



1. Details of the Place of Worship/Organisation

Name of Place of Worship: Beech Hill Church, Otley

Address: 20-24 Westgate, Otley, LS21 3AS

Telephone Number: 01943 468876

General Email Address: hello@beechhillchurch.org.uk

The Church is a member of the Fellowship of Independent Evangelical Churches:
<https://fiec.org.uk/>

Trustee and Elder Responsible for Safeguarding

Name: Richard Hughes

Email: hughes.richardb62@gmail.com

Safeguarding Coordinator

Name: Nicola Freer

Email: safeguarding@beechhillchurch.org.uk

Deputy Safeguarding Coordinator

Name: Sarah Hughes

Email: sarahhughes3565@gmail.com

Charity Number: 1184784

Regulators: The Charity Commission for England and Wales

Insurance Company: Congregational. <https://www.congregational.co.uk>

Activities we undertake with children and adults who have care and support needs

The Church teaches children about the bible as part of its Sunday activities (Heroes and Miniature Heroes); it runs a group for parents and carers to bring their pre-school age children (Tots and Toys); it runs a postal group called JellyBeans for 3-6 year olds which sends craft activities and links to an online Bible story video (and occasional 'Cool Beans' in-person sessions); it runs a group for young people called Pioneers; it runs activities for children during away days or weekends away.

Our commitments

Whilst not specifically for at risk groups, we run Sunday Services, Home Group meetings, and social groups, all of which are open to all who wish to attend. We recognize that some of these attendees may be at risk; we will remain alert to possible safeguarding issues as we develop relationships with them and offer them support.

We may from time to time go away as a body of believers and safeguarding issues will be considered in the planning for that.

As a Church, we recognise the need to provide a safe and caring environment for children, young people and adults. We:

- Recognise that abuse takes many forms. Abuse can lead to a violation of someone's human and civil rights by another person or persons. Abuse can be physical, sexual, emotional, financial, verbal or psychological. It can take the form of neglect. It can be the result of an act or a failure to act.
- Accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status".
- Agree with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." The convention defines a child as any human being under the age of 18. This policy will use the word 'child' or 'young person' to refer to any individual under the age of 18.

We have adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight and informed by reference to Age

Concern guidance for working with adults and good practice detailed on the Leeds Adult Safeguarding Board website.

The Church Trustees and Leaders undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming, safe and inclusive.
- Support the Safeguarding Coordinator(s) in their work and any actions they may need to take in order to protect children and adults with care and support needs.
- Ensure that activities with children and at risk adults organised with external organisations (such as the Pastor's work in schools and services at local care homes) adhere to that organisation's policy/code of conduct.
- Only use external organisations to work with children or at risk adults in our care which have robust safeguarding procedures.

2. Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

To safeguard those in our church we adhere to the UN Convention on the Rights of the Child and have as our starting point the definition of abuse, in Article 19:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of

instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

For adults, the UN Universal Declaration of Human Rights is relevant - in particular, Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are appended.

Safer recruitment

The Church will ensure all workers are appointed, trained, supported, and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with the DBS Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- Suitable induction training is provided for the successful applicant
- The applicant has completed a probationary period (the length of which will be determined on a case-by-case basis)
- The applicant has been given a copy of the safeguarding policy and procedures and knows how to report concerns.

Safeguarding training

The Church is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will undertake safeguarding training on a regular basis.

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The Church will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Management of Workers – Codes of Conduct

As a Church we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with the Church Code of Conduct towards children, young people and/or adults with care and support needs.

Risk Assessments

Risk assessments will be undertaken for all relevant activities. For complex, or significant activities, and/or where unusual risk is present, the risk assessment will be written, using the Church's standard format.

3. Practice Guidelines

As a place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusations.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and assure ourselves that their safeguarding policy and procedures meet our expectations. It is also our expectation that any organisation using our premises, which works with children, young people and/or vulnerable adults will, as part of the letting agreement, have their own policy that meets thirtyone:eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

4. Responding to Allegations of Abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Procedures will be followed as below:

- **Reporting:** All allegations of abuse must be reported, without judgement and immediately, to the Safeguarding Coordinator or Deputy Safeguarding Coordinator.

In the case of an allegation of abuse against children, the Safeguarding Coordinator (or Deputy) will contact the Local Authority Designated Officer. See below for details.

In the case of allegations against adults, the Safeguarding Coordinator (or Deputy) will follow the course laid out below.

The Elders, when alerted to the fact that there is an incident, will consider whether it is appropriate to contact the Charity Commission and/or the church's insurers.

