

# Protecting the rights of children and adults at risk of abuse

A guide to Child Protection and Adult Safeguarding for Faith Based Establishments



## Acknowledgements

The guide 'Protecting the Rights of Children and Adults at Risk of Abuse' is a much-awaited safeguarding toolkit. It is specifically designed to meet the needs of faith-based institutions who have consistently requested advice and guidance in relation to their safeguarding arrangements. The initiative follows a practice review conducted by the Birmingham City Council LADO Service in 2012. The small-scale research project to evaluate statutory responses to allegations in Faith Based Establishments was completed by Micho. H. Moyo, as part of the IRiS' Practitioner-Research Program, an initiative led by the University of Birmingham to bring together policymakers, practitioners and academics to work on innovative research relating to different aspects of Superdiversity.

To produce this guide, Faith Associates have paid particular attention to developments in statutory and safeguarding legislation up until April 2015. Its authors, Shaukat Warraich and Steve Suckling have conducted a comprehensive literature review of good practice in the sector, whilst utilising established guidance from the six West Midland Local Authorities. The guide also reflects the development of positive engagement with faith institutions nationally as well as locally in the West Midlands. The Equalities, Community Safety and Cohesion Service is also to be acknowledged for providing the funding for this project.

Faith Associates would like to thank the West Midlands partners for their review of its content and in particular the Birmingham LADO Service. This guide does not seek to re-invent the wheel but rather to build upon aspects of the good practice that has already been established in this sector. Extracts from the following sources have been included and are referenced: -

- ✓ CP Procedures, Walsall Safeguarding Children Board, 2014
- ✓ Working Together to Safeguard Children, HM Government, 2015
- ✓ A Handbook for Madrassah Management and Safeguarding, Faith Associates, 2013
- ✓ Prevent and Safeguarding Guidance, Supporting Individuals Vulnerable to Violent Extremism, Association of Chief Police Officers (ACPO), 2010
- ✓ Safeguarding Children in Places of Worship Good Practice Guidance, Endorsed by London Borough of Barking and Dagenham Local Safeguarding Children Board, April 2007
- ✓ The Prevent Strategy and the Channel Programme in FE Colleges, Camden
- ✓ Who decides? Consultation Paper, Lord Chancellor's Department, 1997
- ✓ Children Act, 1989



Faith Associates would like offer our sincere gratitude to the following partners for their support and contributions:



UNIVERSITY OF  
BIRMINGHAM



## Contents

### To help Faith Based Establishments:

<b>Step one</b>	Review, plan and basics.....	08
<b>Step two</b>	Awareness training for all staff.....	13
<b>Step three</b>	Safe working policies and practices.....	20
<b>Step four</b>	Disclosure and reporting.....	26
<b>Step five</b>	Safe recruitment.....	29
<b>Step six</b>	Making a safe environment.....	32



## EMPOWERING COMMUNITIES

Copyright © Faith Associates, 2015.  
Registered in England and Wales number  
05979364

**Email:** [info@faithassociates.co.uk](mailto:info@faithassociates.co.uk)

**Web:** [www.faithassociates.co.uk](http://www.faithassociates.co.uk)

**Telephone:** 0845 273 3903

Unless used for educational and other safeguarding advisory purposes; including dissemination and adaptation to local needs, and publication thereof, by Birmingham City Council or registered charitable organisations or otherwise indicated, no part of this publication may be stored in a retrievable system or reproduced in any form whatsoever without the prior written permission from Faith Associates.



# Welcome

## Why is child protection and adult safeguarding important?

Abuse of children or adults is a serious crime. If you and your faith based establishment fail to have clear policies, procedures and working practices in place, to protect children or adults from coming to harm you will put the work you do at risk in the eyes of the law, other local agencies and importantly, the parents and carers of those you have a duty of care towards. Policies and procedures should not only be implemented, but should be effectively communicated and explained to staff, so that they are complied with. Working with and building the confidence of parents and carers is an important part of safeguarding. If you provide voluntary or paid for services to children, young people or adults at risk then as a trustee or owner, manager, member of staff or volunteer you have a responsibility to protect their rights. This guidance will help faith based establishments in England meet their responsibilities by helping to ensure:

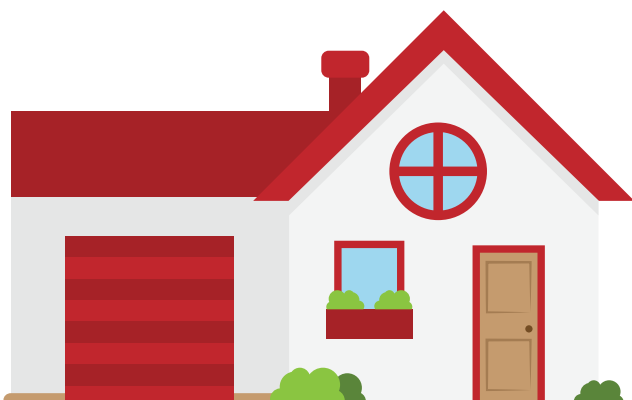
- ✓ Good accountability structures e.g.
  - Safeguarding role of the management committee
  - Designated leads for Child Protection and Adult Safeguarding
  - Person for 'Position of Trust Issues' to deal with complaints and allegations against staff

- ✓ Sufficient training in place
- ✓ Safe recruitment practice
- ✓ Supervision and support for staff (paid and volunteers)
- ✓ A clear process for dealing with complaints and allegations against staff.

## What's new?

Changes were introduced in the Care Act 2014 which became law in April 2015 which made it a legal requirement for local councils to safeguard children and adults. Your faith based establishment is trusted by the community to provide services that:

- ✓ Protect the health, safety, welfare and security of those in your care from the time they arrive to the time they leave
- ✓ Develop aspects of their personal and educational development.



To date, the definition of abuse is categorised under physical, sexual, emotional and neglect. The Care Act 2014 provides the legal requirement for Safeguarding to include those vulnerable to exploitation e.g. modern day slavery, prostitution, grooming by extremists or false marriage. In addition, the Counter-Terrorism and Security Act 2015 has made the Government's 'Channel' process a legal duty for local authorities.

## Why this guide?

### To help Faith Based Establishments:

- ✔ Ensure we do what is necessary to protect the most vulnerable to be safe from harm
- ✔ Do what is required by law to protect the children and adults at risk in our care.

### Child Protection Rights

- ✔ To feel safe and protected from any form of abuse.
- ✔ Feel that they can voice concerns and that those concerns will be listened to.
- ✔ To expect that decisions made about them by adults and organisations are in their best interests.
- ✔ An education that develops their mental and physical abilities and encourages them to become good citizens.

### To help faith based establishments:

Adults at risk of significant harm have the right to live a life free from neglect, abuse and exploitation and they are protected by the Human Rights Act 1998. Specifically

- ✔ An adult at risk has their right to life protected (Article 1)
- ✔ Their right to be protected from inhuman and degrading treatment (Article 3)
- ✔ Their right to liberty and security (Article 5).

## The Rights of Children

In 1989, governments across the world promised all children the same rights by adopting the UN Convention on the Rights of the Child. The Convention says what countries must do so to ensure that all children grow as healthy as possible, can learn at school, are protected, have their views listened to, and are treated fairly.

In England a child is defined as everyone under 18 years old. The NSPCC website 'Legal definitions' page provides a helpful national, European and International summary a child's legal rights on its 'Legal Definitions' page.



## A legal requirement

The Children's Act 1989 is the primary legislation for Safeguarding and Child Protection and the Care Act 2014 for adult protection. These acts place legal obligations to safeguard children and adults, promote their welfare and a responsibility to communicate any concerns about them to relevant local agencies. These acts of parliament give every child and adult at risk the right to protection from abuse, neglect and exploitation.

The Children's Act 2004 and Care Act 2014 place duties on organisations to safeguard and promote the well-being of children and adults at risk. This includes ensuring all adults who work with, or on behalf of them are competent, confident and safe to do so.

- ✓ Meeting legal requirements
- ✓ Improving the quality of education and learning you are providing through clear and fair approaches to behaviour management and discipline
- ✓ Parents and carers understand what you do and are happy that you are providing a safe place
- ✓ Staff are clear about their roles and responsibilities in respect of Safeguarding children and Adults at risk and confident on what they can and cannot do
- ✓ Staff own their behaviours and conduct and ensure they do not compromise their duty of care towards service users
- ✓ Staff follow your good practice ethos, policies and procedures and are supported in their work
- ✓ Good relationships with statutory services in particular the Local Safeguarding boards for children and adults, the local council and their key staff, local police, schools and other service providers.

Most importantly, by facilitating a positive and safe environment for children, young people and adults at risk, you are helping to make sure they can thrive. They will be:

## What are the reasons we should do this work?

Implementing good practise in your faith based establishment will take time and effort. Once implemented, your organisation will benefit by:

- ✓ Made to feel safe and secure
- ✓ Healthy and happy
- ✓ Shown appropriate affection and respect for their feelings
- ✓ Given lots of smiles, praise and encouragement
- ✓ Able to talk to someone and be listened to
- ✓ Provided with opportunities for new experiences
- ✓ given rewards and treats



## Is some of this work difficult?

Yes. There can be tricky personal circumstances to navigate and cultural, ethnic and religious issues to be considered. Additionally, there are legalities around cultural issues which need to be taken into account e.g. concerning female genital mutilation, parenting and managing difficult behaviours and attitudes, use of faith/culture as resistance, children and adults with disabilities, forced marriage, domestic abuse and violence, sexual exploitation and trafficked children, as well as spirit possession.

## What next?

This guide takes you through the following steps.

- 1 ● Review, plan and basics 
- 2 ● Awareness training for all staff 
- 3 ● Safe working policies and practices 
- 4 ● Disclosure and reporting 
- 5 ● Safe recruitment 
- 6 ● Making a safe environment 

## What to do if you are worried about a Child or Adult at risk

If you are unsure whether a child or adult is suffering and are worried or if you are concerned they have or may suffer harm, neglect, abuse or have been exploited contact your local childrens social care board and for children you can also contact the NSPCC.

If there is no immediate danger or you need advice or information you should contact your local Referral and Assessment Service (RAS) or the NSPCC.

The NSPCC (National Society for the Prevention of Cruelty to Children) helpline provides trained counsellors 24/7 and will give support and advice on what to do next: [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or

**0800 800 5000.**



**Step 1**

Review,  
plan and  
basics

**Step 2**

Awareness  
training for  
all staff

**Step 3**

Safe working  
policies and  
practices

**Step 4**

Disclosure  
and  
reporting

**Step 5**

Safe  
recruitment

**Step 6**

Making a  
safe  
environment

## Step 1: Review, plan and basics

What's required?

