



Guidelines for developing a Safeguarding Children Policy for UK based organisations or UK churches sending staff or volunteers overseas

**These guidelines have been developed by Global Connections TCK Forum in consultation
with other Forums and professional advisors
including the Churches Child Protection Advisory Service (CCPAS).**

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UNDERLYING CORE VALUES

“All children have a right to be protected from harm and have their welfare promoted – whoever they are and wherever they are.”¹

Safeguarding requires commitment from organisations, churches, personnel and their families to achieve the highest level of protection for children with whom they come into contact.

The following core values have been identified as the basis for these guidelines:

- Core value 1:** All organisations should have a written policy and procedures for keeping children safe.
- Core value 2:** Safeguarding policy guidelines must recognise the international contexts in which they need to be applied.
- Core value 3:** Safeguarding policies should seek to minimise risk.
- Core value 4:** A formal, thorough and safe recruitment process for mission personnel should be adopted.
- Core value 5:** Safeguarding children training plays a vital part in protecting children within an organisation.
- Core value 6:** The safety of children is of paramount importance. Allegations of unacceptable or abusive behaviour towards children should always be listened to, taken seriously and reported to the relevant authorities.
- Core value 7:** Allegations by an adult, of past (historic) abuse of them, from within or outside an organisation, should be taken seriously and responded to as effectively and appropriately as possible.

¹ From *Keeping Children Safe Toolkit, Standards for child protection* (p3) produced by the Keeping Children Safe Coalition, 2006.

INTRODUCTION

Any organisation that has contact or works with children and adults at risk must ensure they are properly cared for and protected. Children are abused by adults, other children and young people. It happens in families from every social, religious and cultural setting and can involve leaders, teachers and workers. We should not think 'it could never happen in my organisation', because it might! Child abuse is a serious crime and its consequences far-reaching.¹

Our motivation in producing these *Guidelines for Good Practice in Safeguarding Children* is based on our desire that God is glorified in all that we do, and because we are committed to upholding principles of justice, support and offering protection to those who are weak and vulnerable. We recognise the risks to children and our responsibility as Christians in protecting and safeguarding them to the highest standards possible.

Although these guidelines relate specifically to children, many of the principles also apply to the needs of adults at risk, and organisations may wish to include specific reference to adults at risk when they write their own policies and procedures.

The document will refer throughout to 'organisation' or 'organisations' and this should be taken to include the whole range of organisations, agencies and churches working with children and/or who have personnel with children.

Basis of the Guidelines

- These Guidelines are designed to be used by any church or Christian organisation with a base in the UK acting as a sending agency overseas, both short-term and long-term.
- They are designed to safeguard children of families working overseas and children with whom organisations come into contact, especially covering overseas projects.
- It is recognised that different procedures might be needed in these different contexts. It is also recognised that there may be huge difficulties in operating safeguarding policies in the many different legal, social and cultural contexts in which organisations work.
- Although these guidelines have been formed specifically with cross-cultural contexts in mind, they can be useful in UK situations, both same-culture and cross-cultural.
- The guidelines are also designed to help national churches and organisations with whom the UK organisation or UK church partners.
- The principles behind the guidelines should apply to all personnel working overseas as well as mission personnel and their families. Churches and organisations may find that certain aspects are also relevant to other groups of people, including national staff of UK churches and mission organisations, UK staff travelling/visiting overseas, volunteers working overseas, and mission personnel who work within the UK.

History behind these Guidelines

In recent years, codes of good practice have been produced by Global Connections for many diverse groups, including a number of codes of good practice relating to short term mission and member care. These Safeguarding Guidelines are based on a previous version developed by the Global Connections network in 2006. The request was made that these be updated in 2012 and have both a set of **core values** which every organisation or sending church should aim to meet, and also more **detailed guidelines** for those who want further information about how the values might be put into practice.

We have opted to use the term 'guidelines' rather than 'code', as the former indicates that flexibility is needed in applying these depending on the particular situation, whereas a 'code of practice' is a book of rules with sanctions if it is not followed. Guidelines seem more appropriate for the intended purpose.

Goals for the Safeguarding Children Guidelines

It would be impossible to provide policies and procedures that fit all circumstances and the needs of all organisations working in vastly varying settings and with varying ministries and structures. This document represents a minimum standard for members of the Global Connections network. With that in mind we are seeking to:

- demonstrate excellence in the area of safeguarding children

¹ From [Safe and Secure - key facts](http://www.ccpas.co.uk/Documents/key%20facts.pdf), Standard 5, produced by CCPAS, found at <http://www.ccpas.co.uk/Documents/key%20facts.pdf>

- establish a uniform minimum standard that all organisations can voluntarily adhere to and use as a basis for producing their own safeguarding policies and procedures
- facilitate ongoing networking and sharing of resources in both prevention and response

Guidelines are useless unless they lead to improvements in practice. These guidelines are offered as a basis to ensure that Christians take safeguarding children seriously. They are intended to be informative and helpful, and not restrictive or overwhelming. Our prayer is that all Global Connections members will take these guidelines seriously and that all churches and organisations will work through the suggestions and consider how they can make improvements. For this to be realised a systematic approach to safeguarding children is required and the guidelines contained in this document provide the basis for producing practical policies and procedures to ensure that staff and volunteers are well placed to protect children.

They are designed to help organisations develop:

- A safeguarding policy
- Appropriate implementation in different locations
- Guidance regarding acceptable behaviour towards children and between children
- Safe recruitment and management of workers
- Safeguarding awareness training
- Guidance in responding to concerns
- Guidance in responding to allegations of historic abuse

They are also designed to help UK organisations and churches to consider how their staff and mission partners are informed of policies, advice and resources.

Terminology

There is a huge variety of churches and organisations involved in overseas mission, and different people use different terminology to mean the same things. We have therefore tried to be consistent throughout this document with the use of terms:

- **Safeguarding children** – this term is now in common use in the UK instead of ‘child protection’, and so has been used throughout the document.
- **Adults at risk** – this is the alternative term for ‘vulnerable adults’ in use today. Much of recent legislation refers to adults in need of protection.
- **Personnel or mission personnel** – where this term is used throughout the document it refers to all personnel for whom you are responsible including people based overseas (sometimes called mission partners or missionaries) and those based in the UK, whether they are paid or voluntary, trustees etc.
- **Criminal Record Disclosures** – where we refer to Criminal Records Disclosures this includes the Criminal Records Bureau (England and Wales), the Scottish Criminal Records Office, and Access NI.

Application for sending churches

Where a church sends people overseas directly without using a mission organisation, it is encouraged to adopt the responsibilities usually carried out by a mission organisation.

Sample documents

Sample documents have been provided in the appendices to serve as examples of key documents which every organisation needs to have. These can be adapted according to the needs of each organisation, keeping in mind the relevant portions of the guidelines.

Other guidelines

These guidelines are part of a series of documents from the Global Connections network. All are available from the Global Connections [website](http://www.globalconnections.co.uk/resources/codesandstandards) at <http://www.globalconnections.co.uk/resources/codesandstandards>

We welcome all comments on the guidelines. Comments may include areas of disagreement or agreement, examples, suggestions for additions or deletions, resources which you have found useful, and questions. Please contact us using info@globalconnections.co.uk

CORE VALUE 1

All organisations should have a written policy and procedures for keeping children safe.

