



**St James' Church
Lion Farm Estate
Parish of Rounds Green
Birmingham Diocese**

Safeguarding, Child and Vulnerable Adults Protection Policy

1. MISSION STATEMENT

- 1.1 St James PCC takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care. St James' Church aims to foster relationships of trust in which those in positions of leadership exercise great care in their use of power and authority. Each person is offered the space and nurture to grow a greater maturity as a whole person in Christ, in so far as this is not to the detriment of any other person or the whole community as a whole.

2. POLICY STATEMENT

- 2.1 St James' PCC has therefore adopted the policy contained in this document. The policy is developed from the policy on Child Protection by the House of Bishops 1999, and the Diocese of Birmingham, Board for Ministries document, Children and Young people - Their nurture and protection - a responsible way forward, and the Diocese of Birmingham Policy Guidelines on Child Protection 2001.

This recent addition has now been amended to take into account the Document God's Children: Our Diocese - A policy for the Diocese of Birmingham to protect and promote the interest of children and young people - 20 November 2013.

The Principles of the House of Bishops' Child Protection Policy 'Protecting All God's Children'

- We are committed to the safeguarding, care and nurture of the children within our church community.
- We will carefully select and train ordained and lay ministers, volunteers and paid workers with children and young people, using the Criminal Records Bureau, amongst other tools,
- to check the background of each person.
- We will respond without delay to every complaint made, that a child or young person for whom we are responsible may have been harmed.
- We will fully co-operate with statutory agencies during any investigation they make into allegations concerning a member of the church community.
- We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child.

Copies of these documents will be held by the Incumbent or delegated person of St James' Church and can be borrowed on request. This policy forms our response to God's Children: Our Diocese and sets out agreed guide lines relating to the following areas;

- 2.1.a. Responding to allegations of abuse,
- 2.1.b. Appointing workers,
- 2.1.c. Supervision and practice issues.

3. The policy is formulated to help leaders and workers respond appropriately when possible or actual abuse is alleged. Where the term 'children' or 'child' is used it also refers to young people.
4. A copy of this policy is held in church and online at www.stjamesroundsgreen.com Advice can be taken by contacting The Diocese of Birmingham and/or CCPAS Churches Child Protection Advisory Services, P.O. Box 133, Surcenley, Kent (Tel: 01322 - 660011 or 667207).

5. PROCEDURAL STATEMENTS

- 5.1 The following procedures provide clear guidance as to how the policy is implemented and covers:-
- 5.1.a. Suspicion that abuse may have occurred,
 - 5.1.b. Allegations of physical abuse, emotional abuse or neglect.
 - 5.1.c. Allegations of sexual abuse,

- 5.1.d. Written records,
- 5.1.e. Appointing workers,
- 5.1.f. Supervision and practice issues,
- 5.1.g. Discipline.
- 5.1.h. Training, worker supervision and support
- 5.1.i. Interregnums and other issues

6. SUSPICION THAT ABUSE MAY HAVE OCCURRED.

- 6.1 This procedure applies to allegations of abuse taking place at or prior to an event happening at church.
- 6.2 Concerns must be reported to the nominated Co-ordinator or in their absence, the Deputy, the deputy also holds the role of the Parish Child Safeguarding Co-ordinator.

They are:-

<u>Co-ordinator</u> Jill Macdonald (Minister in Charge)	<u>Deputy - PCPC</u> Jane Edwards
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These two positions will be supported by: -

Mike Sermon (Priest in Charge)

And the Children's Advocate for St James Church, this is normally the youth worker or the person responsible for Youth and Children's work at St James Church – This is currently **Chris Sale (Youth and Community Regeneration Coordinator)**

All nominated co-ordinators will follow this policy or refer directly to the relevant section of Document God's Children: Our Diocese - A policy for the Diocese of Birmingham to protect and promote the interest of children and young people - 1st November 2005 (revised 2010).