- Review where you are and what to do next through answering the questions in this step.
- If you are a manager or trustee make sure you have the designated roles in place and have considered your approach to confidentiality and information sharing.

### Review

Work out where you are and what you need to do by answering these questions

#### Question 1

Are you responsible (manager or trustee) for providing services to children and adults at risk?

#### Next steps

**No** go to Question 2.

**Yes** go to Question 4.

#### Question 2

Have you had either Child Protection or Adult Safeguarding training?

#### Next steps

**Yes** go to Question 3.

**No** speak with your manager or your local safeguarding board.

#### Question 3

As the responsible person (manager or trustee) for providing services to children and adults at risk of abuse answer each of the questions below to assess where your faith based establishment is and what you should plan to do next.

A. Does your organisation have Child Protection and/or Adult Safeguarding policies and procedures?

#### Next steps

**Yes** go to B.

**No** go to Step 2 and work through this guide.





**B.** Do all staff working with children and adults at risk know, understand and work to these policies and procedures?

#### Next steps

**Yes** go to C

**No** go to Steps 2, 3 and 4

**C.** Do you have a Designated Safeguarding Lead (DSL) for Child Protection and/or adults at risk? If Yes, does your DSL convey Child Protection and

Adult Safeguarding updates to staff?

Yes, does your DSL convey Child Protection and If 'Yes', does your DSL convey Child Protection and Adult Safeguarding updates to staff?

#### Next steps

**Yes** go to D

**No** go to Steps 3

**D.** Are all staff and volunteers clear on what to do if they are concerned about a child or adult?

#### Next steps

**Yes** go to E

**No** go to Steps 4

**E.** Do all existing staff and volunteers, who have contact with children and Adults at risk, have Disclosure and Barring Enhanced Checks - DBS? (Previously known as a CRB, Criminal Records Bureau check

#### Next steps

**Yes** go to F

**No** go to Steps 5

**F.** Do you ensure that new staff/volunteers who have contact with children and Adults at risk have DBS checks completed before they start work?

#### Next steps

**Yes** go to G

**No** go to Steps 5

**G.** Do your application forms for recruitment and selection ask specific questions in relation to Safeguarding concerns that affect the employee/volunteer directly e.g. whether they are under investigation by their previous employer/volunteer organisation?

#### Next steps

**Yes** go to H

**No** go to Steps 5

**H.** Do you ensure that the premises used for worship and provision of services conform to health and safety guidelines?

#### Next steps

**Yes** go to J

**No** go to Steps 6



J. Do you ensure that any letting arrangements of your organisation's premises are bound by contracts that include an agreement to adhere to your child and adult protection and Safeguarding procedures?

### Next steps

**Yes** go to 'Ensuring the basics'

**No** go to Steps 6

### Further help

- ✔ Contact your Local Safeguarding Children Board or Local Safeguarding Adult Board for advice and details of free local training.
- ✔ Contact Faith Associates for training and support.
- ✔ Seek help from a range of charities and organisations – see back of this guide.
- ✔ Seek advice and guidance from your local authority on managing an allegation against an employee or volunteer (this may need to include the police and local authority Children Services).

## Getting the basics in place

### Roles and responsibilities

Make sure your Faith Based Establishment has at least two staff with specific Child Protection and Adult Safeguarding roles. If not, these roles and their responsibilities (see below) are assumed and delegated by the manager of the service or chair of the management committee.

Your management committee should ensure those undertaking these roles have the resources and support to fulfil them and arrangements in place to ensure they are doing their role effectively.

### Guiding principles for designated protection roles

- ✔ The welfare of the individual is always paramount.
- ✔ Confidentiality should be respected as far as possible but information must be shared if there are Child Protection concerns.

## Role 1 Designated Lead for Child Protection and/or Adult Safeguarding

This officer is responsible for the coordination of Child Protection and Safeguarding Adults at risk of Abuse procedures within your organisation, including liaison with the appropriate agencies to resolve any concerns brought to his or her attention.

Their role is to:

- ✔ co-ordinate protection processes within your organisation



- ✔ organise effective training on a three-year cycle for staff and volunteers, so that they are aware of their responsibilities and keep records of staff training
- ✔ keep confidential child and adult protection records separate from other records
- ✔ take the lead in referral to outside agencies
- ✔ attend and participate in all case conferences and meetings concerning those you provide services to
- ✔ be fully conversant with the procedures of the Local Safeguarding Children Board (LSCB) and Local Safeguarding Adult Board (LSAB) or similar, to ensure action is taken to support any service user who may be at risk
- ✔ undertake appropriate refresher training every two years.

## Role 2

### Designated Lead for Position of Trust Issues

This person should not be involved in day-to-day Child Protection and Safeguarding of Adults at risk procedures due to the conflict of interest this may cause. Their role is to deal with allegations in respect of someone who has:

- ✔ behaved in a way that has harmed, or may have harmed a service user

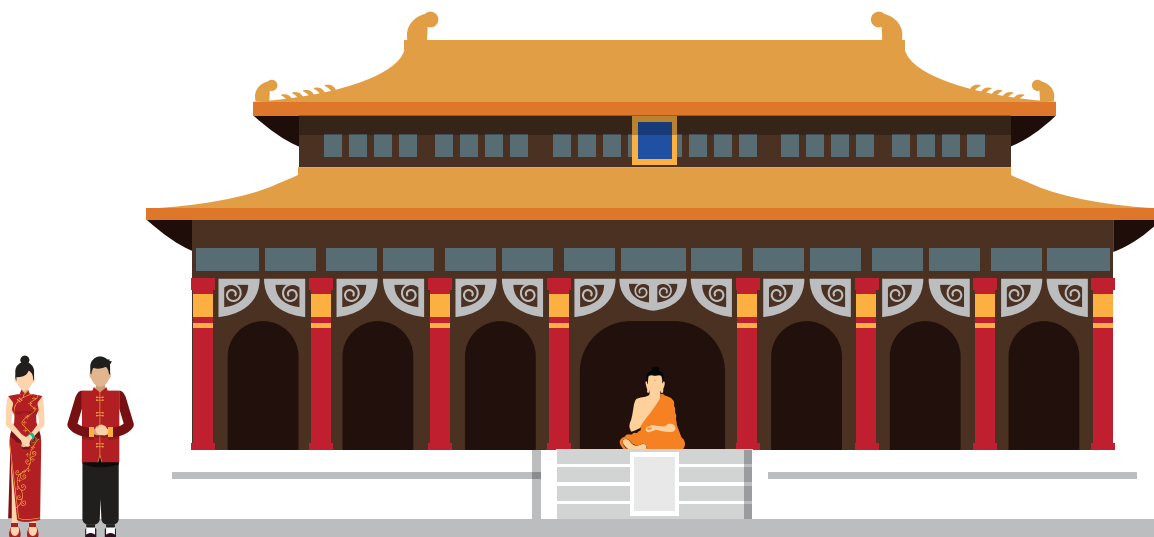
- ✔ possibly committed a criminal offence against or related to a service user
- ✔ behaved in a way which indicates they would pose a risk of harm if they work regularly or closely with children or adults at risk.

### Confidentiality and information sharing

The confidentiality of information concerning allegations of abuse, neglect or exploitation is very important. Your faith based establishment may have confidentiality and information sharing policies and guidance in place. If not, the seven golden rules for information sharing are a helpful reference point.

### Seven golden rules for information sharing

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.



**3.** Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

**4.** Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.

**5.** Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

**6.** Necessary, proportionate, relevant, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

**7.** Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

## Step 1: Checklist

- Review undertaken and you have a list or plan of activity you now need to do (or not).
- Your faith based establishment has staff (managers or trustees if roles not delegated) in the following roles: Designated Lead for Child Protection and/or Adult Safeguarding and a Designated Lead for Position of Trust Issues.
- You have considered your approach to confidentiality and information sharing.
- Be sure to log any incidents involving health and safety in a log book clearly documenting where the incident happened and when.



**Step 1**

Review, plan and basics

**Step 2**

Awareness training for all staff

**Step 3**

Safe working policies and practices

**Step 4**

Disclosure and reporting

**Step 5**

Safe recruitment

**Step 6**

Making a safe environment

## Step 2: Awareness training

What's required?

- Plan and deliver basic (Level 1) Child Protection and/or Adult Safeguarding awareness training for all staff.
- Develop and put in place a training plan for new staff and three yearly refresher training for all staff.
- Identify key staff to lead on local Child and/or Adult Protection procedures and put in place training/support so they know what to do, who to contact and have sufficient training to be confident in the role depending on the services you provide.



## What is Child Protection and Adult Safeguarding?

Effective Child Protection and Adult Safeguarding is an essential part of wider work to safeguard and promote the welfare of children and adults at risk. There is much in common about the approaches to Child Protection and Adult Safeguarding and both are underpinned on the belief that being abused, witnessing abuse or fearing abuse should not be part of the experience of being a child or an adult.

### The impact of Abuse and Neglect

The sustained abuse or neglect of children or adults at risk of abuse in any way can have major long-term effects on all aspects of their health, quality of life, development and wellbeing.

### Safeguarding

Safeguarding incorporates prevention, empowerment and protection to enable children and adults who are in circumstances that make them vulnerable to abuse to retain independence, well-being and choice to access their right to a life free from abuse and neglect, and to ensure children have the best possible experience of childhood.