- **Recording:** Detailed records of the allegation and any subsequent actions will be maintained.
- **Advice:** Appropriate external advice will be sought immediately. Where a crime is reported, the Police will be notified.
- **Suspension or Reassignment:** In the case that the accused is a church attendee volunteer, office holder or member of staff, consideration must be given, as a matter of urgency, to their being removed from their role to ensure the safety of others during the period of internal or external investigation. The choice of action will be informed by the advice received and by a risk assessment.
- **Risk Assessment:** In the above case, a behaviour risk assessment, based on the alleged information of abuse, will be undertaken to guide the decision on what temporary action to take and what boundaries and procedures should be put in place. The risk assessment will be recorded on the church template.
- **Investigation:** In the above case, if a crime has not been reported, or when the police/CPS decide not to prosecute a case, an internal investigation will be conducted, involving relevant external organisations and authorities, as necessary.
- **Support:** The church has a duty of care to both the accuser and the accused. Where these are part of church community support will be provided to the victim and the individual alleged to have committed the offence, including access to external, alternative, more appropriate support networks. Procedures should be put in place to allow effective communication between the charity and the accuser and between the church and the accused.

- **Outcomes:** Based on the findings of an internal investigation, the following actions may be considered for an employee or volunteer:
 - Dismissal/removal from work with/access to vulnerable groups
 - Warning and redeployment accompanied by a risk management plan to mitigate risk
 - Warning and return to duties, accompanied by a risk management plan.
 - Redeployment and a risk management plan (for historic cases only.)
 - A return to duties and risk management plan (for historic cases only).

Resignation of the accused must not stop reporting, the investigatory and disciplinary process or appropriate sharing of information.

Reporting a concern should always be a first thought.

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Safeguarding Coordinator:

Name: Nicola Freer

Email: safeguarding@beechhillchurch.org.uk

The above is nominated by the Church leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities where there is a significant concern of possible harm.

In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to:

Deputy Safeguarding Coordinator: (hereafter the "Deputy")

Name: Sarah Hughes

Email: sarahhughes3565@gmail.com

If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

The Safeguarding Coordinator will contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They will then contact Social Services in the area the child or adult lives.

Name of local authority: Leeds City Council

Children's Social Services

Tel: 0113 376 0336

Out of hours Tel: 0113 535 0600

Website Address: <https://www.leeds.gov.uk/children-and-families/keeping-children-safe/report-a-child-protection-concern>

Adult Social Services

Tel: 0113 222 4401

Out of hours Tel: 0113 378 0644

Website Address: <https://www.leeds.gov.uk/adult-social-care/worried-about-someone/report-neglect-or-abuse-of-an-adult>

The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern. A decision to share information will be taken balancing the need to protect against the right to privacy and the reasons for the decision will be recorded. Those to be informed may be:

- The Trustees/Elders, who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Adult Social Care
- The police

Suspicions must not be discussed with anyone other than those nominated above.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

The Trustees/Elders will support the Safeguarding Coordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

Whistleblowing and unresolved concerns

Although the Church leaders hope that members of the Church will use the procedure above it is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight. If, however, the individual with the concern feels that the Safeguarding Coordinator or Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the

appropriateness of a referral they are free to contact an outside agency direct (See examples in the above section on Responding to Allegations.).

We hope by making this statement that the Church demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Coordinator and their Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Coordinator/Deputy will:

- Contact Children's Social Services (and/or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety, immediate wellbeing, or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services directly for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, the Safeguarding Coordinator/Deputy will make the adult's safety and wellbeing the priority, but ensure this includes, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Coordinator/Deputy will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children or young people

For the avoidance of doubt, if an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator (or Deputy), in accordance with Local Safeguarding Children Board (LSCB) procedures will always:

- Liaise with Children's Social Services regarding the suspension of, or other boundaries set for, the worker or attendee.
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

- If advised to do so by the LADO, make a referral to Disclosure and Barring Service (DBS) for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs.

Allegations of abuse against a person who works with adults with care and support needs

The Safeguarding Coordinator will:

- Ensure that the individual is suspended from work with vulnerable adults
- Liaise with Adult Social Services
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

5. Pastoral Care

Supporting those affected by abuse

The Church is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the Church.

Working with offenders and those who may pose a risk

Beech Hill Church is open to all, to receive the forgiving love of Jesus. We recognise, however, that this welcome must not compromise the protection and rights of the vulnerable.

When someone attending the Church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Trustees/Elders will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties. Failure to abide by the plan will be treated as a safeguarding concern.

6. Preventing and Responding to Bullying

The Oxford English Dictionary defines bullying as: “when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable”. Bullying can occur in any group of children or young people, and sometimes between adults. It can take many forms and may be perpetrated online or using mobile devices (cyberbullying).