- 6.3 Suspicions should not be discussed with anyone other than those nominated above.
- 6.4 If it is considered that the Child Protection Co-ordinator or Deputy has not responded appropriately when concern is expressed, it is the legal right, as a citizen, of the individual expressing concern to make direct referrals to the child protection agencies. We hope however our approach demonstrates the commitment of the PCC to effective child protection.
- 6.5 At an earliest opportunity the Child Protection Co-ordinator or Deputy will inform the Bishops Office, Bishop Croft, Old Church Road, Harborne, Birmingham, B17 0BG. Tel: 0121 427 1163 that this procedure is being implemented. At an appropriate time a record of any allegation and any action taken, or not taken, by the co-ordinator will be lodged with the Bishops Office. Advice from the Bishop's Advisor in Child protection may be sought.
- 6.6 Where necessary, support will be arranged for the worker involved and for the child and family. The Child Protection Co-ordinator will facilitate this support.

7. ALLEGATIONS OF PHYSICAL ABUSE, EMOTIONAL ABUSE OR NEGLECT.

- 7.1 If a child has a physical injury or symptom of emotional abuse or neglect, the following will apply:-
 - 7.1.a. The Child Protection Co-ordinator will contact the parent/guardian unless this will place the child at risk of significant harm or further risk of significant harm, or the appropriate church representative and suggest medical help/attention is sought for the child. The doctor will then initiate any further action. If appropriate the Child Protection Co-ordinator or church representative will encourage the parent/guardian to seek help from Social Services.
 - 7.1.b. If no satisfactory action is taken by the parent/guardian, the Child Protection Co-ordinator will, in cases of real concern, contact Social Services in the area where the child lives.
 - 7.1.c. When emergency medical attention is necessary this will be sought immediately. The Child Protection Co-ordinator will inform the doctor of any suspicions of abuse.
 - 7.1.d. Where the Child Protection Co-ordinator is unsure whether or not to contact Social Services, advice can be sought from the Bishops Child Protection Advisor or CCPAS.

- 7.1.e. The Child protection co-ordinator may also follow the advice given in God's Children - Our Diocese 2005 - Section 3 - Taking Action. The church will endeavour to ensure that parents have an understanding of the responsibilities placed on the Church and Staff for safeguarding Children and vulnerable adults.

8. ALLEGATIONS OF SEXUAL ABUSE.

8.1 In the event of allegations of sexual abuse:-

- 8.1.a. The Child Protection Co-ordinator will contact Bishops Child Protection Advisor or CCPAS for advice or the Social Services Child Protection Officer or the police Child Protection Team directly. The Child Protection Co-ordinator will not speak to anyone else about the details of the allegation other than to inform the Bishops Child Protection Co-ordinator that they are dealing with an allegation.
- 8.1.b. Under no circumstances will the Child Protection Co-ordinator attempt to carry out an investigation into the matter. The role of the Child Protection Co-ordinator is to collect and clarify the precise details and provide this information to Social Services, whose task it is to investigate the matter under section 47 of the Children's Act 1980.
- 8.1.c. The PCC will support the Child Protection Co-ordinator in their role and accept that any information the Child Protection Co-ordinator may have in their possession will be shared with the PCC in a strictly limited way on a need to know basis.

9. WRITTEN RECORDS.

- 9.1 Notes must be taken as soon as is practical, recording dates and time of events. When notes are taken, even if typed up later, the original notes must be retained. If possible, exactly what the child said should be written down. The Child Protection Co-ordinator similarly will also maintain a written record of events.

10. APPOINTING WORKERS (Paid and Voluntary).

10.1 When appointing workers for the first time, enquiries will be made in writing about:-

- 10.1.a. Their personal details, including birth certificate.
- 10.1.b. Their Christian experience.
- 10.1.c. Any previous experience of working with children or young people or vulnerable adults.
- 10.1.d. Any physical or mental condition or tendency, which may directly affect their work with children or young people or vulnerable adults.
- 10.1.e. Any criminal convictions.

- 10.2 Written references will be required from two people, one of whom should be their current Incumbent.

- 10.3 Applicants will be asked if they object to records being checked via the DBS and if necessary they may be asked to make personal application under the Data Protection Act, for any records about themselves on police computers.

- 10.4 All workers will be asked to sign a declaration form stating our current child protection procedure, and if they currently have a criminal conviction in regard to children. These forms will be held in the strictest confidence by the Incumbent or delegated person of St James or nominated person.

