to play in the assessment of a candidate’s suitability. If this is done, then the chances of someone who could pose a risk to children and other vulnerable people being able to work with them will be greatly reduced.

**Standard 3: Safer Recruitment**

Organisations should adopt a formal safer recruitment policy for both paid and voluntary workers.

The organisation has a responsibility to provide training and development opportunities for all workers. Training will only be effective, giving workers the confidence they need, if trainers with the necessary knowledge, skills and expertise are used. CCPAS provides courses (face-to-face and online) and training materials if you are not confident or don’t have the time to deliver this yourself.

**More information:**

Our ‘Kids Are Safe Here’, a short video designed for parents, carers and congregations can be viewed at: www.ccpas.co.uk

For our members, the ‘Practice Guide I want to recruit workers safely’ can be accessed freely from within the member’s area of our website.

We run face to face training and online. See www.ccpas.co.uk/training
Standard 3: Safer Recruitment
Organisations should adopt a formal safer recruitment policy for both paid and voluntary workers. Workers need encouragement and help, particularly when they are first appointed. Abuse is more likely to occur where workers are not accountable to others. All workers should be given the opportunity to attend team meetings and training to help them develop their skills and to work as a team. Working as a team will help people show responsibility for and to each other and motivate them to strive for the best possible practice in their work. All leaders and workers need to know who to talk to if they have a worry or concern. Procedures should exist to help and encourage workers to report concerns (commonly known as ‘whistle blowing’). Organisations also need to have procedures in place for managing allegations against workers that will involve contact with the statutory authorities.

More information:
Any organisation that is a CCPAS member using our Disclosure Service for criminal records checks can contact one of our Account Managers for advice on eligibility.
Call 0303 003 11 11 and have your membership number ready.

Standard 4: Management of Workers
Workers, paid and voluntary, should be appropriately managed, supervised and supported.

Workers need encouragement and help, particularly when they are first appointed. Abuse is more likely to occur where workers are not accountable to others. All workers should be given the opportunity to attend team meetings and training to help them develop their skills and to work as a team.

Working as a team will help people show responsibility for and to each other and motivate them to strive for the best possible practice in their work. All leaders and workers need to know who to talk to if they have a worry or concern. Procedures should exist to help and encourage workers to report concerns (commonly known as ‘whistle blowing’). Organisations also need to have procedures in place for managing allegations against workers that will involve contact with the statutory authorities.

More information:
If you are a CCPAS member, there are a range of ‘Practice Guides’ addressing these areas of practice that can be viewed and downloaded freely from the members’ area of our website.
Standard 5: Working Safely
Organisations must ensure they adopt safer working practice.

Working safely means the organisation must think about the safety aspects of every organised activity, including outings and holidays, and then do what is necessary to keep children and adults safe. This is called a risk assessment. Working safely also applies in areas such as transportation, pastoral visiting, discipline, dealing with bullying and first aid. If the organisation is committed to making sure children and adults are safe, workers will feel more confident about running activities, develop good relationships and minimise the risk of unfounded allegations.

Places of worship often provide different activities in different locations (e.g. toddler groups, Sunday school, internet cafés, lunch clubs and other support groups). This makes it even more important to follow and have guidelines for running these activities.

More information:

Not sure what to do or needing support? We are always available to help.

Our 24 hour Helpline is available to provide advice to anyone: 0303 003 11 11 Option 2

Standard 6: Communicating Effectively
Organisations should ensure that workers know how to talk with, listen and relate to children and adults with whom they come in contact.

Effective communication helps develop positive and trusting relationships, build self-esteem and create an environment of acceptance where those being cared for feel able to share what may be troubling them.
Effective communication not only encourages people to speak out, but it helps to create and embed a positive and safer culture in an organisation. The manner in which we communicate and with whom can either give confidence to those who struggle to find their voice or it can have the opposite effect. Leaders and workers have a joint responsibility to set and maintain safer cultures - this often begins in the manner we communicate, demonstrating commitment, sensitivity, compassion and adopting appropriate boundaries around confidentiality.

**Standard 7: Responding to Concerns**
Workers must develop awareness of the issues surrounding abuse, be able to recognise possible signs and symptoms and respond appropriately.

Where there is a suspicion or allegation of abuse the organisation must know who to contact. In the case of sexual abuse, deliberate injury or where there are concerns for a child or adult’s safety, the Safeguarding Co-ordinator should contact the appropriate statutory agency (Children’s Services, Adult Services or the Police*) for advice without delay.

Sometimes people are worried about doing this but both Children’s Services, Adult Services and the Police are highly trained to respond sensitively and appropriately. Medical help should be sought in an emergency and the doctor informed of any concerns.

