



Safeguarding Policy

Policy Review

We will always make any changes immediately to our procedures in line with Norfolk Safeguarding Children Partnership's guidance & Norfolk Safeguarding Adult Board (Children: www.norfolkscb.org Adult: www.norfolksafeguardingadultsboard.info)

This policy will be reviewed December 2022

The following document includes the procedures for the safety and protection of children, young people and vulnerable adults and the staff and volunteers of SOUL Church Ltd & SOUL Foundation (SOUL) includes all related services as well as the other ministries. This document includes Mason Rd, Heartsease Lane, and all other ministry locations connected with SOUL Church Ltd (eg Fun days, Camps, Connect groups etc)

Safety and Protection and Mission Statement

SOUL Church Ltd. and SOUL Foundation (SOUL) is committed to the protection, safety and well-being of all children and young people in its care. SOUL fully accepts its responsibility to relevant UK legislation on this issue, and endeavours to do everything possible to prevent abuse to children and vulnerable adults, to be an agent of love, encouragement, care, healing and justice.

1. Aim

The purpose of SOUL's safeguarding policy is to ensure that every child and vulnerable adult at our organisation is safe and protected from harm.

This means we will always work to:

- protect children and vulnerable adults from maltreatment
- prevent impairment of children's and vulnerable adults health or development
- ensure that children are growing up in circumstances consistent with the provision of safe and effective care
- equip staff and volunteers to act with wisdom
- safeguard and nurture the children within our community
- view the welfare of children as paramount to our community
- carefully select and train staff and volunteers who work with children and vulnerable adults and use appropriate background checks on each person
- respond without delay to every complaint made that a child or young person in our care, or vulnerable adult, may have been harmed
- cooperate fully with any statutory agencies during the course of any investigation into allegations concerning a member of our church community

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- offer informed pastoral care to any child, young person or vulnerable adult who has suffered abuse, and using the appropriate external channels as necessary

This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children and vulnerable adults at our organisation.

2. Introduction

SOUL fully recognises the contribution it can make to protecting children and vulnerable adults from harm and supporting and promoting their welfare. The elements of our policy are prevention, protection and support.

Our policy applies to all children, vulnerable adults, volunteers, visitors and staff. A child is someone under the age of 18 years old.

Vulnerable adults may be 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 her or himself, is or may be in need of community care services; or unable to protect her or himself from significant harm or exploitation.

3. Our Ethos

Our organisation will establish and maintain an ethos where our children and vulnerable adults feel secure, are encouraged to talk, are listened to and are safe. Children and vulnerable adults will be able to talk freely to any member of staff, volunteer or regular visitor to our organisation if they are worried or concerned about something.

Everyone who comes into contact with children, their families and vulnerable adults has a role to play in safeguarding. We recognise that staff and volunteers play a particularly important role as they are in a position to identify concerns early and provide help for children and vulnerable adults to prevent concerns from escalating. All staff and volunteers are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child or vulnerable adult, staff members and volunteers must always act in the best interests of that child or vulnerable adult.

All staff, volunteers and regular visitors will, through training and induction, know how to recognise indicators of concern (Appendix 1), how to respond to a disclosure from a child or vulnerable adult and how to record and report this information (Appendix 5). We will not make promises and we will not keep secrets. Everyone will know what we will have to do with any information disclosed to us.

4. General Procedures

When new staff, volunteers (specifically those directly involved with children and

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vulnerable adults) or regular visitors join our organisation they will be informed of the safeguarding arrangements in place. They will be given a copy of our organisation's safeguarding policy and told who our Designated Safeguarding Officer is. They will also be shown how to record a concern. (Appendix 5)

Every new member of staff or volunteer will have an induction period of 3 months that will include essential safeguarding information. This programme will include safeguarding training through the NSCP Safer Programme (www.norfolkscb.org) & NSAB training (www.norfolksafeguardingadultsboard.info) relating to signs and symptoms of abuse, how to manage a disclosure from a child or vulnerable adult, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and the remit of the role of the Designated Safeguarding Officers (DSOs).

All staff and volunteers will be asked to read this policy yearly after it has been reviewed and updated if necessary. They will sign to say they have read and understood the policy.

