

**CHURCH
ARMY**



**SAFER MINISTRY
POLICY FOR SAFEGUARDING
CHILDREN AND ADULTS AT RISK**

POLICY REVIEW

This policy will be reviewed annually to ensure it is aligned with any new or updated safeguarding legislation or guidance.

The policy is agreed by the Board who are ultimately responsible for the organisation's safeguarding governance.

Name of policy:	Safer Ministry Policy for Safeguarding Children and Adults at Risk
Owner:	Safeguarding Lead
Approver:	Senior Leadership Team (SLT)/ Board
Related Documents:	Data Protection Policy Whistleblowing Policy
Review period:	Annual
Last reviewed:	June 2024 - Agreed at the Church Army Board September 24

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WHAT TO DO IF YOU HAVE A CONCERN

Everyone in Church Army regardless of their role or context is responsible for protecting and safeguarding the welfare of the children, young people and adults at risk.

To report a safeguarding concern, you can:

- Contact the Church Army Safeguarding Team directly on safeguarding@churcharmy.org.
- Speak to your line manager or their senior
- Contact your Diocesan Safeguarding Advisor

Where a child or adult is in immediate danger, please contact the relevant emergency service where it is safe and appropriate to do so.

SAFEGUARDING TEAM

The Safeguarding team are responsible for ensuring the policy and practice of Church Army creates a safe space for everyone. They respond to current and non-recent concerns or allegations of abuse related to Church Army personnel or activities. You can contact them on safeguarding@churcharmy.org.

The Safeguarding team includes:



Sue Way
Deputy Safeguarding
Lead



Curtise Monk
Team Administrator



Alan Williamson
Deputy Safeguarding
Lead



Tim Woolley
Deputy Safeguarding Lead



Jayne Elliot
Deputy Safeguarding
Lead/Interim Team
Co-ordinator



The Trustee responsible for
safeguarding is Bishop Saju
Muthalaly, Bishop of
Loughborough.

If you have a concern which relates to the Safeguarding Lead, you should contact Bishop Saju, or Matt Barlow, Church Army's CEO.

POLICY SUMMARY

- Our responsibility to protect and safeguard those who are vulnerable is of paramount importance to who we are (values) and what we do (vision). As Church Army, we will do all that we can to make our ministry a safe place.
- Everyone in Church Army, whatever their role or context, whether in a paid or unpaid role, is responsible for protecting and safeguarding the welfare of the children, young people and adults at risk who are within our care.
- All our work with children, young people and adults at risk will be in line with our [core safeguarding principles](#).
- We endorse and follow all national and local safeguarding legislation and Church of England procedures, in addition to the UN Universal Human Rights and the International Covenant of Human Rights which includes the Convention on the Rights of the Child. We ensure that the premises we use meet the requirements of the Equality Act 2010 and other relevant legislation, and that they are welcoming and inclusive.
- Everyone working with children and adults at risk must:
 - Have a police check prior to commencing in their role
 - Have at least two references taken up prior to appointment
 - Have read and understood this policy
 - Attend regular and relevant safeguarding training
- All concerns or allegations of suspected abuse of children, young people or adults involving Church Army personnel must be reported to Church Army's Safeguarding team. You must not undertake investigation of allegations yourself.
- Church Army will take professional advice from Thirtyone:eight regarding safeguarding matters where required and will work collaboratively with statutory bodies and authorities.
- Church Army will do all it can to manage risk in relation to those who may have offended in the past. In these cases, risk assessments and risk management plans will be put in place which are proportionate to the matter disclosed.
- Electronic communication should be used wisely and appropriately with young people and adults in our care, with appropriate professional boundaries in place.
- If there are circumstances where Church Army personnel are subject to safeguarding allegations, we will offer pastoral support as well as rigorously following due process.

Throughout this policy, there will be boxes like this highlighting key areas.

Forward

This Policy has been reviewed and updated in line with the recommendations of the Makin Report (Independent Lessons Learned Review into the Church's response to the abuse perpetrated by John Smyth, 2024).

This includes:

- A clearer expectation that safeguarding is everyone's responsibility across the organisation.
- A mandatory requirement for all staff and volunteers to read the Safer Ministry Policy
- Updated definitions of '**Positions of Trust**' - recognition that anyone in these roles has increased opportunity for abusive behaviour. This refers to anyone in a spiritual, pastoral, training/coaching, managerial and leadership role, e.g. chaplains, tutors, Envoy, SLT/line managers and anyone offering reflective supervision.
- Reference to spiritual abuse under Healthy Culture, in recognition that those in positions of trust where spiritual direction or pastoral care are offered will need additional training and advice.
- A recommendation that all those in positions of trust especially where pastoral care or spiritual direction is offered receive additional safeguarding training.
- A clear commitment to a victim/survivor-centred approach to safeguarding and a new requirement that all members of the Safeguarding team undertake victim/survivor communication training.

1. INTRODUCTION

The purpose of this policy is to demonstrate Church Army's commitment to protecting all people (including our staff and related personnel) who come into direct or indirect contact with Church Army staff, volunteers, licenced Waterways Chaplains and Commissioned Evangelists through its activities.

This policy applies to all staff and representatives who are associated with Church Army. Representatives include:

1. All Commissioned Church Army Evangelists
2. All Mission Community Members
3. All Evangelists in Training
4. All licenced Waterways Chaplains
5. MYCN
6. All Board members
7. All volunteers

Church Army is a charity working closely with the Anglican church and is an Acknowledged Religious Community. Our policy is informed by the Church of England's Promoting a Safer Church 2017 policy (available [here](#)) but recognises the different contexts and provinces in which we work.

Where a Church Army Evangelist (an individual who carries a Church Army commission and therefore a Bishop's licence or PTO) works in partnership with or under the auspices of third parties, such as local churches which are legally responsible for their work, they should follow the safeguarding policy and guidance of their diocese, which is primarily responsible for their safeguarding practice.

Church Army's projects such as Marylebone and Ty Bronna have local policies which are consistent with the principles of this policy but include fuller explanations or slightly different procedures which are context specific.

As part of its role as a Theological Educational Institution (TEI), Church Army Initial Training follows the Application of Safeguarding Guidance to Theological Education Institutions (2024) in addition to this policy.

