

Safeguarding Policy for children, young people and vulnerable adults

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Introduction

At the heart of our ministry at Scargill Movement is a desire to care deeply for those who walk through our doors, as well as those who are part of our community and who regularly give their time as working friends. Within that care we take seriously our responsibility for protecting and safeguarding the children, young people and vulnerable adults in our midst and we recognise that many of them are victims of abuse.

Safeguarding children and young people

Scargill Movement seeks to create an atmosphere and ministry of safety and support and we are well aware that many children and young people who visit us come with brokenness and hurt that is being caused by abuse.

Safeguarding vulnerable adults

Scargill Movement equally looks to provide a safe space for vulnerable adults. We are concerned for the care, safety and dignity of all human beings, and particularly those who due to circumstance, special needs and exploitation are vulnerable.

Our Commitment

We commit to adhere to the guidelines and procedures laid out in this Safeguarding Policy and ensure that all community members and working friends receive regular safeguarding training and updates (Good Practice p14). We will regularly review our policy, Scargill Movement Safeguarding Policy, with advice from the Diocese of Leeds.

The details of this document can be found at the back of this policy.

NB: For the purposes of this policy a child is a person under the age of 18 years.

Safeguarding Children and Young People

Principles of the House of Bishops' Policy for Safeguarding Children

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

We are committed to:

The care, nurture of, and respectful pastoral ministry with, all children and all adults

The safeguarding and protection of all children, young people and adults when they are vulnerable

The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognized good practice.

What to do if you receive a report of abuse

The following procedures are designed to support you in dealing with disclosures of abuse that may arise in the course of your work with children and young people.

- DO** make it clear that you cannot be asked to keep a secret
- DO** listen carefully to the child or young person; let them express their views and feelings without interruption.
- DO** reassure the child or young person that they have done the right thing in telling someone
- DO** explain that you must pass this information on
- DO** make notes of what was said using the child or young person's words whenever possible
- DO** speak to the Scargill Movement Safeguarding Officer. If they are unavailable then the Director should be contacted.

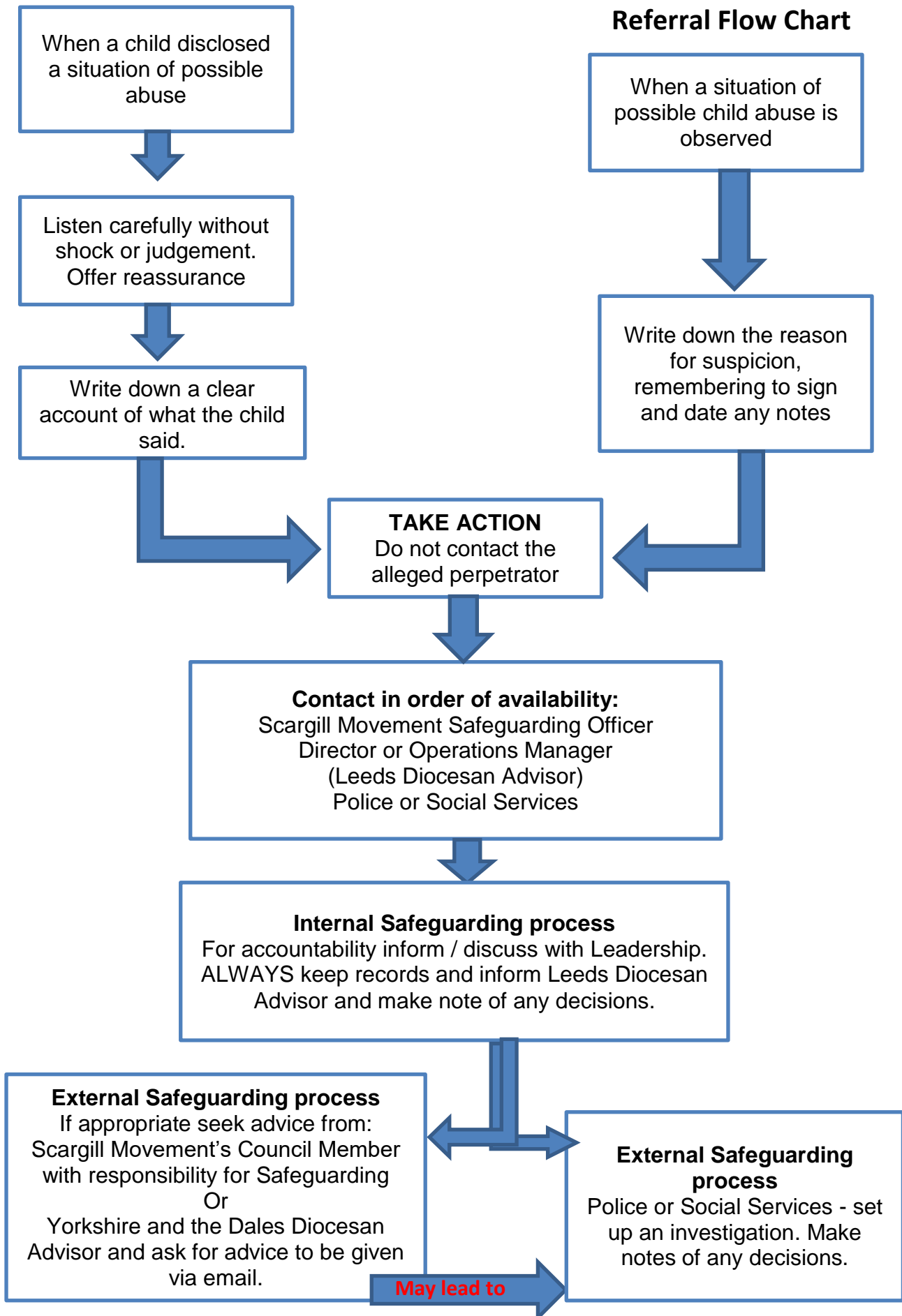
If the subject of the allegation is either the Scargill Safeguarding Officer or Director then Scargill Movement's Council Member with responsibility for Safeguarding should be contacted.