There will be a link to this safeguarding policy on our website so that any visitors or volunteers can view our safeguarding procedures, and how to report concerns.

In regards to children's ministries & services, parents and carers will be informed of our legal duty to assist our colleagues in other agencies with safeguarding enquiries and what happens should we have cause to make a referral to Children's Services.

Parents will sign a consent form at the start of their child's involvement with a SOUL Church children's ministry/activity which includes any vital health or otherwise notable information (involvement is recognised as attending ministry/activity without parent or carer). This consent form also requests permission for photographs to be taken for promotional purposes only. It will also include a statement making parents/carers aware by signing that they consent to us sharing information with the relevant authorities if we have concerns about the welfare of their child/children, but that we do not have to seek consent if there are serious concerns about harm or likely harm to their child/children. (Appendix 7)

5. Training

Every member of staff will undertake appropriate safeguarding training as outlined by the NSCP Safer Programme & NSAB Training every year.

We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via www.norfolkscb.org or www.norfolksafeguardingadultsboard.info

The Designated Safeguarding Officers should be used as a first point of contact for concerns and queries regarding any safeguarding concern at SOUL and affiliated

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events.

6. Safer Staff and Volunteers

All adults who come into contact with children and vulnerable adults have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of children are competent, confident and safe to do so.

We ensure we adhere to the principles of safer recruitment as per our policy and also the guidance from NSCP Safer Program & NSAB guidance.

SOUL ensures that we:

Staff positions

- Carefully consider the job description and person specification
- Circulate all vacancies widely
- Prepare an information pack
- Ask for a written application form
- Define our selection criteria
- Ask for a written declaration with regards to criminal convictions, spent or otherwise
- Ask for identification
- Ask for originals of any qualifications
- Conduct interviews with at least two people present
- Ask for at least two references, including the last employer
- Gain enhanced DBS checks where current Government guidance requires us to
- Organise a comprehensive induction period which includes familiarisation with our safeguarding policies, procedures and safeguarding training through the Safer Programme & NSAB guidance.

Volunteers (specifically those directly involved with children and vulnerable adults)

- Ask for a written application form
- Ask for a written declaration with regards to criminal convictions, spent or otherwise
- Ask for identification
- Conduct an interview with two people present
- Ask for two references, including current employer
- Gain enhanced DBS checks where current Government guidance requires us to
- Organise a comprehensive induction period which includes familiarisation with our safeguarding policies, procedures and safeguarding training through the Safer Programme & NSAB guidance

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7. Grounds for mandatory refusal

A person shall be immediately and irrevocably denied status as a Responsible Person and from any activity with children under 18, in the event of any disclosure indicating a person is on the list of individuals unsuitable for working with children and vulnerable adults.

In these circumstances, the relevant authorities shall be notified that such a person has attempted to gain paid/unpaid work with children and vulnerable adults. The DSO shall be informed and will give guidance on receiving and supporting the person as part of the wider church community.

SOUL Church reserves the right to deny any member of the public from accessing their Sunday services or events where children and vulnerable adults may be in attendance if it is deemed unsafe for them to do so. This may include, but is not exclusive too, a person being a registered sex offender. This will be done in consultation with the appropriate authorities and agencies and will be reviewed on a case by case basis.

8. Records and Confidentiality

If we are concerned about the welfare or safety of any child or vulnerable adult in our organisation we will record our concerns immediately and pass this on to the Designated Safeguarding Officer or one of the alternates (see table below)

Any information recorded will be kept securely. These files will be the responsibility of the Designated Safeguarding Officers and information will only be shared within the organisation on a need to know basis for the protection of the child or vulnerable adult.

Any safeguarding information will be kept in the file and will be added to. Copies of referrals will be stored in the file.

All information is confidential, however if there is a safeguarding or child protection concern about a child or vulnerable adult, then information can be shared with other agencies, namely the Police or Children's Services.