For those based in Scotland, Wales, Northern Ireland and the Republic of Ireland, there may be variations specific to those contexts. For more information on this, please contact the Safeguarding Team or Diocesan Safeguarding Advisor.

2. CHURCH ARMY'S SAFEGUARDING STATEMENT

Church Army affirms that the welfare of children, young people and adults at risk is paramount. This means that our work with such people will maintain the highest professional standards to ensure that their welfare is maintained, and our ministry is a safe place.

We will uphold best practice to develop sound relationships of integrity, truthfulness and trust with children, young people and adults at risk and work to prevent abuse from occurring, as well as seeking to protect those who are at risk of harm and those who have been harmed. Church Army will take care to identify where a person may present a risk to others and offer support to them whilst taking the steps to mitigate such risks.

We will do all that we can to make sure that we recruit safely and fairly, and we will appropriately train those in positions of trust. The leadership of Church Army are committed to promoting the importance of safeguarding so that everyone sees it as their responsibility, regardless of their role, and actively ensures our ministries and projects are safe places.

Where there are disclosures or allegations of abuse, Church Army will take them seriously, co-operate with statutory agencies, and will not investigate on its own. We will provide appropriate pastoral care to anyone who is the survivor of abuse¹ as well as

¹ See appendix 2 for definitions of abuse

recognising our responsibility to care for those who have had an allegation made against them.

3. OUR CORE PRINCIPLES

Church Army's core safeguarding principles are:

- **RESPECT**

We will value, listen to and respect all those within our care, communities and ministries, treating everyone with the unconditional love of Jesus.

- **SAFETY**

We are committed to making our ministry safe. That means safe recruitment, supervision and training for all those who work with children, young people and vulnerable adults, and thorough provisions to ensure the safety of our activities.

- **RESPONSIVE**

We will respond promptly to concerns or allegations regarding those for whom we have a responsibility, working with statutory authorities as necessary.

- **PASTORAL**

We will seek to offer pastoral care to survivors of abuse² and other affected persons, and care for those within our responsibility who have been known to offend against a vulnerable person.

- **PROTECTIVE**

We will provide appropriate support and care to those who may present a known risk to others. Church Army will not discriminate against those who have offended in the past but will do all it can to ensure that risk is assessed and managed appropriately within our activities.

In all these principles, we will follow both local and international legislation, guidance, and recognised good practice. We will aim to work with people on a need-to-know basis, ensuring confidentiality and appropriate sharing of statutory information with the relevant authorities where required.

² See Appendix 2 for Definitions of Abuse

4. CREATING SAFE SPACES

4.1 Everyone is responsible

Everyone who participates in the life of Church Army has a role to play in ensuring a safe environment and culture.

Regardless of their role, everyone should be aware of what to do if they have concerns or receive allegations of abuse. **Line managers should ensure that ALL staff and volunteers read the Safer Ministry policy.**

All Church Army staff and representatives working directly with children, young people and/or adults at risk **have a responsibility to:**

- Read and understood this policy
- Undertake and renew a police check
- Attend regular safeguarding training
- Work within the expectations of the safeguarding policy for their activities

4.2 Healthy Culture

Church Army actively encourages a safe and healthy culture in which:

- Issues and concerns about safeguarding are raised and addressed.
- There is a healthy regard for accountability.
- Individuals are treated with respect and value.

4.2.1 Spiritual abuse

What is Spiritual Abuse?

“Spiritual Abuse is not a separate category of abuse but is a form of psychological and emotional abuse. It is important when discussing such cases with statutory agencies to be clear that spiritual abuse is a form of psychological and emotional abuse within a religious context.”
(FROM THE CHURCH OF ENGLAND SAFEGUARDING GUIDANCE ON SPIRITUAL ABUSE)

There is no single agreed definition across the four nations.

Key Aspects of Spiritual Abuse:

Spiritual Abuse is defined as: *“Coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include:- manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or using the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a ‘divine’ position, isolation from others, especially those external to the*

abusive context." (Oakley L & Kimmond K, Breaking the silence on Spiritual abuse, 2013, PALGRAVE MACMILLAN p21)

Examples include:

- **Blame** - people may be blamed for any issues they identify
- **Accountability** - being forced or coerced into sharing personal details and to include another person in decision-making, rather than voluntarily choosing to engage with it
- **Damage** - the damage done to an individual through manipulation, shame and fear which characterises the abuse
- **Inability to work with others** - spiritually abusive Individuals find it difficult to work with others or to engage in team decision-making
- **Manipulation and misuse of scripture** - scripture may be used to control or manipulate behaviour and to support a person's personal agenda

(ADAPTED FROM THIRTYONE:EIGHT UNDERSTANDING SPIRITUAL ABUSE PRACTICE GUIDE)

Church of England e-manual - Safeguarding Children, Young People and Vulnerable Adults section 4.2: Spiritual Abuse [here](#)

Church of England Safeguarding Spiritual abuse: Children, young people and adults' PDF summary [here](#)

4.3 Safer Recruitment

We believe following safer recruitment practices is a key part of keeping people safe.

This goes beyond ensuring people have police checks. We follow the Church of England Safer Recruitment and People Management Guidance³ in the recruitment processes of those joining Church Army in paid or volunteer positions.

Church Army will ensure the following in relation to appointing **members of staff**:

- Roles have a written job description and person specification which state whether the role requires a police check or not.
- Job Descriptions will make clear whether the role is a position of trust and what level of Safeguarding training is required.
- All new job descriptions to make clear safeguarding is everyone's responsibility.
- Applications will be made via a Church Army application form and a blind recruitment process is followed.
- Shortlisted candidates will be invited to an interview for the post.
- Candidates are asked safeguarding questions in an interview where the role includes safeguarding duties and responsibilities.

³ <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

- At least two references must be received for successful candidates and followed up if there is information which raises any potential safeguarding concerns.
- A self-disclosure form is completed by candidates who are offered roles requiring an Enhanced DBS check.
- A police check is completed and renewed every three years if the role remains eligible.
- A six-month probation period and regular supervision where safeguarding is discussed.

Volunteers who are recruited to support our work at key projects will follow the same process as above; however, there may be a shorter review period of three months.

