

## This Safeguarding Policy summarises that of SKC Church as it relates to the work of Suffolk Coastal Poverty Action (SCPA)

### SAFEGUARDING POLICY PROMOTING A SAFER CHURCH

In accordance with the Church of England Safeguarding Policy, SCPA is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and adults at risk.
- Responding promptly to every safeguarding concern or allegation, following the six key principles that underpin adult safeguarding responses, as follows:
  - **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
  - **Prevention** – It is better to take action before harm occurs
  - **Proportionality** – The least intrusive response appropriate to the risk presented
  - **Protection** – Support and representation for those in greatest need
  - **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
  - **Accountability** – accountability and transparency in delivering safeguarding
- Recognising;
  - The welfare of the child or adult at risk is paramount
  - All children and adults at risk have the right to protection from abuse
  - Safeguarding is everyone's responsibility
  - Professional Curiosity is important in recognising and responding to safeguarding concerns
  - The importance of following information sharing procedures in safeguarding
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

SCPA will:

- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Include on its website a copy of this Summary, as well as the full version ([scpa.uk](http://scpa.uk))
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops' guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately, as appropriate.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Regularly update the Safeguarding dashboard.
- Play a part in the review of the content and implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works and volunteers within SCPA will agree to abide by this policy and the guidelines established by the SKC Benefice.

Date: November 2025, approved by Church Council 19<sup>th</sup> November, 2025

## **Annexes to SKC Church Safeguarding Policy**

The Safeguarding Policy and the Annexes thereto cover all the activities of SKC Church, including Suffolk Coastal Poverty Action, the Sax Community Fridge and At the Crossroads and, where applicable, the separate policies of each subordinate entity (being tailored to the specific context of their mission) cohere with the policy of the charity as a whole.

These documents are either taken from Diocesan or main Church of England safeguarding pages or other relevant sources.

1. Parish Statement of Safeguarding. This includes specific contact details to be used in the event of concern or referral being required.
2. SKC Safer Recruitment Policy. Applicable to employee recruitment.
3. Types and Signs of Abuse
4. Safeguarding Training

## Annex 1 Benefice Statement of Safeguarding



### Benefice Statement of Safeguarding

(as approved by the Bishop's Safeguarding Panel, March 2016)

**Benefice:** Saxmundham with Kelsale cum Carlton (SKC Church)

**Rector:** Rev. David Preece

**Parish/Benefice Safeguarding Officer:** Julia Kinsey

SKC Church recognises that the welfare of children, young people and adults at risk of harm is paramount and that we have a duty of care when they are in our charge. We will do everything that we can to provide a safe and caring environment whilst they attend our activities. Our policies operate within the framework of legislation pertaining to the Safeguarding of children, young people and adults at risk.<sup>1</sup>

#### We will:

- ✓ Treat all people but especially children<sup>2</sup>, young people and adults at risk<sup>3</sup> and groups with respect and celebrate their achievements.
- ✓ Recruit and select all those working with children, young people and adults at risk or groups on our behalf in accordance with Church of England Practice Guidance on Safer Recruitment.

---

<sup>1</sup> UK safeguarding legislation is a framework of laws and regulations designed to protect children and adults at risk from harm, abuse, and neglect. Key legislation includes the Children Acts 1989 and 2004, for child protection, and the Care Act 2014 for safeguarding adults at risk. The [Safeguarding Vulnerable Groups Act 2006](#) establishes the Disclosure and Barring Service (DBS) to help prevent unsuitable people from working with children and vulnerable adults. The statutory framework "Working Together to Safeguard Children" 2023 also applies and outlines the roles and responsibilities of agencies when working to safeguard children.

<sup>2</sup> A "child" is defined as any person who has not yet reached the age of 18. This definition is based on the legal standard in the UK and Wales and ensures consistent protection for all individuals under this age, regardless of other factors like independence or education status.