- DO NOT** panic, show shock or disbelief
- DO NOT** agree to keep the disclosure a secret
- DO NOT** make a promise or suggestion that you can stop the abuse
- DO NOT** ask questions seeking further detail and information as this can contaminate evidence
- DO NOT** make the child or young person repeat the story unnecessarily
- DO NOT** investigate this allegation
- DO NOT** contact the alleged perpetrator
- DO NOT** make a statement or comment of any kind to the press

Under no circumstances should any individual member of community or working friend attempt to deal with the problem alone. The primary responsibility of the person who first suspects or is told of abuse is to report it and to ensure that their concern is taken seriously and that the procedure is followed immediately. In the first instance the concern should be reported to the Scargill Movement Safeguarding Officer – please refer to flow chart.

It is stressed that should you be the person who hears the disclosure you must not share the information with anyone other than those previously named and only on a 'need to know' bases. Pastoral support can be sought from the Director or the Chaplain, ensuring confidentiality.

Referral Flow Chart



Allegations made against members of Scargill Movement community and working friends

Organisations that work or come into contact with children and young people need to be aware of the possibility that allegations of abuse will be made against members of their staff or working friends. Allegations can be made by children, young people, parents and they can be made by other concerned adults. Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has actually taken place;
- Children can misinterpret your language or your actions because they are reminded of something else

All allegations should be brought to the notice of the Scargill Movement Safeguarding Officer immediately. If they are unavailable then the Director should be informed. In cases where the allegation is made against this person, the complainant should contact the Scargill Movement's Council Member with responsibility for Safeguarding

The following procedure will take place:

- Make sure that the child in question is safe and away from the person alleged to have abused the child. The alleged person should either be removed from the Main House or from all public areas where there are guests.
- During both an internal and external (outside agencies are used) process the alleged person should be suspended from duty at Scargill House and should remain away from the main House or away from all public areas where there are guests
- Seek outside advice – see flow chart
- Contact social services in the team relevant to where the child lives
- Contact the parents or carers of the child if advised to do so by the social worker/officer in charge of allegations
- Irrespective of any investigation by Social Services or the police, the appropriate disciplinary procedure should be followed.
- Consider whether the person has access to children anywhere else and whether those organisations or groups need to be informed.
- Act upon the decisions made in any strategy meeting.