A safeguarding policy demonstrates a commitment to safeguard children from harm. It makes it clear to all that children must be protected, helps to create a safe and positive environment for children and shows that the organisation is taking its responsibilities seriously.

1.1 Advantages of a safeguarding policy

- Children are protected
- Staff and volunteers are protected
- Organisations and churches are protected

In adopting the Global Connections *Guidelines for Good Practice in Safeguarding Children*, organisations should include wording similar to the following statement:

"We are committed to safeguarding the welfare of children and young people and protecting them from abuse. We believe that it is never acceptable for a child to experience abuse of any kind and that safeguarding children is everyone's responsibility within our organisation".

1.2 Developing and implementing a safeguarding policy¹

- All UK organisations should have a safeguarding policy regardless of whether they work directly with children or not.
- The policy should be written clearly, easily understandable, and translated as necessary.
- The policy should be approved and signed by the relevant management body to ensure that it has been processed and validated at the highest level of authority in the organisation.
- The policy should be given to all staff and volunteers and should be an integral part of the staff handbook, orientation and training programme.
- To keep up-to-date with good practice and changes in legal legislation the policy should be reviewed and adapted on a regular basis. A minimum of every three years is suggested, or whenever there is a significant change in the organisation or any legal changes.
- A clear policy statement should be available² along with details of the organisation's Safeguarding Coordinator and where a copy of the full policy can be obtained.

1.3 The safeguarding policy should include:

- A written Code of Conduct³ explaining the specific behavioural standards for all adults in their interaction with children, with an understanding that failure to follow the Code of Conduct is part of the disciplinary policy.
- A requirement that all new and current staff and volunteers, both long-term and short-term, should be required to acknowledge that they have read the policy, procedures and Code of Conduct and agree to abide by them.
- A clear understanding of the definitions of abuse being used (which can be applied in culturally sensitive ways in all contexts)⁴.
- A statement that the organisation has procedures in each of the following areas:
 - i. Appropriate implementation in different locations
 - ii. Guidance regarding acceptable behaviour towards children, and between children
 - iii. Safe recruitment and management of staff
 - iv. Safeguarding awareness training
 - v. Guidance in responding to concerns
 - vi. Guidance in responding to allegations of historic abuse

¹ For model safeguarding policies see Presbyterian Church in Ireland Child Protection Guidelines <http://www.takingcareguidelines.org> or CCPAS model safeguarding policy (for members): <http://www.ccpas.co.uk/WhatWeProvide.html#SafeguardingPolicies>

² See Appendix 2

³ See Appendix 1

⁴ See Appendix 3

CORE VALUE 2

Safeguarding policy guidelines must recognise the international contexts in which they need to be applied.

Organisations work in a variety of settings with great variations in understandings, arrangements and laws for safeguarding children. There are sometimes different understandings of what child abuse means. The organisation needs to give clear guidance to staff, volunteers, partners and other organisations (including funding organisations) on how the safeguarding policy will be adapted and applied practically in these different circumstances. The guidelines must be applied in ways that are sensitive to different cultures but without condoning practices that are harmful, abusive or neglectful to children.¹

Policies and procedures should address the following issues:

2.1 Overall structure

UK- based organisations and churches

All UK organisations and churches, regardless of size, should appoint a representative as an overall 'Safeguarding Coordinator'² who is responsible throughout the organisation for:

- Developing, completing and implementing its safeguarding policies consistent with the required standards set out in these guidelines.
- Ensuring that these policies and procedures are applicable in all offices and locations in which the organisation works (adapting as necessary to ensure the guidelines are appropriate in all cultures and languages).
- Ensuring that those with particular responsibility for safeguarding children are appointed as appropriate (depending on size and structure of organisation) in all locations where staff come into contact with children.
- Ensuring that those with particular responsibility for safeguarding children are adequately trained.

UK organisations that are part of an international structure

Organisations that are part of an international structure should work with the International Office to ensure that:

- The International Head Office has appropriate staff, policies and procedures in place.
- The UK office is an integral part of all processes.
- Policies and procedures take into account UK legal requirements and good practice.
- UK staff (wherever they are based in the world) are made fully aware of the applicable policies and procedures.
- There are systems in place to discuss points of contention and disagreements between the international HQ and UK office.

2.2 Visitors

When UK staff, trustees and others visit organised activities with children (and especially where there is the possibility of unsupervised contact with children), the UK organisation should:

- Work with the local leadership to ensure that there are appropriate safeguarding procedures in place to cover such visitors.
- Take into account the safeguarding of children with regard to 'unofficial' visitors (e.g. visitors of families, friends and casual acquaintances).

¹ This opening paragraph is taken from *Keeping Children Safe Toolkit, Standards for child protection* (p16) produced by the Keeping Children Safe Coalition, 2006.

² See '[Help, I'm a Safeguarding Coordinator](http://www.ccpas.co.uk/Documents/Help!-%20CP%20co-ordinator.pdf)' produced by CCPAS, found at <http://www.ccpas.co.uk/Documents/Help!-%20CP%20co-ordinator.pdf>

2.3 Working with local organisations

Every effort should be made to work alongside local organisations in a culturally appropriate way. This will include:

- Agreeing common basic definitions of abuse between all participating organisations and applied in culturally sensitive ways.
- Using the UN Convention of the Rights of the Child (UNCRC) as the basis for safeguarding children³
- Distinguishing clearly between children in need of protection due to poverty, conflict or crisis, and specific acts of maltreatment towards children.
- Including rules of appropriate and proper behaviour based on local sensitivities in the safeguarding policy.
- Resolving, through a process of dialogue and discussion, any differences between what is acceptable behaviour locally, and what is acceptable under the safeguarding policy.
- Discussing with the local organisation a clear mechanism for evaluating the existence and effectiveness of local child welfare/judicial infrastructure, and a clear process for deciding whether or not to work with it.
- When mission personnel are seconded to a local partner, making them aware of the local partner's safeguarding policy (if a safeguarding policy does not exist locally, the mission personnel should work with the local partner to assist in developing a policy).
- Ensuring that there is a partnership agreement between the UK organisation (or international structure) and the local organisation that states clearly what the reporting mechanisms are to be used both locally and in the UK.

2.4 Legal matters and processes

The following legal matters must be taken into consideration:

- UK organisations, UK offices of international organisations and as appropriate UK citizens must comply with UK law⁴.
- Overall policies need to take into account the different legal frameworks both in the UK and locally and ensure that their policies and procedures do not conflict with local law.
- There may be no equivalent to UK statutory agencies to ensure an external independent and thorough enquiry. However there should be a commitment and acceptance to work with local statutory agencies of the country in which the work is operating wherever possible. Inaction by the local authorities does not mean that the organisation will not then deal with the issue. The standards operating in the UK should be applied. For instance, if it is judged that the UK police would act, and local police will not or cannot act, the organisation will have policies in place for an external independent investigation.
- In conjunction with the authorities, there should be clear procedures for repatriation, if appropriate.

2.5 Gathering local information

The following checklist is helpful for gathering local information which needs to be identified and then included in policies and procedures:

- Details of any government bodies or agencies with statutory responsibility for the safeguarding of children.
- Implications for reporting, including any human rights abuses in the country of operation, especially against Christians.
- Risk factors to children if reported to government bodies.
- Specific legislation and how it is implemented.
- The capacity of the local police to pursue a criminal investigation and the likelihood of prosecution.
- Legal age of consent and age of criminal responsibility in the country, and related legislation.
- Other local practice and customs to be aware of, such as early marriage, initiation ceremonies, female genital mutilation.
- What other local professionals are available – counsellors, doctors, other organisations / NGO's and expertise.
- What local resources are available – projects, churches, missions, advocacy groups, and counselling facilities.