## Six Safeguarding principles

**Empowerment** – person led decisions.

**Prevention** – taking action before harm occurs.

**Proportionality** – least intrusive response appropriate to risk.

**Protection** – support and represent those in greatest need.

**Partnership** – local solutions working together.

**Accountability** – clear who is doing what and why.

## Child Protection

Child Protection is part of safeguarding and focuses on the protection of a child (under the age of 18) who is “suffering, or is likely to suffer, significant harm.” **Section 31, Children Act, 1989**

## Adult protection

Adult Protection is part of safeguarding and is concerned with looking after adults at risk of abuse (people 18 years of age or over):

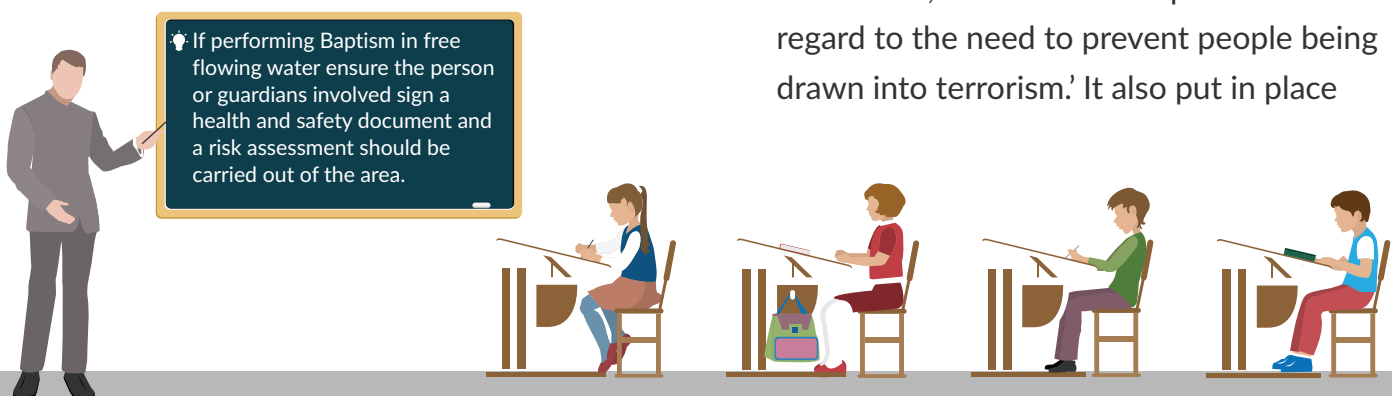
- “who is or may be in need of community care services by reason of mental or other disability, age or illness and
- who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.” **1997 Consultation Paper Who decides? Lord Chancellor’s Department**

## Example safeguarding statement

“We are committed to safeguarding children and adults at risk of abuse and promoting the welfare of children and adults in our care and expect all staff and volunteers to share this commitment.”

## Legislation and guidance

The Children’s Act 1989 is the primary legislation for Child Protection and Safeguarding and the Care Act 2014 for Safeguarding Adults at risk of abuse. These acts place legal obligations to safeguard children and adults, promote their welfare and a responsibility to communicate any concerns about them to relevant local agencies. They give every child and adult the right to protection from abuse, neglect and exploitation. The Children’s Act 2004 and Care Act 2014 also place duties on organisations to safeguard and promote the well-being of children and adults at risk. This includes ensuring all adults who work with, or on behalf of them are competent, confident and safe to do so. More recently, the Counter-Terrorism and Security Act 2015 included two measures to safeguard vulnerable people from being drawn into terrorism. The Prevent duty requires specific bodies, such as local authorities, schools and the police to have ‘due regard to the need to prevent people being drawn into terrorism.’ It also put in place



Channel, the multi-agency programme which works to divert vulnerable people from being drawn into terrorism, on a statutory footing. The appendices include a brief summary of Prevent and Channel. A list of relevant legislation and guidance is provided in the appendices to this guide.

## Who is at risk?

By law all children are considered to be at risk. Adults who may be considered at risk of abuse may include those who have a mental health illness (including dementia or memory loss), physical disability or illness, drug and alcohol related problems, sensory impairment, learning disabilities, acquired brain injury; are frail or have a temporary illness. Those at risk may be living in their own home, with parents or carers, in foster or other care, at school, in hospital, without a permanent home, in a residential care or nursing home in prison or under probation, attending a day centre, attending a social club or organised activity. Many of the services faith based establishments can provide are included e.g.

- ✓ congregational prayer
- ✓ marriage ceremonies
- ✓ funeral services
- ✓ educational (e.g. religious teaching such as Bible, Qur'an or Torah classes) and recreational activities for children and adults

💡 If a religious ceremony involves lighting a flame like a candle, such as in a Hindu wedding ceremony or during Christmas, care should be taken to ensure that the fire is secure and at a safe distance from those participating in the ceremony. Clarify there is adequate insurance cover to conduct such a ceremony.

- ✓ lunch clubs for older people
- ✓ working with homeless people
- ✓ food banks and debt advice
- ✓ counselling
- ✓ working with those known to the justice system, including acting as an appropriate adult e.g. supporting an adult with learning disabilities
- ✓ working on the streets providing assistance to those who are at risk by their presenting circumstances e.g. due to intoxication or substance abuse
- ✓ supporting those who are subject to domestic abuse and violence
- ✓ day-to-day contact with people in our faith or broader communities.

## Where does abuse take place?

- ✓ within a family
- ✓ in an institutional or community setting
- ✓ by telephone
- ✓ on the Internet.



## What is abuse and significant harm?

Someone known to or a complete stranger to a child or adult at risk can abuse them by actively inflicting significant harm or failing to act to prevent significant harm.

*“No Secrets, 2000 defines abuse “as a violation of an individual’s human and civil rights by any person or persons”*

*Working Together Online defines significant harm and harm as: “...any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development and impairment suffered from seeing or hearing the ill treatment of another.”*

There are different patterns of abuse to be aware of:

- ✔ **Serial abuse** – in which the perpetrator seeks out and ‘grooms’ individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse
- ✔ **Long-term abuse** – in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse

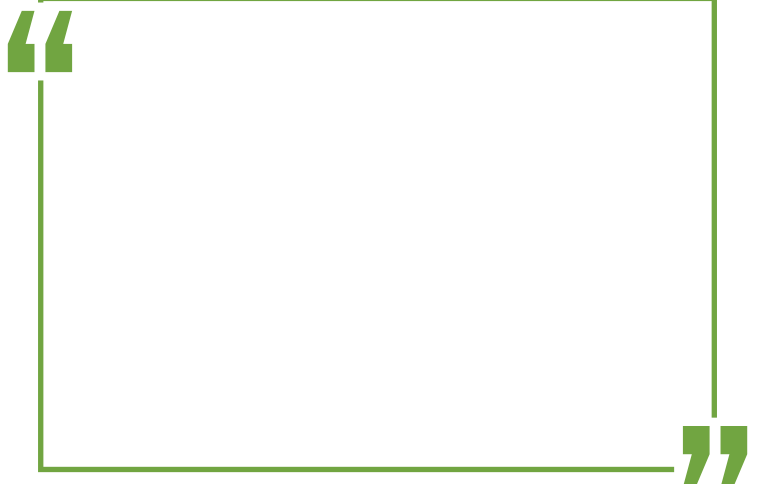
- ✔ **Opportunistic abuse** – such as theft occurring because money or other valuable personal possessions has been left around.

## Prevention of abuse

The legislation and guidance has a very clear focus on the importance of preventing abuse. The ‘Dignity’ national initiative is a no-tolerance approach to help ensure all people in some form of care have the right to have their personal dignity acknowledged and supported, and to be treated with respect in all aspects of their personal identity. Ensuring such rights will help prevent abuse.

To help prevent abuse there are clear things we can all do:

- ✔ do what we can to ensure people we support are treated with respect and dignity by us all, in our Faith Based Establishments and in the community as a whole
- ✔ recognise and acknowledge all aspects of each individual’s personal identity
- ✔ give people the information they need in order to understand their rights and the expectations they need to have in the way people treat them have an awareness of the particular vulnerabilities of each individual and consider how the risk of abuse can be reduced.





## Recognising abuse

Abuse can take many forms...



Physical



Psychological  
/Emotional



Sexual



Financial



Exploitation



Neglect



Institutional



Discriminatory

It can often be difficult to recognise abuse. Appendix C of this guide gives further details of harm and the signs which may indicate abuse.

## Who can abuse?

Abuse can take many forms...

- ✓ friends, family, people they trust
- ✓ direct support staff
- ✓ health and social care professionals
- ✓ neighbours, tradespeople, professionals
- ✓ other vulnerable people/children
- ✓ people in authority such as teachers, community and religious leaders, celebrities strangers.

## Why do people abuse?

There is no clear answer, many abusers will abuse for one or more of the following reasons:



power



greed



stress



love



over protection



ignorance



fear



lack of  
training



lack of  
information/  
knowledge



unreasonable  
expectations



lack of  
understanding/  
capacity



poor  
management



damaged  
attitude



## What is the protection process?

For both children and adults at risk of abuse the following stages will occur. There will be some local differences but the process will be the same.



## How do I report or refer actual or suspected abuse?

A more detailed approach is provided in Step 4 for your Designated Lead for Child Protection and/or Adult Safeguarding or your Designated Lead for Position of Trust Issues. Should they not be available follow the guidance here.



### Make safe

Do whatever you can to ensure the immediate safety of all concerned, including yourself, if you believe you are at risk. If emergency services are required call 999 then do what you can to protect evidence. Not all situations require an immediate response, as you can become aware that there may be an abuse concern in a number of ways:



disclosure



observation



accusation



patterns of indicators



concern from others.

### Notify

Tell your manager, a more senior manager (if there is a conflict of interest or your manager is unavailable) or one of the following:

- ✓ for children the Local Authority Designated Officer (LADO) or the NSPCC
- ✓ for adults at risk the local authority Safeguarding adults First Response (SAFR)
- ✓ Ofsted or the Care Quality Commission (CQC) if you provide services regulated by them
- ✓ someone you trust if you are being abused.

💡 If any tools are used such as swords for ritual worship or an incense burner for spiritual ceremonies please ensure that they are kept safely away from children.

## Record

Make a note of your concern, who you told and anything you were asked to do. Give this record to the people you have reported/referred to, unless you have been told otherwise. Make sure that the record is:

- ✓ factual, specific, timely and detailed
- ✓ jargon free and without ambiguity
- ✓ stored safely where it cannot be accessed by people that should not see it.

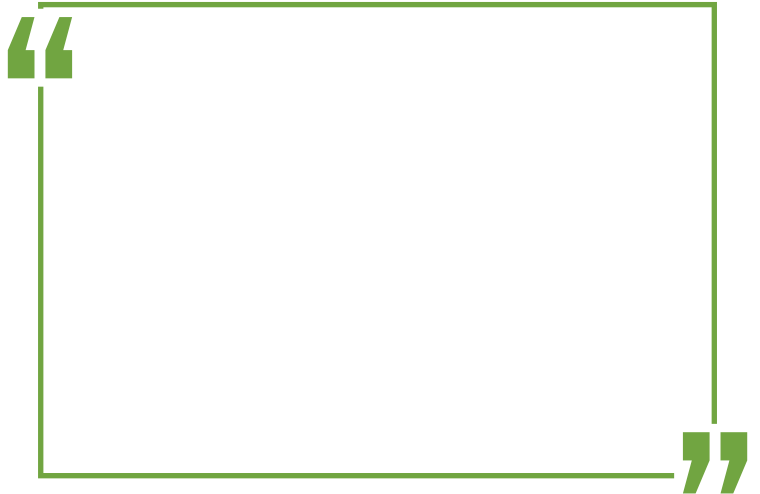
Think about confidentiality and the risk of the abuse escalating if the wrong people become aware of the concern too soon.