The following practices are in place to recruit those who enter our **discernment process** safely:

- All candidates complete an application form with a request to declare any criminal convictions or safeguarding information.
- Three references are taken up as part of the process including one from an incumbent, and usually another from the Diocesan Director of Ordinands (DDO).
- Candidates attend panels where their suitability for training and evangelism is assessed.
- Any safeguarding information or disclosures are passed on from the Chaplain to the Safeguarding team to review.
- Police Checks are taken up prior to commencing in training and risk assessments completed for any disclosures or potential safeguarding risks.
- Safeguarding training is completed prior to commencing in training.

All those joining Church Army receive a copy of our policy and attend an induction which includes how to raise a concern with the safeguarding team.

It is our intention that everyone in Church Army receives regular effective supervision to ensure that there are mechanisms in place for accountability and to mitigate any behaviours or actions which could cause harm.

4.4 Criminal Records Check

It is a criminal offence for an individual who is barred from working with vulnerable groups to apply for a regulated activity role⁴ and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role.

Where a post requires a criminal records check, this will be stated clearly in the job description and advert. The check must be completed before the person begins the role and in most circumstances a start date will not be confirmed until a check has been returned. All police checks will be renewed every three years. Where Church Army is employing, it is the responsibility of the Safeguarding Lead to ensure that the correct criminal records check procedure is followed.

The Safeguarding Lead has a duty to disclose to the Disclosure and Barring Service (or equivalent in other jurisdictions) when we have a concern that a person has caused harm or poses a future risk of harm to vulnerable groups.

Church Army Commissioned Evangelists or Evangelists-in-Training who are not employed by us must notify us when they have reviewed their criminal records check with the Diocese.

Failure to complete a criminal records check renewal within a timely manner could result in a suspension of Commission or suspension from role.

4.5 Training

Regular safeguarding training is significant in ensuring a safe and healthy culture.

For all formal roles within Church Army, we have identified:

- the level of training needed
- The verified courses for each level
- when the training is to be completed
- how often the training is to be renewed

This is set out in our safeguarding training map, and a summary is provided in [appendix 8](#).

The training map is reviewed annually by the team, and at additional times when new posts are created or new training needs identified.

Where Church Army employs, job descriptions will set out what level of training is required and when it must be completed.

⁴ A list of regulated activity roles can be found in Appendix 4

In general, all Church Army Evangelists, those working within our Centres of Mission or those who hold a licence from the Diocesan Bishop will need to complete safeguarding training provided by the provincial safeguarding body, up to level 3/Leadership level. This will need to be renewed every three years.

All Church Army staff in police check roles at one of our key projects will generally be trained to level 3 with an appropriate identified and verified course. This training will usually be completed within six months of starting employment, with level 1 and 2 training completed at the start of employment.

All Key Project Leads or Designated Safeguarding Officers/Persons must complete level 4 training before the end of their probation period.

All those whose roles have been identified as a 'Position of Trust' - anyone in a spiritual, pastoral support, training/coaching, managerial and leadership role, e.g. chaplains, those offering reflective supervision, tutors, Envoy, and SLT/line managers, are to receive additional Safeguarding training where identified as relevant. This training may include areas such as Safeguarding in pastoral ministry, Understanding spiritual abuse and healthy cultures, and Victim/survivor-centred communication.

Trustees and governance committee members will also be expected to complete safeguarding training; this will usually be through the Church of England or other provincial leadership training unless a more suitable course is identified. This will be renewed every three years.

Staff who are not in a role requiring a police check will be required to complete level 1 basic safeguarding training at the start of their employment, and additional safeguarding training as required for their role.

The Safeguarding Administrator will keep records of all Church Army staff, volunteers, Commissioned Evangelists' safeguarding training via our database.

Failure to complete safeguarding training as required may result in disciplinary action being taken where the individual is an employee of Church Army.

5. REPORTING AND RESPONDING TO ALLEGATIONS OR CONCERNS

5.1 Reporting a Concern

Anyone can raise a concern or complaint about an incident they have seen, heard or experienced concerning Church Army personnel. This concern should be raised without fear of retribution.

Concerns or complaints can be reported verbally or in writing to the Safeguarding team (safeguarding@churcharmy.org). A concern should be raised within 24 hours if possible.

The safeguarding page of the Church Army [intranet](#) includes a form for reporting safeguarding concerns.

Once you have reported a safeguarding allegation to the Safeguarding team at Church Army or in your own context, you will be advised on whether you are required to take any further action including reporting to statutory agencies.

No one should carry out their own investigation into safeguarding concerns or allegations. It is the responsibility of the safeguarding team with external advice and collaboration with statutory services to decide if and when an investigation is needed.

5.2 Reporting a concern about the safeguarding team

If you have a concern about a Deputy Safeguarding Lead, please speak to the Safeguarding Lead. If your concern involves a member of the safeguarding team, then the report should be made to another member of the Senior Leadership Team or the Safeguarding Trustee for Church Army, Bishop Saju Muthalaly.

If your concern relates to the CEO, please contact the Chair of Trustees, Bishop Guli Francis-Dehqani or Bishop Saju, who is also Vice-Chair.

They can be contacted via email at:

Bishop Saju: bishop.loughborough@leicestercofe.org

Bishop Guli: bishop.chelmsford@chelmsford.org

5.2.1 Reporting in Northern Ireland

For those working in border areas you may need to contact Social Services in the Republic of Ireland and/or An Garda Síochána depending on where the person at risk lives/where the offence is alleged to have occurred. If you are uncertain who to contact, your local HSCT (Health And Social Care Trust), Social Services team and/or PSNI (Police Service of Northern Ireland) can advise you.

5.3 Responding to an allegation

All concerns or allegations will be responded to in a professional and timely manner and dealt with seriously.

If someone within Church Army is informed about or feels concerned about the abuse of a child, young person, or adult at risk and believes they may be suffering or likely to suffer significant harm, they must:

1. **Listen to the individual** - you are listening to understand more about the concern, in order to assess what needs to be passed on, but you will not ask probing questions. You should be led by the individual in terms of how and when they want to speak.