³ See Appendix 2

⁴ UK citizens need to comply with UK and international law e.g. it is criminal offence for a UK citizen to travel abroad for the purpose of sex tourism (Sexual Offences Act 2003). Where a UK citizen commits such offences abroad they are liable for prosecution in the UK.

CORE VALUE 3

Safeguarding policies should seek to minimise risk.

In addition to the general principles of good practice for the welfare of children, guidelines should also be provided in relation to, and supervision of, children. It is easy to assume that everyone knows what is appropriate. This is rarely the case when there is an absence of specific expectations. Managers and senior staff should promote a culture that ensures children are listened to and respected as individuals. Clear guidance needs to be given to protect children from abuse and staff and visitors from false accusation.

A sample *Code of Conduct* can be found in Appendix 1.

All personnel should be made aware of the following, and these areas should be addressed in safeguarding training and in policies and procedures:

3.1 Risk can be minimised by visibility, accountability and supervision

Mission personnel should:

- Be able to recognise situations which may present risks.
- Be able to plan and organise the work and workplace so as to minimise risks as far as possible and be visible to other adults when working and talking with children.
- It is inappropriate to spend an excessive amount of time alone with children, especially where this blurs the boundaries between professional and personal/social contact.
- Take particular care to take into account the needs of children with disabilities and other vulnerable children as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability.
- Ensure, where confidentiality is important and a young person is being seen on their own, that others know the interview is taking place and that someone else is around in the building.
- Recognise the consequences of breaking the rules and understand that this is linked to the organisation's disciplinary processes.

3.2 Inappropriate actions

It is inappropriate for anyone to:

- Hit or otherwise physically assault children.
- Develop physical/sexual relationships with children.
- Develop relationships with children which could in any way be deemed exploitative or abusive
- Engage in behaviours which could be regarded as grooming or controlling.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Help children in areas of a personal and private nature that they are able to do for themselves.
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.
- Be involved in discrimination, prejudice or oppressive behaviour or language in relation to any of the following: race, culture, age, gender, disability, religion, sexuality or political views.

CORE VALUE 4

A formal, thorough and safe recruitment process for mission personnel should be adopted.

In the best interests of children, organisations should not employ (in a paid or voluntary position) anyone with a prior conviction for child abuse or related offences for any position working with or having regular social contact with children, young people or vulnerable adults.

No-one has an automatic right to work with children and young people. Safe recruitment is vital because it greatly reduces the likelihood of someone who could pose a risk to children and others who may be vulnerable being able to work with them. Whilst it is understood that the way in which this will be done will vary according to circumstances, it should include all the recruitment areas raised in Section 2 of Global Connections *Member Care Code*¹. This applies equally to those on short-term mission trips as well as longer term mission personnel.

When recruiting paid and voluntary workers, the following areas need to be emphasised for those working with children. In addition, sending organisations need to acknowledge that there is a strong possibility that mission personnel working overseas are in a position of trust and will therefore have access to children, whether or not their specific role is working directly with children.

4.1 Pre-application

- The organisation's commitment to criminal records checks, where applicable, should be made clear (including through advertising).
- All potential personnel (voluntary or employed) should be informed of the organisation's safeguarding policy at the start of the recruiting process.

4.2 Application

- The application form² should include specific history of employment or volunteer work with children, and questions relating to inappropriate behaviour or abuse of children.
- A self declaration form should be completed and signed by the applicant².
- Relevant qualifications and work history should be verified.

4.3 References

- There should be a process in place to authenticate references.
- The referees should be asked questions regarding the applicant's previous work with children and if there is anything that might give rise to concern.
- Additional character enquiries should be undertaken if necessary.

4.4 Interviews

- The interviewing of an applicant should be handled sensitively making sure questions are relevant and appropriate to the position applied for.
- The interview should include questions about previous work with children.
- The interview should include questions regarding the applicant's willingness to comply with the organisation's safeguarding policy.

¹ See <http://www.globalconnections.co.uk/resources/codesandstandards/memberscareguidelines/section2.htm>

² Model application and self-declaration forms can be downloaded from '[Safe and Secure – the Manual](#)' – the CCPAS safeguarding manual on disc found at <http://www.ccpas.co.uk/shop/index1.html>

4.5 Background checks

- Background checks should be undertaken for all staff and volunteers and any position offered should be contingent on the results.
- Where possible and permissible by local law, applicants must give permission for a criminal record or police background check for any conviction related to abuse of children or adults, or other convictions which would give rise to concern (e.g. drug related). For UK residents, once a decision to appoint has been made, a criminal records disclosure (at enhanced level³), where applicable, will be obtained.
- The organisation should develop a procedure for dealing with issues arising from criminal record disclosures, including decisions affecting appointment. [So as not to discriminate unfairly against someone on the basis of what is on the disclosure⁴, and to comply with CRB regulations, any organisation applying for criminal records disclosures must have an equal opportunities policy.⁵ Similar expectations apply for disclosures through Disclosure Scotland and AccessNI.]

4.6 After appointment

- Applicants should read and sign an agreement that they will comply with the organisations safeguarding policy.
- During the probationary period, there should be clear procedures for identifying support needs and addressing safeguarding issues as appropriate.

4.7 Retrospective action

- Where organisations have personnel who began their service before such policies were implemented there will need to be consideration of how to put in place any of the measures retrospectively.

³ Enhanced disclosures are only available for those working with children, and/or adults at risk and there are strict criteria as to who qualifies for a check.

⁴ The Criminal Records Bureau requires organisations to have a policy to ensure they do not discriminate against those who have a criminal record. There are many who have offended in the past who should not be denied employment (paid or voluntary). However this does not apply if the nature of their offence(s) means that they might pose a risk to a child or adult at risk.

⁵ A model equal opportunities policy is available from CCPAS www.ccpas.co.uk

CORE VALUE 5

Safeguarding children training plays a vital part in protecting children within an organisation.

Educating personnel regarding prevention, recognition and response to abuse is a proven method of reducing abuse within organisations. There should be both an initial and an ongoing programme of training in safeguarding children for all personnel, led by trainers with the necessary knowledge, skills and expertise.

5.1 Orientation

From the outset, safeguarding training and development should be available to all personnel within the orientation programme both within the UK prior to departure and on arrival overseas. This should include:-

- Explanation of the organisation's safeguarding policy and procedures.
- Explanation of the types of abuse.¹
- Recognising possible signs and symptoms of abuse.²
- Teaching on best practice for working with children, particularly in relation to safeguarding.
- Teaching on how to respond to abuse or allegations of abuse.
- Information regarding who to contact if there is a suspicion or allegation of abuse, or to report a concern.
- Specific training on local policies and procedures.
- Training on child sexual development, and age-appropriate sexual behaviour.³

5.2 Ongoing training

For all personnel

- All staff working with or those who are in regular contact with children should be given ongoing, relevant and up to date, safeguarding training.
- Training should be given regarding safe working practices in general⁴. This should include risk assessment, discipline, dealing with bullying and first aid.
- The organisation should keep up-to-date with training that is available⁵.