● If your religious institution has an open kitchen like a Gurdwara or serves food at communal events, please ensure that the food served meets food hygiene regulations and standards. Unsupervised children should be kept out of areas of food preparation.

## Step 1: Checklist

What's required?

- All staff have received basic Child Protection and/or Adult Safeguarding training and know local arrangements to respond to and report suspected or actual abuse.
- Training plan in place for new staff training and three yearly refresher training.
- Key identified staff know local Child and/or Adult Protection procedures.



**Step 1**

Review, plan and basics

**Step 2**

Awareness training for all staff

**Step 3**

Safe working policies and practices

**Step 4**

Disclosure and reporting

**Step 5**

Safe recruitment

**Step 6**

Making a safe environment

## Step 3: Safe working policies and practices

What's required?


- Develop and put in place Child Protection and/or Adult Safeguarding policies that include clear responsibilities for all staff to report suspected cases of abuse or safeguarding concerns.
- Work with staff to develop and put in place safe working practice guidelines to cover all eventualities for your services e.g. confidentiality, staff behaviour, staff appearance, accepting gifts, infatuations, social contact, physical contact, care/physical Intervention, sexual conduct, one-to-one situations, transporting children, educational visits etc.
- If you provide services for children and young adults develop and put in place a statement on physical discipline and appropriate sanctions.

- Make a record to show that all managers, trustees, staff and volunteers have read and understood safe working practice guidelines and know the range of people they can talk to if they have a concern.
- Make all policies and procedures available to parents and carers.

## Help for this step

We have not provided a template set of policies, procedures and working practices. You may wish to go through the following activities for your faith based establishment:

- make a list of the services you provide or are likely to provide in the next 12 months
- identify the policies and procedures you think you need to deliver these services safely, protecting children and adults from the risk of harm and protecting staff against allegations of abuse
- find out the policies and procedures you have in place, review them, suggest updates and work up the additional policies and procedures you need to put in place.

 If your faith based institution runs a crèche facility or nursery ensure that those involved in personal care of children are Enhanced DBS cleared and have all the Health & Safety insurances in place to conduct such a service. For more information on DBS checks please see: <https://www.gov.uk/disclosure-barring-service-check/dba-barred-lists>.



## Only with the consent of parents or carers

It may sometimes be necessary for teachers, workers or volunteers to do things of a personal nature for children or adults at risk of abuse, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and written consent of parents and carers.

In an emergency situation, which requires this type of help, parents and carers should be fully informed, as soon as reasonably possible. Staff must be sensitive to the child or adult and undertake personal care tasks with the utmost sensitivity.

## Personal conduct when working with children and adults at risk

Staff and volunteers should:

- ✔ not use force as a form of punishment
- ✔ try to defuse situations before they escalate
- ✔ inform parents of any behaviour management techniques used
- ✔ adhere to the organisations behaviour management policy
- ✔ be mindful of factors which may impact upon their behaviour e.g. bullying, abuse and where necessary take appropriate action.

Minimise the possibility of children and adults being abused or staff and volunteers being subject to false accusations by making sure staff and volunteers:

- ✔ DON'T spend excessive amounts of time alone with children and adults away from others
- ✔ DON'T take them alone in a car on journeys, however short
- ✔ DON'T take them to their home or anywhere else.

Note: when it is unavoidable, these situations should only occur with the full knowledge and consent of the member of staff's manager, the child's parents or the adult's carers.

Staff and volunteers should never:

- ✔ use physical punishment
- ✔ allow or engage in inappropriate touching of any form
- ✔ allow the use of inappropriate language to go unchallenged
- ✔ make sexually suggestive comments about or to a child or Adult at risk, even in fun
- ✔ let allegations a child or Adult at risk makes go unchallenged or unrecorded
- ✔ do things of a personal nature for children or Adults at risk that they can do themselves
- ✔ engage in rough physical games.



## Child and young adult development

Understanding the typical stages of development will help you establish what behaviour you can expect from children and young adults at different stages of their development (0-18 years). There is no one resource to suggest and an internet search for 'child development stages' will give much insightful content to read – don't forget to look under the 'images' results of your search.

## Visits and other activities

Staff and volunteers should take particular care when supervising service users on trips and outings, where the setting is less formal than the usual workplace. Staff and volunteers remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries e.g.

- ✔ always have an adult colleague present in out of workplace activities, unless otherwise agreed with their manager or management committee
- ✔ undertake risk assessments
- ✔ have parental or carer consent to take part in the activity

💡 If children are asked to stay over night in a place of worship, permission should be sought from the child's guardians for them to do so. This could involve outdoor activities such as: scouts or indoor activities such as Itikaaf in the Mosque. It is always advisable to ensure that the necessary safeguards are in place for young children. Children should not be left unsupervised in a place of worship overnight unless with a designated adult whom is known to the POW or the parents of the child.



- ✔ never share beds or areas on the organisation's premises with service users where there is overnight activities taking place
- ✔ do NOT share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with senior manager, parents or carers.

## Safe behaviour when working with children and adults

Any member of staff or volunteer involved in working with or teaching children or Adults at risk is in a position of trust. You can use the following guidelines as a starting point to help set expectations of how you and your staff are expected to work. Doing this at a workshop with your staff and building your policies and procedures around the workshop is a great way for all staff to understand and feel a sense of ownership.

- ✔ Treat everyone with respect.
- ✔ Provide an example you want others to follow; be a role model.
- ✔ Encourage service users to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- ✔ Remember that someone else might misinterpret your actions, no matter how well intentioned.

- ✔ Avoid situations that compromise your working relationships and are unacceptable within a relationship of trust.
- ✔ Respect a service user's right to personal privacy, protection and a safe environment.
- ✔ Provide access and space for service users to talk about concerns they may have.
- ✔ Listen and be calm.

### Additionally, when working with children and young adults DO

- ✔ Set out clearly what behaviours are expected by staff, explain this to them and give regular reminders about good behaviour.
- ✔ Act as a model of good behaviour for them to follow.
- ✔ Praise and reward those whose behaviour is good.
- ✔ Be consistent and fair in the way you apply the rules.
- ✔ Use a range of systems to deal with incidents of bad behaviour.
- ✔ Let parents and carers know what to expect and that you will deal with incidents of bad behaviour.
- ✔ Know that it is normal for children, especially younger ones, to need regular reminders.
- ✔ Be clear and positive.
- ✔ Use ignoring as a technique to reduce low level bad behaviour.
- ✔ Be consistent, polite and fair.
- ✔ Recognise, praise and reward good behaviour.
- ✔ Criticise the behaviour not the individual.
- ✔ Avoid putting labels on the individual.
- ✔ Give them the chance to make amends.

### Do NOT

- ✔ Permit abusive peer activities (e.g. ridiculing, bullying, name calling).
- ✔ Have any inappropriate physical contact.
- ✔ Abuse your authority and use your position of power inappropriately.
- ✔ Show favouritism to any individual.
- ✔ Rely on your good name to protect you.
- ✔ Let suspicion, disclosure or allegations of abuse, go unrecorded or unreported.
- ✔ Jump to conclusions about others without checking facts.
- ✔ Believe 'it could never happen to me'.

### Additionally, when working with children and young adults DO NOT

- ✔ Compare one against another.
- ✔ Embarrass them in front of their peers.
- ✔ Disrespect them.
- ✔ Work alone with them.

Includes abstracts from Safeguarding Children in Madrassah, South Tyneside Council & South Tyneside Safeguarding Children Board Nov 2010

💡 When carrying out religious ceremonies, which may involve young children, such as baptism or christening, ensure permission is granted before photographs are taken of underage children.



## Managing behaviour

There are many different approaches to managing the behaviour of both children and adults. We typically use those we are most familiar with, the one our parents or carers used with us and those which are used within our own communities and this sometimes includes physical forms of punishment.

Physical punishment is prohibited and should not be used in any Faith Based Establishment. The use of physical punishment may harm the person concerned and may have repercussions for those that use it. As such it is important that those working with children are equipped with appropriate behaviour management techniques.

## Managing allegations against staff and volunteers

You should have a clear process in place to deal with allegations against your staff. Written procedures should include:

- ✓ If a member of staff receives an allegation they should immediately inform the head of service or the most senior member of the management committee – there should be a designated lead who must deal with employee/volunteer issues (see Step 1, Role 2 - Designated Lead for Position of Trust Issues)

- ✓ the service manager immediately (within a few hours) should discuss the content of the allegation with the chair of the management committee and within 24 hours with the Local Authority Designated Officer (LADO) or relevant team of officers, who may be part of a multi-agency framework or otherwise. The Local Authority should:

be involved in the management and oversight of allegations against people that work with children

provide advice and guidance on how to deal with allegations against people who work with children to employers and voluntary organisations

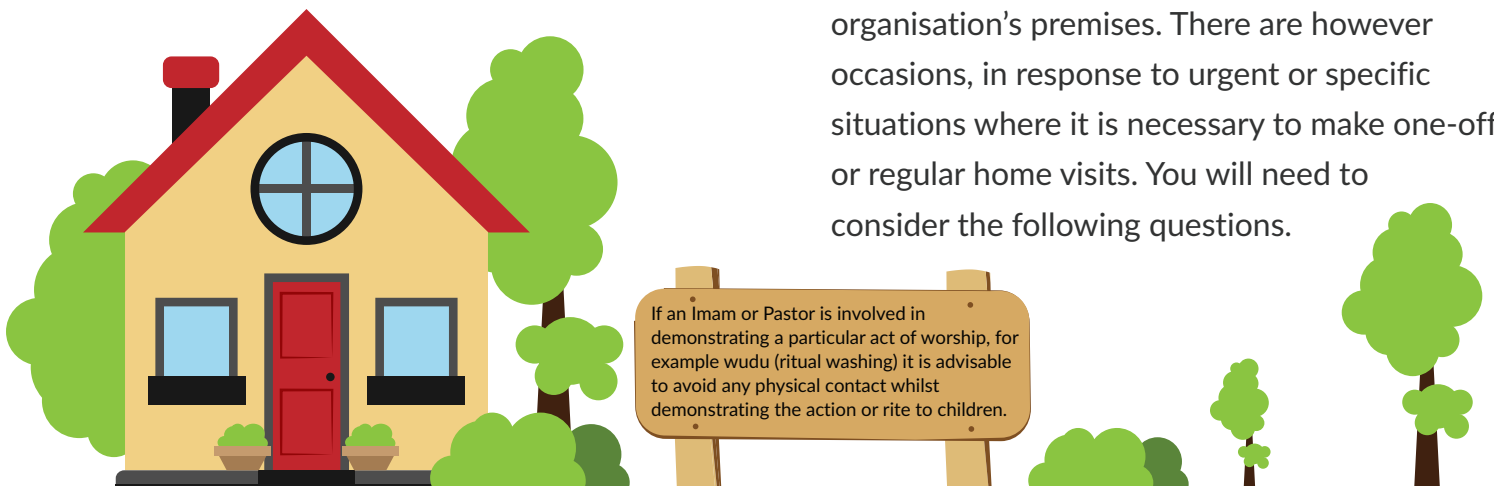
"ensure that there are appropriate arrangements in place to effectively liaise with the police and other agencies to monitor the progress of cases and ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

*Working Together to Safeguard Children, March 2015, HM Government*

- ✓ if the allegation concerns the head of the service, the person receiving the allegation should immediately inform the chair of the management committee who will consult as above, without notifying the head of service first.
- ✓ careful consideration should be given to suspending the member of staff against whom an allegation has been made, and there must be appropriate consultation before any decision to suspend is made.