<sup>3</sup> An "adult at risk of harm" is any person aged 18 or over who has needs for care and support and is experiencing, or is at risk of, abuse or neglect. Because of their care needs, they are unable to protect themselves from abuse or neglect and may be more vulnerable due to personal characteristics like disability, mental disorder, or illness, or due to life circumstances like isolation. Key components of the definition include:

- **Age:** The individual is aged 18 or over. Prior to that age, he/she would be categorised as a child.
- **Care and support needs:** The person has a need for care and support, which is the core reason they may be at risk. This includes those with a physical or learning disability, mental health needs, or a long-term health condition.
- **Risk of harm:** The person is experiencing or is at risk of abuse or neglect. Harm can be physical, emotional, financial, or involve neglect.
- **Inability to self-protect:** Due to their care and support needs, the individual is unable to protect themselves from the risk of abuse or neglect.
- **Increased vulnerability:** Their vulnerability is increased by factors such as their age, disability, mental disorder, illness, or other life circumstances like isolation

- ✓ Provide a code of conduct for all staff to include the assessment of risk for key roles when working with children, young people and adults at risk.
- ✓ Respond to concerns and allegations without delay in accordance with Diocesan Safeguarding procedures.

## Concerns

When there is a disclosure of harm or there are concerns about the welfare of any children, young person or vulnerable adult, all adults in our church community are expected to share their concerns and allegations with at least one of the following people:

- The Benefice Safeguarding Officer (BSO) – Julia Kinsey – 07726 793888  
[safeguarding@skc.church](mailto:safeguarding@skc.church)
- The SCPA Safeguarding Officer (SCPA- SO) – Halcyon Meldrum – 07795 243300  
[safeguarding@scpa.uk](mailto:safeguarding@scpa.uk)
- The Diocesan Safeguarding Officer (DSO) – Karen Galloway – 07785 621319  
[karen.galloway@cofesuffolk.org](mailto:karen.galloway@cofesuffolk.org)

Any **urgent** referrals (i.e. where there is a perceived risk of immediate danger) should be made **without delay** to:

- Suffolk County Council Customer First - **0808 800 4005** (Freephone from most phones).
- If a child, young person, or vulnerable adult is at risk of immediate harm, the police should be immediately informed – **999**.

## Allegations

Additionally, in accordance with diocesan safeguarding procedures, all allegations against staff or volunteers should also be referred to the Diocesan Safeguarding Officer (07785 621319) by the SCPA Safeguarding Officer at the earliest opportunity. The DSO will determine whether the matter needs to be referred to the LADO, in consultation with the BSO.

### The BSO and SCPA-SO are responsible for:

- Helping to ensure that all those who come into contact with children, young people or adults at risk on behalf of SCPA follow this policy and are aware of the SCPA and Diocesan Safeguarding procedures. These are available from the Diocesan Website [www.cofesuffolk.org/safeguarding](http://www.cofesuffolk.org/safeguarding).
- Helping to ensure that all those who come into contact with children, young people or adults at risk receive diocesan safeguarding training, as appropriate. Course and booking information is available on the diocesan website-

<https://www.cofesuffolk.org/for-parishes/promoting-a-safer-church/safeguarding-training/>

**Those who are employed by or volunteer with SCPA will:**

- ✓ Treat all people, especially children, young people or adults at risk with respect and dignity.
- ✓ Ensure that the welfare and safety of the vulnerable is paramount at all times.
- ✓ Always act in a professional way and not accept bullying.
- ✓ Liaise openly (where it does not place a child, young person or vulnerable adult at risk) with parents and carers.
- ✓ Only use physical contact in an entirely appropriate manner.
- ✓ Avoid being alone with children and young people (unless it is absolutely necessary to do so).
- ✓ Listen to, and act upon, any disclosures/allegations/concerns that a child, young person or vulnerable adult has been harmed.
- ✓ Ensure that all those working with children, young people or adults at risk receive the appropriate diocesan safeguarding training.