9. Roles and Responsibilities

SOUL Church Ltd & SOUL Foundation (SOUL)

Safeguarding Team

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Role	Name	Contact details
Lead Designated Officer SOUL Church	Joe McKinney	safeguarding@soulchurch.com 01603 488880
Alt: Designated Officer (Youth)	Joseph Zimmerman	joseph.zimmerman@soulchurch.com 01603 488880
Alt: Designated Officer (Kids)	Ximena Gonzalez	Ximena.gonzalez@soulchurch.com 016903 488880
Designated Officer (Vulnerable Adults)	Sam Milchem	sam.milchem@soulchurch.com 01603 488880
Alt: Designated Officer (Vulnerable Adults)	Susan Horsley	susan.horsley@soulchurch.com 01603 488880
Designated Officer (Pastoral Care)	Steve Mawston	steve.mawston@soulchurch.com 01603 488880

Our Safeguarding Team will liaise with Children's Services or Adult Social Services and other agencies where necessary and make referrals to Children's Services using the procedure below.

Any concern for a child's/vulnerable adult's safety or welfare will be recorded in writing and given to the Designated Safeguarding Officer who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

The Designated Officer(s)

DSO's are responsible for:

- Ensuring that the policies and procedures are followed by all staff and volunteers;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed procedures;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff or volunteer. (Local Authority Designated Officer - e:LADO@norfolk.gov.uk)
- Liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services.
- Maintain written records and safeguarding files ensuring that they are kept confidential and stored securely.
- Ensure that all staff, regular volunteers and visitors have access or have received appropriate safeguarding information during induction and have been trained appropriately according to NSCP & NSAB guidance.
- Ensure that our safeguarding policy is in place and is reviewed annually.
- Ensuring that the content of this policy has been written following consultation with the Safer Programme.
- Ensure that safer recruitment practices are followed.
- SOUL Church undertakes to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

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1. Procedures for Handling Disclosures

A child or vulnerable adult may decide to disclose information that may indicate they are suffering from abuse or neglect. An individual chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what is being said, and be very careful not to 'lead' or influence in any way what they say.

It is important that the adult remembers to:

- Stay calm
- Listen and be supportive
- Not ask any leading questions, interrogate the person, or put ideas in the person's head, or jump to conclusions
- Not stop or interrupt a person who is recalling significant events
- Never promise the person confidentiality – it must be explained that information will need to be passed on to help keep them safe
- Avoid criticising the alleged perpetrator
- Tell the person what must be done next (the safeguarding process must be followed)
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the person disclosed. Be sure to sign and date the record in ink.
- Contact the designated person immediately
- Seek support

We are clear that the Local Authority and Police must lead any investigation into any allegation regarding safeguarding.

If we have a concern about a child or children or vulnerable adult we will immediately telephone either Children's Advice and Duty Service (CADS) on **0344 800 8021** or Adult Social Services on **0344 800 8020**. We will be put through to a Social Worker who will take all of the relevant details. We will make sure we are prepared with full details of the vulnerable adult or child and family, plus what our concerns are, details of any support we have provided to the vulnerable adult/child/family and what we would like to happen. In the case of a child we will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of this and the reason for this.

The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police.

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In the instance of a vulnerable adult we will contact the police using 101.

We will make careful records of all conversations, in ink, including the dates and times of who we spoke to, the information shared and the action agreed. We do not need to send a written referral.

Full details on this process can be found at www.norfolkscb.org (Children)
www.norfolksafeguardingadultsboard.info (Adult)

We understand if we are unhappy about a decision made by CADS or MASH we can use the Resolving Professional Disagreements policy on www.norfolkscb.org and contact the Safer Programme for more advice on this process.

**We will contact CADS immediately if we have concerns,
it is important we do not delay.**

2. Allegations against a member of staff

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for our children and vulnerable adults. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children and vulnerable adults.

We will take all possible steps to safeguard our children and to ensure that the adults at SOUL Church are safe to work with our children. We will always ensure that the Norfolk Safeguarding Children Partnership's procedures are followed.

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made.

- We will seek appropriate advice from the Local Authority Designated Officer (LADO) within 24 hours of a concern or allegation being made. The LADO can be contacted via the referral/consultation forms under 'how to raise a concern' at www.norfolkscb.org or a message left on 01603 223473 for ongoing cases.
- Staff will not investigate these matters.
- We will seek and work with the advice that is provided.
- Should an allegation be made against the Designated Safeguarding Officer or Alternate, this will be reported by the staff member or volunteer raising the concern directly to the LADO.

