

## **SAFEGUARDING ADULTS and CHILDREN POLICIES AND PROCEDURES**

The Safeguarding procedures of the Vine Community Church detail the steps, which will be followed, where there are concerns that a vulnerable adult/child is experiencing/has experienced abuse and/or neglect. This process needs to be linked to the Lincolnshire Safeguarding Board Multi Agency Safeguarding Adults/Children Policy and Procedures guidance,

### **1. Introduction**

- 1.1. The Vine Community Church aims to ensure that all people are able to have a positive and safe experience of the church and the different services and events which it organises.
- 1.2. The Vine Community Church is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved will be treated with dignity and respect.
- 1.3. These procedures are cross referenced with and should be read in conjunction with the following policies and procedures
  - 1.3.1. Assist Staff Handbook (if applicable)
  - 1.3.2. Health and Safety Policy
  - 1.3.3. Complaints Procedure
  - 1.3.4. Incident Procedure
  - 1.3.5. Data Protection and Privacy Policy
  - 1.3.6. E-Safety Policy
- 1.4. These procedures are divided into the following sections
  - 1.4.1. Preventing and minimising abuse
  - 1.4.2. Recognising the signs and symptoms of abuse
  - 1.4.3. Named person for safeguarding adults/children
  - 1.4.4. Responding to people who have experienced or are experiencing abuse
  - 1.4.5. Managing allegations made against a member of staff or volunteer
  - 1.4.6. Recording and managing confidential information
  - 1.4.7. Disseminating/Reviewing policy and procedures

### **2. Preventing and minimising abuse**

- 2.1. This section details the measures the Vine Community Church puts in place to reduce the risk of abuse occurring and will make reference to key policies that work to prevent or reduce abuse occurring. It is also an opportunity to think about work

that we can do with our service users to inform them about prevalence of abuse as well as agencies that can offer support.

- 2.2. The Vine Community Church is committed to safer recruitment policies and practices for paid staff, volunteers and trustees. This includes enhanced DBS disclosures (where required) for staff and volunteers, ensuring references are taken up and adequate training on Safeguarding Adults/children is provided for staff and volunteers.
- 2.3. Where appropriate staff members and volunteers will be required to provide two references and have an enhanced DBS disclosure.
- 2.4. The organisation will work within the current legal framework for reporting staff that are abusers.
- 2.5. Information will be made available about abuse, the complaints policy and safeguarding policies to Assist service users and members of the church. This information will be in a form that can be easily understood. Service users will be provided with simple and straightforward ways to report their concerns.
- 2.6. All staff and volunteers will be provided with training and information to enable them to develop the awareness; skills and abilities appropriate to their role within the organisation and responsibilities regarding Safeguarding.
- 2.7. All staff and volunteers will be provided with information regarding the organisations safeguarding policies and procedures during their induction period.
- 2.8. Staff will be provided with opportunity to discuss Safeguarding issues during their supervision and appraisal.

### **3. Recognising the signs and symptoms of abuse**

- 3.1. The Vine Community Church is committed to ensuring that all staff and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse and will ensure that the named person and other members of staff and volunteers have access to training around Safeguarding Adults/Children.

#### **3.2. Abuse includes:**

- 3.2.1. physical abuse, hitting, slapping, punching, burning
- 3.2.2. sexual abuse, rape, indecent assault, inappropriate touching
- 3.2.3. emotional abuse, belittling, name calling,
- 3.2.4. financial or material abuse, stealing, selling assets

- 3.2.5. neglect and acts of omission, leaving in soiled clothes, failing to feed properly
- 3.2.6. discriminatory abuse (including racist, sexist, based on a person's disability and other forms of harassment)
- 3.2.7. institutional

3.3. Abuse may be carried out deliberately or unknowingly.

3.4. Abuse may be a single act or repeated acts.

3.5. People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

#### **4. Named person for safeguarding adults/children**

4.1. Every organisation that works with vulnerable Adults/Children should have in place a named person who is responsible for dealing with any Safeguarding issues that might arise. A deputy should be available in their absence. These individuals must be trained in Safeguarding, have a good knowledge of the Lincolnshire Safeguarding Board Policy and Procedures.

5. **The Vine Community Church** has an appointed individual who is responsible for dealing with any Safeguarding Adults/Children's concerns. In their absence, a deputy will be available for workers to consult with.