Owner:	Karen Galloway		Published:	Website	
Created:	May 2023	Last amended:	Nov. 2025		

## **Annex 2**

## **Safer Recruitment Policy**

### **1 Introduction**

Suffolk Coastal Poverty Action (“SCPA”) is committed to providing the best possible service to its service users and the wider community. SCPA is also committed to providing a supportive and flexible working environment to all its members of staff and volunteers. SCPA recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of SCPA's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief (recognising that some roles have a Genuine Occupational Requirement around Christian faith), sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age
- to ensure compliance with all relevant legislation, recommendations and guidance including any guidance or code of practice published by the Disclosure and Barring Service (**DBS**);
- to ensure that SCPA meets its commitment to safeguarding and promoting the welfare of clients, and children & young people by carrying out all necessary pre-employment checks.

### **2 Data protection and recording of checks**

SCPA is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to SCPA to enable SCPA to carry out the checks that are applicable to their role. Any checks carried out will be recorded as required on SCPA's GDPR Policy. SCPA will also be required to provide certain information to third parties, such as the Disclosure and Barring Service. Failure to provide requested information may result in SCPA not being able to meet its employment, safeguarding or legal obligations. SCPA will process personal information in accordance with SCPA Data Protection policy and the Information and records retention policy.

### **3 Recruitment and selection procedure**

All adverts posted by SCPA will include a statement about its commitment to safeguarding and promoting the welfare of service users (and associated children), and make clear that safer recruitment checks will be undertaken.

All applicants for employment will be required to provide a curriculum vitae or statement outlining their academic and employment history and their suitability for the role. Applicants will receive a job description and person specification for the role applied for. This policy and SCPA's Safeguarding policy and procedures are available to download from SCPA's website (to be found within the SKC Church website at [www.skchurch.org](http://www.skchurch.org)). Copies can be forwarded to applicants on request.

SCPA will then conduct a shortlisting exercise by reviewing all applications received in order to determine which applicants will be invited for interview. The shortlisting exercise will usually be conducted by two members of the SCPA leadership team who will ideally also be involved in the interview process.

Shortlisted applicants will be invited to attend an interview at which their skills and experience will be discussed in more detail. All shortlisted applicants will be tested at interview about their suitability to work with relevant service users.

All shortlisted applicants will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with relevant service users and children. This information will be considered and discussed with applicants at interview.

If SCPA decides to make an offer of employment following the interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating SCPA's terms and conditions of employment
- verification of the applicant's identity (where that has not previously been verified)
- verification of qualifications, whether professional or otherwise, which SCPA takes into account in making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not
- verification of the applicant's employment history
- SCPA being satisfied that any information generated through online searches does not make the applicant unsuitable to work at SCPA
- the receipt of two references (one of which should be from the applicant's most recent employer) which SCPA considers to be satisfactory
- the receipt of an enhanced disclosure from the DBS which SCPA considers to be satisfactory (only in very rare circumstances will a post not require an enhanced DBS check)
- verification of the applicant's right to work in the UK; and
- any further checks which SCPA decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.

Additionally:

- for positions which involve "teaching work", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency
- where the position amounts to "Regulated Activity" (see section 4.3.1 below) confirmation that the applicant is not named on the Children's Barred List

#### **4 Pre-employment checks**

In fulfilling its obligations to carry out pre-employment checks the SCPA does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age. SCPA is a ministry of SKC Church and there is a Genuine Occupational Requirement that all employees must be Christians, associated with a Christian Church which is, or could be, in membership of the Council of Churches of Britain & Ireland.

**4.1 Right to work in the UK:** all applicants must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist': (Right to work checklist (publishing.service.gov.uk)).

**4.2 Qualifications:** all applicants must also bring to interview original documents which evidence any educational and professional qualifications referred to in their application form and / or which SCPA requests.

#### **4.3 References**

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by SCPA. One of the references should be from the applicant's current or most recent employer. Where there is no current employer, verification of the most recent period of employment and reasons for leaving should be obtained.

References will be taken up if an offer of employment is given.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied.

Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by SCPA. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed.