All incidents should be investigated within the organisation after any external investigation has finished, reviewing practice and putting in place any additional measures based on lessons learned.

Please note that:

Community Member & Visitor = external investigation

Visitor concern = external information in order to pass information on

Good Practice

Touch

Touch is an important part of human relationships: for example, it can be necessary to stop a young child from hurting herself or himself; it can also be a natural way of responding to someone in distress. However, Scargill Movement Community and working friends who are around and working with children should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Touch should be age-appropriate and ALWAYS Initiated by the child rather than the worker unless it is carefully used to prevent a child hurting themselves.

Community members and working friends should be aware that touch can be misinterpreted when working with all ages. This is particularly the case when working with children and young people so extra care should be taken and common sense used. For example, when a child or young person initiates a hug then this could be reciprocated by a hug with one arm or a pat on the back ensuring that the child or young person is always in control.

Respect and Dignity

Treat all children and young people with respect and dignity befitting their age; watch language, tone of your voice and your body language. It is important that you don't engage in any of the following:

- rough, physical or sexually provocative games
- making sexually suggestive comments about or to a young person, even in fun
- inappropriate or intrusive touching
- any scapegoating, ridiculing, or rejecting a child or young person

At no point should any community members or working friends be in a closed room with a child or young person. If you are asked by a child or young person for a confidential conversation then this should take place in a quiet part of room where you are both visible.

Safe Practice in Recruiting Community

All community members and working friends complete and sign a Self-disclosure form.

DBS checks: community, working friends:

All community members and working friends are DBS checked as required or allowed by their role. All those working on our Youth team will be DBS checked before they work with children and young people at Scargill Movement to demonstrate a commitment to safeguarding the children and young people who visit Scargill House. As an interim measure, whilst awaiting the outcome of a DBS check, members of the Youth team will always be supervised.

All those applying via UK Borders or from EU are asked/required to provide a police check, or the equivalent of DBS by their country of origin, before arriving to work at Scargill House.

Social Media

Community members and working friends should be aware of the use of social media by a growing number of children and young people as a primary method of communication. This inevitably presents issues in terms of good practice when working with children and young people at Scargill Movement. To ensure that we are transparent in our communication, community members and working friends must not engage in online communication of any kind with children and young people and vulnerable adults. For example, community members and working friends should not request a young person as a 'friend' on Facebook or accept a 'friend' request from a child or young person on Facebook.

Community members and working friends should not give their mobile numbers to children and young people at Scargill Movement or receive them nor engage in text conversation.

Training

The Scargill Movement leadership team should ensure that there are regular, thorough safeguarding training sessions to ensure that all community members and working friends are equipped with correct good practice and procedures. All community members, working friends and summer workers will receive safeguarding training as part of their induction to Scargill House. There will be regular inset training throughout the year including immediately prior to any programmed children's and youth events. A record should be kept of when safeguarding training has taken place, indicating all who were present.

Each community member will receive, and all working friends will be sent either by email or post, a copy of this safeguarding policy and be asked to read it thoroughly, adhering to all procedures and good practice.

Health and Safety

When working with children and young people please be aware of the Scargill Movement Health and Safety Policy. To use Host Team meetings or Leadership/Team Leader's to encourage vigilance for adults spending more time than seem appropriate with either children or vulnerable adults and to inform the appropriate community members making and recording the information.

Parental Obligations

During programmed events members of the allocated Youth Team have responsibility for the children and young people in their care. At all other times, it will be made very clear that parents, guardians or nominated adults will be responsible for their child/ren's .

Adult to Child Ratios

Guidance recommends the following ratios

For 0 to 2 years - 1 leader to every 3 children (1 : 3)

For 2 to 3 years - 1 leader to every 4 children (1 : 4)

For 3 to 8 years - 1 leader to every 8 children (1 : 8)

For over 8s - 1 leader for the first 8 children followed by 1 : 12

Scargill's recommendation ratios for each session

There will always be a minimum of 2 adults in per group.

The age range in each group may have to be adjusted to cater for individual needs.