6. The named person(s) for Safeguarding Adults/Children within **the Vine Community Church** are:

##### **6.1.1. Named Person for Safeguarding**

Alan Madin  
Tel: 07486907977

##### **6.1.2. Name of deputy person:**

Jenny Pepper  
Tel: 01522 872011

6.2. The roles and responsibilities of the named person(s) are:

- 6.2.1. To ensure that all staff, volunteers and trustees are aware of what they should do and who they should go to if they have concerns that someone may be experiencing or has experienced abuse or neglect.
- 6.2.2. To ensure that concerns are acted on, clearly recorded and following the Lincolnshire Safeguarding Adults/Children Board Policy and Procedure where necessary.
- 6.2.3. To follow up any referrals and ensure the issues have been addressed.
- 6.2.4. To reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security.
- 6.2.5. To ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- 6.2.6. To co-operate with safeguarding investigations carried out under the Lincolnshire Safeguarding Board Policy and Procedure.
- 6.2.7. To ensure that disciplinary procedures are co-ordinated with any other enquiries taking place as part of the ongoing management of any allegation.

## **7. Responding to people who have experienced or are experiencing abuse**

- 7.1. The Vine Community Church recognises that it has a duty to act on reports, or suspicions of abuse or neglect. Anyone who has contact with vulnerable adults /children and hears disclosures or allegations or has concerns about potential abuse or neglect has a duty to pass them on appropriately.
- 7.2. How to respond if you receive a disclosure:
  - 7.2.1. Reassure the person concerned
  - 7.2.2. Listen to what they are saying
  - 7.2.3. Record what you have been told/witnessed as soon as possible
  - 7.2.4. Remain calm and do not show shock or disbelief
  - 7.2.5. Tell them that the information will be treated seriously
  - 7.2.6. Don't start to investigate or ask detailed or probing questions
  - 7.2.7. Don't promise to keep it a secret
- 7.3. If you witness abuse or abuse has just taken place the priorities will be:
  - 7.3.1. To call an ambulance if required
  - 7.3.2. To call the police if a crime has been committed
  - 7.3.3. To preserve evidence
  - 7.3.4. To keep yourself, staff and service users safe
  - 7.3.5. To inform the named person
  - 7.3.6. To record what happened

- 7.4. All situations of abuse or alleged abuse will be discussed with the named person. The alleged victim will be told that this will happen
- 7.5. The named person can then take advice from the Lincolnshire Safeguarding Board
- 7.6. If the individual experiencing abuse does not have the mental capacity to understand what is happening to them, a referral will be made without that person's consent.

## **8. Making a referral**

- 8.1. Once you have established that you believe there is an allegation of abuse, you have a duty to make a referral to the Lincolnshire Safeguarding Board.
- 8.2. Prior to making a referral, you will need to gather as much information as you can about the allegation

## **9. Reporting Concerns**

- 9.1. If you think someone is being abused or you think their safety is at risk, then it is important to tell someone.
- 9.2. If you're worried about an adult/child and think they may be a victim of neglect, abuse or cruelty, please call the **Customer Service Centre (CSC) on 01522 782155**.
- 9.3. Outside office hours contact the **Emergency Duty Team on 01522 782333**.
- 9.4. You do not need to know everything about the situation or what is happening. You may just be worried, or feel that something is not right.
- 9.5. If you believe that a crime has been committed and there is an immediate risk of danger, telephone the police on **999 or 112**. If a crime has been committed but there is no immediate danger, dial **101**.
- 9.6. People who are deaf, hard of hearing or speech impaired can contact the police's typetalk service. **The typetalk landline numbers are 01522 558263 and 01522 558140, the mobile number is 07761 911287**.
- 9.7. If you believe a child or young adult under the age of 18 years might be suffering or is likely to suffer significant harm (including any mistreatment or abuse), contact the **Children Services CSC on 01522 782111**. If it is outside normal office hours you can contact the **Emergency Duty Team on 01522 782333**
- 9.8. A referral will then lead to the implementation of the next stages of the Multi agency Safeguarding policy and procedures.

## **10. Managing allegations made against member of staff or volunteer**

- 10.1. All organisations that work with adults/children need to ensure that they have procedures in place to deal with allegations of abuse by a member of staff, volunteer or trustee. The process of responding to such an allegation has been developed in conjunction with

- 10.1.1. Complaints,
- 10.1.2. Disciplinary and grievance procedures.

