

ACT Safeguarding Policy

Section 1: Organisation Details

Ashburnham Christian Trust

Ashburnham Place, Battle, East Sussex, TN33 9NF

01424 894201

Senior Leader Name: Paul Wenham / Andy Proudfoot

Senior Leader Contact Telephone / Email: 01424 894218 / paul.wenham@ashburnham.org.uk

Designated Person for Safeguarding Name: Paul Wenham

Safeguarding Coordinator Contact Telephone / Email: 01424 894218 / paul.wenham@ashburnham.org.uk

Safeguarding Trustee: Jenny Dudgeon

Safeguarding Trustee Telephone / Email: 07748701897 dudgeonjenny@gmail.com

Charity Number: 212755

Company Number: 00653062

Insurance Company: Aviva

The following is a brief description of our organisation and the type of work and activities we undertake with children and adults who have care and support needs:

Ashburnham Christian Trust's vision is to be **gift** to all whom God sends our way.

In fulfilling this vision, we:

- Welcome and provide hospitality at Ashburnham Place for groups which include children and adults at risk
- Run land-based education and activities for children and young people
- Provide a land-based project working with long term-unemployed adults, adults with mental health challenges and other adults at risk
- Are a home and community for families and young adults (many of whom are away from their family and home culture for the first time)

Section 2: Introduction

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

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

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. “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)

Positions of Trust

All adults working with children, young people and adults at risk 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.

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.

As of April 2022 it is illegal (England, Wales and 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.

The following Safeguarding Policy and Statement aims to not only meet the requirements of ensuring a safe environment for those 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

Our commitment

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 build constructive links with statutory and voluntary agencies involved in safeguarding.

Our safeguarding statement can be found in APPENDIX 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by our safeguarding advisors and support organisation - Thirtyone:eight.

Section 3: Prevention

Understanding abuse and neglect

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.

To safeguard those in our places of worship and organisations 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.

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.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. Appendix 2

Safer recruitment

As part of our commitment to ensuring the wellbeing and safety of children and adults at risk, the leadership of Ashburnham Christian Trust (ACT) will ensure all workers (paid workers in regulated activity and employees) will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment. The same processes will be followed for regular volunteers and those who are in anyway involved in projects which involve work with children and/or adults at risk.

As part of this commitment ACT leadership will ensure that the following steps are taken during the recruitment process:

- There is a written job description and person specification for the post.
- Those applying have completed an application form.
- Those shortlisted have been interviewed.
- Safeguarding has been discussed at interview.
- Written or verbal references have been obtained and followed up where appropriate.
- All workers will be basic DBS checked. Those requiring an enhanced DBS (individuals working with children or adults at risk) will also be required to complete a self-declaration form (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.
- Where applicable the paid worker's insurance and liability cover have been verified.
- A suitable training programme is provided for the successful applicant including safeguarding training.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- The applicant has been given and signed a copy of ACT's Code of Conduct policy.
- Where applicable the paid worker will need to present an up-to-date risk assessment for the activity being undertaken.
- The applicant will be required to complete a probationary period.

ACT will endeavour to keep up to date with the latest guidance concerning safer recruitment and will review this policy every year.

Safeguarding training

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 our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that 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.

Practice Guidelines

As an organisation working 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 run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct policy and 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.

Section 4:

Partnership working

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.

We therefore have clear guidelines with regards to 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 any organisation that we work in partnership with will have their own policy that meets Thirtyone:eight's safeguarding standards.

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.

Section 5

Responding to allegations of abuse

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

Documenting a concern - the worker or volunteer should make a report of the concern in the following way:

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

Name: Paul Wenham (hereafter the "DPS' – Designated Person for Safeguarding)

Tel: 01424 894218

Email: paul.wenham@ashburnham.org.uk

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.

- In the absence of the DPS or, if the suspicions in any way involve the DPS, then the report should be made to:

Name: Hannah Latty (hereafter the "DDPS – Deputy Designated Person for Safeguarding")

Tel: 07971001536

Email: Hannah.latty@ashburnham.org.uk

If the suspicions implicate both the Designated Person for Safeguarding and the Deputy, then the report should be made in the first instance to:

Name: Jenny Dudgeon (Safeguarding Trustee)

Tel: 07748701897

Email: dudgeonjenny@gmail.com

If needing an entirely external contact then the report can be made to:

Thirtyone:eight

PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111. Option 2

Alternatively contact Social Services or the police.

- The DPS 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: Rother District Council

Children's Social Services

Tel: 01323 464222

Out of hours Tel: 01273 335906

Website Address: <https://www.esscp.org.uk/concerns-about-a-child/>

Adult Social Services

Tel: 0345 6080191

Out of hours Tel: 0300 3309475

Website Address: <https://www.sussexsafeguardingadults.org>

Police Protection Team Tel:

- The DPS 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.

- 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.
- Whilst allegations or suspicions of abuse will normally be reported to the DPS, the absence of the DPS/DDPS should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The Leadership will support the DPS/DDPS 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, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the DPS/DDPS has not responded appropriately, or where they have a disagreement with the Designated Safeguarding Person 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.

