

# Safeguarding Policy and Procedures

Charity number: 1202945

Church address: Mill Lane, The Common, Tunstall, Woodbridge, Suffolk, IP12 2JR

Church contact: Matt Oliver

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This policy last reviewed: March 2024

Review frequency: Annually.

The next review is due: March 2025

Approved by Name and Position:

Matt Oliver – Church Administrator on behalf of the Church Elders

## Context

Grace Church is an independent charity registered with the Charity Commission of England and Wales. The church has a formal membership and is led by Elders who are also the Trustees.

Grace Church was established in 2023. Our beliefs are outlined in our Statement of Faith which is available on the church website and is run in accordance with our constitution which is also available on the church website.

Grace Church is affiliated to the Fellowship of Independent Evangelical Churches (FIEC) and the Association of Grace Baptist Churches East Anglia AGBC(EA), both of which are membership organisations and do not exercise any authority over the church.

The church is a group of Christians who meet for Sunday services and midweek for Bible study and prayer. The church also runs youth work, coffee mornings, women's events and men's events.

The church does not provide any activities specifically for children, young people, or adults at risk of abuse\*. However, we recognise that during the course of our ministry we may come into contact with vulnerable people.

*\*The main leader of a religious institution is automatically engaged in regulated activity and should have an enhanced DBS check no matter what.*

## Our responsibilities

We recognise that both as a charity and as Christians, we have a responsibility to:

- Protect and promote the wellbeing of those who attend the church; paying particular attention to those who may be more vulnerable than others.
- Ensure that we have suitable systems and processes in place to manage safeguarding risks, including the appointment of a Designated Safeguarding Lead (DSL).
- Ensure that those who act on our behalf are competent and safe to do so.
- Identify and document non-safeguarding risks and manage them effectively.
- Report any safeguarding concerns that meet the threshold to the appropriate statutory services as soon as possible and certainly within 24 hours. Where immediate action is required to ensure safety, an urgent report to the Police (999) or the appropriate Social Services department will be made without delay.
  - If we are unsure whether a statutory threshold has been met, we will seek advice from either the relevant statutory services or from thirtyone:eight ([thirtyoneeight.org](http://thirtyoneeight.org)).
- Ensure that our conduct and practice is accountable and transparent and that we care well for those to whom we minister.
- Ensure that if problems occur or dissatisfaction is expressed, we examine these in an impartial and careful way and manage any conflict of interest effectively.

GCR/POL/001

MARCH 2024

GRACE CHURCH RENDLESHAM IS A CHARITABLE INCORPORATED ORGANISATION  
REGISTERED IN ENGLAND AND WALES WITH CHARITY NUMBER 1202945

PAGE 2 OF 23

## Our commitments

- We will treat all who engage with the church through its ministries with courtesy and respect and will seek to uphold their inherent dignity and worth.
- We will seek to support and care well for anyone who discloses to us that they have been a victim of abuse or neglect and report this to statutory services in line with local procedures where required.
- We will seek to listen well to any concerns, complaints, or other expressions of dissatisfaction and to respond in a proportionate, impartial, transparent, and accountable manner.
- We will carefully examine any allegations made or concerns raised about any member or leader and respond appropriately.
- We will ensure that our staff and volunteers are competent to fulfil their roles and the legal duties associated with safeguarding.

## Governance, Oversight and Management of Safeguarding

The Trustees will include a statement on safeguarding in their annual return as required by the Charity Commission. The Designated Safeguarding Lead will be trained in the role and will update their safeguarding training every two years in line with best practice standards and Local Authority requirements. The Trustees will ensure that those who act on behalf of the church are competent and appropriately trained.

Any allegations that may require a Serious Incident Report to the Charity Commission will be passed to the Trustees as a matter of urgency and certainly within 48 hours. The Trustees will file the Serious Incident Report with the Charity Commission in accordance with their legal responsibilities. If the Trustees require advice or support in this duty, they will seek such from suitably qualified and experienced sources.

## Handling safeguarding concerns

Any concerns that are identified or disclosures that are made must be reported to the Designated Safeguarding Lead:

The Designated Safeguarding Lead (DSL) is Charys Rushbrook.

They can be contacted by phone on 07799264916 or email at [charys.rushbrook@googlemail.com](mailto:charys.rushbrook@googlemail.com).

If the concern involves the DSL, or if the DSL is unavailable, the report should be made to:

The Deputy Designated Safeguarding Lead (DSL) is Jess Tricker.

They can be contacted by phone on 07717639345 or email at [jesmond13@hotmail.com](mailto:jesmond13@hotmail.com).