- 10.5 All workers will be given clear job descriptions, explaining their role, and relevant training will be given in order to enable them to complete the role

- 10.6 It will be made clear to applicants that their first year is a probationary period and that a report will be sent to the PCC of St James Church.

- 10.7 Records of workers will be regularly updated. All records will be held by the Incumbent or nominated person for the time served and all records will be retained for a period of three years.

- 10.8 Where necessary an interview with the Incumbent or delegated person of St James Church will take place. Where this is not considered appropriate the approval of the Incumbent or delegated person of St James Church will be sought for all positions. The Bishop will be informed of all newly appointed paid workers at St James Church.

- 10.9 Proformas for all necessary forms are held in God's Children - Our Diocese 2005 (revised 2010) Appendices section.

11. SUPERVISION AND PRACTICE ISSUES.

- 11.1 To safeguard both children and workers, the following operational safeguards are in place:
- 11.1.a. All workers have a responsibility for the well being of the children. Workers are directly responsible to the Incumbent or delegated person of St James Church.
 - 11.1.b. All organised activities will be supervised by a worker in a ratio of at least one adult to nine children, although where possible is a far higher level of adult supervision would be preferable.
 - 11.1.c. At Church or during any children or youth provision, one to one discussions between adults and children is normal. However there is rarely a need for an adult and child to be on their own out of public view. Where it is necessary, for example transporting a child, a staff member must be informed.
 - 11.1.d. It is acknowledged that physical contact between adults and children can be normal and healthy for the child and is acceptable in public places, but it is discouraged in private.
 - 11.1.e. All leaders are instructed about the need to be careful about physical contact which must be considered in the light of: -
 - 11.1.e.i Is it pleasing to Christ?
 - 11.1.e.ii Does it promote Christian love?
 - 11.1.e.iii Does it contribute to building up the body of Christ?
 - 11.1.e.iv Does it give dignity and self worth to a fellow member of God's Kingdom?
 - 11.1.f. Where one-to-one counselling takes place between an adult and child brief written details will be kept on file. This will be kept by the Youth and Community Regeneration Co-ordinator.

12. DISCIPLINE

- 12.1 Essential rules and the consequences of ignoring or breaking them will be clearly explained when the children join in any activity run by the church.
- 12.2 It is never acceptable for a worker or a volunteer to smack, hit or physically discipline a child.
- 12.3 Shouting in anger or putting a child down is not acceptable. All workers should try and talk to an unruly child away from the group, not publicly.
- 12.4 The child should never be rejected, just the behaviour.
- 12.5 Being unable to control a child is not a failure. Please seek help or advice from the Parish Child protection Co-ordinator or the Incumbent or delegated person of St James Church as to how to deal with any particular child or circumstance. Remember we are a team and all are there to help all the children get the maximum benefit from their time in any church run activity.

13. TRAINING, WORKER SUPERVISION AND SUPPORT

- 13.1 Relevant training for all roles in dealing with young people will be undertaken by the Child Protection Co-ordinator or designated deputy, and at such times the relevant courses are available.
- 13.2 Training in the nature of child abuse and child protection will be undertaken by the Child Protection Co-ordinator or at times when relevant courses on child protection are available.
- 13.3 Planning and review meetings will be held regularly. Individual roles may also be discussed as and when seen to be necessary by the Parish Child Protection Co-ordinator.
- 13.4 These training, planning and review sessions can also be used as an opportunity to share and discuss relevant issues.

14. INTERREGNUMS AND OTHER ISSUES

- 14.1 During a period of Interregnum, the Child Protection Co-ordinator or a designated deputy appointed by the PCC will hold all records
- 14.2 During a period of Interregnum, all new volunteers will be cared for by a designated person appointed by the PCC.