There are sensible steps that every adult should take in their daily professional conduct with children and vulnerable adults. (See Working together to safeguard children 2018)

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Appendix 1: Definitions of abuse and key terms used in our policy

What is abuse and neglect?

A form of maltreatment of a child/vulnerable adult. Somebody may abuse or neglect a child/vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children/vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child/vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child/vulnerable adult.

Emotional abuse

The persistent emotional maltreatment of a child/vulnerable adult such as to cause severe and persistent adverse effects on the child's/vulnerable adult's emotional development. It may involve conveying to a child/vulnerable adult 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/vulnerable adult 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/vulnerable adults. These may include interactions that are beyond a child's/vulnerable adult'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/vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children/vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment of a child/vulnerable adult, though it may occur alone.

Sexual abuse

Involves forcing or enticing a child/vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child/vulnerable adult 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

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may also include non-contact activities, such as involving child/vulnerable adult in looking at, or in the production of, sexual images, watching sexual activities, encouraging children/vulnerable adults to behave in sexually inappropriate ways, or grooming a child/vulnerable adult in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet a child's/vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's/vulnerable adult'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/vulnerable adult 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/vulnerable adult's basic emotional needs.

Child protection

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Vulnerable

A vulnerable adult/person is in need of special care, support or protection because of age disability, risk of abuse or harm. This may relate to spiritual, physical, financial or mental states.

Unacceptable Behaviour

Unacceptable behaviour will not be tolerated at SOUL and any affiliated events.

We define unacceptable behaviour as: A person who has identified an opportunity to take advantage of another other person or situation and then does so. This may relate to spiritual, physical, financial or mental states.

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Appendix 2: Specific Safeguarding Issues

Contextual safeguarding

At SOUL Church we recognise that safeguarding incidents and/or behaviours can be associated with factors outside of the church environment. Staff understand the definition of contextual safeguarding and consider whether children are at risk of abuse or exploitation in situations outside their families. Through training we will ensure that staff and volunteers are aware that extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence. When reporting concerns, staff should include as much information and background detail as possible so the DSO can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

We recognise that children and adults with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

At SOUL Church we recognise that a previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE): County Lines

At SOUL Church we train staff to recognise that both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

At SOUL Church we recognise that Child Sexual Exploitation is a form of child sexual abuse and this imbalance of power coerces, manipulates or deceives a child or young person into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator. Child sexual exploitation does not always include physical contact, it can also occur through the use of technology.

At SOUL Church we understand that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines

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criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs. If a child is suspected to be at risk of or involved in county lines, a referral to the Children's Advice and Duty Service (CADS) will be made alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation.

So-called 'honour-based' violence (including Female Genital Mutilation and Forced Marriage)

At SOUL Church we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSO who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

At SOUL Church we recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. The Forced Marriage Unit has [statutory guidance](#) and [Multi-agency guidelines](#) and can be contacted for advice or more information: Contact 020 7008 0151 or email fm@fco.gov.uk

Preventing radicalisation and extremism

We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At SOUL Church, we will ensure that:

- Through training, staff, volunteers and trustees have an understanding of what radicalisation and extremism is, why we need to be vigilant in SOUL and how to respond when concerns arise.
- There are systems in place for keeping children & young adults safe from extremist material when accessing the internet in our organisation by using effective filtering and usage policies.
- The DSO has received Prevent training and will act as the point of contact within our organisation for any concerns relating to radicalisation and extremism.

Peer on peer abuse

We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to

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peer on peer abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'.

At SOUL Church all staff are trained so that they are aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- upskirting
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about peer on peer abuse. The DSO will respond to any concerns related to peer on peer abuse in line with guidance from Children's services. We will ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.