*Terms used for children’s services provided by social workers and police will vary across the UK.*
Guidelines for responding to a person who may have been abused:

- Don’t ask questions – instead listen carefully to them
- Don’t make promises you may not be able to keep e.g. not telling anyone else
- Accept what you hear without passing judgement
- Tell them what you are going to do (and in the case of an adult, consult them about their wishes)
- Make careful notes (i.e. what was said and in what circumstances) as soon as possible, preferably within an hour. Include dates and times and keep notes safely.
- Contact the Safeguarding Co-ordinator or, in their absence, take action yourself.

It is important to remember when responding to an adult disclosing possible abuse that they have the right to decline further action in relation to themselves. However, there may be the potential for harm to be caused to others. In such circumstances, advice must be sought regarding the way forward. Our helpline is available on 0303 003 11 11.

Standard 8: Pastoral Care
Organisations should ensure pastoral care and support is available to all those affected by abuse.

It may be in the present, recent or distant past, but the effects of abuse can be devastating and long term, not only for the person who has been abused but also for family members, friends, social groups and the organisation or faith community. Those affected may struggle with a range of issues, including aspects of faith and spirituality - particularly where the abuse occurred within a faith context. So, this needs sensitive handling.

Showing care and compassion, being available to listen and offering support are important in responding to the needs of adult survivors. Some people will need professional help and it is important to recognise this.
More information:

If you are a CCPAS member, there are a range of ‘Practice Guides’ addressing these areas that can be viewed and downloaded freely from the member’s area of our website.

**Standard 9: Managing Those Who May Pose A Risk**

Organisations must supervise and manage those who pose a risk to others.

There are those living in the community who pose a real risk to others. They may wish to be actively involved in local organisations or groups. Some violent or sexual offenders genuinely want to change but others try to join places of worship and faith communities because they see them as places where they will easily gain access to children or adults. This is because forgiveness, mercy and unconditional acceptance are often important aspects of faith and belief.

Organisations and faith communities must understand that no matter how well intentioned some people are, sex offending is often addictive. However repentant a person may appear to be, it is potentially very dangerous to allow them contact with children and/or adults with care and support needs. This does not mean the person should be rejected but it does mean organisations must have strong policies in place to supervise, manage and support anyone who has committed or been accused of sexual or violent crimes against children or adults at risk. This also means that people who pose a potential risk to children and/or adults with care and support needs should not be given any position or responsibility that may be perceived by others as a position of trust. Accountability is crucial and where operated effectively can act as a protective factor and reduce re-offending.

**Help!**

- How to respond to Allegations of Abuse
- Safeguarding adults

**Practice guide**

- Sex offenders & Church attendance
- I want to recruit workers safely
Organisations working in specialist areas may include overseas projects, independent schools and a range of support services to the local community like education, domestic violence, counselling and pregnancy advice.

The diversity of such organisations and settings mean there can be great variation in practice when it comes to safeguarding standards perhaps because of legal frameworks, law enforcement, cultural tradition, belief or religious practice.

There must be an understanding and clear guidance given on how safeguarding policies can be applied in ways that are sensitive to cultural tradition but without condoning practices that are harmful, abusive or neglectful.

**More information:**

If you are a CCPAS member, there are a range of 'Help!' booklets addressing these areas that can be viewed and downloaded freely from the information section of our website.

**Finally**

The abuse of children and/or adults with care and support needs is a serious crime and its consequences far-reaching. If not dealt with according to legal expectations others can be placed at risk. Adopting safeguarding policies and good working practice are requirements of government and other agencies. Failure to do so could result in legal claims for negligence if there is abuse.

The safety and well-being of the child and others must come first and, in upholding principles of justice, support and offering protection to the weak and vulnerable, a place of worship can be confident they are also upholding Christian scripture. This is also consistent with other religious traditions.
Meeting the expectations contained in these 10 standards may seem daunting but we are here to help. You can also contact your Local Safeguarding Children Board in England (LSCB) or Safeguarding Adults Board (SAB) (or equivalent) for advice and details of training available locally. Places of worship that are part of a denomination with their own policies and procedures will need to liaise with their denominational headquarters.

More information:
For further information on the many benefits of membership with CCPAS, please visit: www.ccpas.co.uk/provide/membership

Five Essential Questions

1. Does your organisation have a safeguarding policy and appropriate forms?
2. Would everyone know what to do if there was a concern about possible abuse?
3. Are you recruiting workers safely - including DBS checks where possible?
4. Are you training and supporting your leaders and children’s workers?
5. Do those who attend activities or come to services know what you are doing to keep children and adults safe?
Join our Membership

Become a member of CCPAS and get the right help and support you need to keep those in your care safe from harm or abuse.

Thousands of UK organisations big and small are already benefitting from access to our easy-to-use guidance, professional training, on-hand specialist support, and dedicated 24 hour helpline, which all add up to complete peace of mind and also ensure they stay legally compliant.

To find out more about how your organisation could benefit from membership visit www.ccpas.co.uk or call our friendly team on 0303 003 11 11.