For personnel with specific responsibilities

- Those with specific responsibilities for keeping children safe should have relevant training and regular opportunities to update their skills and knowledge.
- Those with specific responsibilities for dealing with complaints and disciplinary procedures in relation to child abuse and inappropriate behaviour towards children should have relevant training and regular opportunities to update their skills and knowledge.

5.3 Training of parents and children in child safety

- The organisation should have training and materials available for parents to use in training their children in child safety.
- The organisation should ensure that children are provided with advice and support on keeping themselves safe, and with information on where to go to for help and advice in relation to abuse, harassment and bullying.
- The organisation should offer training and materials for children and young people regarding respect for others, and to ensure their understanding of appropriate and inappropriate sexual contact.

¹ See Appendix 3

² See Appendix 4

³ See 'Child's play? Preventing abuse among children and young people' downloadable at <http://www.stopitnow.org.uk/posters.htm>

⁴ See 'Duty of Care' in Appendix 6

⁵ See Appendix 8

- The organisation should ensure that parents are trained with regard to recognising signs of abuse in their own children.
- The organisation should ensure that parents are trained with regard to safeguarding issues and behaviour towards their own children.

5.4 Training of local partners

- The organisation should work with local partners to establish training programmes for local staff in safeguarding children, especially for staff working with children.
- Such training should include all the issues listed in 5.1 and 5.2 above.

CORE VALUE 6

The safety of children is of paramount importance. Allegations of unacceptable or abusive behaviour towards children should always be listened to, taken seriously and reported to the relevant authorities.

Child abuse is distressing for all concerned and it is often difficult to accept that it may have occurred, to the point that there is denial or warning signs are dismissed. The danger is that under-reaction resulting from this lack of acceptance may mean children remain unprotected and exposed to further abuse. In order to prevent abuse and safeguard children, it is essential that staff and volunteers understand their responsibility to raise any concerns they may have regarding the safety of children. It is then necessary to have clear and effective procedures in the event of a concern or allegation of unacceptable or abusive behaviour towards a child. This should include:

6.1 Good Practice

Procedures should be made available to all staff and volunteers, children, and parents/carers. These should be actively promoted and include the following:

- Procedures for receiving all concerns, reports and complaints from adults and children about unacceptable and/or abusive behaviour toward children, with clear timescales.
- Step-by-step guidance on what action to take if there are concerns about a child's safety or welfare including details about whom to report to, giving names and contact details as appropriate.
- Information about recording incidents, concerns and referrals and storing these securely.
- Guidance on confidentiality and information-sharing which makes clear that the protection of the child is the most important consideration.
- Guidance on how and when to report allegations to appropriate authorities in the home country or in other countries. (In the case of sexual abuse, deliberate injury or where there are concerns for a child's safety, the Safeguarding Coordinator should always contact local child protection services where they exist.)
- Guidance on the steps to follow if an allegation proves to be untrue or even fabricated - with the child, with the person who has been accused, and with the person who did the reporting.
- Guidance on disciplinary procedures that will follow a concern, complaints, allegation or proven abuse.
- Complaints against workers should follow the organisations disciplinary procedures. Where an allegation of sexual abuse or deliberate injury is reported then alongside contacting the statutory authorities a discussion with them should be undertaken to discuss likely suspension of the worker.
- To keep up-to-date with good practice and changes in legal legislation the policy should be reviewed and adapted on a regular basis. We would suggest a minimum of every three years, or whenever there is a significant change in the organisation or any legal changes.

General

- It should be made clear to everyone in the organisation that anyone who sees, suspects, or is told of abuse or an allegation of abuse understands their responsibility to report the abuse.
- The organisation should have arrangements in place to monitor compliance with safeguarding policies and procedures across the organisation.
- There should be a person with clearly defined responsibilities for safeguarding children both on the field and while personnel are in their home countries.
- There should be processes in place to ask children and parents/carers about their views on policies and practices for keeping children safe.
- The organisation should have ways of consulting children on how safe they feel and what they would do if they had a complaint or concern.

6.2 Guidelines for responding to a child who may have been abused¹

Organisations should ensure that workers know how to respond when they suspect a child is telling them they have been abused:

- Don't ask questions² – instead listen carefully to what is said.
- Don't make promises you may not be able to keep e.g. not telling anyone else.
- Accept what you hear without passing judgement or investigating.
- Tell the child what you are going to do next and with whom the information will be shared.
- Make careful notes (i.e. what was said and in what circumstances) as soon as possible, preferably within an hour. Include dates and times and keep notes safely. Use an Incident Report Form³.
- Contact the person who has responsibility for safeguarding children within the organisation or, in their absence, the appropriate line manager.

6.3 Guidelines on keeping records

- Records can be an essential source of evidence for enquiries and investigations so clear, accurate and chronological records must be kept to ensure that there is a documented account of the events and concerns which have led to a referral being made.
- Records should be written in plain English, and as appropriate, translated into the local language.
- Records should always differentiate between fact, opinion or judgement.
- Records should be dated and signed, and stored in a lockable drawer.
- There should be clear procedures about who has access to the records and where copies are sent.

6.4 Allegations within the UK

- All allegations of sexual abuse, deliberate injury or where there are concerns for a child's safety should be reported to the child's and the organisations local Children's Services or the Police Child Protection Team⁴ for advice.
- Further action should not be taken until enquiry/investigation has taken place by Children's Social Services and/or Police Child Protection Team⁴.
- If you are in doubt as to what to do or need support, CCPAS is available to help⁵.
- An internal audit and report of occurrence, for organisation Directors, should be made to help improve safeguarding procedures and prevent further abuse.

6.5 Allegations outside the UK

The following information needs to be known by or easily available to the person who has responsibility for safeguarding children within the organisation in each relevant location outside the UK:

- Local law regarding abuse and safeguarding procedures for responding to allegations of abuse, including policy on reporting to local relevant authorities.
- There may be occasions where a report to the authorities could put the alleged perpetrator at risk, children at risk or other personnel at risk. Such considerations should be covered in the policy on the basis of good local knowledge and after careful consideration of the risks.
- Safeguarding procedures and relevant laws of passport/home countries for all personnel involved in an allegation/abuse incident, including guidance on potential extraterritorial proceedings and the possible need for repatriation.

¹ Based on [Safe and Secure - key facts](http://www.ccpas.co.uk/Documents/key%20facts.pdf), Standard 6, produced by CCPAS, found at <http://www.ccpas.co.uk/Documents/key%20facts.pdf>

² See Appendix 7

³ A sample Incident Report Form can be found in Appendix 5

⁴ Terms used for child protection services provided by social workers and police will vary across the UK

⁵ CCPAS 24 hour Helpline: 0845 120 45 50

- Where no local statutory investigation is possible, procedures for commissioning and producing an external independent investigation should be clearly defined, including: establishment and size of the independent team, qualifications and training of members, and gender mix⁶. Such an investigation must be a genuine external independent investigation and not an internal investigation by the organisation⁷.
- Protocols for reporting to relevant passport country authorities and others, usually including information on country where abuse occurred, passport countries of abused and perpetrator, pastor of perpetrator's supporting church, as appropriate, and appropriate organisation staff such as the Safeguarding Coordinator.