2. **Keep calm** - your body language and response will determine how much the person feels able to share with you.
3. **Do not investigate** - If you need to ask questions to ensure clarity, do so using 'what, when, who, how, where' questions. Avoid asking why questions they can imply responsibility/guilt.
4. **Do not promise confidentiality** - It is our duty to respond to concerns or allegations appropriately and effectively. In our response to allegations, it is important for individuals to know what will happen with the information they share.
5. **Write and report** - After the conversation, clearly record the facts and information in writing. If you need to talk to someone, contact your line manager or a member of the safeguarding team. You should pass on the concern to your safeguarding team.

5.4 Reporting and referring

Concerns or suspicions should be reported as soon as possible to the Safeguarding team.

In the absence of the team where urgent advice is needed, please [contact Thirtyone:Eight](#).

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding team, the absence of the Safeguarding Lead or Deputy Leads should not delay a referral to Social Services, the police, or seeking advice from Thirtyone:eight. Find your local council at GOV.UK (<https://www.gov.uk/>).

Where the circumstances of the allegation or the nature of the concern may have wider implications for the organisation, senior leaders will be informed, and if necessary, the insurance company and other statutory authorities. It may be necessary in these circumstances for the Safeguarding Lead to establish a crisis management group to manage the situation and any potential risks. This will usually include the Safeguarding Lead or Deputy Lead, Head of Communications, Head of HR (if employed), and the relevant manager from the Mission and Evangelism directorate depending on the context. The Safeguarding Administrator will be present to take notes.

Church Army will work with the authorities as required, including referring or liaising with the Local Authority Designated Officer (LADO) in England and to relevant Social Services in Wales, Scotland, Republic of Ireland and Northern Ireland.

5.5 Complaints about non-recent abuse

Non-recent abuse often refers to circumstances in which an adult has been abused as a child or young person under the age of 18. It also includes any abuse that happened some time ago, even if the person was over 18 at the time.

Individuals from within or external to Church Army who have complaints about non-recent abuse related to Church Army personnel or activities should contact the Safeguarding team at safeguarding@churcharmy.org. **Complaints will be taken seriously and responded to appropriately.**

5.6 Victim/Survivor Approach

Making a disclosure of abuse can be traumatic and therefore a victim/survivor-centred approach is essential when responding to concerns.

It is important that a supportive and safe environment is created, and the individual is treated with dignity and respect. An inappropriate response can compound the harm and distress felt by victim/survivors.

Church Army is guided by the Church of England guidance on responding well to victim/survivors⁵.

This means we will follow the principles of:

1. Making sure survivors know that they are heard, understood, believed and supported.
2. Ensuring that our response to disclosures does not cause further trauma to the person disclosing.
3. Survivors are provided with the support they need and when they need it.
4. Having a Safeguarding team who understand the impact of trauma and the best way to respond to it.
5. Seeking to create a culture where people are listened to and respected so that it feels safe to disclose.
6. Making sure the process for responding to disclosures is clear and followed.
7. Dealing with safeguarding concerns quickly, fairly and with accountability.

⁵ <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/responding-well-victims-and-survivors-abuse/introduction>

Disclosures may also be made via social media, email or other electronic platforms. Where this happens, the Safeguarding Lead or team should be informed, and contact should be made to continue the discussion. It is up to the victim/survivor to decide how and when they wish to communicate, whether online or in person.

Our Safeguarding team will complete trauma-informed training on responding well to victim/survivors.

5.7 Victim/Survivor support

Church Army is committed to providing support to victim/survivors of abuse according to the wants and needs of the individual.

Further details of organisations available for support can be found at the end of this document [here](#).

5.8 Concerns regarding Church Army Evangelists

Where an allegation or concern relates to a Commissioned Evangelist, Church Army will work with the relevant local diocesan or provincial safeguarding team on the case.

Church Army will aim to communicate effectively, sensitively and on a strictly need-to-know basis with these teams with appropriate information sharing agreements in place where needed.

When another responsible body, such as a diocese or provincial offices in Scotland and Wales, are taking the lead in a case, a member of the Safeguarding team will be part of a core group. If it is not possible to have access to a diocesan core group, the matter will be recorded with the National Safeguarding Team.

Depending on the nature of the allegations, if the individual is an employee, it may be necessary for the individual to be suspended on full pay whilst an investigation takes place.

It may also be necessary for a Church Army Commission to be suspended where the individual has been arrested or charged with an offense against a child, or if the safeguarding team believe that they pose a significant risk of harm. Where a diocese has suspended the licence of an evangelist, it is most likely Church Army will suspend the commission; however, the situation will be reviewed and risk assessed by the Safeguarding team.

The procedure will usually involve the Safeguarding Lead reviewing the case and making a recommendation to the Chief Executive to suspend a commission, who will make the final decision. This recommendation and decision will be communicated in writing. If a commission is suspended, this will also be communicated to the relevant diocesan Bishop where the evangelist is licenced.

Suspension is a neutral act and does not imply any presumptions concerning the outcome of an investigation.

Church Army will take advice from Thirtyone:eight on these matters where necessary.

Decisions to suspend will not be taken lightly and the impact on the individuals involved will be considered. We will seek to put support in place through our Chaplaincy team for those who are suspended or undergoing a safeguarding investigation.

6. WORKING WITH KNOWN OFFENDERS

6.1 Definition Of Offender

The term “offender” applies only to those who have a conviction or who have accepted a caution, reprimand or warning for a criminal offence.

6.2 Known Offenders

Church Army aims to make its ministries accessible to all. This may mean that known offenders are actively involved in our projects and activities. Church Army will do all that it reasonably can to ensure that they are able to engage in our ministries wherever it is safe and appropriate to do so.

It is possible that some of those putting themselves forward for roles within Church Army projects which involve working with children will have convictions or cautions on their records.

Known offenders may include those who have convictions against children, but there are others who may have been convicted of violent or sexual offences against adults, including domestic violence; people involved in drug or alcohol addiction, or those whose medical conditions or disabilities that might, in rare cases, result in erratic behaviour. If any of these people want to work with children, we will need to consider carefully and sensitively, through consultation with appropriate parties, whether they pose a safeguarding risk.