As part of the selection process, SCPA will use appropriate techniques to identify the best candidate for the post. Interviewers will agree structured questions and explore potential areas of concern. Full records will be kept of decisions made and all information considered

SCPA may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

SCPA treats all references given or received as confidential which means that the applicant will not usually be provided with a copy.

#### **4.4 Criminal records checks**

Almost all posts at SCPA will require an enhanced disclosure from the DBS as our front-line workers and senior leadership work with adults at risk and/or Children. From May 2013, the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. Further details on the DBS filtering rules can be found at:

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards>

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

#### **4.4.1 Regulated Activity**

In addition to an enhanced DBS check, SCPA will apply for a check of the Children's Barred List\* (now known as an Enhanced Check for Regulated Activity) in respect of all positions at SCPA which amount to "Regulated Activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of SCPA will amount to Regulated Activity if it is carried out:

- (1) frequently, meaning once a week or more; or
- (2) overnight, meaning between 2.00 am and 6.00 am; or
- (3) satisfies the "period condition", meaning four times or more in a 30 day period; and
- (4) provides the opportunity for contact with children.

Separate Barred List checks are carried out in the following circumstances:

- for newly appointed staff who are engaging in Regulated Activity, pending the receipt of an Enhanced DBS Certificate with Barred List information;

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

It is for SCPA to decide whether a role amounts to Regulated Activity taking into account all the relevant circumstances. However, nearly all posts at the SCPA amount to regulated activity.

\* SCPA is not permitted to check the Children's Barred List unless an individual will be engaging in Regulated Activity. Whether a position amounts to Regulated Activity must therefore be considered by SCPA in order to decide which checks are appropriate. It is however likely that in nearly all cases SCPA will be able to carry out an enhanced DBS check and a Children's Barred List check.

#### **4.4.2 The DBS disclosure certificate**

The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to SCPA. It is a condition of employment with SCPA that a disclosure certificate is provided to SCPA prior to their start date. Original certificates should not be sent by post but they may be scanned and sent by secure email.

Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by SCPA.

For those who are subscribed to the DBS Update Service, a check will be done to confirm that no new information has been added to the check since its issue. The original DBS certificate will still need to be provided.

#### **4.4.3 Starting work pending receipt of the DBS disclosure**

If there is a delay in receiving a DBS disclosure, in exceptional circumstances the Manager and the Chair together have discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to Regulated Activity), have been completed and once appropriate supervision has been put in place.

If the formal check is delayed and the SCPA is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received.

#### **4.4.4 Applicants with periods of overseas residence**

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. SCPA will take into account the "DBS unusual addresses guide" in such circumstances.

#### **4.5 Retention and security of disclosure information**

SCPA's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

### **5 Queries**

If an applicant has any queries on how to apply for a post at SCPA or any other recruitment matter, they should, in the first instance, contact the Administrator by email at [debtcentreadmin@skc.church](mailto:debtcentreadmin@skc.church)

**February 2025**

## **Annex 3**

## **Types/Signs of Abuse**

### **Types and Signs of Abuse**

The documentation and guidance below is taken from the NSPCC and Social Care Institute for Excellence websites where more comprehensive information is available. The safeguarding training that is mandated by the Diocese covers these in detail as well as the signs of each type of abuse, with particular focus on the risk areas that are more likely to be encountered in our context.

#### **Types of abuse – Adults at risk**

- Physical abuse
- Sexual abuse
- Financial abuse
- Psychological or Emotional abuse
- Discrimination
- Neglect or acts of omission
- Self Neglect
- Domestic Abuse and
- Modern Slavery

#### **Types of abuse – Children**

- Physical abuse
- Sexual abuse
- Psychological or Emotional abuse
- Neglect
- Criminal exploitation

#### **Common Signs of abuse – Children**

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

## Common Signs of abuse – Adults at risk

### Physical abuse

#### *Description:*

- 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
- unauthorized restraint, restricting movement (e.g. tying someone to a chair)