6.6 Gathering international information:

The following checklist is helpful for gathering information relating to allegations outside the UK:

- Where is the organisation based?
- Where is the victim / survivor based (and nationality)?
- Where is the abuse disclosed?
- Where is the alleged abuser based?
- Information for possible repatriation of worker – expectations of who to contact in home country in the statutory authorities.
- Does the alleged abuser have children (potential risk to own children)?
- Does international or national law apply relating to the alleged abuser (for example, sex tourism)?
- Is this historical abuse? (In terms of prosecutions is there a statute of limitations?)
- What policies, protocols, and reporting mechanisms exist between the local organisation and sending organisation etc.? What relationship is there between the sending organisation (national) and the international organisation, and what are the safeguarding expectations?

6.7 Pastoral care and support

- Organisations should ensure pastoral care and support is available to all those affected by abuse, including the child/children and their family, staff members and volunteers, and the people the organisation works with, during and following an incident or allegation of abuse or a complaint⁸.
- Organisations should recognise that some people may need professional help⁹.
- Safety for the child/children alleging abuse and their family should be ensured.
- Procedures for restricting access to children by the alleged abuser should be clearly defined.
- Organisations should take due care and concern - a child may fear retribution or punishment while a staff member accused of child abuse will be concerned for his/her privacy and legal rights.
- Organisations should take action in relation to the family members of alleged abuser(s), specifically where their own children need to be considered.

6.8 Reporting in the UK

- As appropriate, organisations should report all allegations against people who work with children to the relevant authorities in the UK (including the Local Authority Designated Officer (LADO)), and notify the Independent Safeguarding Authority (ISA) of any relevant information so that those who pose a risk to vulnerable groups can be identified and barred. In addition where the organisation is a charity all serious incidents need to be reported to the Charity Commission.

⁶ The resources of the Child Safety and Protection Network (CSPN) in relation to 'establishment and size of the independent team, qualifications and training of members, and gender mix' could provide valuable guidance. Specific assistance from CSPN in establishing and conducting an external independent investigation may be available. See <http://childsafetyprotectionnetwork.org>

⁷ There has been concern in the past that internal investigations have lacked the scrutiny and independence required and been biased towards maintaining the reputation of the organisation over and above seeking justice for the survivors of abuse. Whether this is perceived or accurate it is important that all such reviews are carried out by those independent of the organisation.

⁸ There are a range of helpful resources on the CCPAS website: www.ccpas.co.uk/keyfacts including: *Help, my child's been abused, now what?*, *Help, someone I care about was abused*, and *Sharing the Load* (DVD) – a pastoral care programme for helping and supporting those affected by abuse.

⁹ If the child is likely to be asked to give evidence in court or to other investigators, it is essential in England and Wales and useful elsewhere to follow the guidelines for therapy with child witnesses developed by the Crown Prosecution Service. See <http://www.cps.gov.uk/publications/prosecution/therapychild.html>. In brief these state that the therapist works with the child's emotional issues rather than specifically on the abuse itself. The wording of the guidelines states: "Preparation for court and carefully planned preventive work which does not focus upon past abuse presents less of a problem than interpretive psychodynamic psychotherapy."

6.9 False Allegations

Allegations of abuse should always be taken seriously, and reported to the Safeguarding Officer. Most allegations made by children appear to be substantiated, and a retraction of an allegation does not mean that it is untrue. However, there are times when people are falsely accused and the following need to be kept in mind:

- Previous false allegations does not mean that the new allegation should not be taken seriously.
- It is important to understand reasons for why false allegations may be made¹⁰.
- A careful log should be maintained if a young person makes frequent comments about workers.
- Concerns should be discussed as a staff group to ensure safe working practice in relation to this young person.

6.10 Review of practice and policy after serious cases

It is important that organisations learn from cases of abuse. Once a statutory investigation in the UK or elsewhere has been completed, there is often a need to undertake a review of the circumstances and actions and to ensure that safeguarding practice and policy were appropriate. Organisations should arrange an Independent Serious Case Review to establish any Findings of Fact and recommendations for improved safeguarding practice and policy implications¹¹.

¹⁰ See Appendix 7

¹¹ CCPAS has undertaken such matters for organisations here in the UK (see their Specialist Safeguarding Services found at <http://www.ccpas.co.uk/SpecialistSafeguarding.html>)

CORE VALUE 7

Allegations by an adult, of past (historic) abuse of them, from within or outside an organisation, should be taken seriously and responded to as effectively and appropriately as possible.

Historic abuse may have occurred before the person joined the organisation, or if they grew up within the organisation abuse could have happened within the family, within the team, at an international school, in a mission boarding hostel etc. Procedures and responses need to be in place for all these possibilities.

7.1 Alleged abuse before joining the organisation

If a person reports abuse which happened to him/her before joining the organisation, the following need to be considered:

- The person reporting the abuse will need support and possibly appropriate counselling¹.
- If children could still be at risk from the alleged abuser the appropriate statutory authorities should be informed to ensure measures are taken to protect children.

7.2 Alleged historic abuse whilst family or perpetrator were organisation members

If a person reports abuse which happened to him/her whilst the family or perpetrator were organisation members, organisations must take all such allegations seriously and not in any way show bias towards maintaining the reputation of the organisation over and above seeking justice for the survivors of abuse. In addition, the following need to be acted upon:

- The person reporting the abuse will need support and possibly appropriate counselling¹.
- If the alleged abuser is in the UK and children could possibly be at risk, then the statutory authorities (Police Child Protection Team and/or Children's Social Services) should be informed.
- Further action should not be taken in the UK until enquiry/investigation has taken place by Social Services and/or Police Child Protection Team.
- Where the alleged abuser is still in the employ of the organisation, any suspension should be undertaken in consultation with Children's Social Services / Police Child Protection Team.
- If the alleged abuse occurred outside the UK, then procedures should be in place in relation to any report to local statutory authorities or external independent investigation required (see sections 2.4 and 6.5).
- The organisation should develop procedures for making appropriate apologies.

Note: It is important to report historic abuse as children could still be at risk, it recognises the suffering of victims, and it could be a vital part of a prosecution case. However, allegations of past abuse are notoriously difficult to prove, especially when the alleged abuse took place in an overseas context and many years ago. The UK authorities, for instance, are unlikely to investigate historic abuse outside the UK. Research to establish the full facts and responsibilities can be very difficult and needs to be taken into account in all dealings with a person who has experienced such abuse.

¹ There is a range of helpful resources on the CCPAS website: www.ccpas.co.uk/keyfacts including: [Help, someone I care about was abused](#), and *Sharing the Load* (DVD) – a pastoral care programme for helping and supporting those affected by abuse.

SAMPLE CODE OF CONDUCT¹

Background

The most effective way to prevent abuse of children is to be vigilant. By being vigilant in following this code of conduct for interaction with children we hope to protect them from abuse. All staff and volunteers who have roles with children are expected to interact in a mature, capable, safe, caring, responsible manner, with a high level of accountability. All adults working with children, young people and adults at risk are in positions of trust. It is therefore vital that workers ensure they do not, even unwittingly, use their position of power and authority inappropriately². All staff and volunteers are responsible for giving and accepting feedback from others in order to maintain a high level of professionalism.

This Code of Conduct includes, but is not limited to, the following expectations of staff and volunteers.

1. Adult-to-child behaviour

Visibility and overcoming isolation

- All work with children should be planned in a way that minimizes risks as far as possible. This includes being visible to other adults when working and talking with children. This can be accomplished by planning activities in areas where other adults are present and at a time when other activities are occurring.
- It is inappropriate to spend an excessive amount of time alone with children, especially where this blurs the boundaries between professional and personal/social contact.
- Generally, at least two unrelated adults should be present in work with children. When this is not possible, reduce isolation by having a minimum of two children present, informing the child's parent/another adult of your meeting, and doing it during a time and/or in a location where your interaction with the child is visible to others.
- Where confidentiality is important and a young person is being seen on their own, ensure that others know the interview is taking place and that someone else is in close vicinity.
- Particular care needs to be taken into account for the needs of children with disabilities and other vulnerable children as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability.

