

Safeguarding and Child Protection Policy and Protocols

At the heart of all we do are our values. These are: A commitment to operating with **integrity**; a desire to be **community**; a knowledge that we need to be **selfless**; a response that is **compassionate**; a promise to be **devoted** and a love of having **fun**. All east to west policies and procedures must be viewed through this lens.

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|--------------------|-----------|
| Author/Lead | Ian Smith |
| Review Date | June 2023 |

Review Control

Reviewed annually by Head of Operations and Trustee with HR Responsibility

| Version: | Comments/reviewer | Date |
|----------|-----------------------------------|------------|
| 1 | Reviewed by Dan Beedell | 28/06/2023 |
| 2 | Trustee sign off (Chair) | 17/09/2023 |
| 3 | Changes & Updates advised to Team | |

Designated Safeguarding Lead: Ian Smith (Chief Executive Officer)

Renewal: October 2024

Deputy Designated Safeguarding Lead: Clare Biggins (Development & Wellbeing Lead)

Training: Designated Safeguarding Lead (November 2022)

Renewal: November 2025

Deputy Designated Safeguarding Lead: Dan Beedell (Head of Income & Communications)

Training: Designated Safeguarding Lead (Updated - August 2023)

Renewal: August 2026

Deputy Designated Safeguarding Lead: Clive Biggins (Head of Quality & Impact)

Training: Designated Safeguarding Lead (August 2023)

Renewal: August 2026

Trustee with Safeguarding responsibility: Alison Matts

Training: NSPCC Keeping Children Safe in Education Webinar (2023) / DSL (2021)

Renewal: 2024

Name: The **east to west** Trust
Address: Unit 3, 80 High Street, Egham, Surrey, TW20 9HE
Tel No: 01784 438007
Charity Number: 1131229
Company Number: 6972769
Insurance Company: Public Liability with Case Charity Insurance (019869/04/23)

east to west is a Christian Charity of Compassion, Mercy and Justice, moved into action by the suffering and brokenness of young people.

Our mission: *what do we seek to do?* To bring Hope to young lives, that are vulnerable or 'at risk'. *Actively pursuing emotional, physical and spiritual wholeness for young people*

Our passion: *what drives us?* To see young people impacted by Hope and so to transform lives and communities by Hope. To see Youth Team members and Churches empowered and equipped to impact young people with Hope.

east to west delivers over 10,000's of hours of pastoral care and support to vulnerable young people by placing:

- Schools based Relational Support Team members in North Surrey, Royal Borough Windsor & Maidenhead, Berkshire, Hampshire and London Borough of Richmond
- Early Intervention Coordinators in Secondary Schools throughout the Surrey Boroughs of Spelthorne, Elmbridge & Woking through the Surrey Wellbeing Partnership and,
- through the Hospital Project, works with young people in St Peter's Hospital who have self-harmed or attempted suicide and through follow-up support in the community

Our Commitment

1. Safeguarding children and vulnerable adults - the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who encounters children and families has a role to play

2. Safeguarding and promoting the welfare of children and vulnerable adults is defined for the purposes of this guidance as:

- protecting from maltreatment;
- preventing impairment of health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children and vulnerable adults to have a chance of achieving the best outcomes

east to west recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of abuse manifested in a variety of ways:

- Bullying and Cyberbullying
- Child Sexual Exploitation
- Child Trafficking
- Criminal Exploitation and Gangs (County Lines)
- Domestic Abuse
- Emotional Abuse
- Female Genital Mutilation
- Grooming
- Neglect
- Non-Recent (Historical) Abuse
- Online Abuse
- Physical Abuse
- Sexual Abuse

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states in article 2 that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

We also concur with the Convention on the Rights of the Child which states in Article 19 that they have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As an organisation we have therefore adopted the protocols set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding. The policy and attached practice guidelines are based on the ten **Staying Safe and Secure** safeguarding standards published by Thirtyone:eight (formerly the Churches' Child Protection Advisory Service and in line with relevant Safeguarding Children Board guidelines.

Our relationship with Thirtyone:eight as an umbrella organisation

We accept that the Thirtyone:eight disclosure unit, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep Thirtyone:eight informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations. [Thirtyone:eight home page \(thirtyoneeight.org\)](http://thirtyoneeight.org)

east to west undertakes to:

endorse and follow all national and local safeguarding legislation and protocols, in addition to the international conventions outlined above. (HM Government Working Together to Safeguard Children (updated December (2020) provide on-going safeguarding training for all its team members and will regularly

review the operational protocols attached ensure that the premises meet the requirements of the Disability Discrimination Act 1995 (subsequently brought under the Equality Act 2010) and all other relevant legislation, and that it is welcoming and inclusive support the Designated Safeguarding Lead (DSL) and their Deputy in their work and in any action they may need to take in order to protect children and vulnerable adults not allow the document to be copied by other organisations

[Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

The east to west Trust - Protocols

SECTION 1

Recognising and responding appropriately to an allegation or suspicion of abuse.

Understanding abuse and neglect.

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm or fail to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult. In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

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

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse is included in the appendix section of this policy.

Safeguarding Awareness

east to west is committed to on-going safeguarding training and development opportunities for all team members, developing a culture of awareness of safeguarding issues to help protect everyone. All our team

members as part of their induction will receive training provided by the east to west DSL with subsequent training on a regular basis through yearly 'in-house' updates covering legal updates and changes to the **east to west** policy. As necessary it will be complemented through further training by external agency and/or the

Surrey Safeguarding Children Partnership (SSCP) for Surrey, or the Royal Borough of Windsor and Maidenhead's multi-agency Safeguarding Partnership.

east to west will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern

Responding to Allegations of Abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse; you must follow the protocols below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Ian Smith** or **Dan Beedell / Clare Biggins or Clive Biggins** (hereafter the DSLs) telephone no: 07412 030141 / 07412 072987 / 07413 657322 who are nominated by the Trust to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities
- In the absence of the DSLs or, if the suspicions in any way involve the DSL, then the report should be made to **Dan Beedell** (hereafter the "Deputy") telephone no: 07412 072987 or **Clare Biggins** (hereafter the "Deputy") telephone no: 07413 657322
- If the suspicions implicate both the DSL and the Deputy(s), then the report should be made in the first instance to Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111. Alternatively contact Children's Services or the police
- Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from Thirtyone:eight as above

Surrey:

Contact Children's Services

If there are concerns about the safety of a child, young person or an adult you should make contact with the Surrey Children's Single Point of Access (C-SPA). The C-SPA is based at Fairmount House, Leatherhead and provides residents and people who work with children in Surrey with direct information, advice and guidance about where and how to find the appropriate support for children and families

Availability: 9am to 5pm, Monday to Friday

- **Phone:** 0300 470 9100
- **Out of hours phone:** 01483 517898 to speak to our [emergency duty team or email on edt.ssd@surreycc.gov.uk](#)
- **Email:** emails are dealt with during normal office hours
- **For concerns for a child or young person:** cspa@surreycc.gov.uk

C-SPA Child Protection Consultation Line

The Child Protection Consultation Line provides advice and support to professionals to ensure we are able to direct you to the most appropriate service that can meet the child and family's needs.

The Consultation Line is open to all professionals who work with families who live in Surrey.

Availability: 9am to 5pm, Monday to Friday

Phone: 0300 470 9100 option 3

For concerns for an adult: ascmash@surreycc.gov.uk

If contact has been made with children's social care services and there is a need to contact the allocated social worker or family support worker directly, use the local area contact details below.

For any general or non-safeguarding concerns in relation to an adult (including young adults) please [contact Adult Social Care](#)

Local Area Contact details

North east: 0300 123 1610

The north east area covers the following three boroughs:

- [Elmbridge](#) (Esher, Walton on Thames and Weybridge)
- [Epsom and Ewell](#) (Epsom, Ewell and part of both Stoneleigh and Worcester Park)
- [Spelthorne](#) (Ashford, Laleham, Shepperton, Staines-upon-Thames, Stanwell and Sunbury-on-Thames)

North west: 0300 123 1630

The north west area covers the following three district and boroughs:

- [Runnymede](#) (Addlestone)
- [Surrey Heath](#) (Camberley)
- [Woking](#) (Woking)

South east: 0300 123 1620

The south east area covers the following three district and boroughs:

- [Tandridge](#) (Caterham and Oxted)
- [Reigate and Banstead](#) (Redhill, Horley, Reigate and Banstead)
- [Mole Valley](#) (Dorking and Leatherhead)

South west: 0300 123 1640

The south west area covers the following two boroughs:

- [Guildford](#) (Guildford)
- [Waverley](#) (Cranleigh, Farnham and Haslemere)

Local Authority Designated Officer (LADO)

Monday to Friday from 9am to 5pm

The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, contact the LADO on **0300 123 1650** or LADO@surreycc.gov.uk.

Royal Borough of Windsor & Maidenhead (RBWM):

RBWM's Multi-Agency Safeguarding Partnership's office telephone number (office hours) is 01628 683150. The out of hours emergency number is 01344 786543 (email MASH@achievingforchildren.org.uk)

Local Authority Designated Officer (LADO)

Monday to Friday from 9am to 5pm

The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, contact the LADO on **020 8891 7370** or LADO@achievingforchildren.org.uk

Hampshire:

- Hampshire's Children's Services office telephone number (office hours) is 0300 555 1384. The out of hours emergency number is 0300 555 1373 (email childrens.services@hants.gov.uk)

Local Authority Designated Officer (LADO)

Monday to Friday from 9am to 5pm

The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, contact the LADO on 01962 876364 or child.protection@hants.gov.uk

London Borough of Richmond

The Children's Services office telephone number (office hours) is 020 8547 5008. The out of hours emergency number is 020 8770 5000 ([Make a referral to the Single Point of Access - London Borough of Richmond upon Thames](#))

Local Authority Designated Officer (LADO)

Monday to Friday from 9am to 5pm

The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, contact the LADO on 07774 332675 or LADO@achievingforchildren.org.uk

Other contacts:

- Police: Surrey, Thames Valley, Hampshire, London Borough of Richmond – The Police telephone number is: Emergency 999 or Non-Emergency 101
- Where required the DSL should then immediately inform the insurance company: Case Charity Insurance on 0333 800 9858 (Policy Number 019869/04/20)
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these protocols and kept in a secure place

Whilst allegations or suspicions of abuse will normally be reported to the DSL, the absence of the DSL or Deputy should not delay referral to Children's Services or the Police (or taking advice from Thirtyone:eight)

- **east to west** will support the DSL/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight. If the team member with the concern feels that the DSL/Deputy has not responded appropriately, or where they have a disagreement with the DSL as to the appropriateness
- of a referral, they are free to contact an outside agency direct. It is hoped that by making this statement that **east to west** demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable
- The role of the DSL/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate
- Inform the charity commission – if something of a safeguarding nature happens, or a member of staff leaves or is dismissed due to a safeguarding issue you should inform the Charity Commission

Detailed protocols where there is a concern about a child:

Allegations of Physical Injury, Neglect or Emotional Abuse

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

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

Allegations of Sexual Abuse

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else
- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference

Allegations of Abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or paid member of team) whilst following the procedure outlined above, the DSL, in accordance with SSCB/LSCB procedures will liaise with Children's Social Services with regard to the suspension of the worker, also making a referral to the Local Authority Designated Officer (LADO) on the same day the potential allegation has been raised. Consideration will also be given to whether a referral should be made to the ISA Vetting and Barring Scheme lists, advice will be sort from the LADO.

SECTION 2

Prevention: Safe recruitment (see Safer Recruitment Policy)

east to west will ensure all team members will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written Role Description and Person Specification for the post
- Those applying have completed an application form and a self-disclosure form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A criminal records disclosure has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). Equivalent DBS checks ('fit person checks') for those team members from abroad will be completed with support from FCO Foreign & Commonwealth Office Response Centre Helpline on Tel 020 7008 1500
- We will ensure any team member working with under 8's signs the east to west Disqualification Declaration, which will be sent to the relevant contact in the school, as required by the Childcare Disqualification Requirement – Guidance for Schools
- Qualifications, where relevant, have been verified
- A suitable training programme is provided for the successful applicant
- The applicant satisfactorily completes a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns
- Detailed information on recruitment for paid/volunteer team members and DBS policy are included in the appendix section of this policy.

Management of Team members – Codes of Conduct

east to west are committed to supporting all team members and ensuring they receive support and supervision. All team members have been issued with a code of conduct towards children and young people (Boundaries and Standards Policy). **east to west** undertakes to follow the principles found within the 'Caring for Young People and the Vulnerable? Guidance for Preventing Abuse of Trust' issued by the Home Office in 2003 and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Please refer to east to west's protocol on Boundaries and Standards.

SECTION 3

Pastoral Care: Supporting those affected by abuse

east to west is committed to offering pastoral care and support to all those attending **east to west** activities who have been affected by abuse, including working with statutory agencies as appropriate. The team

members will normally support them through 1:1 sessions or will refer to local youth counselling or specialist counselling provision where appropriate.

Working with offenders

When a young person attending an east to west activity is known to have abused children the DSL and the Deputy will undertake an east to west risk assessment to determine the appropriate level of supervision and boundaries to be implemented to ensure a commitment to the protection of children.

SECTION 4

Good Practice

As an organisation working with children and young people we wish to operate and promote good working practice – this will include meetings in 1:1 situations, and the number of young people in support groups, where appropriate ratios will be maintained. This will enable team members to run activities safely, develop good relationships and minimise the risk of false accusation. As well as a general code of conduct for team members we also have specific good practice protocols and forms for the projects we are involved in and these are attached in the Appendix.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children and young people. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear protocols regarding our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone

involved in working with children and young people and to all those with whom we work in partnership. This safeguarding policy is just one way of promoting safeguarding. In addition, we display a number of helpline numbers in schools team members' offices.

This policy will be reviewed annually.

Signed: ...Matthew Armsby..... Chair of Trustees

Date: __17th September 2023

Print Name: Matthew Armsby

Signed:Ian Smith..... Chief Executive Officer

Date: __17th September 2023

Print Name: Ian Smith

This document is based on a Model Safeguarding Policy supplied by Thirtyone:eight. This Policy must not be copied by other churches/organisations.

Safeguarding Statement

east to west recognises the importance of its work with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Board of Trustees on 20th October 2022 (enter date)

east to west is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect

- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and protocols reflect this
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations
- Respecting the rights of children as described in the UN Convention on the Rights of the Child
- Implementing the requirements of legislation regarding people with disabilities
- Ensuring that team members adhere to the agreed protocols of our safeguarding policy
- Keeping up to date with national and local developments relating to safeguarding
- Following any denominational or organisational protocols in relation to safeguarding children and adults in need of protection
- Supporting the DSL/s in their work and in any action they may need to take in order to protect children/vulnerable adults
- Ensuring that everyone agrees to abide by these recommendations and the protocols established by this place of worship/organisation
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work
- Supporting all in the place of worship/organisation affected by abuse
- Adopting and following the 'Safe and Secure' safeguarding standards developed by Thirtyone:eight

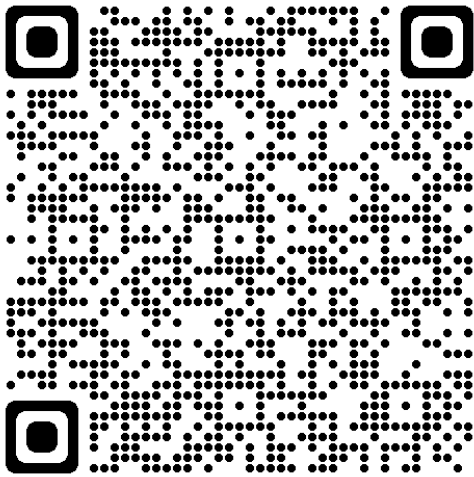
We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency
- Safeguarding is everyone's responsibility

We will review this statement and our policy and protocols annually.

If you have any concerns for a child or vulnerable adult, then speak to one of the following who have been approved as DSLs for this organisation

Ian Smith – Designated Safeguarding Lead
Dan Beedell – Deputy Designated Safeguarding Lead
Clare Sampson – Deputy Designated Safeguarding Lead
Clare Biggins – Deputy Designated Safeguarding Lead



A copy of the full policy and protocols is available in the office and stored on SharePoint

A copy of the “Safeguarding is a priority here” poster can be seen at the following link and a completed version is on display in the office

N.B. it is no longer necessary to lodge a copy of our safeguarding policy with Thirtyone:eight, the Surrey SSCB, or the Royal Borough of Windsor and Maidenhead LSCB team.

Signed: ...Matthew Armsby..... Chair of Trustees

Date:17th September 2023.....

Print Name: ...Matthew Armsby.....

Signed:Ian Smith..... Chief Executive Officer

Date:17th September 2023.....

Print Name:Ian Smith.....

APPENDICES

Good Practice Guidelines and Protocols

- Appendix A: Definitions of child and vulnerable adult
- Appendix B: Definitions of abuse & Signs of abuse (NSPCC)
- Appendix C: Handling, use, storage, retention and disposal of Disclosure and Disclosure Information
- Appendix D: Post interview document retention
- Appendix E: Young People with Special Needs

APPENDIX A – Overall Definitions

Definition of a child & vulnerable adult

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves, but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland similarly define a child as someone under 18. (Feb 2022 Law changed in England and Wales – age of marriage now 18. Still 16 in Scotland.)

Throughout this manual when we refer to a child our meaning (unless otherwise stated) is a person under the age of 18.

Definition of vulnerable adult / adult in need of protection

An adult is someone over 18 (unless specific legislation states otherwise). The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008) all state that adults should be free from abuse.

It follows that some adults because of circumstance or particular vulnerability or risk may be in need of protection. Vulnerable adults are also known as ‘adults at risk’.

‘No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse’ - Department of Health and Home Office (updated January 2015) states a vulnerable person is someone:

‘who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation’

APPENDIX B – Definitions & Signs of Abuse (NSPCC)

[Definitions and signs of child abuse | NSPCC Learning](#)

APPENDIX C – Handling, use, storage, retention and disposal of Disclosure and Disclosure Information

Introduction

The Data Protection Act 2018 is designed to provide privacy protection for individuals about whom certain personal information is kept. It lays down 'best practice' principles for those who keep the data and it applies to paper records as well as computerised information. The Act covers the whole of the UK, and all organisations, including places of worship, must comply with the rules on processing data.

Where disclosing information might place a child, young person or vulnerable adult at risk, then safeguarding considerations take precedence over data protection. In certain circumstances the Data Protection Act allows for disclosure of information without the consent of the person involved, including for the prevention or detection of crime, or the apprehension or prosecution of offenders. The European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime.... Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose'.

Children, young people and vulnerable adults have the right to be protected from harm and therefore information relating to concerns that a child, or any other vulnerable person, is at risk of significant harm should not be withheld on the basis that it might be unlawful.

General Storage and Access

(<https://Thirtyone.eight.org/get-help/safeguarding-manual/infocus/data-retention-advice/>)

east to west complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure and Disclosure information. It complies with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of such information.

Storage and Access

Disclosure information is not kept with an applicant's personnel file. Such material is always kept separately and securely in a lockable, non-portable storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties. Electronic disclosure information is held on a secure password protected system accessible only to those authorised to view it in the course of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties (Director of the Trust, Child Protection Officer, Deputy Child Protection Officer). We maintain a record of all those to whom disclosure information has been revealed and we recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

Usage

Disclosure information is only used to the specific purpose for which it is requested and for that which the applicant's full consent has been given

Cases where the disclosure prevents the applicant having unsupervised contact with children/or vulnerable adults.

- If an unclear notification is received back from Thirtyone:eight which highlights a previous conviction or comment east to west will request consent from the applicant to run a status check
- The DSL shall, if it is decided to exclude the applicant, then inform the applicant of their immediate exclusion and retain the disclosure under conditions as outlined
- The DSL shall not divulge the details of the applicant of the Disclosure to any other person
- The decision to recommend exclusion will not be taken lightly and any dispute between the DSL and applicant will be referred to Thirtyone:eight
- The applicant shall be excluded whilst the dispute process is undertaken
- Appeal by the applicant regarding the exclusion must be directed to the Thirtyone:eight helpline on: 0303 003 1111 Option2 or the DSL who will refer it to Thirtyone:eight
- Subject to all appeal processes, the Disclosure held by the Lead Officer of **east to west** or Thirtyone:eight shall be destroyed as outlined
- The DSL is permitted to inform the applicant that the decision to exclude has been taken after recommendation by the Umbrella Body (Thirtyone:eight) as a result of details provided by the DBS

Current Disclosure

For the purposes a 'Current Disclosure' shall be one, which is less than three years old, thereby giving requirement that Disclosures be obtained before every three years. Any team/volunteers who are due a new DBS will register with the DBS Update Service and **east to west** will request to have signed permission to check the register. Status checks will be conducted by **east to west** on those team/volunteers who are registered with the DBS update service.

APPENDIX D - Retention – post recruitment

Retention

<http://www.voluntarysectorarchives.org.uk/wp-content/uploads/2017/06/records-management-in-charities-9.pdf>

Once a recruitment (or other relevant) decision has been made, we do not keep the Disclosure information for any longer than is necessary. This is generally for a period up to six months to allow for the consideration and resolution of any disputes and complaints. For disclosure certificates, from June 2013 no paper copies or electronic copies will be received or stored. In exceptional circumstances, if it is necessary to keep the disclosure information for longer than six months, **east to west** will consult with Thirtyone:eight Disclosure Unit who will seek advice from the DBS giving full consideration to the Data Protection and Human Rights of

the individual subject before doing so. Throughout this time the usual conditions regarding safe storage and controlled access will continue to apply.

Disposal

Once the retention period has elapsed, we ensure that any disclosure information is immediately suitably destroyed by secure means i.e. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle e.g. waste bin or confidential waste sack. We will not

keep any photocopy or other image of Disclosure information or any copy or representation of the contents of disclosure information. However, we may keep a record of the date of issue of disclosure information, the name of the subject, the type of disclosure information requested, the position for which disclosure information was requested, the unique reference number of disclosure information, and the details of the recruitment decision taken. For a disposal of electronic disclosure results and information, the system automatically deletes the record in line with DBS retention guidelines above, automatically archiving only the minimum information as laid out in the DBS Code of Practice and in line with the paper resources.

APPENDIX E – Young people with Special Needs

Churches and organisations need to be aware that children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non-age appropriate way. For example, a young person of 17 might behave in a manner more akin to a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. Others experience difficulties in communication because they are blind, or deaf/blind, and are reliant on physical contact for communication. Some may have severe learning difficulties. All these factors make it harder to uncover abuse when it is occurring and in also setting boundaries that take into account the needs of these young people.

There is therefore a need for extra vigilance, recognising that a worker may encounter the following difficulties:

- Young people may not fully understand what is said to them, or may not be able to express themselves in ways that can be easily understood
- The worker may not possess the appropriate personal communication skills (e.g. specialised spoken and non-verbal communication such as Makaton signs and symbols, British Sign Language etc)
- It can be hard to know if a young person with a disability has been abused because of communication problems
- There are a number of reasons why a young person with a disability is more vulnerable to abuse:
- Young people with disabilities tend to have more physical contact than those without disabilities (i.e. therapists, care team members) and may require higher levels of personal care
- The definition of what constitutes abuse is wider for young people with disabilities. (This can include force-feeding, financial abuse, over-medication and segregation)

- Attitudes can play a part, for example, the belief that a child or young person with a disability can't be sexually abused because they are seen as asexual

The church and other organisations have a pivotal role in empowering those with disabilities by:

- Teaching personal safety skills to those with disabilities. The church can encourage a young person with a disability to take some control of his/her body (i.e. provide sex education and teaching about feelings; that some parts of our body are private and to differentiate between good and bad touches). This is essential to counter the points above

APPENDIX F: Sexting – a policy statement

<https://learning.nspcc.org.uk/research-resources/briefings/sexting-advice-professionals>

Sexting is when people share a sexual message and/or a naked or semi-naked image, video or text message with another person. It's also known as nude image sharing.

Children and young people may consent to sending a nude image of themselves. They can also be forced or coerced into sharing images by their peers or adults online.

If a child or young person originally shares the image consensually, they have no control over how other people might use it.

If the image is shared around peer groups it may lead to bullying and isolation. Perpetrators of abuse may circulate a nude image more widely and use this to blackmail a child and/or groom them for further sexual abuse.

It's a criminal offence to create or share explicit images of a child, even if the person doing it is a child. If sexting is reported to the police, they will make a record but may decide not take any formal action against a young person.

Policy statement

The east to west Trust aims to respond appropriately to any incidents of sexting that might involve the children and young people the organisation works with. A team member will not wait for a child to tell them directly that they have been involved in sexting; they will make the DSL aware of the situation as soon as possible.

Protocols

If you think a child is in immediate danger, contact the police on 999. If you're worried about a child but they are not in immediate danger, you should share your concerns.

- **Follow your organisational child protection protocols**
- **Contact the NSPCC Helpline** on [0808 800 5000](tel:08088005000) or by emailing help@nspcc.org.uk
- **Contact your local child protection services**
- **Contact the police**
- **Inform CEOP** (Child Exploitation and Online Protection Command) if you think a child has been groomed or sexually abused online. You can [report on their website](#)