GCR/POL/001

MARCH 2024

GRACE CHURCH RENDLESHAM IS A CHARITABLE INCORPORATED ORGANISATION  
REGISTERED IN ENGLAND AND WALES WITH CHARITY NUMBER 1202945

PAGE 3 OF 23

The details of the concern will be clearly and accurately recorded and stored securely.

The DSL will ascertain whether any action needs to be taken. If required, support and advice will be sought from either the relevant statutory services or from thirtyone:eight.

The DSL will make any necessary referrals according to local procedures.

The DSL will cooperate with statutory services and provide the link between the church and those professionals involved in responding to the situation.

Records of all discussions, advice sought, decisions made, and actions taken will be retained in a confidential file.

## Safer Recruitment

The church will ensure that the main leader(s) are DBS checked in accordance with national guidance.

Although the church does not engage in regulated activity with either children or adults, reasonable and proportionate assessment of the suitability and competence of staff and volunteers will be made and decisions recorded. The church will provide training for formal roles where required.

## Handling Allegations Against Staff or Volunteers

Allegations against staff or volunteers will be passed to the Designated Safeguarding Lead:

The person to whom allegations should be reported is Charys Rushbrook.

They can be contacted by phone on 07799264916 or email at [charys.rushbrook@googlemail.com](mailto:charys.rushbrook@googlemail.com).

If the allegation is against the Designated Safeguarding Lead it will be passed to the Deputy Safeguarding Lead:

The person to whom these allegations should be reported is Jess Tricker.

They can be contacted by phone on 07717639345 or email at [jesmond11@hotmail.com](mailto:jesmond11@hotmail.com).

Upon receipt of an allegation, advice will be sought to ascertain whether a statutory threshold for reporting has been reached:

**If a statutory threshold has been reached**, the matter will be handed to the responsible statutory authority and the church will fully cooperate with the process of investigating the allegation.

GCR/POL/001

MARCH 2024

GRACE CHURCH RENDLESHAM IS A CHARITABLE INCORPORATED ORGANISATION  
REGISTERED IN ENGLAND AND WALES WITH CHARITY NUMBER 1202945

PAGE 4 OF 23

If the person handling the allegation on behalf of the church is unsure whether the statutory threshold has been met, they will consult with either the statutory services or with thirtyone:eight to establish this.

**If the statutory threshold has not been met**, a proportionate response will be developed, and implemented. Where necessary (including for the avoidance of conflict of interest) advice and support will be sought from thirtyone:eight, who will support in developing a plan to address the concerns raised.

## Handling of Complaints, Grievances or Any Other Expression of Dissatisfaction

Grace Church have a complaints procedure (GCR/POL/002) where matters are not related to Safeguarding specifically.

Any concern, complaint or other expression of dissatisfaction will be passed to the Church Administrator:

The person to whom these should be reported is Matt Oliver.

They can be contacted by phone on 07562323231 or email at [admin@gracerendlesham.org](mailto:admin@gracerendlesham.org).

The matter will be examined impartially and proportionately, and once conclusions have been reached, the church will respond to the complainant.

If advice or support is required, this can be sought from thirtyone:eight.

## Managing Ex-Offenders, Those Who Are on a Barred List, or Others Who Pose a Risk to Vulnerable People

A formal risk assessment will be made which will include input from statutory services. Advice and support will be sought from thirtyone:eight where required.

A formal contract will be drawn up that outlines the church's commitments to the individual and any control measures required.

The contract will be formally reviewed and monitored on a regular basis.

# Appendix 1: Key Contact Details

The Church's Designated Safeguarding Lead is Charys Rushbrook.

They can be contacted on 07799264916 or email at [charys.rushbrook@googlemail.com](mailto:charys.rushbrook@googlemail.com).

The Church's Deputy Designated Safeguarding Lead is Jess Tricker.

They can be contacted on 07717639345 or email at [jesmond11@hotmail.com](mailto:jesmond11@hotmail.com).

The Local Authority is Suffolk County Council.

They can be contacted via the website [www.suffolk.gov.uk](http://www.suffolk.gov.uk).

The Local Authority Designated Officer (LADO) can be contacted on 0300 123 2044 or email at [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk)

The Suffolk Safeguarding Customer First Public Line can be contacted on 0808 800 4005 or via the website for adult or children's social care.

<https://www.suffolkuserforum.co.uk/support-directory/suffolk-county-council-customer-first/>

The Multi-Agency Safeguarding Hub can be contacted on 0345 606 1499 or via the website.

<https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/mash>

The Church's Safeguarding Advisors are thirtyone:eight.