#### *Possible 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

### Sexual abuse

#### *Description:*

- 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

#### *Possible 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

## **Financial abuse**

### ***Description:***

- theft of money or possessions
- fraud, scamming
- preventing a person from accessing their own money, benefits or assets
- employees taking a loan from a person using the service
- undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- arranging less care than is needed to save money to maximise inheritance
- denying assistance to manage/monitor financial affairs
- denying assistance to access benefits
- misuse of personal allowance in a care home
- misuse of benefits or direct payments in a family home
- someone moving into a person's home and living rent free without agreement or under duress
- false representation, using another person's bank account, cards or documents
- exploitation of a person's money or assets, e.g. unauthorised use of a car
- misuse of a power of attorney, deputy, appointeeship or other legal authority
- rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

### ***Possible indicators:***

- missing personal possessions
- unexplained lack of money or inability to maintain lifestyle
- unexplained withdrawal of funds from accounts
- power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- the person allocated to manage financial affairs is evasive or uncooperative
- the family or others show unusual interest in the assets of the person
- signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- recent changes in deeds or title to property
- rent arrears and eviction notices
- a lack of clear financial accounts held by a care home or service
- failure to provide receipts for shopping or other financial transactions carried out on behalf of the person

- disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- unnecessary property repairs

### **Psychological and emotional abuse**

#### ***Description:***

- 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

#### ***Possible 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

### **Neglect or acts of omission**

#### ***Description:***

- failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- providing care in a way that the person dislikes
- failure to administer medication as prescribed
- refusal of access to visitors
- not taking account of individuals' cultural, religious or ethnic needs
- not taking account of educational, social and recreational needs
- ignoring or isolating the person
- preventing the person from making their own decisions
- preventing access to glasses, hearing aids, dentures, etc.
- failure to ensure privacy and dignity

**Possible indicators:**

- poor environment – dirty or unhygienic
- poor physical condition and/or personal hygiene
- pressure sores or ulcers
- malnutrition or unexplained weight loss
- untreated injuries and medical problems
- inconsistent or reluctant contact with medical and social care organisations
- accumulation of untaken medication
- uncharacteristic failure to engage in social interaction
- inappropriate or inadequate clothing

**Self-neglect**

**Description:**

- lack of self-care to an extent that it threatens personal health and safety
- neglecting to care for one's personal hygiene, health or surroundings
- inability to avoid self-harm
- failure to seek help or access services to meet health and social care needs
- inability or unwillingness to manage one's personal affairs

**Possible indicators:**

- very poor personal hygiene
- unkempt appearance
- lack of essential food, clothing or shelter
- malnutrition and/or dehydration
- living in squalid or unsanitary conditions
- neglecting household maintenance
- hoarding
- collecting a large number of animals in inappropriate conditions
- non-compliance with health or care services
- inability or unwillingness to take medication or treat illness or injury

**Domestic abuse**

**Description:**

- Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those who are or have been, intimate partners or family members regardless of gender or sexuality
- 'honour' -based violence, female genital mutilation and forced marriage
- 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

***Possible 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

**Modern slavery**

***Description:***

- 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

***Possible 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

## **Annex 4                      Safeguarding training**

### **Basic training**

#### **Course requirements:**

The course should be accessible to everyone, so there are no course requirements. If you feel this level of training will be too difficult, triggering or inaccessible for you, please get in touch with the BSO to discuss your requirements.

#### **Who needs to complete this module?**

This course is mandatory for:

- Everyone who has a designated role in the SCPA, whether paid or voluntary.

### **Foundation training**

#### **Course requirements:**

The Basic Awareness course must be completed prior to commencing this course.

#### **Who needs to complete this module?**

This course is mandatory for:

- Anyone in a role which involves work with children, young people, or adults at risk.
- Safeguarding Officers.

### **Leadership training**

#### **Course requirements:**

Basic Awareness and Foundation courses must be completed prior to commencing this course.

#### **Who needs to complete this module?**

This course is mandatory for:

- Safeguarding officers in all church bodies.