Accountability

- Always be accountable to other adults regarding your interactions with young people or children.
- Parents and/or supervisors are to be notified beforehand of any activities with young people or children.
- In an emergency situation, find someone to go with you if at all possible, or notify whoever is available.

Supervision

- Supervision also reduces risk. The person responsible for safeguarding children within the organisation should periodically and randomly inspect areas where children and adults are together.

Technology

- Technology should be used appropriately to protect children or young people from abuse and exploitation, for example, family safe filter/parental control programmes to prevent downloading pornographic material from the Internet, access to inappropriate emails, chat rooms, or films.
- Instant messaging, texting and other forms of social networking between mission personnel and children should not be used inappropriately.
- Clear guidelines should be available in relation to communication via all social media, social networking, and related technologies.

¹ Acknowledgement needs to be given to the "[Child Safety and Protection Network Best Practice Standards and Related Documents](http://childsafetyprotectionnetwork.org/downloads/cat_view/39-public-documents)" Version 1, Sept 2008, found at http://childsafetyprotectionnetwork.org/downloads/cat_view/39-public-documents from where much of this Code of Conduct has been sourced.

² See Government definitions on 'Position of Trust' and 'Abuse of Trust (sexual relationships)' in Appendix 6.

Touch

Healthy, caring touch is valuable to children but unhealthy touch is abusive. However, touch needs to be used in a culturally appropriate way. The following should be noted:

- Touch should be open rather than secretive. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be in response to the need of the child, and not the need of the adult.
- Touch should be age-appropriate and generally initiated by the child rather than the adult. It should be with the child's permission and any resistance from the child should be respected. Touch should always communicate respect for the child.
- Adults should avoid doing things of a personal nature for children that they are able to do for themselves, including dressing, bathing, etc.
- Adults and other young people or children should not hit, slap, pinch, push, hold against their will, or otherwise assault children.
- The following signs of affection are generally appropriate within specific contexts:
 - i. verbal praise
 - ii. side hugs
 - iii. pats on the shoulder, back, or head (when culturally appropriate).
 - iv. for smaller children, touching their hands, faces, shoulders and arms, arms around their shoulders, hugs, or holding them when others are present.
- The following behaviours between staff or volunteers and children are inappropriate or may be perceived as inappropriate and should not be engaged in:
 - i. touching buttocks, chests, genital areas, or thighs
 - ii. showing affection in isolated areas or when alone with a child
 - iii. sleeping in bed with a child
 - iv. inappropriate comments that relate to physique or body development
 - v. flirtatious or seductive looks or behaviour
 - vi. any form of affection that is unwanted by the child
 - vii. showing sexually-suggestive videos or playing sexually-suggestive games with any child
 - viii. any behaviour that could be interpreted as sexual in nature.
- Team members should monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted.

Inappropriate actions

It is inappropriate for anyone to:

- Hit or otherwise physically assault children.
- Develop physical/sexual relationships with children.
- Develop relationships with children which could in any way be deemed exploitative or abusive
- Engage in behaviours which could be regarded as grooming or controlling.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Help children in areas of a personal and private nature that they are able to do for themselves.
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.
- Be involved in discrimination, prejudice or oppressive behaviour or language in relation to any of the following: race, culture, age, gender, disability, religion, sexuality or political views.

2. Child-to-child behaviour³

Children and young people have always been curious about other children - the same or opposite sex - and/or experimented sexually. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through engaging in sexual activity, this is likely to be regarded as abusive. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations should be taken as seriously as if an adult were involved, because the effects on the child victim can be as great. Approximately one third of sexual offences are committed by children and young people.

Instances such as these would be investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexually harmful behaviour can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and the organisation will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).⁴

- Child-to-child sexually harmful behaviour includes all types of abuse defined in these guidelines.
- Other factors considered in evaluating whether sexually harmful behaviour has occurred include differences in responsibility, trust, power, development, awareness and understanding, coercion, and threats, whether implied or verbal.
- In addition, the following actions may involve sexually harmful behaviour of one child to another and should be prohibited: bullying, hazing, derogatory name-calling, ridicule or humiliation, or singling out a child for negative treatment or exclusion.
- In normal circumstances the organisation should not allow anyone under 16 to be left formally in charge of any children of any age. However, some local/national legislation may require this to be 18 years of age.
- Organisations should take any disclosure of abuse from a child about another child seriously and follow the safeguarding procedures in the same way as for any other disclosure.
- Organisations should be prepared to engage with other professionals and statutory agencies that have expert knowledge in this area.
- Organisations should offer ongoing pastoral care and support to the perpetrator, victim and both families through a risk assessment or counselling if necessary.

³ See *Help ... How can I work with children and young people displaying sexually harmful behaviour?* Available from <http://www.ccpas.co.uk/Documents/Help-SexuallyHarmful.pdf#view=fit>

⁴ Taken from *Safe and Secure – the Manual*, Standard 7:7.14, produced by CCPAS and available from <http://www.ccpas.co.uk/shop/index1.html>.

Appendix 2

THE WELFARE AND RIGHTS OF CHILDREN STATEMENT

Organisations should ensure that the welfare and rights of children are paramount in all their policies and procedures. In particular it is recognised that a key element in working to safeguard the welfare of all children is the promotion of their rights. We affirm our belief in the right of all children to be protected from all forms of abuse, neglect, exploitation and violence, as set out in the *UN Convention on the Rights of the Child* (UNCRC).

A child or young person has the right:

- to have their health, safety, well-being and best interests considered paramount
- to have their welfare and development promoted and safeguarded so that they can achieve their full potential
- to be valued respected and understood within the context of their own culture, religion and ethnicity, and to have their needs identified and met within this context and within the context of their family wherever possible
- to be listened to and to have their views given careful consideration, and to be encouraged and helped to participate in decisions which affect them

In order that these rights are respected, when staff, volunteers and others are in contact with children, they should:

- at all times treat children with respect and recognise them as individuals in their own right
- regard them positively and value them as individuals who have specific needs and rights and a particular contribution to make
- work with them in a spirit of cooperation and partnership based on mutual trust and respect
- value their views and take them seriously
- work with them in ways that enhance their inherent capacities and capabilities, and develop their potential
- strive to understand them within the context in which they live

Words to this effect should be incorporated into any safeguarding policy.

DEFINITIONS OF ABUSE¹

While it is recognised that local and/or national definitions of child abuse may vary, and there are racial, cultural, religious, and ethnic differences in child rearing and relating to children and understandings of what constitutes child abuse, we need to remember that all children have basic human rights. Therefore, it is important that organisations agree to use common basic definitions of abuse which have been built on international standards in order to best serve adults of differing cultures in working together to prevent child abuse. Organisations can then contextualise these in their own policies and procedures.

The following five categories of abuse are universally found. These can be used as a starting point in developing policies and procedures and guidance in exploring the nature that these different forms of abuse take in a local setting. The full text and definitions below come from the World Health Organisation¹.

A child is defined by the UN Convention on the Rights of the Child (UNCRC) as “Every human being below the age of 18 years unless under the law applicable the child majority is attained earlier”.