- 14.3 The Child Protection Co-ordinator or designated deputy will hold all records for a period no less than three years. This will include the accident book, child protection file and all records.
- 14.4 Pastoral care for supporting victims of child abuse will be undertaken by the Incumbent or delegated person of St James Church or a designated deputy.
- 14.5 Support for alleged victims or alleged abusers will be undertaken by the co-ordinator or their deputies. It is seen as good practice that separate people will give this support. This support should never take place at the same place.
- 14.6 In the event of a known abuser attending church, they will be informed about the child protection policy and that they will be observed by the Incumbent and the Parish Child Protection Co-ordinator. The Incumbent because of their responsibility to the whole church. The Parish Child Protection Co-ordinator because of their responsibility for all issues of child protection within the church. The overriding concern must be for a balance of civil liberty and child protection. Others within the church will be informed of a known abuser attending church only if this is deemed necessary.
- 14.7 With regard to confidentiality and confession, the Incumbent or delegated person of St James will work within the conditions set out in the guidelines from Section 7 of Gods Children: Our Diocese 2005 (revised 2010) and House of Bishops "Policy on Child Protection" 1999. In this instance the Incumbent or delegated person of St James will consult with the Bishops office, and implement this policy.
- 14.8 It is recommended that all workers never offer absolute confidentiality, but to give assurance that no matter what is disclosed the person will be helped, within the relevant constraints.
- 14.9 Other organisations using the church will be asked for a copy of their child protection policy or will be asked to adhere to this policy.
- 14.10 Relevant Insurance covering public liability will be sought for all events that take place at St James Church, the Incumbent or delegated person or designated person will seek to ensure that the insurance is up to date.
- 14.11 This policy will be made known to everyone who attends St James Church. The Child Protection Co-ordinator or designated deputy will seek to ensure that all people work within its guidelines. They will also be available to explain the current procedure.
- 14.12 This policy will be reviewed annually or at such times that the Diocese of Birmingham sees fit to update their current guidelines.

15. ADDITIONAL INFORMATION AND GUIDANCE

- 15.1 Additional guidance and information concerning the protection of children and vulnerable adults is held in Gods Children: Our Diocese 2005 (revised 2010). A copy of this is held in St James Church Parish office, Shelsley Avenue, Lion Farm Estate, B691BG.
- 15.2 A copy of Gods Children: Our Diocese 2005 (revised 2010) can also be found on the diocesan website at the following website address: http://www.birmingham.anglican.org/content/content_information_ccod.asp
- 15.3 Help and advice in dealing with an issue or in gaining greater insight and operational awareness of child protection issues and the protection of vulnerable adults can be sought by contacting the Diocesan Child Protection Officer.
- 15.4 The contents of God's Children: Our Diocese are summarised below:

Section 1 – Introduction	
Preface by The Right Revd David Urquhart, Bishop of Birmingham	2
Acknowledgements	3
1.1 Definitions	4
1.2 House of Bishops' : Policy Statement	7
1.2.1 Aims and Purpose	7
1.2.2 Our Theological Approach	8
1.2.3 The Safeguarding Policy Statement of the Church of England	9
1.2.4 Societal Context.	9
1.2.5 Ecumenical Context	10
1.2.6 Responsibilities of the Church of England	10
1.2.7 Responsibilities of the House of Bishops	11
1.2.8 Responsibilities of the House of Diocese	12
1.2.9 Responsibilities of the Parish	13