6.3 Risk Assessment

Staff and volunteers for whom Church Army undertakes a police check which contains information will undergo a risk assessment with a member of the Safeguarding team. When Commissioned Evangelists are not employed or volunteering with Church Army, the Diocese is responsible for risk assessment and management, with an expectation this information will be shared with Church Army’s Safeguarding team.

In some situations, it may be appropriate for a formal risk management plan to be written and lodged with the Safeguarding team. The nature of the risk assessment and a management plan should be proportionate to the matters disclosed. In complex cases, it may be appropriate to establish a safeguarding management group.

A Risk Manager will be appointed to manage the risk in accordance with the plan on a day-to-day basis, and to keep the assessment under regular review with the individual. Any change in circumstances or risk should be discussed with the Safeguarding team, who will take advice if necessary.

Records of risk assessments, actions taken and conversations held with the individual must be lodged with the safeguarding team.

Where a perpetrator of harm to children wants to be involved in the activities of Church Army, but they are not seeking a position of trust, there are helpful guidelines available from Thirtyone:Eight and the Church of England.

To ensure that Church Army allows for an offender to engage in activities, a meeting should be held with the offender and a written agreement established which clearly details what needs to be in place to create a safe environment. The offender should not accept any role which will give them status or authority, since a child or vulnerable adult or the wider community may deem that person to be trustworthy. The highest level of confidentiality should be maintained unless there is a breach of the agreement and it becomes necessary to inform others to protect a child or vulnerable adult.

If an individual who is known to have offended against children or adults at risk is seeking to volunteer or work with you, we expect you to make the Safeguarding Team aware of this and to take advice from the team, your local safeguarding adviser or Thirtyone:eight about how to ensure safety for them and others.

7. KEEPING SAFE

It is expected that all those involved in the activities for which Church Army are responsible will exercise due diligence with regards to everyone taking part. It is the responsibility of the leader of the activities to make sure that the activities are carried out in accordance with our good practice guidelines and that there are written records of the required risk assessments. Leaders are also responsible for making sure that other workers involved in the activity have received the appropriate training and copies of the relevant policies and procedures.

Where there is dual responsibility for a project or area of ministry, the founding documents such as the Memorandum of Agreement will clearly state which party will take lead responsibility for managing safeguarding for the project and in dealing with safeguarding concerns or allegations when they arise. Where we are working in partnership, all partners must be made aware of safeguarding concerns regardless of which partner's safeguarding policies and procedures are followed.

7.1 Electronic Communication

Church Army acknowledges that the use of text messages, email and online communication such as Facebook, X (formerly Twitter), Messenger and WhatsApp are common methods used for communicating with those involved in our projects and ministries to reach participants most effectively.

However, there should be clear boundaries in place for any communication between Church Army workers and those with whom we work, and it is expected that communication is transparent regardless of the method.

The following guidelines are in place for working with children, young people or vulnerable adults:

- Maintain clear and open relationships with parents regarding communication with them and their children or carers of vulnerable adults.
- If young people want you to have their mobile phone numbers, email addresses or similar and communicate with them this way, ensure that their parents know and agree.
- Only contact young people for reasons related to the work of the project.
- Only give contact details which are within the public domain of the organisation, i.e. those which are searchable on the intranet or made public in an online advert or physical poster. Employees or volunteers based within our projects should never give personal mobile numbers to service users.
- Where possible, use only equipment provided by the organisation to communicate with children, young people or adults at risk (such as a work mobile phone).
- Ensure you respond well to service users through the medium they have chosen and assess whether it is the most appropriate for the nature of the communication. Consider whether it would be better to fix a time to communicate face-to-face during or following the activity.
- Use an appropriate tone - be warm and friendly but not over-familiar or personal, and do not suggest or offer a special relationship.
- Be careful how you sign off; consider, for instance, how 'love' and 'xx' might be perceived or misinterpreted by the recipient.
- Be clear and explicit about information you need to share; do not abbreviate or short-cut your communications.
- Make sure that communication would not cause embarrassment if it were seen by others, such as the young person's parents.
- Do not share any personal information with a service user, or request or respond to any personal information from them, other than that which might be appropriate as part of your role.
- Be guarded in your communications with young people and vulnerable adults to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Respect the service user's confidentiality unless abuse is suspected or disclosed.
- Recognise that text messaging is rarely an appropriate response to a young person or adult at risk in crisis or at risk of harm.

- Do not delete email, MSN and text messages; they should be retained in case they are needed at a later stage. If a message contains anything which causes concern, print it out and/or retain on file/Church Army SharePoint.

With regards to social networking sites like Facebook, we do not expect staff working at our projects, Centres of Mission or others in positions of trust to befriend/follow a service user on social media whilst they remain in employment with us, or for 6 months after they or the service user has left Church Army.

7.2 Use of Photography

Church Army encourages the promotion of our activities through photographs, but their acquisition and use must maintain privacy and respect.

As photographs of an individual are classed as personal data under the General Data Protection Regulation, consent is required and their use must comply with GDPR.

Church Army's guidelines for the use of photographs are as follows:

- Written consent should be obtained before taking and using images and a chance to opt out must be given.
- Do not take pictures of children or adults with care and support needs without another adult present.
- When an image is taken for publication or distribution, those being photographed should be aware that it is being done. Awareness can be assumed if:
 - people are attending a photo-call
 - the intention of taking images is included in the invitation to the event and people are given the option of opting out.
- Ensure that any use of images reflects the diversity of the age, ethnicity and gender of the people undertaking the activity or attending the event.
- Images should only be used for the specific purpose agreed by the person photographed.

Model Release Forms can be found on the safeguarding intranet page [here](#).

If the photographer is not from within Church Army, they will be expected to be briefed in advance of these guidelines by a member of the Communications Team or the Project Leader and sign the briefing to say that they have understood.

If consent is not given in advance, a photo shoot **must not** go ahead. If there are problems with getting consent, advice should be taken from the Communications Manager and the Safeguarding Team.

7.3 Record Keeping

All Church Army staff and volunteers are expected to comply with the Data Protection Policy and legislation about record keeping. A copy of the policy is available on myhrtoolkit, or by request from the Safeguarding team.