We will work with other agencies as required to respond to concerns about sexual violence and harassment. We will seek consultations where there are concerns or worries about developmentally inappropriate or harmful sexual behaviour from the Harmful Sexual Behaviour (HSB) Team as required so that we ensure we are offering the right support to the child(ren). Support will depend on the circumstances of each case and the needs of the child, it may include completion of risk assessments to support children to remain in school whilst safeguarding other children and the victim, delivery of early intervention in respect of HSB and/or referral to The Harbour Centre Sexual Assault Referral Centre (SARC) where a pupil discloses a rape, an attempted rape or a serious sexual assault whether this has happened recently or in the past. The assault does not have to have taken place in Norfolk but the victim must live in Norfolk to access support. The SARC also has a 24/7 helpline 01603 276381 if pupils or staff need to speak to a Crisis Worker for help & advice. Referral forms can be found on The Harbour Centre website.

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Appendix 3: Relevant Guidance and Legislation

- Working together to safeguard children 2018
- What to do if You're Worried a Child is Being Abused 2015
- Children Act 2004
- Children Act 1989
- Framework for the Assessment of Children in Need and their Families
- Safeguarding Adults: The role of Health service practitioners, 2011

Norfolk Threshold Guide www.norfolkscb.org

Norfolk Safeguarding Adults Board www.norfolksafeguardingadultsboard.info

Appendix 4: Useful Contacts

Children's Services 24 hours	0344 800 8020
Children's Advice and Duty Service	0344 800 8021
Norfolk Police	101
In an emergency	999
Local Authority Designated Officers (LADO) Team	01603 223473
Norfolk Safeguarding Children Partnership (NSCP)	www.norfolkscb.org
Safer Programme	01603 22896
Adult Social Services	0344 800 8020

Appendix 5: Recording Form for Safeguarding Concerns

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**Safeguarding & Child Protection
Concern / Disclosure**

Action taken by DSO

Referrals made / Ongoing Monitoring

Outcome of Referral

Signed

Name **Position: Designated Safeguarding Professional**

Signature

DSP

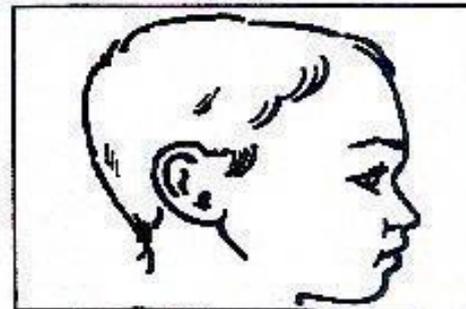
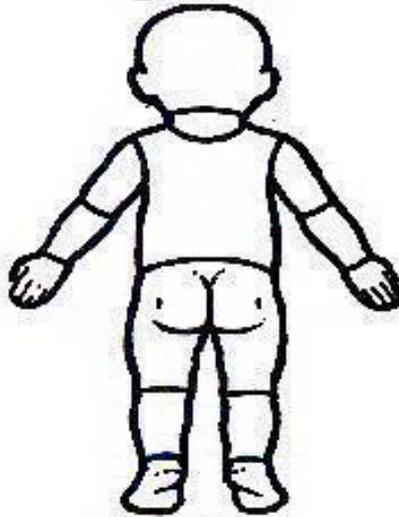
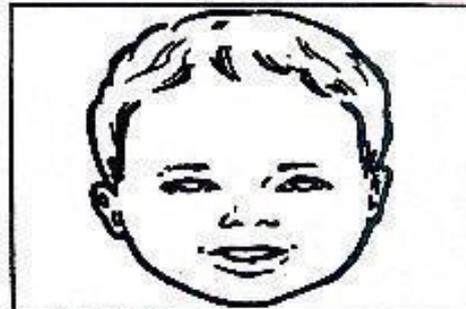
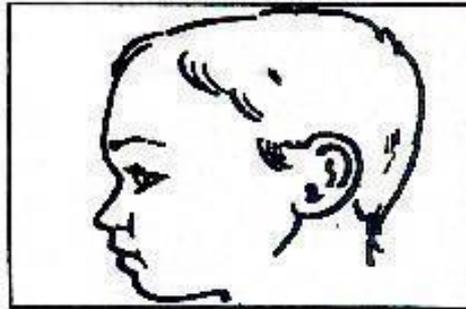
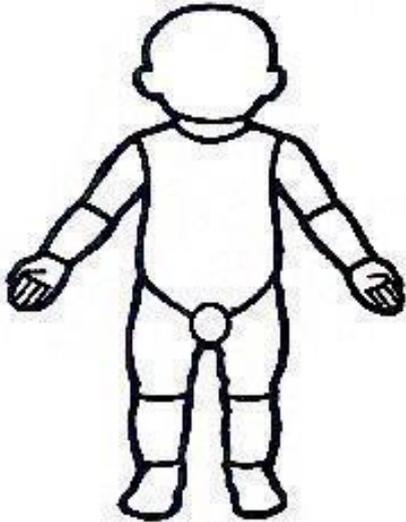
Senior Pastor