Nursery (0 to 3 years)	1 : 2
Reception and KS1 (4 to 7 years)	1 : 6
KS2 (8 to 10 years)	1 : 8
KS3 (11 to 16 years)	1 : 12

Scargill Programmed Morning Session Timings

Below are typical examples of timings for children's sessions at Scargill :

10am - 11am (9.45am arrivals with parents/carers)

11.30 - 12.30 (to be picked up by parents/carers)

Safeguarding Vulnerable Adults
Safeguarding Vulnerable Adults

As a community which desires to proactively support and pastorally care for those who are vulnerable, it is important to be clear on our understanding of who is a vulnerable adult and how we can effectively support them.

Definition of a vulnerable adult

Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation

Promoting a Safe Church, Church of England

A person who might be considered vulnerable has the right to:

- **be treated with respect and dignity**
- **have their privacy respected**
- **be able to lead as independent a life as possible**
- **be able to choose how to lead their life**
- **have the protection of the law**
- **have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background**
- **be able to use their chosen language as a method of communication**
- **be heard**

Promoting a Safe Church, Church of England

Vulnerable Adults Policy for Scargill Movement

1. Scargill Movement recognises that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives
2. As community and working friends of Scargill Movement we commit ourselves to being respectful in our pastoral care of adults who we minister to
3. We commit ourselves to promoting and adhering to safe practice with vulnerable adults as people in positions of trust
4. Scargill Movement commits itself to the inclusion and empowerment of people who may be vulnerable
5. Scargill Movement will do all that they can to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect
6. Scargill Movement takes responsibility to ensure that their actions do not violate the individual's human and civil rights and do not put themselves at risk of allegations of misconduct
7. Scargill Movement will ensure that proper care is taken in the appointment and selection of those who will work with and minister to people who may be vulnerable
8. Scargill Movement will support our Pastoral Working Friends.
If a Pastoral Working Friend has any concerns over any conversations they have had with guests, working friends or community and there is a personal need to talk through a conversation that has been distressing to them, the Pastoral Working friends are encouraged to speak to any of the following; in order of availability (or preference)

Host Team Co-ordinator → Chaplain → Other Member of Pastoral Team

Good practice and guidance for those in positions of trust or exercising pastoral ministry

Pastoral Relationships

- Ensure that you treat those with whom you minister with respect, encouraging self-determination, independence and choice
- Be aware of the dangers of dependency in pastoral and professional relationships and always seek advice and support when these concerns arise
- Avoid behaviour that could give the impression of favouritism or the encouragement of inappropriate special relationships
- Understand and recognise your limits and don't undertake any ministry that is beyond your experience or competence
- Care should be taken when helping with physical needs, washing and toileting. Always respect the choices of the individual concerned
- Be aware of touch, both in initiating or receiving any physical contact. Gestures of comfort may be unwanted or misinterpreted
- Ensure that you do not undertake any pastoral ministry whilst under the influence of alcohol or non-prescribed drugs
- Always use positive language

Pastoral support of survivors of abuse

It is crucial that survivors:

- are not pushed into forgiving too early. Forgiving their abuser can be a complex process, and considerable damage can be done by treating forgiveness as something that they must do unreservedly and now
- are accepted as they are, however full of anger they may be
- are given a sense that community and working friends of Scargill Movement who know about the abuse are 'with them' along the road to recovery. The journey can be very long and supporters are essential
- know that any abuse towards them was not their fault, they have no need to feel guilt and shame, and that God loves them unconditionally

Engaging and ministering to those where there are concerns about previous behaviour

It is entirely possible that those who have behaved in such a way to cause harm to children, young people or vulnerable adults in the past could come to stay at Scargill House. Whilst genuinely wishing to create a safe place for **all** people, we take seriously the potential risk that welcoming someone who might have such a history creates.

In light of this we would want to put the following strategies in place to ensure the safety of all, reduce the opportunities of re-offending and the support of those who are vulnerable due to their previous behaviour.