Preamble to the Definition

Child Abuse has serious physical and psychosocial consequences which adversely affect health. It refers to any act or failure to act that violates the rights of the child, and that endangers his or her optimum health, survival and development.

Awareness of cultural factors must remain high as they influence all aspects from the occurrence and definition through its treatment and successful prevention. Any intervention, to be successful whether for data gather, prevention or even increasing public awareness, must take into consideration the cultural environment in which it is to occur. Background or baseline conditions beyond the control of families or caretakers, such as poverty, inaccessible healthcare, inadequate nutrition, unavailability of education can be contributing factors to child abuse. Social upheaval and instability, conflict and war may also contribute to increases in child abuse and neglect.

General Definition

Child abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

- **Physical abuse**

Physical abuse of a child is that which results in actual or potential physical harm from an interaction or lack of an interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be a single or repeated incidents.

- **Emotional abuse**

Emotional abuse includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies commensurate with her or his personal potentials and in the context of the society in which the child dwells. There may also be acts towards the child that cause or have a high probability of causing harm to the child’s health or physical, mental, spiritual, moral or social development. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts include restriction of movement, patterns of belittling, denigrating, scapegoating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

- **Neglect and negligent treatment**

Neglect is the failure to provide for the development of the child in all spheres: health, education, emotional development, nutrition, shelter, and safe living conditions, in the context of resources reasonably available to the family or caretakers and causes or has a high probability of causing harm to the child’s health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and protect children from harm as much as is feasible.

- **Sexual Abuse**

Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violate the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility,

trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to:

- The inducement or coercion of a child to engage in any unlawful sexual activity.
- The exploitative use of child in prostitution or other unlawful sexual practices.
- The exploitative use of children in pornographic performances and materials.

- **Exploitation**

Commercial or other exploitation of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, or spiritual, moral or social-emotional development.

Additional definitions of Abuse (note: *not* from WHO):

- **Spiritual Abuse²**

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

¹ These definitions follow the [World Health Organisation](http://www.yesican.org/definitions/WHO.html) definitions of abuse and can be found at <http://www.yesican.org/definitions/WHO.html> You may also like to refer to the CCPAS definitions of abuse in [Safe and Secure](#) produced by CCPAS, found at <http://www.ccpas.co.uk/documents/safe%20and%20secure.pdf>

² Taken from *Safe and Secure – the Manual*, Standard 8:8.7, produced by CCPAS.

HOW TO RECOGNISE ABUSE

When considering whether there is evidence to suggest a child or young person has been abused there are a number of possible indicators (listed below). It is important to know how to recognise abuse, and the following definitions should be taken into account in any organisation policies and procedures. However, there *may* be other explanations, so it is important not to jump to conclusions but rather seek advice. There may also be no signs or symptoms; this does not mean that a report of abuse is false.

Signs Suggesting Physical Abuse¹

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Physical signs of neglect (see below)
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc that do not have an accidental explanation*
- Cuts/scratches/substance abuse*
- Changes in routine

Signs Suggesting Emotional Abuse²

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy. Also 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

Signs Suggesting Abuse by Neglect

Obviously, a clear distinction needs to be made between children in need of protection due to poverty, conflict or crisis and specific acts of maltreatment towards a child or children.

- Under nourishment, failure to grow
- Constant hunger, stealing or gorging food
- Untreated illnesses
- Inadequate care

Indicators of Possible Sexual Abuse³

- 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*
- Bed wetting and soiling

^{1,2,3} Adapted from [Safe and Secure](http://www.ccpas.co.uk/documents/safe%20and%20secure.pdf), produced by CCPAS, found at <http://www.ccpas.co.uk/documents/safe%20and%20secure.pdf>

* These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning.

SAMPLE INCIDENT RECORD FORM

[Name of organisation]

CONFIDENTIAL

Safeguarding Children Incident Record Form

Please complete as much of the following as possible

Name of child/young person	
Age and date of birth	Gender
Parent's/carer's name(s)	
Home address (and phone no. if available)	
Siblings (if any)	
Name of organisation/church	
Your name	
Your position and relationship to the child/young person	
Are you reporting your own concerns or passing on those of somebody else? Give details.	
Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents, sequence of events, actual words used/observations. KEEP FACTUAL.	
Any physical signs? Behavioural signs? Indirect signs?	
Has the child spoken to you? If so, what was said? Please report exactly what the child said (using the child's language) and what you said: (Remember, do not lead the child – record actual details.) Continue on separate sheet if necessary.	

Appendix 6

UK GOVERNMENT DEFINITIONS: 'DUTY OF CARE', 'POSITION OF TRUST' AND 'ABUSE OF TRUST' (SEXUAL RELATIONSHIPS)

Duty of Care

'The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of, or working with children and young people in any capacity is considered, both legally and morally to owe them a duty of care.'

('Guidance for Safer Working Practice for Adults who Work with Children and Young People' (Department for Children Schools and Families - November 2007) [Now Department for Education])

Position of Trust

'Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship'.

('Caring for Young People and the Vulnerable? Guidance for Preventing Abuse of Trust (Home Office))

Abuse of Trust

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

(Sexual Offences Act 2003.Sect 16-19 re-enacts and amends offence of abuse of position of trust)

A PSYCHOLOGIST EXPLAINS SOME RELEVANT ISSUES

Why does it say 'don't ask questions' if an allegation is made of abuse?

When an allegation of abuse is made, sometimes people start to investigate in the hope of discovering whether the allegation is true and finding out exactly what happened. They might question lots of people, hoping to ascertain facts as quickly as possible so that they can deal with the situation. They mean well, but can compromise an official investigation. The result might be that a perpetrator of abuse cannot be brought to justice.

It is important for the person who hears an allegation NOT to conduct an internal investigation or tell several people about the situation. (Sometimes when this happens, a perpetrator hears about the questions and this helps them to prepare a response which hides the abuse). Instead, the Safeguarding Officer should be informed. They can then take the necessary measures to deal with the situation. Safeguarding officers must be trained in what steps to take, such as reporting to authorities or reporting to an external team of trained investigators if authorities will not take the appropriate action.

Research shows that when people (especially children) are questioned about something, their memory of what really happened can become confused and mixed up with what they heard in the questions. If a child has already been asked questions before a formal investigation takes place, they are less likely to be considered to be a reliable witness. In a well-known experiment, children were asked if they had ever got their finger caught in a mousetrap. None of them had. However, when they were asked this again some months later, several of the children were sure they remembered having their finger caught in a mousetrap. It had never happened, but their memory of the question had become confused with memories of reality, forming a 'false memory'. Thus a prosecution case against even a genuine abuser could collapse if there is evidence of repeated informal questioning of victims. Formal investigators are trained to avoid leading or closed questions.

An untrained person asking questions may also put the person who alleged abuse at risk. This includes risk of psychological damage (through mishandled investigation), and physical risk (if the abuser hears about this).