## Home visits by staff and volunteers

All work with children and adults at risk, wherever possible, should be undertaken on the organisation's premises. There are however occasions, in response to urgent or specific situations where it is necessary to make one-off or regular home visits. You will need to consider the following questions.





- ✓ Are staff insured to be in a non-work environment?
- ✓ Who has management responsibility of the home visit or service?
- ✓ Is the staff member working under their own professional indemnity insurance?
- ✓ Has the organisation done a risk assessment for off premises service provision?
- ✓ Agree the purpose for any home visit with the management committee, unless this is an acknowledged and integral part of their role.
- ✓ Adhere to agreed risk management strategies.
- ✓ Always make detailed records including times of arrival and departure and work undertaken.
- ✓ Ensure any behaviour or situation which gives rise to concern is discussed with their manager and, where appropriate action is taken.
- ✓ Never make a home visit outside agreed working arrangements.

## Step 3: Checklist

- Child Protection and /or Adult Safeguarding policies are in place that include a clear responsibility for all staff to report suspected cases of abuse or Safeguarding concerns.

- Safe working practice guidelines developed with staff to cover all eventualities for your services e.g. confidentiality, staff behaviour, staff appearance, accepting gifts, infatuations, social contact, physical contact, care/physical intervention, sexual conduct, one to one situations, transporting children, educational visits.
- A physical discipline statement and appropriate sanctions are in place as required.
- Evidence that all staff and volunteers have read and understood safe working practice guidelines and know the range of people they can talk to if they have a concern.
- All policies and procedures are available to parents and careers.

💡 When letting in visitors to your faith based institution ensure that they are authorised to be there, especially if there are young people in your care such as a Sunday school, supplementary school, Madrassah or Jewish Yeshivas.



**Step 1**

Review, plan and basics

**Step 2**

Awareness training for all staff

**Step 3**

Safe working policies and practices

**Step 4**

Disclosure and reporting

**Step 5**

Safe recruitment

**Step 6**

Making a safe environment

## Step 4: Disclosure and reporting

What's required?

- Develop and put in place a Disclosure Policy.
- Child Protection and/or Adult Safeguarding policies that include clear responsibilities for all staff to report suspected cases of abuse or Safeguarding concerns.

### Consent and confidentiality

Normally personal information should be disclosed to third parties only with the consent of the subject of that information.

Consent should not be sought if this would place the child at increased risk of significant harm.

💡 If an Imam or Pastor is involved in demonstrating a particular act of worship, for example wudu (ritual washing) it is advisable to avoid any physical contact whilst demonstrating the action or rite to children.

## Responding to a child or adult who discloses they may have been abused

### Don't ❌

Do NOT ask questions, look shocked, make judgements, make promises or involve anybody else.

---

Do NOT ask them to do written statements.

---

Do NOT make promises you may not be able to keep e.g. not telling anyone else.

### Do ✅

Do remember their welfare is always paramount.

Do ensure confidentiality is respected as far as possible but information must be shared if there are Child or Adult Protection concerns.

---

Do listen carefully, give them space and time, accept what you hear and reassure them.

---

Do tell them that you must pass on the information you are given.

Do NOT make your own investigations.

---

Do tell them what you are going to do.

---

Do contact the LADO if there is an allegation against an employee/volunteer.

---

Do make careful notes (i.e. what was said and in what circumstances) as soon as possible, preferably within an hour, include dates and times and keep notes safely.

In the event of disclosure remember:

✓ the person will be informed at all stages of who is involved and what information they have been given

✓ at no time will anyone promise not to tell anyone else or ask the person leading questions

✓ the police can, if deemed necessary, interview the person at your establishment without parental or carer consent.

## Procedure for reporting suspected abuse of a Safeguarding concern

---

This is an example detailed procedure for the Designated Lead for Child Protection and/or Adult Safeguarding or your Designated Lead for Position of Trust Issues.

### Don't

Do NOT try to investigate.

---

Do NOT keep to yourself any information about abuse that is told to you (you are required by law to pass the information on).

### Do

If appropriate, immediately tell your senior manager, nominated management committee member or trustee about the concern.

---

Record any incidents that could reinforce a belief that abuse is happening. Recording should include:

- time, date and place
- what was seen or heard
- persons present
- action taken and by who
- the emotional state of the child or Adult at risk
- the name and signature of the person making the record
- who else knows
- what did you tell the child/adult regarding what you are going to do

## Don't


## Do

- information regarding the allegation
- information in respect of the alleged perpetrator.

Notify Social Care (if there is uncertainty about making a referral, seek advice from a member of the Social Care Duty Team) and

- if suspected abuse, parents/carers will not initially be contacted until the incident has been referred to Social Services or the Police
- if advised to do so by Social Care you inform the parents/carer about the referral after the referral has been made
- if a case conference is held lead the writing of a report for it and attend and/or present the report
- if the person is considered to be in need of a Protection Plan, liaise with an appointed key worker (usually a social worker working directly with them or their family) to support them through the work of the Core Group (a group of professionals who have responsibility for monitoring that the risks are reduced).

Don't forget: providing the option of support to your staff and volunteers who become involved with a person who has suffered harm, or appears to be likely to suffer harm, who find the situation stressful and upsetting.

 If religious ceremonies involve ritual bathing or water, such as wudu or baptism please ensure adequate supervision is in place when children are involved in such ceremonies. Please monitor the access to water available and ensure a moderate amount of water is involved to perform the rite.

## Step 4: Checklist

- Disclosure policy and practices in place.
- Reporting procedures for suspected abuse or Safeguarding concerns in place.



**Step 1**

Review, plan and basics

**Step 2**

Awareness training for all staff

**Step 3**

Safe working policies and practices

**Step 4**

Disclosure and reporting

**Step 5**

Safe recruitment

**Step 6**

Making a safe environment

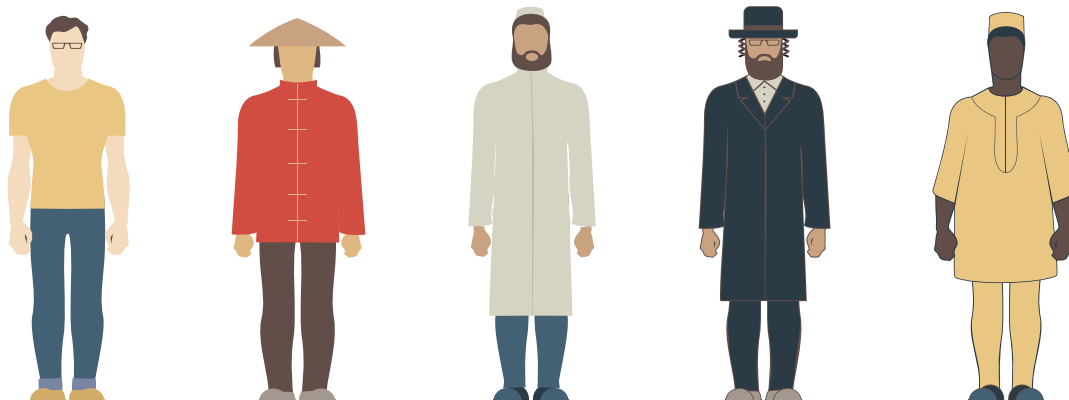
## Step 5: Safe recruitment

What's required?

- Put in place safe recruitment practices for staff and volunteers.
- Review and if necessary put in place a single central record of pre-employment checks for your Faith Based Establishment including DBS checks.
- Add Safeguarding to your staff and volunteer induction programme.

## Help for this step

We have not included lots of draft recruitment materials! To get you going on this step it is worth checking and updating your recruitment procedures to check the following good practice is in place to help ensure the recruitment of staff that are safe to provide the services you offer.



## Asking all applicants to give details of their previous experience


Make it clear for applicants that you wish to know about all of their voluntary or paid experience of working with children and/or Adults at risk.

## References

Get the applicant's permission for you to contact at least one person for a reference prior to interviews and/or appointment.

## Interview panel

At least two members of your management should interview all new members of staff and volunteers to decide on their suitability to be appointed.

 Staff who work with children regularly are required by law to be DBS cleared, with up to date references on record.

## Prior to appointment to post

Before appointing a new member of staff:

- ✔ get an appropriate reference from at least one person who can comment on the applicant's character and experience
- ✔ write to the previous organisation to confirm their reasons for leaving if an applicant has left one organisation in order to find work at another.
- ✔ once all references are satisfactory, gain DBS clearance before the new member of staff or volunteer starts their new role
- ✔ consider making a person's appointment dependent on their successfully completing a probationary period of between three to six months; this will ensure some level of monitoring of all new staff.