We will endeavour to ensure that everyone in our Church and its groups will feel that they belong, and that no-one feels left out.

We will:

- Actively encourage people with different backgrounds and abilities to participate
- Encourage respect of the varied perspectives and experiences of individual members
- Avoid language that belittles or differentiates in an unhelpful way
- Challenge unpleasant, disrespectful, discriminatory, and demeaning language and action

Where necessary, and with the support of parents where the issue involves children, we will encourage mediation or apply sanctions that support the restoration of relationships and appropriate behaviour.

7. Health and Safety

Ensuring the premises and activities are suitable for children and those for special requirements

The church takes health and safety seriously, including the health and safety of children, young people and vulnerable adults. The building and all unusual or off-premises activities will be subject to risk assessments. The building is subject to a fire policy and regular fire risk assessments. The church health and safety and fire policies are available on request.

8. Recording and Storing of Information

To look after the children, young people, and vulnerable adults in our care, it will be necessary to obtain certain information about them from their parent/guardian. This may include name, date of birth, parents’ contact details, any medical issues, or allergies and whether workers and helpers are permitted to change nappies or help the individual go to the toilet. All information will be collected and stored in accordance with our Data

Protection Policy, a copy which is available on our website at www.beechhillchurch.org.uk/resources.

9. Photography

Beech Hill Church recognises the dangers of allowing photographs of children to be available to potential abusers. In order to mitigate that risk, we expect all church members, not just those working with children to know this policy and abide by the relevant sections.

Permissions

All parents/carers of children who attend a Beech Hill event or activity will be asked to complete a simple permission slip to ensure we know whether and how they are happy for photographs of their child/ren to be taken and used.

These wishes will be respected.

Taking photographs

No photographs will be taken of children at church events or activities except in the following circumstances:

Parents and carers are welcome to take photographs of their own children and to give permission to others to do the same.

A photograph may be taken of a group of children, either with or without adults, by a group leader or someone given permission by a church leader for the purposes of church records and publicity only.

Care should be taken to ensure that photographs do not identify the child by giving any accompanying personal details or by clues in the picture itself (eg by a name badge).

Photographs that may be more open to inappropriate use (eg pictures of a semi-clothed child) must be avoided.

Video should not be taken except where specific permission has been gained from all those to be filmed and their parent/carer and use of the film has been explained to them.

Due care will also be taken if photographs are taken of vulnerable adults.

Storing and using photographs of children

Only the group leader and/or the person in charge of church records (the person in charge of looking after the website) and publicity may keep photographs taken in the circumstances above. These will be subject to the same restrictions and time limits as applied to personal data.

10. Online Activities and E-Safety

Given the risks and dangers of grooming or sexual exploitation, cyber-bullying, trolling and potential accusations against workers, online activities will be undertaken with caution. Contact with children will only take place using apps for which the individual is above the minimum age restrictions. Parents/carers will be kept informed about online ministries and how they are delivered. The Safeguarding Coordinator and Deputy Safeguarding Coordinator have access to the JellyBeans videos on the church website. Advice will be sought from a group leader/Safeguarding Coordinator if unsure about any contact with a child online.

11. One-to-One Mentoring

It may be valuable to see children, young people or at risk adults on a one-to-one basis to support them in growth in their personal faith in Jesus.

When this happens with children, permission will be obtained from parent/carer and they will be informed where their child is, with whom and what they are doing. Such meetings will take place in a venue where other people are present, aiming to be seen but not heard. Anyone who is mentoring a child or young person will have an enhanced DBS check completed. The young person will be over the age of 14 and one of the church elders will be informed that such meetings are taking place. Advice will be sought from a group leader/Safeguarding Coordinator by anyone unsure about meeting with a child.

In the case of adults, appropriate checks will be made with any relevant family member or social worker, and advice will be taken.

12. Leaving Children or Young People at Groups

Registration forms will collect information about who will be collecting children or young people from a group, when parents/carers are not present in the building. Leaders and helpers are responsible for ensuring that children only leave with a person who has been named for collection. Children or young people will only be allowed to leave independently

if a parent/carer has given permission for this. In this situation, leaders and helpers will not be responsible for the child or young person when they have left the building.

When parents/carers will not be present in the building, information will be distributed about what activities will be included in a session.

13. Transportation of Children or Young People

On occasion it may be necessary to transport children or young people as a part of the activity being undertaken. (This policy does not cover any transporting of children or young people to or from a group as part of a one-off or regular arrangement with parents.) When transporting others, the vehicle must be taxed and adequately maintained. The driver must be insured to drive it, must drive according to road rules and ensure that seat belts are worn. There must be at least one individual who is DBS checked in the vehicle.