Safeguarding, Child and Vulnerable Adults Protection Policy

Section 2 – Recognition of Abuse	2.1	Introduction	2
	2.2	Definition of abuse	3
	2.3	The responsibility of the Church	5
	2.4	Recognising when children are troubled	5
	2.5	Recognition of signs and symptoms	6
	2.6	Significant harm	10
	2.7	Sources of stress for children and families	11
	2.8	Abuse and children with a disability	11
	2.9	Abuse and black minority ethnic children	12
	2.10	Self-Harm	12
	2.11	Some Special Topics – House of Bishops’ Policy 2010	14
	2.12	Children and young people who abuse	16
Section 3 – Taking Action			
	3.1	When you have concerns or suspicions about the welfare of a child	2
		Flow chart	4
	3.2	When a child or young person confides in you	6
	3.3	Making a referral to children’s social care services	8
	3.4	What happens when children’s social care services receive your referral?	9
		Flow chart	12
	3.5	Involvement of statutory workers	13
	3.6	Outcome and implications for the Diocese and the Parish	14
	3.7	Children in Need.	14
Section 4 – Working with Children and Young People			
	4.1	Basic principles about working with children	2
	4.2	Good working practice	2
	4.3	Responding to a child	3
	4.4	Working with children from minority ethnic groups	4
	4.5	Children and adults with learning difficulties	5
	4.6	Physical Contact with Children and Young People	6
	4.7	Dealing with challenging behaviour	7
	4.8	Internet and Mobile Phone Safety	8
	4.9	Photography of Children and the Risk of Abuse	14
	4.10	One to One youth Work	16
	4.11	Praying with Children and Young People	19
Section 5 – Perpetrators of Child Sexual Abuse			
	5.1	Introduction	2
	5.2	Procedures	2
	5.3	The perpetrators	3
	5.4	The legal position	6
	5.5	The insurance position	6
	5.6	Principles of good practice	6
	5.7	Procedures	8
	5.8	Multi-Agency Public Protection Arrangements (MAPPA)	10
	5.9	Specific situations	11
	5.10	Communication during an interregnum	15
	5.11	Pastoring guidance	16
	5.12	Example of a parish safeguarding children agreement with known perpetrator of abuse	18
		Suggested Form of Agreement	20
Section 6 – The Care and Counselling of Adult Survivors of Child Sexual Abuse			
	6.1	Who are they	2
	6.2	Choice of helper	2
	6.3	Initial response – how to be helpful	2
	6.4	Stages on the way to recovery	3
	6.5	Referring for further help	4
	6.6	Referral of allegations	6
	6.7	Examples of survivors’ stories	6
Section 7 – The Role of the Church			
	7.1	Role of the Clergy	2
	7.2	Role of the Bishop’s Safeguarding Children Adviser	4
	7.3	Role of the Bishop’s Staff	6
	7.4	Role of the Bishop’s Adviser for Children’s Ministry	6
	7.5	Role of Parish Safeguarding Children Co-ordinator	7
	7.6	Role of the Parish Children’s Advocate	10
	7.7	Role of the Bishop’s Advisors	11
	7.8	Role of the Bishop’s Director of Communications	12
	7.9	Support for the Parish	13
	7.10	Support for the Child	14
	7.11	Support of the Child’s Family	15
	7.12	Support for the alleged perpetrator	15
	7.13	Support for the alleged perpetrator’s family	16
	7.14	Support for the church members with significant roles	16
Section 8 – Health and Safety			
	8.1	PCC liability	2
	8.2	Staffing ratios	2

Safeguarding, Child and Vulnerable Adults Protection Policy

8.3 Registration for group activities	3
8.4 Young people and outdoor activities	4
8.5 Premises	6
8.6 Insurance	7
8.7 Fire safety	9
8.8 Food and hygiene	11
8.9 Transport	11
8.10 First Aid	13
8.11 Hirers of Church Premises.	14
Section 9 – Promoting Safe Practice	
9.1 Introduction	2
9.2 Code of Safer Working Practice	2
9.3 Mixed Age Activities	3
9.4 Young Leaders Under the Age of 18	4
9.5 Positions of Trust	5
Section 10 – Allegations of child abuse made against a member of the clergy or someone Holding the Bishops’ Licence	
10.1 Introduction	2
10.2 House of Bishops’ Policy (2010) – Relates to ordained and lay staff and volunteers	2
10.3 Independent Safeguarding Authority (ISA)	5
10.4 Procedure	
Stage 1: Initial reaction to allegation	6
Stage 2: Process of investigation	9
Stage 3: Outcomes	9
Stage 4: Follow up	11
Section 11 – Is your church protecting your children and those who work with them?	
11.1 Introduction	2
11.2 Policy and Procedures	2
11.3 Who does what?	2
11.4 Day-to-day work with children	2
11.5 Do all those who work with children	2
11.6 Publicity – who knows what?	3
11.7 Children’s workers (paid and unpaid)	3
11.8 Record keeping	3
11.9 Other users of your church premises.	4
11.10 Reporting	4
11.11 Insurance	4
11.12 Resources to help	4
11.13 People to consult	5
11.14 Parish Child Protection Policy Checklist5	6
Section 12 – Protecting children and young people from Drug Abuse	
12.1 Introduction	3
12.2 Purpose of this Section	3
12.3 The Law on Drugs	4
12.4 Drug Abuse involving Adults	6
12.5 Practical Application	6
12.6 Signs and Symptoms of Drug Abuse	7
12.7 A Sense of Proportion	8
12.8 Procedures to be adopted	8
12.9 Physical Restraint of a child or young person	10
12.10 The Importance of training	10
12.11 Monitoring, evaluating and review	11
12.12 Useful phone numbers	11
Appendices	
A1 Bishop’s Staff	Q Recording Proforma
A2 Bishop’s Safeguarding Management Group	R Sharing Information
B Covering Letter and Application Form	S1 Staying Safe Online
C Not used	S2 Consent to Use of PC to Gain Access to Internet
D Confidential Declaration (House of Bishop’s Policy 2010)	S3 Consent to the Use of Group Photographs/Images of Children
E Letter and Reference Form to be sent to a Referee	S4 Relevant Offences and Useful Organisations for Internet and Photograph Issues
F Volunteer Agreement	T Resources
G Registration Forms for On-Site Group Activities	U Agencies for Support, Help and Advice
H Example of General Consent Form – Day Trip	V Hirers of Church Premises
I Example of General Consent Form – Residential	W Criminal Records - Diocesan Certificate
J Accident/Incident Book	X Drugs Policy Notice
God’s Children: Our Diocese 2011	Y Drugs Policy Agreement
November 2011 Revision	Z The Law – Misuse of Drugs Act 1971
K Referral Form – Concerns about a Child(ren)	AA Model code of safer working practice for individual workers and group leaders
L Referral Form – Concerns about an Adult	BB Guidelines for working with children and young people
M Health and Safety Checklist	CC Confidentiality and reporting alleged abuse
N Relevant Offences	
O Statutory Framework	
P Information – Recording, keeping safe, and the Data Protection Act	

Additional Information

Safeguarding Adults

http://www.birmingham.anglican.org/upload/pdf/Parish_Pack_for_Safeguarding_Adults.pdf

Safe Recruitment

<http://www.birmingham.anglican.org/upload/pdf/SafeRecruitment.pdf>

Changes to Disclosure and Barring

<http://www.birmingham.anglican.org/upload/pdf/ChangestoDisclosureandBarringJune2013.pdf>

Safeguarding Children Training

<http://www.birmingham.anglican.org/upload/pdf/SafeguardingChildrenTraining2013-14.pdf>

Appendix A Dealing with a Disclosure Checklist

Where a child actually discloses that he/she has been abused the following guidelines must be followed:

RECEIVE

If a child wants to talk to you, never ask them to come back later. Ask them what they want to talk to you about and, if you are concerned about their welfare, give them the time to speak to you.

Never promise confidentiality, inform the child that you are happy to talk to them but if they tell you anything that you believe may be putting them at harm that you will have to talk to someone.

Listen carefully to the child. Do not stop a child who is freely recalling information.

Where a child is visibly upset or has an obvious injury, it is good practice to ask a child why they are upset or how an injury was caused, or respond to a child wanting to talk to you to help clarify vague concerns and result in the right action being taken.

REACT

If you need to clarify information ask open-ended questions e.g. "Is there anything you'd like to tell me?", "Can you explain to me..." "Can you describe to me..."

Never ask leading or suggestive questions e.g. 'Did he/she do anything that they shouldn't have done?'
Never ask 'accusing' questions e.g. "Why didn't you tell someone earlier?"

Never criticise the alleged perpetrator, it may be someone that they will continue to live with.
Never ask the pupil to repeat their disclosure for any other member of staff; it is your responsibility to share the information

42.11 These four factors may compromise enquiries that need to be made later by children's social care or Police.

REASSURE

Ensure that the child is aware that they have done the right thing in talking to you and that they have not done anything wrong.

If you have any concerns that the child has been, or is at risk of harm, you must tell them that you will speak to someone to get help.

RECORD

Make notes as soon as possible afterwards using the words that the child has used.

Do not record your assumptions and interpretations, just what you heard and saw. 42.16 Do not destroy original notes even if you later write things up more neatly and fully.

Record the date, time and place of the disclosure.

Sign any written records and identify your position in the school setting.

Do not ask a child to write an account or sign any of your documentation as this may compromise enquiries that need to be made later by children's social care or Police.

REFER

Immediately inform the Parish Child Safeguarding Coordinator – **Jill MacDonald** or in their absence the Deputy Parish Child Safeguarding Coordinator – **Jane Edwards** who will be responsible for following the appropriate procedures.