## Induction programme on appointment

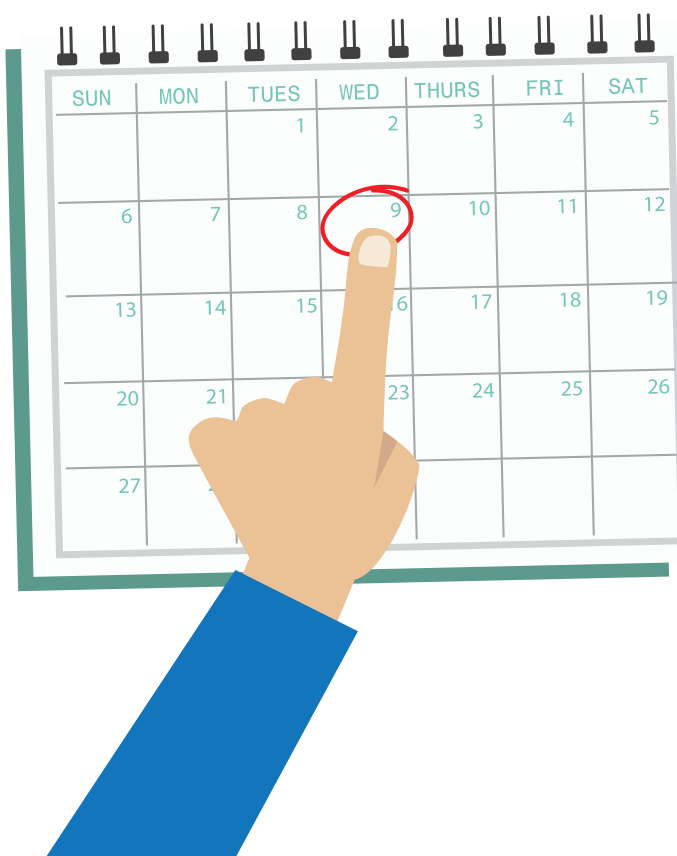
An induction programme that includes what they need to know about your Child Protection and/or Adult Safeguarding policies and practices.

💡 Those locking premises for religious institutions, including buildings and halls make sure that proper checks are made of all areas to which the public have access, including WC cubicles so that no one is locked in.

## Single central record of pre-employment checks for your Faith Based Establishment

Ensure you have in place a single place (such as a spreadsheet or other such method) a record of when the following checks have been carried out, when the results of the checks are received or certificates obtained and a date when all checks were complete.

- ✔ An identity check.
- ✔ An enhanced DBS check.
- ✔ A prohibition from teaching check (for qualified teachers only).
- ✔ Further checks on people living or working outside the UK.
- ✔ A check of any stated professional qualifications.
- ✔ A check to establish the person's right to work in the United Kingdom.



## Step 5: checklist

- A set of staff and volunteer safe recruitment practices in place which includes:
  - Job Descriptions which refer to suitability of work with children and/or Adults at risk
  - Application forms
  - Interviews
  - DBS Checks
  - Professional references for all staff.
- Maintenance of a single central record for the organisation of all pre-employment checks.
- Induction programme provided including Safeguarding practice.

💡 A mortuary can be established in a Mosque to provide facilities for keeping dead bodies, and a place for handling and washing the dead. If your Mosque has a morgue please ensure adequate care is taken to ensure it is guarded and kept locked at all times. Further, ensure the facilities are kept clean and tidy at all times as funerals can be unexpected. Only authorised staff should have access to areas where the deceased are prepared for burial. A rota should be kept of people who will be on call when dealing with funeral arrangements.



**Step 1**

Review, plan and basics

**Step 2**

Awareness training for all staff

**Step 3**

Safe working policies and practices

**Step 4**

Disclosure and reporting

**Step 5**

Safe recruitment

**Step 6**

Making a safe environment

## Step 6: Making a safe environment

What's required?

- Check basic Health & Safety arrangements are in place.
- Check to see if you have policies on First Aid, Fire Safety and Internet Safety and that this sufficiently protect service users.
- Review and if necessary put in place a single central record of pre-employment checks for your Faith Based Establishment including DBS checks.
- Add Safeguarding to your staff and volunteer induction programme.



## Health & Safety

The Health and Safety Regulations 1981 make a number of minimum requirements including the provision of First Aid equipment. It is essential that relevant equipment is available where you provide services, so that first aid can be given to anyone who is injured or becomes ill.

The minimum provision required is:

- ✓ a nominated person to act as a first aider
- ✓ the nominated person is appropriately trained
- ✓ a suitably stocked First Aid box should be available, accessible and clearly marked
- ✓ it is advised that no medicine or tablets are kept in this box
- ✓ keep a log of all incidents/accidents
- ✓ ensure that the Emergency Contact Number is prominently displayed
- ✓ ensure that clean toilet and wash facilities are provided
- ✓ ensure fire safety standards are met
- ✓ keep a confidential but easily accessible record of medical conditions of service users as well as any allergies.

💡 Where your faith-based institution is undertaking significant building works, duties arise under the Construction (Design and Management) Regulations Act 2007. Ensure any planned works are properly communicated to those who attend and ensure adequate signage is in place on site.



For good practice you should also:

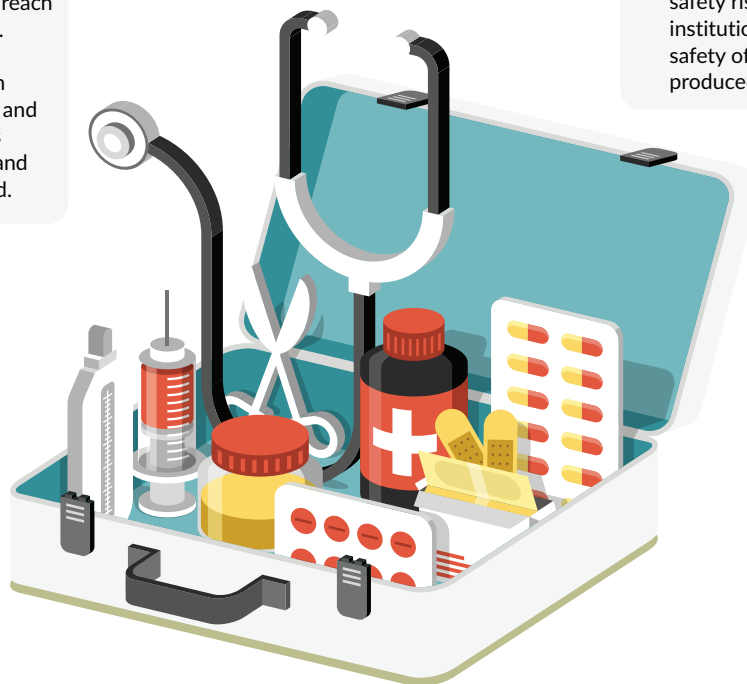
- ✓ provide basic health & safety training for all staff
- ✓ undertake routine risk assessments which are reviewed periodically.

## Other policies to check

You should also check the following policies and procedures or guidelines. Your faith based establishment may have to make sure they sufficiently protect those children, young adults or adults at risk you provide services for.

- ✓ First Aid policy and/or practice that, as a minimum, covers:
  - qualified first aider available
  - first aid kit(s) easily accessible
  - a notice showing where to find the first aid kit(s), who the first aiders are and how to contact them.
- ✓ Fire Safety policy or practice that, as a minimum, covers:
  - all fire exits unblocked and clearly marked
  - procedure for raising a fire alarm, evacuation, assembly point and taking register known to all
  - periodic testing of fire procedures.

💡 When carrying out religious ceremonies, which may involve the lighting of candles or burning of incense, ensure that young children are not within reach of any burning or toxic substances. Further, ensure that adequate equipment is used to perform such ceremonies with regards to health and safety requirements. Extinguishers should be available in case of fire and fire exits should be clearly marked.



💡 If your Church or Synagogue has a burial site on its ground, please assess the relevant safety legislation with regards to burial grounds. The Ministry of Justice has produced guidance to manage the safety risks of graveyards in religious institutions. Please see: 'Managing the safety of Burial ground Memorials', produced by the Ministry of Justice.

- ✓ Internet Safety (if you provide internet access or devices to access the internet) through settings e.g.
  - 'family-friendly' results from search engines e.g. Google and Bing
  - a filter to keep inappropriate content out and control what your staff and service users see through the Web
  - limit access to apps and games only approved by your organisation and use app ratings to ensure age-appropriate apps are selected.

## Step 6: Checklist

- Health and Safety policy and practice checked.
- First Aid policy and practice checked.
- Fire Safety policy and practice checked.
- Evidence that all staff and volunteers have read and understood each of your policies and procedures

# Appendix A. English legislation and guidance for Child Protection and Adult Safeguarding

## Children

- ✓ **Children Acts**, 1989 & 2004
- ✓ **Every Child Matters**, 2003 – Being safe
- ✓ **National Service Framework**, 2004
- ✓ **What to do if** (you are worried a child is being abused)
- ✓ **Common Assessment Framework**
- ✓ **Information Sharing Guidance**, 2008
- ✓ **Protection of Children in England**, 2009
- ✓ **Children and Families Act**, 2014
- ✓ **Working together to safeguard children**, 2010, 2013 and 2015

## Adults

- ✓ **Human Rights Act**, 1988 – enshrines the basic rights every human being has the right to expect.
- ✓ **Serious Case Reviews** – highlighting poor joint working, poor information sharing, failure of professionals to take responsibility, failure of professionals to tackle poor practice

- ✓ **The Francis Report** – the learning recommendations from North Staffordshire Hospital
- ✓ **Changes to CRB/ISA** – now the Disclosure and Barring Service – DBS
- ✓ **Domestic Violence**, Crime and Victims Act, 2014
- ✓ **Mental Capacity Act**, 2005 and Deprivation of Liberty Safeguards, 2009 – protecting right of adults who may lack 'capacity', guidance and made it a criminal offence to wilfully neglect or ill-treat
- ✓ **Health and Social Care Act**, 2006 – set up the Care Quality Commission that regulates health and social care service providers
- ✓ **Health and Social Care Act**, 2012 – major changes to the structure of the NHS and the interface with social care
- ✓ **No Secrets**, 2000 – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (replaced by Care Act, 2014)
- ✓ **Care Act**, 2014 – extensive new guidance on Safeguarding including the six underpinning principles, sharing information, clearer roles and responsibilities and a new broader role for safeguarding boards
- ✓ **Counter-Terrorism and Security Act**, 2015 – provides the legal framework for the Government's 'Channel' programme and local partnership working.

✦ When washing the deceased in a Mosque facility ensure that adequate care is taken of the body by monitoring who is allowed in and out of the washing room; that the room is securely locked after it has been used; that it has been cleaned thoroughly to avoid contamination.



## Appendix B. What is Prevent and Channel?

### Prevent National Strategy

This part of the Government's Counter-Terrorism approach, popularly known as CONTEST. Prevent covers all forms of terrorism, including international terrorism, the extreme right or left, animal rights, environmental protest, the IRA etc. It is currently based upon the assumption that a terrorist attack is 'highly likely' and

- ✔ focuses on safeguarding individuals at risk of exploitation through exposure to extreme ideologies, whether through personal contact or via the internet who may go down the path of becoming a terrorist or supporting terrorism
- ✔ has a clear focus on countering the narrative of groups which target individuals vulnerable to exploitation by extremists
- ✔ looks to ensure that organisations and their staff working with children and adults:
  - know what to do if they see signs of exploitation by extremists
  - encourage collaboration with local policing
  - work on 'shared values'
  - minimise the risk of people with unacceptable views running or working with them and reduce the risk of extremist views being promoted
  - work closely with local government partners e.g. local authorities.