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Body Map

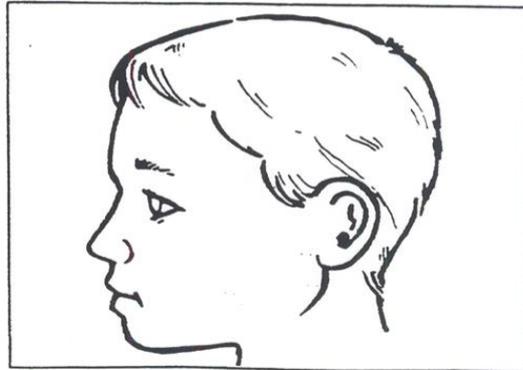
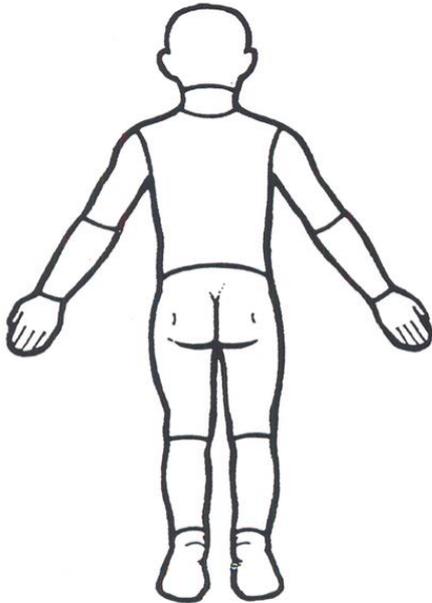
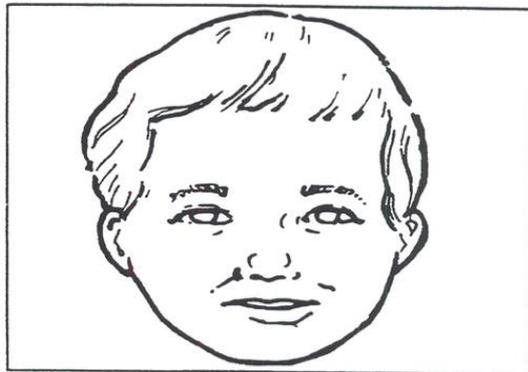
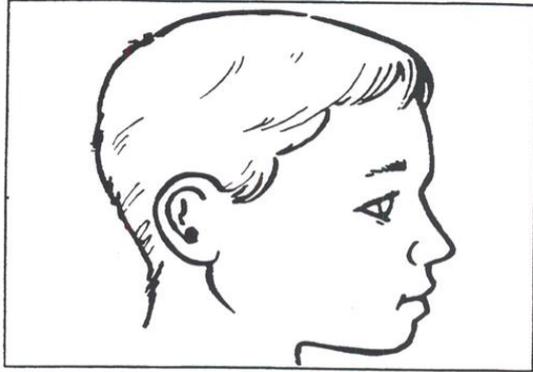
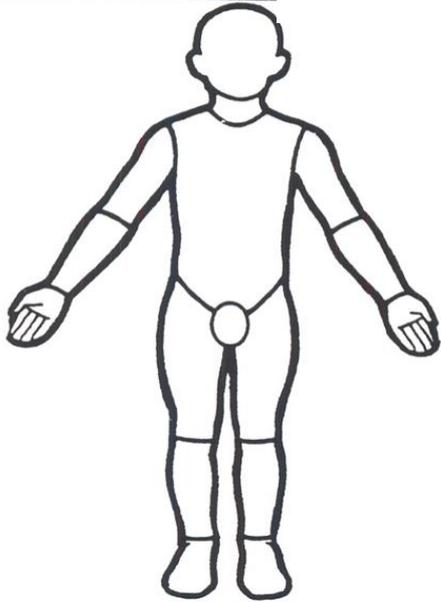
Young Child