The role of the DPS/DDPS 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.

Detailed procedures 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 DPS/DDPS 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 DPS/DDPS 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.

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

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

If there is concern about any of the above, DPS/DDPS 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.

If there is a concern regarding spiritual abuse, the DPS 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.

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the DPS, 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.

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

The DPS 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

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 church.

Section 6: Pastoral Care

Supporting those affected by abuse

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.

Working with offenders and those who may pose a risk

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.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: _____ Position: _____

Signed by: _____ Position _____

Date: _____

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)

| | | |
|--|------------------------------------|----------|
| 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 Designated Safeguarding Person ⁵ : _____ | | |

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Designated Safeguarding Person 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 and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
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 lead 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 Designated Safeguarding Person 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 Designated Safeguarding Person*** – Your safeguarding lead 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 Designated Safeguarding Person - 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 church | | | | |
| | Ongoing Monitoring | | | | |
| Parent/carer informed? | Y | Who spoken to: | Date: | Time: | By whom: |
| | N | Detail reason: | | | |

| | | | |
|---------------------------------|--|------------|--|
| Any other relevant information | | | |
| Designated Safeguarding Person: | | Signature: | |

OVERVIEW OF ACTIONS³:

| No. | Date | Outcome (if known) | Service currently involved | Ongoing support offered by church (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.

Appendix 1

Safeguarding Policy Statement for Ashburnham Christian Trust

Our vision

Ashburnham Christian Trust's vision is to be **gift** to all whom God sends our way.

In fulfilling this vision, we:

- Welcome and provide hospitality at Ashburnham Place for groups which include children and adults at risk
- Run land-based education and activities for children and young people
- Provide a land-based project working with long term-unemployed adults, adults with mental health challenges and other adults at risk
- Are a home and community for families and young adults (many of whom are away from their family and home culture for the first time)

The wellbeing of our team and guests is at the heart of what the charity is about, within that wellbeing we take seriously our responsibility for protecting and safeguarding the children, young people and adults at risk in our midst and we recognise that many of them may be victims of abuse.

Key Terms

For the sake of clarity we define *children* and *adults at risk* thus:

A child is anyone under the age of 18 years old.

An adult might be considered at risk if they are aged 18 years or over and:

- has needs for care and support (whether or not the local council is meeting any of those needs) and;
- 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 or neglect.

An adult at risk may be a person who:

- Is elderly and frail due to ill health
- Has a learning disability
- Has a physical disability and / or a sensory impairment
- Has mental health needs including dementia or personality disorder
- Has a long -term illness /or condition
- Misuses substances or alcohol
- Is unable to make their own decisions and is in need of care and support
- Is a young adult, over the age of 18, who has care and support needs and is 'in transition' from childrens' to adults' services
- Is a carer (looking after another person with care and support needs)

This list is not exhaustive, other people might also be considered to be adults at risk.

Our safeguarding responsibilities

ACT recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of age, gender, ethnicity, sexuality, ability, faith or no faith, or personal characteristic which may indicate additional vulnerabilities.

ACT is committed to:

- Listening to and relating effectively with vulnerable groups while they are at Ashburnham Place
- The care, nurture of, and respectful pastoral ministry with all children and adults
- Providing a safe and clear system for dealing with concerns relating to the safety and wellbeing of children and adults at risk
- Ensuring our team are well informed and have received relevant training around safeguarding issues
- Ensuring that our Safer Recruitment policy and procedures are followed at all times

As a community we will give particular attention to the following areas:

- **Prevention and reporting of abuse**
It is the duty of each team member to help prevent the abuse of children and adults at risk, and the duty of each team member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. ACT will fully co-operate with any statutory investigation into any suspected abuse linked with the organisation.
- **Safer recruitment, support and supervision of workers**
ACT will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk.
- **Respecting children and adults at risk**
ACT will adopt a code of behaviour for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect that is due to them.
- **Safer working practices**
ACT is committed to providing an environment that is as safe as possible for all who are involved with our organisation whether they are children, adults at risk, adults who are not at risk, volunteers or paid employees. We will adopt ways of working that promote the safety and well-being of everyone.
- **A safer community**
ACT is committed to the prevention of bullying and harassment and will seek to appropriately manage the behaviour of any individuals who may pose a risk to others in our community. ACT has a bullying and harassment policy which informs these efforts.

In pursuit of the above, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

Safeguarding contact points within our organisation

The organisation has appointed the following individuals to form part of the ACT safeguarding team:

Paul Wenham / Andy Proudfoot (Joint General Directors), Designated Person for Safeguarding (DPS)

They will advise the organisation on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number: 07868263777 / 07585813358

Email address: paul.wenham@ashburnham.org.uk / andy.proudfoot@ashburnham.org.uk

Hannah Latty (Resource Director), Deputy Designated Person for Safeguarding (DDPS)

She will assist the Designated Person for Safeguarding (DPS) in helping the organisation on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number: 07971001536

Email address: Hannah.latty@ashburnham.org.uk

Jenny Dudgeon, Safeguarding Trustee

She will raise the profile of safeguarding within the organisation and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the charity's trustees.