You must keep accurate records about any safeguarding concerns, disclosures or allegations. Records must be made as close as possible to the time of the event, concern or allegation. Sensitive personal data must be kept securely. It should never be left unattended or made easily accessible.

Any records regarding safeguarding issues should be shared with the Safeguarding team so that a central record can be kept securely.

APPENDIX 1: DEFINITIONS

DEFINITION OF CHILD

In this policy, 'child' or 'children' refers to all young people up to the age of 18 years, including unborn babies.

The fact that a child is 16 or over, living independently, in further education, in the armed forces, in hospital or prison or a young offenders' institution, does not change their status or their entitlement to protection or services under the Children Act 1989 (amended 2004).

DEFINITION OF ADULT AT RISK

In this policy, 'adult at risk' or 'vulnerable adult' refers to any person 18 years and over who is or may be in need of community care services, for reasons of mental health issues, physical or learning disability, sensory impairment, age or illness, and who is or may be unable to take care of themselves or unable to protect themselves from significant harm, neglect or exploitation.

For those working in Scotland, [see this definition.](#)

UNDERSTANDING AND RECOGNISING ABUSE

Understanding abuse and neglect

Defining child abuse or abuse of an adult is a 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.

Abuse of Children

Children may be vulnerable to neglect, abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms including sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups such as county lines; trafficking; online abuse; sexual exploitation; and the influences of extremism leading to radicalisation.

Abuse of Adults

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 they have not consented or cannot consent.

Types of Abuse

Abuse of adults and children can include but is not limited to:

1. Financial or Material
2. Discriminatory
3. Organisational
4. Domestic Violence
5. Psychological
6. Modern Slavery
7. Neglect and acts of omission
8. Self-neglect
9. Sexual exploitation

Signs of Possible Abuse in Children and Young People

Physical	Emotional
• Injuries not consistent with the explanation given for them • Injuries that occur in places not normally exposed to falls, rough games, etc • Injuries that have not received medical attention • Reluctance to change for or participate in games or swimming • Repeated urinary infections or unexplained tummy pains • Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation, or which are in specific areas which are difficult to accidentally injure (e.g.: bruising on ears) • Cuts/scratches/scarring/substance abuse	• Changes or regression in mood or behaviour particularly where a child withdraws or becomes clingy or overly extroverted • Depression, aggression, extreme anxiety • Nervousness, frozen watchfulness • Obsessions or phobias • Sudden under achievement or lack of concentration • Inappropriate relationships with peers or adults • Attention-seeking behaviour • Persistent tiredness • Running away, stealing, lying
Sexual	Neglect
• Any allegations made concerning sexual abuse • Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour • Age-inappropriate sexual knowledge or 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 connotation.	• Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illness • Inadequate care, inappropriate clothing or home conditions, poor personal hygiene, dental/medical issues or lack of care, etc.

Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people who are or have been in a relationship. It can also happen between adults related to one another. It can seriously harm children and young people, and experiencing domestic abuse is child abuse.

Signs that a child has experienced domestic abuse can include:

- aggression or bullying
- anti-social behaviour, like vandalism
- anxiety, depression or suicidal thoughts
- attention seeking
- bed-wetting, nightmares or insomnia
- constant or regular sickness, like colds, headaches and mouth ulcers
- drug or alcohol use
- eating disorders
- problems in school or trouble learning
- tantrums
- withdrawal

Taken from [NSPCC](#)

Signs of Possible Abuse in Adults

Physical	Psychological abuse
• History of unexplained falls, fractures, bruises, burns, minor injuries • Signs of under- or over-use of medication and/or medical problems left unaddressed • Any injuries not consistent with the explanation given for them • Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc • Recurring injuries without plausible explanation • Loss of hair, loss of weight and change of appetite • Person flinches at physical contact and/or keeps fully covered, even in hot weather • Person appears frightened or subdued in the presence of a particular person or people	• Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful • Intimidated or subdued in the presence of a carer • Fearful, flinching or frightened of making choices or expressing wishes • Unexplained paranoia • Changes in mood, attitude and behaviour, excessive fear or anxiety • Changes in sleep pattern or persistent tiredness • Loss of appetite • Helplessness or passivity • Confusion or disorientation • Implausible stories and attention seeking behaviour • Low self-esteem

Self-neglect	Sexual abuse
• Hoarding inside or outside a property • Neglecting personal hygiene or medical needs • Person looking unkempt or dirty and has poor personal hygiene • Person is malnourished, has sudden or continuous weight loss and is dehydrated, constant hunger, stealing or gorging on food • Person is dressed inappropriately for the weather conditions • Dirt, urine or faecal smells in a person's environment • Home environment does not meet basic needs (for example not heating or lighting) • Depression	• Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse • Unexplained change in behaviour or sexually explicit behaviour • Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting • Infections or sexually transmitted diseases • Full or partial disclosures or hints of sexual abuse • Self-harming • Emotional distress • Mood changes • Disturbed sleep patterns

Discriminatory Abuse	Domestic Violence
• Inappropriate remarks, comments or lack of respect • Poor quality or avoidance of care • Low self-esteem • Withdrawal • Anger • Person puts themselves down in terms of their gender or sexuality • Abuse may be observed in conversations or reports by the person of how they perceive themselves	• Unexplained injuries or 'excuses' for marks or scars • Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour'-based violence and Female Genital Mutilation. • Age range extended to 16 yrs.

Financial or material abuse	Institutional Abuse
• Disparity between assets and living conditions • Unexplained withdrawals from accounts or disappearance of financial documents or loss of money • Sudden inability to pay bills, getting into debt • Carers or professionals fail to account for expenses incurred on a person's behalf • Recent changes of deeds or title to property • Missing personal belongings • Inappropriate granting and/or use of Lasting Power of Attorney	• Low self-esteem • Withdrawal • Anger • Person puts themselves down in terms of their gender or sexuality • Abuse may be observed in conversations or reports by the person of how they perceive themselves • No confidence in complaints procedures for staff or service users • Neglectful or poor professional practice
Modern slavery	Neglect and acts of omission
• Physical appearance; unkempt, inappropriate clothing, malnourished • Movement monitored, rarely alone, travel early or late at night to facilitate working hours • Few personal possessions or ID documents • Fear of seeking help or trusting people	• Deteriorating despite apparent care • Poor home conditions, clothing or care and support • Lack of medication or medical intervention

APPENDIX 2: REGIONAL DEFINITIONS

Some definitions vary across England, Wales, Scotland and N Ireland.