False allegations and false memories

Allegations of abuse should always be taken seriously, and reported to the Safeguarding Officer. Most allegations made by children appear to be substantiated, and a retraction of an allegation does not mean that it is untrue. However, there are times when people are falsely accused as abuse. There are a number of possible reasons for this including:

- A child who has difficulties may make an accusation due to anger with someone or with life, or in a desperate plea for help or attention. They may not realise the serious implications of this. They may have heard of someone else who was abused and received a lot of care, love and attention as a result. Sometimes people exaggerate a true situation (e.g. being disciplined) to the extent that it sounds like it was abusive. Foster parents are at high risk of being accused of abuse. Being falsely accused of abuse can ruin someone's life and family. In safeguarding the priority is always to protect children, but we should also seek to protect people who are falsely accused – *both* are vulnerable people. That is why it is generally important to protect the identity of alleged abusers unless they are proven guilty by the legal process.
- Ambiguous incidents without clear abusive intent may be perceived as abusive (e.g. knocking someone by accident may be described as hitting; or a trouser zip becoming undone may be perceived as indecent exposure). It may still be important to report ambiguous incidents to a Safeguarding Officer, in case they form part of a pattern of more clearly abusive behaviour. They may not need investigation if they don't fit such a pattern.
- The person has developed a false memory. They really believe the abuse happened, but it didn't. The false memory may have been created as a result of questioning (e.g. a therapist repeatedly asking 'were you abused as a child?', or an investigator asking a child 'did he touch you in a private place?', leading the accuser to imagine abuse occurred although it didn't). Rather than prejudging allegations, it is best to leave it to a formal investigation process to decide whether or not there is evidence for the alleged abuse taking place.

Healing of memories

Sometimes people who have been through very painful situations such as abuse seek 'healing of memories'. This phrase covers a lot of different practices, some of which help some people. Caution should be taken before seeking 'healing of memories', as this is not always helpful. Memories cannot simply be removed. Painful memories may remain throughout life. We can ask God to help us move forward despite the pain. Therapy can help people to move forwards and overcome negative thoughts and untrue beliefs (e.g. 'I'm a worthless, dirty person'; 'it was all my fault'), and remove the power which unpleasant memories may have over us. If help is needed, it may be better to seek it from an experienced professional who uses evidence-based therapy, rather than a well-meaning person without qualifications. Christian listening, affirmation, friendship and prayer support alongside professional therapy can be very valuable.

Dr Debbie Hawker, Consultant Clinical Psychologist

USEFUL UK ADDRESSES AND RESOURCES

Child Exploitation and Online Protection Centre (CEOP) (UK-wide)

33 Vauxhall Bridge Road, London SW1V 2WG

Tel: 0870 000 3344

Website: www.ceop.police.uk

Part of UK policing. Dedicated to eradicating the sexual abuse of children. Tracks and brings offenders to account either directly or in partnership with local and international forces.

ChildLine (UK-wide)

Helpline: 0800 1111

Website: www.childline.org.uk

Counselling service for young people up to 18, who can contact the service with any problem, such as bullying, exam stress, family problems etc.

Churches Child Protection Advisory Service (CCPAS)

PO Box 133, Swanley, Kent BR8 7UQ

Tel: 0845 120 4550 (01322 667207)

Website: www.ccpas.co.uk

Exist to safeguard both children and vulnerable adults throughout the UK. They also work to help those throughout the UK who are, or have been, affected by child abuse and similar issues. CCPAS is consulted and used by places of worship and groups across the church spectrum. Offers training, help with policies, disclosures and other specialist services.

- **Specialist Safeguarding Services**

<http://www.ccpas.co.uk/SpecialistSafeguarding.html>

CCPAS Specialist Safeguarding Services include safeguarding audit and review, crisis management, safeguarding investigation debriefing, blemished disclosures and risk assessments.

- **Safe and Secure** - Training DVD

<http://www.ccpas.co.uk/Training/SafeAndSecure.html>

This is a 50 minute docu-drama style presentation. It has been translated into 16 languages, British Sign Language and English subtitles, and presents CCPAS's 10 principles of safeguarding in clear, logical steps. It is particularly relevant to those for whom full safeguarding training is not needed.

- **Facing the Unthinkable** seminars

<http://www.ccpas.co.uk/Training/FtU.html>

CCPAS has run about 2,000 'Facing the Unthinkable' (FTU) seminars throughout the UK over the past 20 years. They are specially designed for churches and other organisations working with children and young people.

- **Facing the Unthinkable** DVD

<http://www.ccpas.co.uk/Training/FtUDVD.html>

A comprehensive child protection distance learning course designed to enable you to run an extended version of the FTU training in your own organisation over a number of sessions or days.

ECPAT UK (UK-wide)

Grosvenor Gardens House, 35–37 Grosvenor Gardens, London SW1W 0BS

Tel: 020 7233 9887

Email: info@ecpat.org.uk

Website: www.ecpat.org.uk

Children's rights organisation campaigning against the commercial sexual exploitation of children in the UK and internationally.

Kidscape (UK-wide, training courses are based in London)

2 Grosvenor Gardens, London SW1W 0DH

Tel: 020 7730 3300

Helpline: 08451 205 204 (Mon–Thur 10am–4pm)

Website: www.kidscape.org.uk

Support and advice about bullying and child sexual abuse for parents. Information is available from the helpline, through online resources, and from training courses.

Mosac

141 Greenwich High Road, London SE10 8JA

Helpline: 0800 980 1958

Email: enquiries@mosac.org.uk

Website: www.mosac.org.uk

Voluntary organisation supporting all non-abusing parents and carers whose children have been sexually abused. Provides support services and information to parents, carers and professionals.

National Association for People Abused in Childhood (NAPAC) (UK-wide)

PO Box 63632, London SW9 1BF

Telephone: 0203 176 0560

Helpline: 0800 085 3330 (Mon–Thu 10am–9pm, Fri 10am–6pm)

NAPAC provides support and information for adults abused in childhood.

NSPCC (UK-wide)

42 Curtain Road, London EC2A 3NH

Telephone: 020 7825 2500

Helpline: 0808 800 5000

Email: info@nspcc.org.uk

Website: www.nspcc.org.uk

The UK's leading charity specialising in child protection and the prevention of cruelty to children. Provides information and advice to adults through the NSPCC Helpline.

People in Aid

Regents Wharf, 8 All Saints Street, London N2 9RL

Tel: 0207 520 2548

Website: www.peopleinaid.org

In conjunction with others has produced "A common approach to Child Protection for International NGOs".

Reunite (UK-wide)

PO Box 7124, Leicester LE1 7XX

Telephone: 0116 2555 345

Helpline: 0116 2556 234

Email: reunite@dircon.co.uk

Website: www.reunite.org

UK charity specialising in international parental child abduction and the movement of children across international borders.

Save the Children Fund

17 Grove Lane, Camberwell, London SE5

Tel: 0207 703 5400

Website: www.savethechildren.org.uk

Has a very helpful online resource library, including a toolkit for helping local organisations working with children to develop and apply effective child protection policies.

Stop It Now (UK-wide)

Bordesley Hall, The Holloway, Alvechurch, Birmingham B48 7QA

Telephone: 01527 598184

Helpline: 0808 1000 900

Email: help@stopitnow.org.uk

Website: www.stopitnow.org.uk

Campaign dedicated to preventing child sexual abuse. Provides a confidential helpline for parents, carers and professionals.

Viva

PO Box 633, Oxford OX2 0XZ

Tel: 01865 320100

Website: www.viva.org

Useful advice, resources and training in relation to vulnerable children. **Viva** offers the *Viva Equip People* course through a network with a trained Facilitator and accompanying training materials and currently partners with networks in Uganda, Tanzania, Kenya, Zimbabwe, South Africa, Cambodia, Philippines, India, and Nepal. For further information visit [How we can learn](#) via their website.