Phone number: 07748701897

Email address: dudgeonjenny@gmail.com

Where possible, the Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

Putting our policy into practice

- A Safeguarding Statement outlining our commitment and approach to safeguarding will be displayed on our staff room and office noticeboards and a fully copy available on our website
- Every member of the team (paid and volunteer) will be given the full safeguarding policy as part of their induction
- The policy and procedures will be monitored and reviewed annually, and any necessary revision adopted into the policy and implemented through our procedures
- The ACT Safeguarding Policy, which this statement informs and reflects, is the governing document for how we ensure safeguarding of all children and adults at risk at Ashburnham Place

Appendix 2

Types of physical abuse

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)
- Involuntary isolation or confinement
- Misuse of medication (e.g. over-sedation)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (e.g. tying someone to a chair)

Signs and Indicators

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

Types of domestic violence or abuse

Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in this briefing relating to:

- psychological
- physical
- sexual
- financial
- emotional.

Signs and indicators

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

Domestic violence and abuse includes 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. It

also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- acts of assault, threats, humiliation and intimidation
- harming, punishing, or frightening the person
- isolating the person from sources of support
- exploitation of resources or money
- preventing the person from escaping abuse
- regulating everyday behaviour.

Types of sexual abuse

- Rape, attempted rape or sexual assault
- Inappropriate touch anywhere
- Non- consensual masturbation of either or both persons
- Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

Signs and indicators

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

Types of psychological or emotional abuse

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy

- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

Signs and indicators

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment

Types of discriminatory abuse

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as [‘protected characteristics’ under the Equality Act 2010](#))
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

Signs and indicators

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person’s individual needs in terms of a protected characteristic

Types of organisational or institutional abuse

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour

- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

Signs and Indicators

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

Types of modern slavery

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

Signs and indicators

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

Spiritual Abuse

Types of Spiritual Abuse

Spiritual abuse is a form of emotional and psychological abuse that involves the misuse of power, authority, or trust within a faith context. It may be carried out by individuals in leadership roles or by others who claim spiritual superiority or influence. This kind of abuse can cause deep harm to a person's autonomy, dignity, and faith.

Types of spiritual abuse may include:

- **Coercive control using religious texts or beliefs:** Manipulating someone by using sacred writings, doctrines, or spiritual language to control behaviour or instil fear.
- **Enforced obedience or unquestioning submission:** Requiring individuals to submit to leadership without space for questions, dissent, or personal conscience.
- **Manipulative use of divine authority:** Claiming divine insight or special spiritual status to demand loyalty, compliance, or personal favours.
- **Shaming or silencing:** Publicly or privately shaming individuals for perceived lack of faith or spiritual maturity, or silencing concerns with spiritual justifications.
- **Exclusion or isolation:** Threatening or enacting spiritual consequences (e.g. excommunication, social shunning) to isolate or punish individuals.
- **Spiritual overreach in personal boundaries:** Using spiritual reasoning to intrude into private aspects of a person's life (e.g. relationships, finances, mental health) without appropriate consent or care.
- **Withholding access to God:** Suggesting that God's love, forgiveness, or acceptance is conditional upon obedience to the abuser or the group's rules.
- **Misuse of confession or disclosure:** Using someone's confidential disclosures (e.g. during prayer or pastoral care) against them, to control or shame.

Spiritual abuse may occur alongside other forms of abuse (emotional, psychological, sexual, or financial), and it can happen in any faith context—not only within formal religious institutions.

Signs and Indicators of Spiritual Abuse

Individuals experiencing spiritual abuse may not always recognise it as abuse, especially if it is normalised within their community. However, there are various signs that may suggest someone is being spiritually abused:

Emotional and Psychological Indicators

- Increased anxiety, guilt, or fear related to their spiritual life
- A sense of being “never good enough” spiritually
- Sudden loss of confidence or identity, especially in relation to their faith
- Withdrawal from previous religious or social activities
- Confusion or fear around questioning leaders or teachings
- Expressions of being “controlled by God” when this reflects coercive human authority

Behavioural Indicators

- Reluctance or fear when discussing their place of worship or leaders
- Drastic changes in behaviour or belief after involvement in a faith group
- Repeated need for “repentance” or public apology for minor or unclear issues
- Avoiding trusted relationships outside the religious group

Relational and Social Indicators

- Isolation from family, friends, or wider support networks
- Fear of rejection or spiritual punishment if they leave a group or relationship
- Reported pressure to conform to community rules without freedom of conscience

Language and Attitudinal Indicators

- Speaking about leaders in a way that suggests fear or idolisation
- Referring to themselves as “unworthy” or “cursed” outside of healthy theological context
- Believing they cannot access God or forgiveness without intermediaries

(source: Social Care Institute for Excellence and thirtyone:eight)