- A designated person from community should be informed of the person's visit before their arrival and they would then undertake the responsibility of being the key contact person for the duration of their stay.
- The key contact person should then meet with the visitor on arrival along with a small group from the community who would provide accountability for the visitor and support for the key contact person.
- It will be necessary to establish clear boundaries for both the protection of the young and vulnerable people and to lessen the possibility of the visitor being wrongly accused of abuse. These boundaries should be outlined in an agreement which should include:
 - Areas of the house that are restricted to the visitor at certain times
 - Attending designated meetings only
 - Sitting apart from children and young people during meals and meetings
 - Never being alone or working with children and young people
 - Meet with the key contact person and accountability group daily
- These boundaries should be agreed by all at the meeting and a written agreement should be signed by all present.
- The group should offer support and friendship as well as supervision. They should endeavour to keep open channels of communication for the duration of the visit.
- It must be made clear that no one else should be informed of the facts without the visitor's knowledge. The highest levels of confidentiality should be maintained.
- Provide close support and pastoral care for the duration of the visit
- The visit should be risk assessed in light of other groups or visitors at Scargill House at the same time, including children, young people and known vulnerable adults

If at any point during the stay the visitor breaks any part of the agreement, the visitor should be asked to leave Scargill House immediately.

Definitions of Abuse

Emotional Abuse

Where there is persistent or severe emotional ill-treatment or rejection.

Emotional abuse has an important impact on a developing child's mental health, behaviour and self-esteem. It can be especially damaging in infancy. Underlying emotional abuse may be as important, if not more so, as other more visible forms of abuse in terms of its impact on the child.

HM Gov 2010

Emotional abuse happens when a child's need for love, security, praise and recognition is not met. Some level of emotional abuse is involvement in all types of ill treatment of a child. Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when children are prevented from social contact with others, or if developmentally inappropriate expectations are imposed upon them.

Emotional abuse can be difficult to recognise and the signs of this kind of abuse is usually behavioural rather than physical. Some indicators of emotional abuse are:

- A delay in development
- An abnormal attachment between a child and parent which might include anxiety, being indiscriminate or having no attachment at all
- A failure to make an attachment to others
- Aggressive behaviour towards other people
- Excessively clingy or attention-seeking behaviour
- Very low self-esteem or excessive self-criticism
- Excessively withdraw behaviour or fearfulness
- Anxious behaviour, such as rocking, hair twisting or self-harm
- Lack of appropriate boundaries with strangers; too eager to please
- Eating disorders

Neglect

When adults through carelessness or indifference ignore a child's need or fail to protect a child from any kind of danger.

Severe neglect of young children has adverse effects on children's ability to form attachments and is associated with major impairment of growth and intellectual development. Neglected children may also experience low self-esteem, and feelings of being unloved and isolated. Neglect can also result, in extreme cases, in death.

HM Gov 2010

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse. Indicators of physical and emotional neglect can include:

- Inadequate supervision; being left alone for long periods of time
- A child can appear to be apathetic and unresponsive with no apparent medical reason
- Lack of stimulation, social contact or education
- Inadequate nutrition, leading to ill-health – a child may look too thin, too fat and/or undernourished
- Constant hunger; stealing or gorging food
- Failure to seek or to follow medical advice such that a child's life or development is endangered
- Repeated wearing of inappropriate clothing for the weather

Definitions of Abuse

Physical Abuse

Where a child has suffered actual physical harm or where it seems likely that injuries have been caused non-accidentally.

Physical abuse can lead directly to neurological damage, physical injuries, disability or, at the extreme, death. Harm may be caused to children both by the abuse itself and by the abuse taking place in a wider family or institutional context or conflict and aggression, including inappropriate or inexperienced use of physical restraint. Physical abuse has been linked to aggressive behaviour in children, emotional and behavioural problems and educational difficulties. Violence is pervasive and the physical abuse of children frequently coexists with domestic violence. HM Gov 2010

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating. It is against the law to discipline a child by deliberately doing any of these things. Physical abuse can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention; this is called fabricated illness or Munchausen's Syndrome by Proxy. Indicators of physical abuse include:

- Bruising in unusual places, such as the face or the back
- Finger mark bruising or grasp marks on the limbs or chest of a small child
- Bites
- Burn and scald marks; small round burns that could be caused by a cigarette
- Fractures to arms, legs or ribs in a small child
- Large numbers of scars of different sizes or ages
- An explanation for an injury which is inconsistent with the actual injury
- Unexplained delay in seeking medical attention for an injury
- Repeated presentation/awareness of minor injuries
- Children who have been physically hurt can be fearful of others. They may also wear clothes that cover most of their body in order to cover their injuries and be resistant to explaining how the injury happened

Definitions of Abuse

Sexual Abuse

Where there is actual or likely sexual exploitation of children or adolescents.