In the absence of anyone being available in church, contact the Diocese of Birmingham Bishops Advisor in Child protection.

To consult with your Parish Child Safeguarding Coordinator for child protection does not mean a referral has been made. This decision is the responsibility of the Parish Child Safeguarding Coordinator for child protection who will contact the appropriate agency as and when required.
If you are unhappy about the response you receive from your Parish Child Safeguarding Coordinator for child protection contact the Diocese of Birmingham Safeguarding officer

UNDER NO CIRCUMSTANCES SHOULD YOU LEAVE THE ACTIVITY WITHOUT DISCUSSING YOUR CONCERNS WITH SOMEONE.

Appendix B:

Definitions of Abuse and Neglect

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.

2. Signs of possible physical abuse

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls or rough games
- Injuries which have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Bruises, bites, burns and fractures, for example, which do not have an accidental explanation
- The child gives inconsistent accounts for the cause of injuries
- Frozen watchfulness
- Possible effects of physical abuse
- Physical abuse can lead directly to neurological damage, physical injuries, disability and in extreme cases death. Physical abuse has been linked to aggressive behaviour in children, emotional and behavioural problems and learning difficulties.

3. Emotional Abuse

- Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.
- It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability,

as well as 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 cyberbullying),
- causing children frequently to feel frightened or in danger, or
- the exploitation or corruption of children.
- Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

4. Signs of possible emotional abuse

- Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Obsessions or phobias
- Sudden underachievement or lack of concentration
- Seeking adult attention and not mixing well with other children
- Sleep or speech disorders
- Negative statements about self
- Highly aggressive or cruel to others
- Extreme shyness or passivity
- Running away, stealing and lying

5. Possible effects of emotional abuse

- If a child suffers sustained emotional abuse there is increasing evidence of adverse long-term effects on their development. Emotional abuse has a significant impact on a developing child's mental health, behaviour and self-esteem. It can be especially damaging in infancy and can be as important as the other more visible forms of abuse, in terms of its impact on the child. Domestic violence, adult mental health problems and parental substance misuse may be features in families where children are exposed to such abuse.

Sexual Abuse

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level

of violence, whether or not the child is aware of what is happening.

- The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, 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.
- Child Sexual Exploitation (CSE) is also included in this category and if practitioners believe a child or young person is at risk of or is being sexually exploited then they should complete the CSE screening tool and contact Sandwell's CSE team.

Signs of possible sexual abuse

- Any allegations made by a child concerning sexual abuse
- The child has an excessive preoccupation with sexual matters and inappropriate knowledge of adult sexual behaviour for their age, or regularly engages in sexual play inappropriate for their age
- Sexual activity through words, play or drawing
- Repeated urinary infections or unexplained stomach pains
- The child is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares which sometimes have overt or veiled sexual connotations
- Eating disorders such as anorexia or bulimia.

Possible effects of sexual abuse

- Disturbed behaviour including self-harm, inappropriate sexual behaviour, sadness, depression and loss of self-esteem has all been linked to sexual abuse. Its adverse effects may last long into adult life. The severity of the impact on the child is believed to increase the longer the abuse continues, the more serious the abuse, the younger the child at the start, and the closeness of the relationship to the abuser. The child's ability to cope with the experience of sexual abuse once

recognised; can be strengthened by the support of a non-abusive adult carer who believes the child, helps the child understand the abuse, and is able to offer help and protection. Some adults who sexually abuse children were themselves sexually abused as children.

Neglect

- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
- Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - 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 care-givers); or
 - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs of possible neglect

- Dirty skin, body smells, unwashed, uncombed hair and untreated lice
- Clothing that is dirty, too big or small, or inappropriate for weather conditions
- Frequently left unsupervised or alone
- Frequent diarrhoea
- Frequent tiredness
- Untreated illnesses, infected cuts or physical complaints which the carer does not respond to
- Frequently hungry
- Overeating junk food

Possible effects of neglect

- Neglect can seriously impair a child's health, physical and intellectual growth and development, and can cause long term difficulties with social functioning, relationships and educational progress. Extreme cases of neglect can cause death.