Indicate clearly where the injury was seen and attach this to the Recording Form

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Older Child



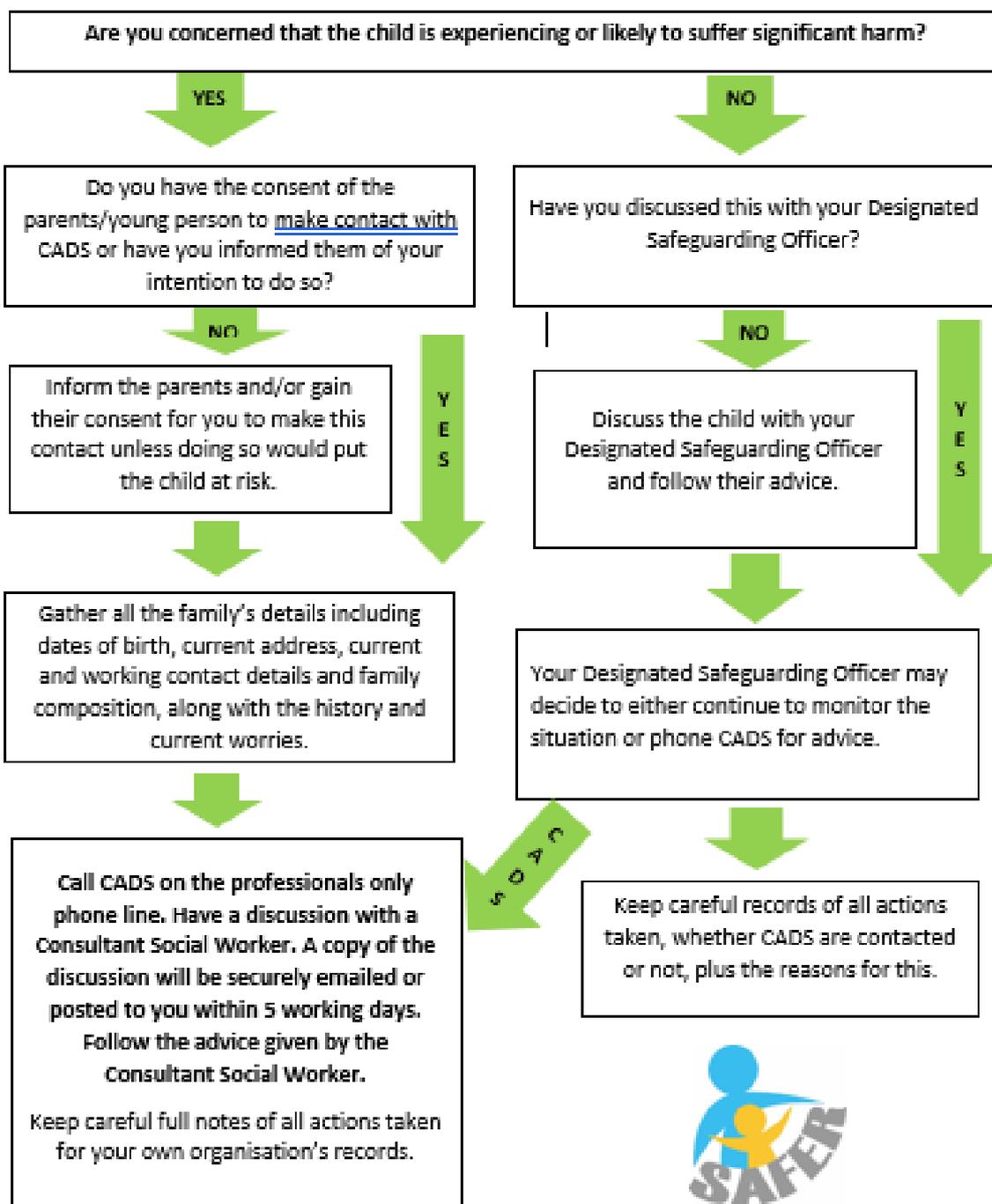
2

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Appendix 6: CADS Flow Chart

Children's Advice and Duty Service- CADS

Advice for contacting CADS if you have concerns about a child:



CADS 0344 800 8021

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Appendix 7: Children Registration

Parent Declaration: I understand that SOUL Church has a legal duty to work with other agencies to promote the safeguarding of my child/children

The form is titled 'Children Registration' and is set against a background with the text 'SOUL CHURCH' in large, semi-transparent letters. It contains the following sections and fields:

- Name Fields:** First Name (input: first name), Last Name (input: last name), Suffix (dropdown).
- Demographics:** Adult (dropdown), Select a gender (dropdown).
- Education:** Birthdate (dropdown), School (dropdown: Select a school), Grade (dropdown: --).
- Medical Notes:** A text area with the prompt 'Any medically related items we should be aware of?' and a note: 'Default labels print up to 40 characters on 1 line.'
- Email Addresses:** A dropdown menu (Home) and an input field 'Enter An Email Address' with a plus sign to add more.
- Phone Numbers:** A dropdown menu (Mobile) and an input field 'Enter A Phone Number' with a plus sign to add more.
- Addresses:** A dropdown menu (Home) and input fields for Street Address, Apt/Unit/Box, City, County, and Postcode, with a plus sign to add more.
- Buttons:** 'Create mobile pass' and 'Add a barcode' at the bottom.

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Appendix 8: Raising a Safeguarding Adults Concern: Checklist

Raising a Safeguarding Adults Concern: Checklist

Tel: Norfolk Adult Social Care: 0344 800 80 20

This checklist is to assist you to have the right information when you are raising a safeguarding adult concern. We know that it is often a stressful conversation and you may forget vital information when you make the call. Do not worry if you do not have all the information below.

Concerns will always be considered when some of this information is not available.

	Essential	Desirable
Name of Alerter (You can remain anonymous)		✓
Contact details of Alerter		✓
Relationship to Victim		✓
Organisation of Alerter		✓
<hr/>		
Name (of adult at risk)	✓	
Address of Adult	✓	
Address, if different, of place of alleged abuse	✓	
Contact details of Adult at risk	✓	
Details of Category of Vulnerability (Older, frail, Mental Health, Learning Difficulties etc.)	✓	
Date of Birth or Age		✓
Gender		✓
Ethnicity		✓
Religion		✓
Capacity and understanding		✓
Communication needs (sensory loss, language, other)		✓
Name of Alleged Perpetrator		✓
Address of Alleged Perpetrator		✓
Date of Birth of Alleged Perpetrator		✓
<hr/>		
Details of Referral - You need to consider the following so that the person taking the referral decision can gain adequate information		
Nature of abuse/incident	✓	
When did it happen?	✓	
Where did it happen?	✓	
Was anyone else involved?		✓
Was the incident witnessed?		✓
Have you had previous concerns regarding this person? If so what?		✓
Does the adult at risk of abuse or neglect know you are making this referral?	✓	
What does the person want to happen?		✓
Have you done anything to assist the adult at risk at this time? (What actions have been taken?)	✓	
<hr/>		
How do you want to be contacted in the future?	✓	

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Raising a Safeguarding Adults Concern: Reminder

- ❖ A safeguarding adult referral is about fuller consideration with multi-agency partners on the best way forward – the concern does **NOT** necessarily lead to a section 42 enquiry under formal safeguarding adults procedures.
- ❖ A safeguarding adult concern is about finding the best way to support the individual – it accesses wider multi-agency information, perspectives, skills and resources
- ❖ A safeguarding adult concern is about accountability, openness and transparency – it is about learning and improving care to the person concerned
- ❖ A safeguarding adult concern is **NOT** about pre determining that neglect or abuse has occurred. It is the start of seeking more information, finding out if something went wrong and then putting it right

*Adapted from: Safeguarding Adults: The role of Health service practitioners,
(14 March 2011)*

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