- 10.2. The Vine Community Church will ensure that any allegations made against members or member of staff, volunteer or trustee will be dealt with swiftly.
- 10.3. Where a member of staff/volunteer/trustee is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.
- 10.4. Where the allegation involves alleged abuse of a vulnerable adult, a referral should be made following the process in section 4.
- 10.5. The safety of the individual(s) concerned is paramount and it should be ensured that they are safe and away from the person(s) who are the alleged perpetrators.
- 10.6. The named person will liaise with the Safeguarding Manager to discuss the best course of action and to ensure that the Vine Community Church Disciplinary Procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

## **11. Recording and managing confidential information**

- 11.1. The Vine Community Church will provide a place to record incidents, detailing what information needs to be collected.
- 11.2. Reassurance that this information will be kept in a secure location and only shared with those who need to know should be included.
- 11.3. Reference should be made to the organisation's confidentiality procedures and data protection policy.
- 11.4. However, there will be occasions when confidentiality cannot be guaranteed.
- 11.5. The Vine Community Church is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults/Child issues should be shared only with those who need to know.
- 11.6. All allegations/disclosures/concerns should be recorded. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.
- 11.7. The information that is recorded will be kept secure and will comply with data protection/GDPR

## **12. Disseminating/Reviewing policy and procedures**

- 12.1. The Vine Community Church will ensure that the Safeguarding Policy and Procedures are reviewed regularly by the Board of Trustees. The named

person for Safeguarding Adults/children will be involved in this process and can recommend any changes.

- 12.2. It may be appropriate to involve service users in the review and parents/carers need to be informed of any significant changes.
- 12.3. The named person will also ensure that any changes are clearly communicated to staff, volunteers and service users.

Signed J. Pepper

Date: **February 2025**

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# Appendix 1 – Recognising and reporting abuse

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## 1 Recognising Possible Abuse of Children or Young people

This guidance is written having regard to the Lincolnshire Safeguarding Children Board's Practice Guidelines for Voluntary and Private Organisations (October 2006). The following information is not designed to turn you into an expert but it will help you to be more alert to the signs of possible abuse.

Recognising child abuse is not easy, and it is not your responsibility to decide whether or not child abuse has taken place or if a child is significantly at risk. You do, however, have a responsibility to act if you have a concern.

### Physical abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins. Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely, e.g. cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

The physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body
- Bruising which reflects hand marks or fingers (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- Scalds

Changes in behaviour which can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

### Emotional Abuse

Emotional abuse can be hard to measure, and often children who appear to be well cared for may be emotionally abused by being taunted, put down or belittled. They may receive

little or no love from parents or carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. hospital or away from parents' care
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour, e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self-harm
- Fear of parents being approached about their behaviour

## Sexual abuse

Usually, in cases of sexual abuse it is the child's behaviour which causes you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted diseases
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or development level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets that they can't tell anyone about

- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

## Neglect

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or 'smelly'
- Loss of weight, or being constantly underweight
- Inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect may include:

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised

The above list is not meant to be definitive but as a guide to assist you. It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more alone should not be taken as proof that abuse is occurring.

There may well be other reasons for changes in behaviour, such as death or the birth of a new baby in the family, relationship problems between their parents/carers etc.

## Welfare of unborn babies

Concerns about the welfare of unborn babies should always be considered as part of this policy. Such concerns may relate to the excessive use of alcohol by the parent(s), to misuse of drugs, to domestic violence or to a past history of behaviour or very severe mental illness which has previously placed the parent, other children or other people at serious risk of harm or injury. It may relate to a current or repeated episode of severe mental illness or other behaviour which could place the unborn baby, the mother or other people at serious risk of harm or injury. Persistent negative statements about the unborn child or the expression of serious threats to its welfare during the stages of pregnancy should also be regarded as a cause for concern.

## Some facts about abuse

- Most children are abused by adults they know and trust
- The reported cases of child abuse are just the tip of the iceberg of the cruelty, exploitation and neglect to which children in our society are subjected
- Disabled children are more vulnerable to abuse. They are more dependent on intimate care and sometimes less able to tell anyone or escape from abusive situations.
- Children very rarely make false accusations that they have been abused and in fact frequently deny the abuse or take back an accusation after they have made it
- Children who talk about the abuse fear the consequences of telling – if things are bad, perhaps they may get worse
- Children and young people who are abused can be very good at hiding their unhappiness and distress
- Abuse has serious long-term harm effects on children and young people. If untreated, the effects of abuse on children can be devastating and continue into adulthood
- Social Services will only remove children where there is actual, or a risk of, significant harm and if the child is in real danger of further abuse
- Child sexual abuse is equally as common among all social classes, professions, cultures and ethnic groups
- Child sex abuse is an abuse of power – it is an abuse of power adults have over children
- In most reported incidents of sexual abuse the abuser is someone known to the child
- It is not only men who sexually abuse children – women also abuse but the most commonly quoted figure is that around 90% of all child sex abuse is by men, most of whom are heterosexual
- A child is never to blame for sexual abuse
- There are rarely any obvious signs that a child has been sexually abused. Child abuse is very hard to 'diagnose', even for professionals
- The majority of calls to helplines from children relate to bullying

- If unchecked, bullying can be profoundly damaging to the victim in both the short and the longer term, emotionally, physically or both
- Bullying can leave children with feelings of worthlessness and self-hatred; of isolation and loneliness
- At its worst, bullying can result in a child attempting suicide
- Violence between parents (domestic violence) can have a profoundly diverse affect on children, causing intense anxiety, fear and occasionally physical injury
- Recent research has shown that children’s development can be adversely affected by serious parental mental illness without appropriate or effective treatment, and by problem alcohol or drug abuse

The document “What to Do if You Are Worried a Child is Being Abused” gives guidance to volunteers working with children. Please refer to this on [www.dh.gov.uk](http://www.dh.gov.uk).

## **2 SAFEGUARDING VULNERABLE ADULTS**

### Definition of a vulnerable adult/adult at risk

A vulnerable adult is someone who needs care and support (whether or not the local authority are meeting any of those needs), is experiencing, or at risk of abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse and neglect.

Adult Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted. It includes, where appropriate, having regard in their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances- Care Act Statutory Guidance (2014, p230).

### Physical abuse

Physical abuse – may include assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Other physical abuse indicators may include: -

- Unexplained or inappropriately explained injuries.
- Person exhibiting untypical self-harm.
- Unexplained cuts or scratches to mouth, lips, gums, eyes or external genitalia.
- Unexplained bruising to the face, torso, arms, back, buttocks, thighs in various stages of healing; collections of bruises that form regular patterns which correspond to the shape of an object or which appear on several areas of the body.
- Unexplained burns on unlikely areas of the body, e.g. soles of the feet, palms of the hands and back, immersion burns, rope burns, burns from an electrical appliance.
- Unexplained, or inappropriately explained fractures at various stages of healing to any part of the body.
- Medical problems that goes unattended.
- Sudden and unexplained urinary and/or faecal incontinence.
- Evidence of over/under medication.
- Person flinches at physical contact.
- Person appears frightened or subdued in the presence of particular people.
- Person asks not to be hurt/touched.
- Person may repeat what alleged abuser has said, e.g. 'shut up or I'll hit you'.
- Reluctance to undress or uncover part of the body.
- Person wears clothes that cover all parts of their body or specific parts of their body.

### Sexual abuse

Sexual abuse – includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Indicators of sexual abuse may include : -

- Person has urinary tract infections, vaginal infections or sexually transmitted diseases that are not otherwise explained.
- Person appears unusually subdued, withdrawn or has poor concentration.
- Person exhibits significant changes in sexual behaviour or outlook/conversation becomes overly sexual.
- Person experiences pain, itching or bleeding in the genital/anal area.
- Person's underclothing is torn, stained or bloody.
- A woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant.
- Reluctance to undress or uncover part of the body.
- Person wears clothes that cover all parts of their body or specific parts of their body.
- Wearing extra layers of clothes.

- Nightmares/flashbacks.
- Soiling.
- Wetting.
- Self harm.
- Sudden onset of confusion.

Eating disorders. NB. Physical abuse can also include mistreatment and not just physical contact.

### Psychological abuse

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Indicators of Emotional/Psychological abuse may include

- Untypical ambivalence, deference, passivity, resignation.
- Person appears anxious or withdrawn, especially in the presence of the alleged abuser.
- Person exhibits low self-esteem.
- Person rejects their own cultural background and/or racial origin.
- Untypical changes in behaviour, e.g. continence problems, sleep disturbance, change in eating patterns.
- Person is not allowed visitors/phone calls.
- Person is locked in a room/in their home.
- Person is denied access to aids or equipment, e.g. glasses, dentures, hearing aid, crutches etc.
- Person's access to personal hygiene and toilet is restricted.
- Person's movement is restricted by use of furniture or other equipment.

### Neglect

Neglect – including ignoring or denying the person's medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. Self-neglect covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings may include behaviour such as hoarding.

Other indicators of Neglect may include

- Person has inadequate heating and/or lighting.
- Person's physical condition/appearance is poor, e.g. ulcers, pressure sores, soiled or wet clothing.
- Person is malnourished, has sudden or continuous weight loss and/or is dehydrated.
- Person cannot access appropriate medication or medical care.
- Person is not afforded appropriate privacy or dignity.
- Person and/or a carer have inconsistent or reluctant contact with Health and Lincolnshire County Council.

- Callers/visitors are refused access to the person.
- Person is exposed to unacceptable risk.