Disturbed behaviour – including self-harm, inappropriate sexualised behaviour, sexually abusive behaviour, depression and a loss of self-esteem – has been linked to sexual abuse. Its adverse effects may endure into adulthood... A number of features of sexual abuse have also been linked with severity of impact, including the relationship of the abuser to the child, the extent of premeditation, the degree of threat and coercion, sadism, and bizarre or unusual elements. A child's ability to cope with the experience of sexual abuse, once recognised or disclosed, is 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. The reactions of practitioners also have an impact on the child's ability to cope with what has happened, and on his or her feelings of self-worth. HM Gov 2010

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities, harassment or looking at pornographic material. Encouraging children to act in sexually inappropriate ways is also abusive. Under the Sexual offences Act 2003, any sexual activity – contact or non-contact – with a child under the age of 13, is a crime. Indicators of sexual abuse include:

- Genital soreness, injuries or discomfort
- Self-harm
- Sexually transmitted diseases; urinary infections
- Excessive preoccupation with sex; inappropriately sexualised play, words or drawing
- A child who is sexually provocative or seductive with adults

Definitions of Abuse

Domestic Abuse

It must be recognised that children and young people may be harmed in homes where there is domestic abuse or domestic violence. Domestic abuse is controlling and often violent behaviour, involving physical, sexual, emotional, economic and psychological abuse of adults within all kinds of current and former intimate and family relationships. Domestic abuse affects children as it can cause emotional, psychological, and/or physical harm. It has the potential to affect the daily lives of children through fear, insecurity, and lack of confidence. Children worry about their parents more than may be recognised, particularly if they fear for their parents' safety.

Domestic violence has an impact on children in a number of ways. Children are at increased risk of physical injury during an incident, either by accident or because they attempt to intervene. Even when not directly injured, children are greatly distressed by witnessing the physical and emotional suffering of a parent.

Spiritual Abuse

Church and Christian communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically.

Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the Church. Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful, it should be referred for investigation in cooperation with the appropriate statutory agencies. Careful teaching, supervisions and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. If anyone at Scargill Movement is uncertain whether or not abuse has taken place, he or she should talk to the Scargill Movement CPO and thereafter contact the Leeds diocesan safeguarding adviser or the local authority children's social care team.

Additional information and areas of abuse when working with Vulnerable Adults

Definition of Abuse

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Physical abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions

Sexual abuse – including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks

Financial or material abuse – including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

Discriminatory abuse – including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment

No Secrets (Dept of Health)

Useful Contacts

Child Protection Officer - Diane Stone 01756 760500 / 07788 283779
Director - Phil Stone 01756 760500 / 07584 574321

If Phil and Di are unavailable contact:

Operations Manager - Dave Lucas 01756 760500 / 07500 336959

Scargill Movement's Council Member with responsibility for Safeguarding
Susie Mapledoram 0161 828 1435 / 07967 657587

Diocese of Leeds Safeguarding Adviser for Bradford & Huddersfield Areas
Jenny Price 0113 353 0258 / 07800 740001

Childline 0800 1111
NSPCC Helpline 0808 800 5000
CCPAS 0303 003 1111

Useful Documents

Diocese of Leeds Policy and Practice Guidance

www.westyorkshiredales.anglican.org/safe-diocesan-policy-guidance##adults

Protecting all God's children [revised 2010]

Available on the Church of England website:

www.churchofengland.org/media/37378/protectingallgodschildren.pdf

Department of Health. *No Secrets*: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.

www.gov.uk/government/uploads/system/uploads/attachment_data/file/194272/No_secrets__guidance_on_developing_and_implementing_multi-agency_policies_and_procedures_to_protect_vulnerable_adults_from_abuse.pdf

Promoting a Safe Church: Policy for safeguarding adults (Church of England)

www.churchofengland.org/media/37405/promotingasafechurch.pdf

Safeguarding Adults: A Methodist response to the protection of adults when they are vulnerable.

www.methodist.org.uk/downloads/safe-update-4-1110-adults.pdf