**Channel** is part of Prevent and works in a similar way to other initiatives that seek to support individuals at risk from involvement in gangs, drugs and other social issues. Channel is:

- ✔ not specifically aimed at children and young people but acknowledges they can be exploited therefore vulnerable to being influenced by extremist views
- ✔ supporting individuals of any faith, ethnicity or background from being drawn into any type of violent extremism
- ✔ supporting individuals identified as vulnerable to be exploited by extremists, which may lead to violent extremism and even terrorism
- ✔ assessing the nature and extent of that risk (through a local panel)
- ✔ developing and ensuring provision of appropriate support.

### Channel facts

The number of Channel referrals in the UK stands at 3,934 (April 2007 to March 2014). The number of referrals since the introduction of Channel since it was piloted:

- 2006/7 – 5
- 2007/8 – 75
- 2009/10 – 179
- 2010/11 – 467
- 2011/12 – 599
- 2012/13 – 74
- 2013/14 – 1281

Between April 2007 and the end of March 2014 Channel received a total of 1450 referrals that were under 18 years of age at the time they were referred.



## Appendix C. Descriptions of harm and signs which may indicate abuse



Being mistreated or abused is sometimes called 'significant harm'. The following descriptions can help you decide whether the welfare of children or adults at risk abuse, harm, neglect or exploitation by extremists.


### PHYSICAL ABUSE

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating. It is against the law to discipline a child or vulnerable adult by deliberately doing any of these things. Physical abuse can also result when a parent or carer deliberately causes the ill health of a child or adult in order to seek attention; this is called fabricated illness.



### Signs which may suggest physical abuse

-  Any bruising to a baby - pre-walking stage.
-  Multiple bruising to different parts of the body or that is unusual such as the face or back.
-  Fingertip bruising or grasp marks to the chest, back, arms or legs.
-  Bites.
-  Bruising of different colours indicating repeated injuries.
-  Burn and scald marks of any shape or size.
-  Large number of scars of different sizes or ages.
-  An injury for which there is no adequate explanation.
-  Being fearful of others.






-  Wearing inappropriate clothes to cover their injuries and be resistant to explaining how the injury happened.

### SEXUAL ABUSE






Sexual abuse involves forcing or enticing a child, young person or Adult at risk to take part in sexual activities, whether or not they are aware of what is happening. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities, harassment or looking at pornographic material. Encouraging children to act in sexually inappropriate ways is also abusive. Under the Sexual Offences Act 2003, any sexual activity – contact or non-contact – with a child under the age of 13 is a crime.



### Signs which may suggest sexual abuse

-  Something a child or adult at risk tells you or something they tell someone else.
-  A child who seems to have inappropriate sexual knowledge for their age or is sexually provocative or seductive with adults.
-  Excessive preoccupation with sex; inappropriately sexualised play, words or drawings.
-  A child or vulnerable adult who may be visiting or being looked after by a known or suspected sexual offender.
-  Genital soreness, injuries or discomfort, sexually transmitted diseases such as urinary infections.

### Additional signs in older children and adults which may suggest sexual abuse

-  Depression.
-  Drug and/or alcohol abuse.
-  Eating disorders or obsessive behaviours.
-  Self-mutilation or suicide attempts.
-  School, peer or relationship problems.

## EMOTIONAL ABUSE

Emotional abuse happens when a person's need for love, security, praise and recognition is not met. Some level of emotional abuse is involvement in all types of ill treatment of a child or an adult at risk. Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when social contact with others is prevented or if developmentally inappropriate expectations are imposed upon them. Those who are living with domestic violence are also impacted by the violent and fearful atmosphere that is present in the home.



### Signs which may suggest emotional abuse

-  Excessive behaviour e.g. excessive bedwetting, overeating, rocking, head banging, attention seeking, clingy.
-  Self-harming e.g. cut or scratch themselves or overdose.
-  Attempting suicide.
-  Persistently running away from home.
-  High levels of anxiety, unhappiness or withdrawal.
-  Avoiding than seeking out affection.
-  Very low self-esteem or excessive self-criticism.
-  Parents or carers who are over-critical and emotionally distant.
-  Lack of appropriate boundaries with strangers; too eager to please.
-  Eating disorders.

## NEGLECT

Neglect is the persistent failure to meet basic physical and/or psychological needs, causing damage to a person's health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect from harm or danger, or failing to access appropriate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse.



### Signs which may suggest neglect

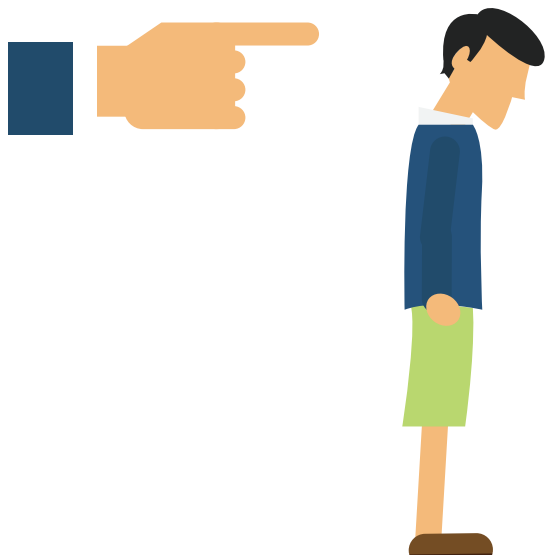
-  Parents or carers who fail to attend to their children's health or development needs.
-  Squalid, unhygienic or dangerous home conditions.
-  Appear persistently undersized or underweight due to poor diet.
-  Continually appear tired or lacking in energy including constant hunger; stealing or gorging food.
-  Inadequate supervision; being left alone for long periods of time and suffer frequent injuries.
-  Lack of stimulation, social contact or education.
-  Repeated wearing of inappropriate clothing for the weather.

## EXPLOITATION BY EXTREMISTS

Individuals can be exploited by extremists to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups and actions. There is no clear profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas.

The process will be different for every individual and can take place over an extended period or within a very short time frame. Given this, it is important that awareness, sensitivity and expertise are developed to recognise signs that an individual is being exploited and put at risk of significant harm.

Children and adults at risk can be drawn into violence or they can be exposed to the messages of extremist groups by many means. These can include family members or friends, direct contact with members, groups and organisations or through the internet and social media. This may lead them to the risk of being drawn into criminal activity, which has the potential to cause significant harm.



## Signs which may suggest emotional abuse

-  **Identity crisis** with distance from cultural/religious heritage and uncomfortable with their place in the society around them.
-  **Personal crisis** through family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging.
-  **Personal circumstances** such as migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
-  **Unmet aspirations** with perceptions of injustice; feeling of failure; rejection of civic life.
-  **Criminality** through experiences of imprisonment; poor resettlement/reintegration; previous involvement with criminal groups.

This list is not exhaustive, nor does it mean that all people experiencing the above are at risk of exploitation for the purposes of violent extremism.

## Other critical risk factors

-  Being in contact with extremist recruiters.
-  Articulating support for violent extremist causes or leaders.
-  Accessing violent extremist websites, especially those with a social networking element.
-  Possessing or viewing violent extremist literature.
-  Using extremist narratives and a global ideology to explain personal disadvantage.
-  Justifying the use of violence to solve societal issues.
-  Joining extremist organisations.
-  Significant changes to appearance and/or behaviour.

## Other potential indicators

- ✔ Use of inappropriate language.
- ✔ Possession of violent extremist literature.
- ✔ Behavioural changes.
- ✔ The expression of extremist views.
- ✔ Advocating violent actions and means.
- ✔ Association with known extremists.
- ✔ Seeking to recruit others to an extremist ideology.

Note: no research has identified a definitive list of indicators which would show that someone is vulnerable to being exploited by violent extremists. Rather, the risk is the product of a number of factors and identifying this risk requires that staff exercise their professional judgement, seeking further advice as necessary.

## Importance of E-safety

E-safety is a term which extends the practice of safeguarding to the internet and all related information technology. The use of the internet covers a huge variety of equipment and activities, from desk based computers, laptops and mobile phones, to on-line gaming devices such as gaming consoles.

E-Safety covers all activity associated with the Internet including email, browsing, social media platforms such as Facebook and Twitter and other associated app based products such as Snapchat. Such activities have become a prominent concern for Government in the area of safeguarding due to new associated challenges, such as: cyber-bullying, age appropriate content and grooming.

Why should faith based institutions adopt e-safety?

Children are being exposed to technology and the Internet at an ever-increasing rate; this can be for a number of reasons. Schools are using technological devices to enhance learning and improve the sensory learning environment. Faith Based Institutions are now also increasingly using online resources to support the teaching and learning process. Despite the obvious benefits, faith based establishments need to be made aware of the associated risks of Internet usage and should be trained in e-safety as a means to safeguard children.



Faith Based Establishments have a duty to recognise the importance of e-safety in the context of the Every Child Matters policy, which necessitates that faith based institutions safeguard and promote the welfare of children and young people in their care. Faith based institutions have an obligation to reassure parents that their children will learn and flourish in a safe environment. Therefore every faith based institution has a responsibility to safeguard children from all harm including harm introduced via the internet through the usage of mobile devices.

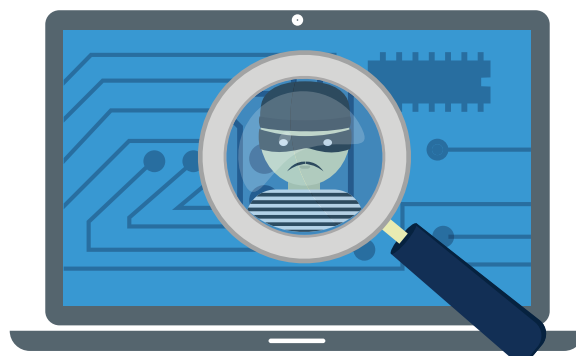
As part of child protection training, e-safety must be introduced. Parents of pupils must be encouraged to understand the importance of e-safety.

### What are the child protection issues related to e-safety?

When on-line, children may be exposed to inappropriate material. Certain individuals may also use the internet to make contact with children and to groom them with the aim to either exploit them sexually or to radicalise them. Grooming children and vulnerable adults for sexual exploitation is a well-known consequence of the misuse of the Internet, however, radicalisation has also been identified as a consequence of grooming.