14. Adoption of the Policy

This policy was agreed by the trustees/elders and then by the Church on and will be reviewed annually.

Signed by:

Position: Trustee/Elder

Signed by:

Position: Safeguarding Coordinator

A copy of this policy is available on the church website.

Appendix 1. Code of Conduct

This behaviour code outlines the conduct Beech Hill Church (hereafter ‘the Church’) expects from all our workers and volunteers. The behaviour code aims to help us protect children, young people and vulnerable adults from abuse and reduce the possibility of unfounded allegations being made. It is based on the Code of Conduct created by NSPCC.

The Church is responsible for making sure all workers and volunteers have seen, understood and agreed to follow this code of conduct, and that they understand the consequences of inappropriate behaviour.

In your role at the Church, you are acting in a position of authority and have a duty of care towards the children, young people and vulnerable adults we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- Prioritising the welfare of children, young people and vulnerable adults
- Providing a safe environment for children and young people
- Ensuring equipment is used safely and for its intended purpose
- Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following our principles, policies and procedures including our policies and procedures for child protection/safeguarding and whistleblowing
- Staying within the law at all times
- Modelling good behaviour for children and young people to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the Safeguarding Coordinator
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures.

Rights

You should:

- Treat children, young people and vulnerable adults fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect differences in race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status
- Challenge discrimination and prejudice
- Encourage children, young people and vulnerable adults to speak out about attitudes or behaviour that make them uncomfortable.

Relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid favouritism
- Be patient with others
- Exercise caution when you are discussing sensitive issues with children, young people or vulnerable adults
- Ensure your contact with children, young people and vulnerable adults is appropriate and relevant to the work of the project you are involved in
- Ensure that whenever possible, there is more than one adult present during activities with children and young people. If a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults. In practice this means that Miniature Heroes group will always have two leaders as a minimum. The number of leaders with other groups will be based on the number of children, needs of the group and based on a risk assessment.
- If a child specifically asks for or needs some individual time with you, ensure other workers or volunteers know where you and the child are.
- Only provide personal care (for instance changing nappies or helping a child go to the toilet) if it has been agreed by the parent or carer in writing in advance.

Respect

You should:

- Listen to and respect children at all times
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible
- Respect a young person's right to personal privacy as far as possible.
- If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable Behaviour

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships with children and young people
- Make inappropriate promises to children and young people
- Engage in behaviour that is in any way abusive including having any form of sexual contact with a child, young person or vulnerable adult.
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this Code of Conduct

You should always follow this code of conduct and never rely on your reputation or that of the Church to protect you.

If you become aware of any breaches of this code, you must report them to the Safeguarding Coordinator. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

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Breaches of the Code of Conduct or Safeguarding Policy

The safeguarding of children and vulnerable adults must always be a priority. The Church, and the Safeguarding and Deputy Coordinators on its behalf, reserve the right to take appropriate action against any individual working for the Church with children or vulnerable adults.

This action may include, but may not be restricted to:

- A word of advice or warning
- Mentoring, supervision and/or training
- A formal warning
- Removal from working with children and/or vulnerable adults
- Referral to the Local Authority Child Protection/Adult Social Care team and/or the police.

Appendix 2. Explanations of Types of Abuse

Physical

This includes assault, hitting, slapping, pushing, giving the wrong (or no) medication, restraining someone or only letting them do certain things at certain times.

Domestic

This includes psychological, physical, sexual, financial or emotional abuse. It also covers so-called 'honour' based violence.

Sexual

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, taking sexual photographs, making someone look at pornography or watch sexual acts, sexual assault or sexual acts the adult didn't consent to or was pressured into consenting.

Psychological

This includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidation, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Financial or material

This includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse or stealing of property, possessions or benefits.

Modern slavery

This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.

Discriminatory

This includes types of harassment or insults because of someone's race, gender or gender identity, age, disability, sexual orientation or religion.

Organisational

This includes neglect and poor care in an institution or care setting such as a hospital or care home, or if an organisation provides care in someone's home. The abuse can be a one-off incident or repeated, on-going ill treatment. The abuse can be through neglect or poor professional practice, which might be because of structure, policies, processes and practices within an organisation.

Neglect and acts of omission

This includes ignoring medical, emotional or physical care needs, failure to provide access to educational services, or not giving someone what they need to help them live, such as medication, enough nutrition and heating.

Self-neglect

This covers a wide range of behaviour which shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding.

Appendix 3. Signs of Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical signs of possible 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, rough games etc
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

Indicators of possible sexual abuse

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing

- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia

Emotional signs of possible abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying