

3.01.002

Safeguarding Policy

Date Approved: 11/09/2025

Date of Next Review: 11/09/2026

CHRISTIANITY
EXPLORED
MINISTRIES

Proclamation House, 116-118 Walworth Road,
London, SE17 1JL

Email: info@christianityexplored.org

Website: www.christianityexplored.org

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1. Details of the organisation

- 1.1. Name of Organisation: Christianity Explored Ministries
- 1.2. Address: Proclamation House, 116-118 Walworth Road, London, SE17 1JL.
- 1.3. Tel No: 020 7155 9993
- 1.4. General Email address: info@christianityexplored.org
- 1.5. Senior Leader Name: Kay Carter
- 1.6. Senior Leader Contact Telephone / Email: kay.carter@christianityexplored.org
- 1.7. Safeguarding Co-ordinator Name: Alex Robinson
- 1.8. Safeguarding Co-ordinator Contact Telephone / Email:
07949202359 / alex.robinson@christianityexplored.org
- 1.9. Charity Number: 1121552
- 1.10. Company Number: 6347617
- 1.11. Insurance Company: Aviva Insurance Limited.
- 1.12. The following is a brief description of our organisation and the type of work / activities we undertake:

1.12.1. Christianity Explored Ministries (hereinafter "CEM") exists to encourage and equip the local church around the world in Biblically rooted evangelism, using our own portfolio of resources as a platform. Our primary purpose is to develop evangelistic resources to equip the local church for the work of evangelism, not to become an evangelistic ministry. Our integrity depends upon our team members respecting and upholding our Biblical ethos.

Resources developed by CEM are used by a wide variety of organisations and churches who wish to introduce people to the message of Jesus Christ. To support this, CEM offers training for those seeking to establish local evangelism in their own organisations. As such, the majority of CEM training and course delivery is done as a consultancy in partnership with local churches. CEM is funded by generous supporters and thus engages regularly with supporters through digital platforms and in-person. CEM also holds public events from time to time to raise the profile of its work and resources.

CEM has a responsibility to care for its staff and volunteers well, which includes issues of safeguarding, therefore CEM seeks to maintain a healthy and safe workplace for all of its staff members and volunteers.

2. Introduction

2.1. Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Board of Trustees.

2.2. The board of trustees is appointed to have independent authority and legal responsibility for how an organisation or charity is operated and have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

2.3. The standards and behaviours may be referred to as the culture of the organisation or "the way we do things around here". Culture can be shaped in both negative and positive ways.

2.4. "The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object" (ICSA The Governance Institute, 2017)

2.5. Positions of Trust

2.5.1. All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

2.5.2. It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

2.5.3. As of April 2022 it is illegal (England and Wales)(Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

2.6. The following Safeguarding Policy and Statement aims to not only meet the requirements of ensuring a safe environment for those employed, volunteering and accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day to day actions and behaviours of its people
- and there is open communication

2.7. Our commitment

2.7.1. As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

2.7.2. A model safeguarding statement for display can be found in APPENDIX 1.

2.7.3. The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (www.thirtyoneeight.org/about-us/who-we-are/our-ten-standards/)

3. Prevention

3.1. Understanding abuse and neglect

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

3.1.2. 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:

1. 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.

2. Such protective measures should, as appropriate, include effective

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

3.1.3. Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

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

3.1.4. Detailed definitions, and signs and indicators of abuse are included here in APPENDIX 2.

3.2. Safer recruitment

3.2.1. The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview where relevant
- References have been obtained, and followed up where appropriate
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

3.3. Safeguarding Training

3.3.1. The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All relevant workers will receive induction training and undertake safeguarding training on a regular basis. Line-managers and senior management will also receive recognised safeguarding training on a regular basis.

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

3.4. Practice Guidelines

3.4.1. As an organisation that may at times work with children, young people and adults with care and support needs, we wish to operate and promote good working practice. This will enable workers to work and run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

3.4.2. As general guidelines, we expect all staff and volunteers to:

- Take reasonable steps to ensure the safety and wellbeing of those they have responsibility for.
- Know how to communicate safely and effectively relate to those they come in contact with.
- Demonstrate competence and integrity.
- Understand and acknowledge the responsibilities and [position of trust](#) their role may give them.
- Be clear and explicit about information that they need to share and be clear to avoid any possible misinterpretation of motives or behaviour.
- Know how and to whom to report any safeguarding concerns.

3.4.3. We may have specific good practice guidelines for particular roles and activities and these will be included in the appendices.

3.4.4. For some activities we may have specific forms, e.g. consent forms, risk assessments etc. The relevant forms can be found in the appendices.

3.5. Management of Workers – Codes of Conduct

3.5.1. As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All employees are issued with a code of conduct which includes conduct towards children, young people and adults with care and support needs, and volunteers have been issued with a code of conduct towards children, young people and adults with care and support needs. Staff and volunteers will be given clear expectations about what is expected of them both within their job role and out. They will also receive further training as necessary.

3.5.2. The volunteer code of conduct is included in APPENDIX 4.

4. Partnership working

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

4.2. We therefore are working on clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We intend to discuss with all partners our safeguarding expectations and have a partnership agreement including safeguarding where relevant.

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

5. Responding to allegations of abuse

5.1. Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

5.2. Documenting a concern

5.2.1. The worker or volunteer should make a report of the concern in the following way. Cause for concern form(s) are included in APPENDIX 3.

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

Name: Alex Robinson (hereafter the "Safeguarding Co-ordinator")

Tel: 07949202359

Email: alex.robinson@christianityexplored.org

5.2.3. The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

5.2.4. In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Louanne Enns (hereafter the "Deputy")

Tel: 07850645317

Email: louanne.enns@christianityexplored.org

5.2.5. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

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

Tel: 03030031111. Option 2

5.2.6. Alternatively contact Social Services or the police.

5.2.7. The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Name of local authority: Southwark Council

Children's Social Services

Tel: 020 7525 1921

Out of hours Tel: 020 7525 5000

Website Address:

<https://www.southwark.gov.uk/children-young-people-and-families/childrens-social-care>

Adult Social Services

Adults aged 65 and over and adults with a physical disability and/or sensory impairment: 020 7525 3324

Adults with mental illness: 020 7525 0088

Adults with a learning disability: 020 7525 2333

Website Address: <https://www.southwark.gov.uk/adult-social-care>

5.2.8. The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern:

- Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

5.2.9. 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 procedures and kept in a secure place.

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

5.2.11. The Leadership will support the Safeguarding Co-ordinator/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.

5.2.12. 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, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

5.2.13. The role of the safeguarding co-ordinator/deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

5.2.14. In each case, the individual reporting the concern or making an allegation will be kept up to date by the safeguarding co-ordinator/deputy with what action has been taken, whilst ensuring appropriate confidentiality.

5.3. Detailed procedures where there is a concern about a child:

5.3.1. Allegations of physical injury, neglect or emotional abuse.

5.3.1.1. If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/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.

5.3.2. Allegations of sexual abuse

5.3.2.1. In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/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.

5.4. Detailed procedures where there is a concern that an adult needs protection:

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

5.4.1.1. If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

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

5.4.1.2. If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

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

5.5. Allegations of abuse against a person who works with children/young people

5.5.1. If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

5.6.1. The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker

- Make a referral to the DBS following the advice of Adult Social Services

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

6. Pastoral Care

6.1. Supporting those affected by abuse

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

6.2. Working with offenders and those who may pose a risk

6.2.1. When someone attending the organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

7. Adoption of this policy

7.1. The trustees of CEM formally accepted this policy at the trustees meeting held on 11/09/2025.

DOCUMENT CONTROL

TO BE COMPLETED BY AUTHORISED INDIVIDUALS ONLY

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001	07/05/2024	New Policy	13/06/2024
002	29/07/2025	Removed need for 'written' reference in clause 3.2.1. Added clause 5.2.14 with expectation to inform individual reporting or making allegations of action taken. Added definition of Spiritual Abuse to appendix 2.	11/09/2025

8. Appendices

8.1. APPENDIX 1 - Safeguarding statement

Policy Statement on Safeguarding
To be displayed in a prominent place

Available on the next page

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of organisation: Christianity Explored Ministries

The following statement was agreed by the trustees on: 13/06/2024

- This organisation is committed to the safeguarding of children and adults with care and support needs, as well as all staff members and volunteers, and ensuring their well-being.
We recognise that we all have a responsibility to help prevent harm or Abuse in all their recognised forms.
- We recognise the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that as an organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the organisation affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- 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.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Alex Robinson Safeguarding Co-Ordinator

Louanne Enns Deputy Safeguarding Co-Ordinator

A copy of this organisation's policy can be found on the CEM website at www.christianityexplored.org

Signed by trustees:

Signed _____

Dated _____

8.2. APPENDIX 2 - Definitions and Signs and Indicators of Abuse

All definitions, signs and indicators can be found online at

<https://thirtyoneeight.org/dashboard/knowledge-hub/responding-to-concerns/recognise/types-of-abuse/>

Physical abuse

The deliberate use of physical force by one person against another to cause harm.

Possible signs and indicators:

- Visible injuries and bruising.
- Unexplained cuts, marks or scars.
- Injuries that don't match the explanation given.
- Getting injured often
- Unexplained falls
- Subdued or changed behaviour
- Changes in weight, being excessively under or overweight or malnourished.
- Failing to get medical treatment or changing Doctors often.

Emotional abuse

Any persistent emotional ill-treatment that causes severe and long-lasting adverse effects on someone's emotional development.

Possible signs and indicators:

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness or anger
- Reluctance to be alone with a particular person

Neglect

The failure to meet a person's basic physical or emotional needs which is likely to have a serious negative impact on their health or development.

Possible signs and indicators:

- Poor appearance or hygiene e.g. being smelly or dirty
- Living in an unsuitable home environment e.g. having no heating
- Inappropriate or inadequate clothing
- Signs of malnutrition or not being given enough food
- Having frequent and untreated medical issues or an accumulation of untaken medication.
- Body issues such as sores, skin complaints, poor muscle tone or prominent joints.
- Poor language or social skills
- Being left alone for a long time
- Being withdrawn, depressed or anxious
- Tiredness or finding it hard to concentrate or take part in activities
- Self-soothing behaviours such as drug or alcohol misuse and self-harm.
- Poor school attendance or performance

Sexual abuse

Any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.

Possible signs and indicators:

- Physical injuries and bruising, particularly to the thighs, buttocks, upper arms and neck.
- Bleeding, pain or itching in the genital area or when walking or sitting.
- Sexually transmitted diseases or infections.
- Pregnancy in a woman who is unable to consent to sex.
- Uncharacteristic or age-inappropriate use of sexual language or significant changes in sexual behaviour or attitude.
- Self-harming.
- Poor concentration, withdrawal, sleep disturbance.
- Excessive fear/apprehension of, or withdrawal from, relationships or being alone with a particular person.

Spiritual abuse

Coercion and control of a person by another in a spiritual context. 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.

Possible signs and indicators:

- A leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed.
- A leader 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 God's) acceptance and approval.

Abuse may include:

- Manipulation and exploitation
- Enforced accountability
- Censorship of decision making
- Requirements for secrecy and silence
- Pressure to conform
- Misuse of scripture or the pulpit to control behaviour
- Requirement of obedience to the abuser
- The suggestion that the abuser has a 'divine' position
- Isolation from others, especially those external to the abusive context

Domestic abuse

Any threatening behaviour, violence, or abuse by one person against another where they are or have been intimate partners or family members.

Possible signs and indicators:

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness or anger
- Reluctance to be alone with a particular person
- Visible injuries and bruising.
- Injuries that don't match the explanation given.
- Unexplained falls
- Subdued or changed behaviour
- Changes in weight, being excessively under or overweight or malnourished.
- Signs of coercive control
- Feeling that the abuse is their fault when it is not
- Isolation – not seeing friends and family
- Limited access to money

Financial abuse

The attempted or actual misappropriation or misuse of a person's money, property, benefits, or other assets, by ways to which the person does not or can not consent.

Possible signs and indicators:

- Unusual financial activity such as making an unexpected change to a will, a sudden sale or transfer of a property, or unusual activity in a bank account.
- Sudden inclusion of additional names on a bank account or where a signature does not resemble the person's normal signature.
- Reluctance or anxiety by a person when discussing their finances.
- A substantial gift to a carer or other third party.
- A sudden interest by a relative or other third party in the welfare of the person.
- Bills remaining unpaid.
- Complaints that personal property is missing.
- Signs of coercive control or neglect.

Self-neglect

When an adult lives in a way that puts their own health, safety or well-being at risk.

Possible signs and indicators:

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

Modern slavery

The recruitment, movement and holding of a person by improper means, such as force, threat or deception, for the purposes of exploitation or abuse.

Possible signs and indicators:

- Signs of physical abuse or emotional abuse
- Signs of neglect
- Isolation from the community
- Seeming under the control or influence of others
- Lack of personal effects or identification documents
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

Discriminatory abuse

When a person is treated unfairly, bullied, or abused because of a particular characteristic.

Possible signs and indicators:

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness, anger or anxiety
- The person appears withdrawn and isolated
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

Organisational abuse

When a person is abuse or mistreated within an institution such as a care home or hospital, or by and organisation providing care in the person's own home.

Possible signs and indicators:

- Signs of neglect
- Inadequate staffing levels
- Poor standards of care
- Lack of adequate procedures
- Absence of visitors
- Few social, recreational and educational activities
- Unnecessary exposure during bathing or using the toilet
- Lack of management overview and support
- Signs of physical abuse or emotional abuse

Forced Marriage

A forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into the marriage. It is also when anything is done to make someone marry before they turn 18, even if there is no pressure or abuse.

Forced marriage is illegal in the UK. It is a form of domestic abuse and a serious abuse of human rights.

The pressure put on people to marry against their will may be:

- physical: for example, threats, physical violence or sexual violence
- emotional and psychological: for example, making someone feel like they are bringing 'shame' on their family
- Financial abuse, for example taking someone's wages, may also be a factor.

8.3. APPENDIX 3 - Cause for Concern forms

Part 1: Record of concern about a child/adult's safety and welfare

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)^{1, 2, 3}

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): _____ Role/Job title:		
Signature:		
Other members of the household ⁴ :		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened ⁴ ?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Co-ordinator ⁵ : _____		

**Check to make sure your report is clear to someone else reading it.
Please pass this form to your Safeguarding Co-ordinator without delay**

Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

1. As a registered body the charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children, 2023 and the Care Act, 2014. The organisation also follows its own safeguarding policy.
2. Essential principles of recording the information received/disclosed/observed:
 - a. Remember: do not investigate or ask any leading questions
 - b. make notes within the first one hour of receiving the disclosure or observing the incident
 - c. be clear and factual in your recording of the incident or disclosure
 - d. avoid giving your opinion or feelings on the matter
 - e. aim to record using the 4 W's and 1 H: When, where, what, why and how
 - f. do not share this information with anyone else except your safeguarding co-ordinator or Deputy in the first instance and they will advise on who else will need to be informed, how and when.
 - g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or thirtyone:eight at this stage.
4. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. ***Why is the view of the child/adult significant?*** – It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. ***Passing information to the Safeguarding co-ordinator*** – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within the organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Co-ordinator - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received: Advice received about informing parents or in the case of adults, seeking consent/capacity ¹ :				
Initial Assessment of concern following advice ²					
Action taken with reasons recorded (e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)	Date:	Time completed:	By whom:		
	Referral		To whom		
	Signposting to other community resources				
	Pastoral Care and other support from organisation				
	Ongoing Monitoring				
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			

Any other relevant information			
Name of Safeguarding Co-ordinator:		Signature:	

OVERVIEW OF ACTIONS³:

S No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by organisation (this can include monitoring)- include dates
1.				

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

- 1. Importance of consent from parents/carer or adults (in the light of mental capacity)**
– With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
- 2. Initial assessment** – Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?
- 3. Overview of actions** – Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

8.4. APPENDIX 4 - Volunteer Code of Conduct

Christianity Explored Ministries' (hereinafter "CEM") behaviour code for working with children, young people and adults at risk of harm.

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for CEM. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches [name of group/organisation] social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding co-ordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave CEM. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding co-ordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name: _____

Signature: _____

Date: _____

8.5. APPENDIX 5 - Useful Links

The following resources are available from the [Thirtyone:eight website](#):

- [Flowcharts for action](#)
- [Practice guides](#)