ENGLAND



Taken from [Working Together to Safeguard Children 2023](#)

Children	Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, and whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child 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

Physical	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
Child sexual exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim /survivor needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
Domestic Abuse	Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can also happen between adults who are related to one another and can include physical, sexual, psychological, emotional or financial abuse.
Emotional Abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

	• provide adequate food, clothing and shelter (including exclusion from home or abandonment) • protect a child from physical and emotional harm or danger • ensure adequate supervision (including the use of inadequate caregivers) • ensure access to appropriate medical care or treatment It may also include neglect of or unresponsiveness to a child's basic emotional needs.
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WALES

Taken from [Well-being \(Wales\) Act 2014](#) which defines a child as a person who is aged under 18.



Child at risk	• Is experiencing or is at risk of abuse, neglect or other kinds of harm • Has needs for care and support (whether or not the authority is meeting any of those needs) It is important to note: The use of the term 'at risk' means that actual abuse or neglect does not need to occur, rather early interventions to protect a child at risk should be considered to prevent actual harm, abuse and neglect. The two conditions necessary to demonstrate a child is at risk of abuse or neglect ensures that protection is provided to those with care and support needs who also require actions to secure their safety in the future. Risk of abuse or neglect may be the consequence of one concern or a result of cumulative factors.
Harm	• ill treatment - this includes sexual abuse, neglect, emotional abuse and psychological abuse • the impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment) • the impairment of physical, intellectual, emotional, social or behavioural development (including that suffered from seeing or hearing another person suffer ill treatment)

The following is a non-exhaustive list of examples for each of the categories of harm, abuse and neglect:	
Physical abuse	Hitting, slapping, over- or misuse of medication, undue restraint, or inappropriate sanctions. It is against the law to hit a child.
Emotional/ psychological	Threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others
Sexual abuse	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, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways
Neglect	Failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development
Financial	This category will be less prevalent for a child but indicators could be: • not meeting their needs for care and support which are provided through direct payments; or • complaints that personal property is missing.

SCOTLAND



In Scotland, the definition of a child varies in different legal contexts, but statutory guidance which supports the [Children and Young People \(Scotland\) Act 2014](#) includes all children and young people up to the age of 18.

Where a young person between the age of 16 and 18 requires support and protection, services will need to consider which legal framework best fits each person's needs and circumstances. The national guidance for child protection in Scotland gives more detail about this and explains how professionals should act to protect young people from harm in different circumstances (Scottish Government, 2021).

The [Adult Support and Protection \(Scotland\) Act 2007](#) defines an adult at risk as:

Adults who (a) are unable to safeguard their own well-being, property, rights or other interests; (b) are at risk of harm; and (c) because they are affected by

disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

An adult is at risk of harm if (a) another person's conduct is causing (or is likely to cause) the adult to be harmed; or (b) the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

This can include those from age 16 years upwards.

Child Abuse	Child abuse is any action by another person, adult or child, that causes or is likely to cause significant harm to a child. It can be physical, sexual or emotional. It can also be a lack of love, care and attention. We also know that neglect can be just as damaging to a child as abuse. An abused child will often experience more than one type of abuse. It often happens over a period of time, rather than being a one-off event. Abuse can also occur online.
Neglect	Neglect is the ongoing failure to meet a child's basic needs. It is the most common form of child mistreatment. A child may be left hungry or dirty or without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents or carers.
Physical abuse	Physical abuse is when a child gets injuries such as bruises, broken bones, burns or cuts. It isn't accidental. It is against the law to hit a child. Children who are physically abused suffer violence. This includes being hit, shaken, kicked, poisoned, burned, scalded, slapped or having objects thrown at them. Shaking or hitting babies can cause head injuries. Physical abuse can include: hitting, slapping, shaking, throwing, kicking, burning or scalding, drowning, suffocating or choking, bite marks, fractures or broken bones
Emotional abuse	Emotional abuse is the ongoing emotional mistreatment or neglect of a child. It is sometimes called psychological abuse. It can seriously damage a child's emotional health and development.

	Emotional abuse can involve trying to scare or humiliate a child. It can mean isolating or ignoring them. Children who are emotionally abused are usually suffering another type of abuse or neglect at the same time. However, this is not always the case. Because emotional abuse can be found in other types of child abuse and neglect, it can be difficult to spot the signs. It can be hard to separate what is emotional abuse from other types of abuse.
Sexual abuse	A child is sexually abused when they are forced, enticed or persuaded to take part in sexual activities. It isn't always physical contact and it can happen online. Sometimes the child won't understand that it is abuse. They may not even understand that it's wrong. There are two different types of child sexual abuse. These are called contact abuse and non-contact abuse. Contact abuse involves touching. This is where an abuser makes physical contact with a child. Contact abuse can include: • Sexual touching of any part of the body. The child's clothes can be on or off • Rape or penetration. This is when an object or other body part is put inside a child's mouth, vagina or anus • Forcing or encouraging a child to take part in sexual activity • Making a child take their clothes off, touch someone else's genitals or masturbate Non-contact abuse involves non-touching activities. Non-contact abuse can include: • Encouraging a child to watch or hear sexual acts • Giving indecent messages to a child • Failing to prevent a child from being exposed to sexual activities • Online abuse including making, viewing or spreading child abuse images • Allowing someone else to make, view or spread child abuse image • Showing pornography to a child

NORTHERN IRELAND

Taken from [Safeguarding Board for Northern Ireland](#)

Child Abuse	Child abuse occurs when a child/young person is neglected, harmed or not provided with proper care. Children/young people may be abused in many settings, in a family, in an institution or community setting, by those known to them, or more rarely, by a stranger. There are different types of abuse and a child/young person may suffer more than one of them.
Physical	Physical abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.
Sexual	Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others.
Emotional	Emotional abuse is the persistent emotional maltreatment of a child/young person. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate.
Neglect	Neglect is the failure to provide for a child/young person's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child/young person's health or development.
Domestic Abuse	Domestic Abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It also includes emotional, sexual, physical and financial abuse, and can seriously harm children and young people. Witnessing domestic abuse is child abuse in itself. Teenagers can also experience domestic abuse in their relationships.