Advances in information technology can also present opportunities for children and young people to take part in inappropriate conduct. These may include bullying, known as cyber bullying, which is carried out through the use of hurtful text message. Such activities can take place anytime, however, staff need to be aware if any child in their charge is being affected by inappropriate conduct or whether a child is instigating this behaviour.

Faith based institutions should appoint an e-safety coordinator or officer. This should be dependent on the size of the institution in relation to the number of staff and volunteers to the ratio of the numbers of pupils. Ideally two members of staff should be trained as child protection designated Leads and two members of staff should be trained as e-safety designated Leads. In both cases the second officer should be a senior member of staff who will fulfil the role in the absence of the former person with designated responsibility. A child protection designated officer (CPDO) can also be appointed as a e-safety coordinator or officer, because both are safeguarding roles and can be combined.





## West Midlands contacts and sources of help

In an **emergency call** the Police on 999.

### Your important local contacts

📞	Role	👤	Name	📞	Telephone
	Your Safeguarding Coordinator				
	Your Deputy Safeguarding Coordinator				
	Your Designated Lead for Position of Trust Issues				
	Children's Social Services				
	Adults Social Services				
	Police Child and/or Adult Child Protection Team				



## West Midlands: local contacts

---

### Emergency

If you think a child or an adult of risk is in immediate danger, call the emergency services on 999.

### Advice and information

If you want to discuss your concerns or need advice e.g. if you're not sure whether your concerns are justified, you would like more information about issues like confidentiality or you would like to know what happens next (after you have reported your concerns) contact one of the following organisations:

### Local authority

---

Birmingham

### Concerns about children

---

<http://www.lscbbirmingham.org.uk/>

Office hours

Multi-Agency Safeguarding HUB (MASH) on 0121 303 1888 or email [MASH@birmingham.gov.uk](mailto:MASH@birmingham.gov.uk)

Outside of office hours

Call 0121 675 4806 for the Emergency Duty Team.

### Concerns about adults

---

<http://www.bsab.org/>

Emergency

Phone 999. If you think there has been a crime contact the police straightaway.

Call West Midlands Police on 0345 113

5000 or 101. From outside the West Midlands phone 0345 113 5000.

Not an emergency

If you want to report adult abuse please call the "Adults & Communities Access Point" (ACAP) on 0121 303 1234 and press option 1 on your keypad.

Out of hours

Emergency Duty Team on 0121 675 4806.

'Position of Trust' enquiry

Please phone 0121 303 6906.

## Local authority

Coventry

## Concerns about children

<http://www.coventrylscb.org.uk/>

Office hours

If there is no immediate danger or you

need advice or information, you should

call the Referral and Assessment Service on 024 7678 8555.

Outside of office hours

If a child is in immediate danger or left alone, you should contact:

- Police, Tel: 0345 113 5000 or, call 999 in an emergency
- Police CAIU: 024 7653 9044 or
- Social worker (out of office hours): Tel: 024 7683 2222.

## Concerns about adults

[http://www.coventry.gov.uk/info/158/Safeguarding\\_adults](http://www.coventry.gov.uk/info/158/Safeguarding_adults)

Emergency

In an emergency dial 999 immediately.

In urgent situations call the police on 101.

Non-emergency and out of hours

For all other situations to report harm or mistreatment or to seek advice call

Coventry City Council on 024 76 83 3800. Out of office hours/public holidays call 024 7683 2222.

Solihull

<http://socialsolihull.org.uk/lscb/>

Office hours

Children's Social Work

Services, Referral and Advice Team on 0121 788 4333.

Outside of office hours

Contact the Emergency Duty Team (EDT) on 0121 605 6060.

<http://www.solihull.gov.uk/adultabuse>

Speak to us: 0121 704 8007

(outside

office hours in an emergency: 0121 605 6060).

Police: 101 (or 999 in an emergency).

Elder Abuse Helpline: 0808 808 8141.

Warwickshire

<http://www.warwickshire.gov.uk/wscb>

Child Protection concerns

Contact 01926 410410.

<http://www.warwickshire.gov.uk/Safeguardingadults>

Contact Adult Social Care Team on 01926 412080.

## Local authority

---

Dudley

---

Sandwell

## Concerns about children

---

<http://Safeguarding.dudley.gov.uk/>

Office hours

Call the following offices (9am - 5pm):

- Brierley Hill Area Office:  
01384 813000
- Dudley, Sedgley and Coseley Area  
Office: 01384 813200
- Halesowen and Stourbridge Area  
Office: 01384 815902.

Outside of office hours

Contact the Emergency Duty Team on 0300 555 8574 or in an emergency call 999.

---

<http://www.sandwellscb.org.uk/>

Contact

Children's Social Care by telephoning Sandwell's Contact Centre on 0845 351 0131 (out of office hours is the same number).

## Concerns about adults

---

<http://Safeguarding.dudley.gov.uk/>

Office hours

The Access to Adult Social Care Team is available on 0300 555 0055 from 9.00am to 5.00pm, Monday to Friday.

Outside of office hours

Emergency Duty Team is available on 0300 555 8574.

---

[http://www.sandwell.gov.uk/site/custom\\_scripts/ip\\_directory\\_record.php?recordID=593&categoryID=33](http://www.sandwell.gov.uk/site/custom_scripts/ip_directory_record.php?recordID=593&categoryID=33)

In an emergency call the police on 999. To report suspected abuse please contact Sandwell Council ASSIST on 0845 352 2266 between 8am and 8pm Monday to Friday, email:

[Sandwell\\_assist@sandwell.gov.uk](mailto:Sandwell_assist@sandwell.gov.uk) or write to Sandwell Council ASSIST, PO Box 15825, Oldbury B69 9EL; or after 8pm Monday - Friday and all day Saturdays and Sundays ring the Emergency Duty Team on 0121 569 2355.

## Local authority

Walsall

Wolverhampton

## Concerns about children

<http://wlsccb.org.uk/>  
Office hours  
Children's Services on 01922 658170.  
Outside of office hours  
Emergency Response Team on 0300 555 2922 or 0300 555 2836.

<http://www.wolvesscb.org.uk/>  
Office hours  
Duty and Assessment Team based at Wolverhampton Civic Centre on 01902 555392.  
Outside of office hours  
Contact emergency service on 01902 552999.

## Concerns about adults

[www.walsall.gov.uk/adultabuse](http://www.walsall.gov.uk/adultabuse)  
Telephone: 0300 55 2922  
Textphone: 0845 111 2910  
Email: [initialintake@walsall.gov.uk](mailto:initialintake@walsall.gov.uk)

<http://www.wolverhampton.gov.uk/article/2959/Safeguarding-Adults-Board-SAB>  
If you are, or you suspect someone is, being abused call us on 01902 551199 during open hours or 01902 552999 for emergency out of hours. If immediate action is needed dial 999.

## West Midlands Police contacts

### Rape and Sexual Violence

<http://www.west-midlands.police.uk/advice-centre/help-and-advice/rape-and-sexualviolence/reporting-rape/index.aspx>

### Honour abuse

<http://www.west-midlands.police.uk/advice-centre/help-and-advice/honour-abuse/index.aspx>

### Female genital mutilation

<http://www.west-midlands.police.uk/advice-centre/help-and-advice/honour-abuse/femalegenital-mutilation/>

## National contacts and other sources of information and help

### NSPCC Child Protection Helpline

<http://www.nspcc.org.uk/>

Freephone: 0808 800 5000 (24 hour)

Text: 88858

### Asian Child Protection Helpline

Freephone: 0808 800 5000 (24 hour)

Email: [helpline.asian@nspcc.org.uk](mailto:helpline.asian@nspcc.org.uk)

### Childline

[www.childline.org.uk/](http://www.childline.org.uk/)

Freephone: 0800 1111

### Muslim Youth Helpline

0800 808 2008 or visit [www.myh.org.uk](http://www.myh.org.uk)

### Mosque Support Help Line (MSHL)

[www.themshl.org](http://www.themshl.org)

### Faith Associates

#### Madrasah Support and Child Protection training

[www.faithassociates.co.uk](http://www.faithassociates.co.uk)

Tel: 0845 273 3903

### National Association of Madrasah Madrasah Quality Standards

[www.madrassah.co.uk](http://www.madrassah.co.uk)

### Banardos

[www.banardos.org.uk](http://www.banardos.org.uk)

### Forced Marriage Unit

[www.fco.gov.uk/forcedmarriage](http://www.fco.gov.uk/forcedmarriage)

(+44) 020 7008 0151

### Karma Nirvana Honour Network

[www.karmanirvana.org.uk](http://www.karmanirvana.org.uk)

0800 5999 247

**SAYA** (24 hour multi-lingual telephone support)

0800 389 6990

### Health and Safety Executive

[www.hse.gov.uk](http://www.hse.gov.uk)

0300 003 1747

### CCPAS (The Churches' Child Protection Advisory Service)

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

### National Catholic Safeguarding Commission

[www.catholicsafeguarding.org.uk/home.htm](http://www.catholicsafeguarding.org.uk/home.htm)



## Other local support

### Birmingham and Solihull Women's Aid

[www.bswaid.org](http://www.bswaid.org)

0808 800 0028

### Panahghar (Coventry)

[www.safehouse.org.uk](http://www.safehouse.org.uk)

02476 228952

### Walsall Domestic Violence Forum

[www.wdvh.co.uk](http://www.wdvh.co.uk)

01922 406767

## Glossary

**Baptism:** the Christian religious rite of sprinkling water on to a person's forehead or of immersing them in water, symbolizing purification or regeneration and admission to the Christian Church. In many denominations, baptism is performed on young children and is accompanied by name-giving.

**Christening:** a Christian ceremony at which a baby is christened like a baptism.

**Circumcision:** the action or practice of circumcising a young boy or man.  
Gurdwara: a Sikh place of worship.

**Itikaf:** is an Islamic practice consisting of a period of retreat in a mosque for a certain number of days in accordance with the believer's own wish. It is most common during the month of Ramadan, especially the last ten days.

**Madrassah:** a school or college for Islamic instruction.

**Yeshiva:** an Orthodox Jewish college or seminary.

**Wudu:** an ritual washing to be performed in preparation for prayer and worship.









EMPOWERING  
COMMUNITIES

Faith Associates 26 York Street, London, United Kingdom, W1U 6PZ



+44 (0) 8452 733903



info@faithassociates.co.uk



www.faithassociates.co.uk