### Financial abuse

Financial abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Indicators of Financial/Material Abuse may include

- Lack of money, especially after benefit payday.
- Inadequately explained withdrawals from accounts.
- Disparity between assets/income and living conditions.
- Power of Attorney obtained when the person lacks the capacity to make this decision.
- Recent changes of deeds/title of house.
- Service user not in control of their Direct Payments.
- Recent acquaintances expressing sudden or disproportionate interest in the person and their money.

### Institutional or Organisational abuse

Institutional or Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

### Domestic Abuse and Witnessing Domestic Abuse

Domestic Abuse is ‘Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is: an act



or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.”\*

### **Witnessing and experiencing domestic abuse**

Domestic abuse always has an impact on children. Being exposed to domestic abuse in childhood is child abuse. Children and young people may experience domestic abuse both directly and indirectly.

Children and young people may experience:

- not getting the care and support they need from their parents or carers as a result of the abuse
- hearing the abuse from another room
- seeing someone they care about being injured and/or distressed
- finding damage to their home environment like broken furniture
- being hurt from being caught up in or trying to stop the abuse
- being denied access to parts of their home, such as rooms being locked
- being forced out of or losing their home

## **3 Other forms of abuse which fall within the definitions of this policy**

### **Modern slavery**

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### **Female Genital Mutilation (FGM) and Breast Ironing**

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. It has no health benefits and harms girls and women in many ways. It involves removing and damaging healthy and normal female genital tissue, and hence interferes with the natural function of girls’ and women’s bodies. The practice causes severe pain and has several immediate and long-term health consequences, including difficulties in childbirth also causing dangers to the child

Breast Ironing by massaging of a pubescent girl's breasts, using hard or heated objects, to try to make them stop developing or disappear. The practice is typically performed by a close female figure to the victim, who will say she is trying to protect the girl from sexual harassment and rape.

## Forced Marriage

Forced Marriage is a marriage conducted without the valid consent of one or both parties where duress is a factor. Forced marriage is a violation of human rights and is contrary to UK law (HM Gov, 2000).

A forced marriage is a marriage in which one or both spouses do not (or in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure. (HM Government 2008).

## Honour Based Violence

Honour Based Violence is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or 'community'. It is a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and / or community by breaking their honour code.

Women are predominantly (but not exclusively) the victims of 'so called honour based violence', which is used to assert male power in order to control female autonomy and sexuality. Honour Based Violence can be distinguished from other forms of violence, as it is often committed with some degree of approval and/or collusion from family and/or community members (ACPO & CPS, 2013).

## **4 Multi-Agency Risk Assessment Conference**

Multi-Agency Risk Assessment Conference (MARAC). A MARAC is led and coordinated by the key statutory agencies including the police, health, probation services and statutory children and adult social care services.

In a single meeting, a domestic violence MARAC combines up to date risk information with a comprehensive assessment of a victim's needs and links those directly to the provision of appropriate services for all those involved in a domestic violence case: victim, children and perpetrator.

## Aims of the MARAC

- To share information to increase the safety, health and well-being of victims – adults and their children;
- To determine whether the perpetrator poses a significant risk to any particular individual or to the general community;
- To construct jointly and implement a risk management plan that provides professional support to all those at risk and that reduces the risk of harm;

- To reduce repeat victimisation;
- To improve agency accountability; and
- Improve support for staff involved in high risk DV cases.

The responsibility to take appropriate actions rests with individual agencies; it is not transferred to the MARAC. The role of the MARAC is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety.

## Appendix 2 – Safe Recruiting

### Vine Community Church guidelines for safe recruitment of those working with children, young people and adults at risk of harm

#### Purpose

These guidelines outline the procedures expected in order to safely recruit workers (whether paid or voluntary).

#### Good practice for Safer Recruitment

Step	Volunteer	Member of staff
<b>Advertise</b>	Details about the role and timetable for recruitment	Role description and specification available
<b>Short-list</b>	Invite for meeting	
<b>Meeting/Interview</b>	Informal	Formal
<b>Application Form</b>	Has all information been completed?	Has all information been completed?
<b>Regulated Activity</b>	Enhanced DBS & ID & 2 x References	Enhanced DBS & ID & 2 References

<b>Non-Regulated Activity</b>	2 x reference	2 x reference & ID & Basic DBS
<b>Offer</b>	Verbal – welcome letter sent	Contract sent
<b>Induction</b>	Training	Training
<b>Appraisal and Review</b>	Regular contact and reviews	Annual Appraisal
<b>DBS</b>	Renewed every 3 years	Renewed every 3 years