APPENDIX 3: RECOMMENDED RATIOS

Church Army recommends the following ratios for safely supervising activities, based on the advice of Thirtyone:eight and government guidance:

0-2 years	1 adult to 3 children
2-3 years	1 adult to 4 children
3 years and over	1 adult to 8 children

There are no legal requirements for older groups, but Thirtyone:eight's safeguarding manual 'Safe and Secure' provides guidance in this area based on numbers and the type of activity being undertaken.

When working with children and/or young people, it should be "in the open" and publicly visible. If working one-to-one, you should ensure that there is visual access and avoid remote or secluded areas.

APPENDIX 4: REGULATED ACTIVITY ROLES

The new definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- (i) unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children
- (ii) work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers

Work under (i) or (ii) is regulated activity only if done regularly.

Regulated Activity Roles regarding **children** can be found [here](#)

Regulated Activity Roles regarding **adults** can be found [here](#)

APPENDIX 5: PRINCIPLES OF GOOD PRACTICE

Church Army expects all staff and activities to follow these good practice principles:

- Treat everyone with respect
- Remember that someone else may misinterpret your actions, no matter how well-intentioned
- Respect people's right to personal privacy
- Set appropriate professional boundaries
- Provide access for people to talk to others about any concerns
- Encourage people to feel comfortable and caring enough to point out attitudes and behaviour they do not like
- Avoid one-to-one situations, or at least be within sight or hearing of others
- Obtain written parental consent before taking children anywhere
- Follow minimum staffing ratios
- Keep registers including emergency contact numbers of all children present
- Carry out health and safety risk assessments, have appropriate first aid available, and check that what you propose to do is covered by insurance
- Ensure that all volunteers in roles working with children and adults at risk have had criminal records checks and references
- Act on any concerns you may have about the safety and welfare of children, young people and vulnerable adults
- If in doubt, seek guidance

APPENDIX 6: FURTHER INFORMATION

<u>Thirtyone:eight</u>
<u>Church of England Safeguarding Policies</u>
<u>Working Together to Safeguard Children</u>
<u>Gov.uk advice of safeguarding</u>
<u>Wales Gov advice</u>
<u>Wales Safeguarding Procedures</u>
<u>Child Protection Scotland</u>
<u>Safeguarding Board for Northern Ireland</u>
<u>Safeguarding Trust Ireland</u>

NSPCC

childline

ONLINE, ON THE PHONE, ANYTIME
childline.org.uk | 0800 1111



<https://www.ageuk.org.uk/contact-us/>



<https://www.restored-uk.org/i-need-help/>



[0808 1000 900](tel:08081000900)

SAMARITANS

[116 123](tel:116123)

APPENDIX 7: SURVIVOR SUPPORT

Safe Spaces: an independent service for anyone who has experienced abuse in relation to the Church of England, the Church in Wales, or the Catholic Church of England and Wales.

- **Tel:** 0300 303 1056 (answerphone available outside of opening times - see below)
- **Email:** safespaces@firstlight.org.uk
- **WebChat** - via the [Safe Spaces website](https://www.safespacesenglandandwales.org.uk/)

<https://www.safespacesenglandandwales.org.uk/>

Opening hours

Monday to Friday 9am - 9pm

Saturday 9am - 1pm

Sunday 1pm - 5pm



Other organisations

MACSAS supports women and men who have been sexually abused, as children or adults, by ministers, clergy or others under the guise of the Church. They support both survivors who have remained within their Christian communities and those who have left.

Website: <https://www.macsas.org.uk/>

Freephone Helpline: 08088 010340

Email: enquiries@macsas.org.uk

Survivors Voices is a survivor-led organisation that runs peer support groups for victim-survivors of all kinds of abuse, including faith-based abuse. It has a newsletter and other special events for survivors of abuse experienced in churches and other faith-based communities.

Website: <https://survivorsvoices.org/>

Action on Spiritual Abuse is an independent charity that provides practical advice and support for those who have experienced abuse and trauma within faith and faith organisations providing a range of options.

Website: [Home - AOSA](#)

APPENDIX 8: CHURCH ARMY TRAINING MAP

Level	Detail	Examples of Roles Requiring this level	Requirement for completion of training
5	Specialist training for those in roles with a responsibility for safeguarding risk	Safeguarding Lead or Deputy, Trustee with Safeguarding responsibility.	To be completed at commencement of post, as other safeguarding training should have been completed already.
4	Senior for those with significant leadership responsibility in a police check role and have designated safeguarding responsibility within their project/area of work.	Key Project Leader, Chair of Training Committee, Principal of Training, CEO, Chair of the CA Board	To be completed prior to starting role if new in employment, or within three months of starting the role if an additional responsibility. Agreement from Safeguarding team to start without level 4, if level 3 training has been completed.
3	Advanced for those in roles requiring a police check and working regularly with vulnerable adults or children as part of their work, or those holding a PTO/Licence with their diocese, designated Position of Trust, Senior Leadership within Church Army.	Lead Evangelist, Pioneer Evangelist, CA Evangelist, EiT (prior to commissioning), MDO, Senior Waterways Chaplain, Members of Senior Leadership Team, Support Worker, Marylebone Manager, MYCN, Envoy coaches, Reflective Supervisors.	To be completed prior to starting and reviewed every three years. Where training not possible to be completed prior to starting, to have completed level 1 and 2 training, and agreement from Safeguarding team to start without level 3 training in place. Probation passed once level 3 training completed.

2	Foundation level for those whose role have a requirement for additional training above the basic, may or may not require a police check as well.	Tutor, Licenced Waterways Chaplain, MYCN Diocesan Partnership Officers, Reflectors and Training chaplains,	To be completed within six months of start date of employment and reviewed every three years.
1	Basic level- Introduction to Safeguarding for those who aren't in roles requiring a police check or in regular contact with children or vulnerable adults as part of their work.	All staff not in regulated activity	To be completed as part of Induction and reviewed every three years.