They can be contacted on 0303 003 1111 or by email at [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org)

## Appendix 2: Definitions

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### Abuse

Abuse is a general term that is used to cover a wide range of harm caused to people. It always involves a violation of the person's rights. It can take various forms as described under "Categories of Abuse" later in this appendix.

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### Adult at risk of abuse (sometimes referred to as adult in need of protection)

These are adults who have care and support needs, however, in addition, they are at risk of abuse, and because of their support need, are unable to protect themselves.

Since these adults are unable to protect themselves, we have a legal duty to protect them.

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### Adult with care and support needs

An adult who requires help or support with basic and essential day-to-day tasks such as:

- Getting up, washing, or dressing
- Cooking meals
- Cleaning the house
- Shopping
- Managing their finances
- etc.

Adults with care and support needs have the right to choose whether they want support or not.

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### Allegation (against a member of staff or volunteer)

An allegation is a claim that a person who has a role that provides access to a vulnerable person has used their position to exploit, abuse, or otherwise harm the person they should have been caring for.

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### Categories of abuse

This term is used to refer to the legally recognised forms of abuse.

When considering the safeguarding of children, abuse is categorised under four headings:

- Physical
- Sexual

- Emotional
- Neglect

When considering the safeguarding of adults, abuse is categorised under ten headings:

- Physical
- Sexual
- Psychological (or emotional)
- Neglect
- Domestic
- Institutional
- Financial or material
- Modern slavery
- Self-neglect
- Discriminatory

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## Child

A person (including an unborn child) who has not yet reached the age of 18 years.

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## Child protection

Child protection is defined as the protection of children who have suffered, or are at risk of suffering, “significant harm”. It is our legal duty to report all Child Protection concerns to either Children’s Social Care or the Police as per local procedures.

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## Designated Safeguarding Lead

Frequently abbreviated to DSL, this is the person appointed by the church to take responsibility for many aspects of safeguarding, including, receiving safeguarding concerns from staff or volunteers, and passing them on to the local authority where their threshold is met.

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## Early Help / Child in Need

Early Help and Child in Need are the areas of safeguarding where a child who has additional needs is receiving targeted support to meet their needs. Support is consent based and so the parents (or the young person if deemed competent to make decisions for themselves) can choose whether to access the support.



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## Neglect

Neglect is one of the categories of abuse that is characterised by the failure to provide the basic necessities for life where we have a responsibility to do so.

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## Safeguarding

Safeguarding is a broad range of activities that range from the general duty of care that we have for everyone who comes into contact with the charity, through early intervention and targeted support to protection from significant harm. It relates to both children and adults.

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## Spiritual Abuse

This term has become widely used, although remains ill-defined and is not a legally recognised category of abuse. We understand this to be a term referring to emotional, psychological or spiritual harm caused within the context of a religious community, often, but not always involving the misuse of power, authority, position or scripture to manipulate, control and abuse others. This policy does not refer specifically to the different categories of abuse since it covers all forms of abuse and harm.

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## Universal safeguarding

This refers to the general duty of care that we must provide for everyone who comes into contact with the church.

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## Vulnerable adults

This term is only used as a generic term. It is no longer used as a technical descriptor for a specific group of people. A vulnerable adult is less able to protect themselves and meet their own needs than an adult who has no vulnerabilities.

# Appendix 3: Safeguarding Policy for Children

## 1. Introduction

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### Our Youth Work Mission

As a local church we seek to share the Gospel of Jesus Christ with children and young people. To this end we hold a Sunday Club and crèche on Sundays and various weekly activities including Friday Club, Youth Group & Toddler Group. These take place on our premises and at Rendlesham Primary School. In addition, special activities such as parties, outings and a children's holiday club are also held on our premises and occasionally elsewhere, such as village halls.

As part of its mission, the church is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children's/youth workers within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare authorities and other similar organisations.

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### Our Policy

In carrying out its mission the church takes seriously its responsibility to ensure that all children are kept safe, and activities take place in a safe environment and with a high regard for the protection and welfare of the children.

All church activities come under the jurisdiction of the Elders and are regulated by this Policy:

The purpose of this Policy is to respond to current practices and recommendations following the publication of the Children Act 1989.

## 2. Appointment of Personnel

- 2.1 Each activity has a Team Leader who is approved by the church members on the recommendation of the Church Elders.
- 2.2 To assist the Team Leader, other Leaders are appointed by the Church Elders for each activity.

GCR/POL/001  
MARCH 2024

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REGISTERED IN ENGLAND AND WALES WITH CHARITY NUMBER 1202945

PAGE 10 OF 23

- 2.3 Team Leaders will not recruit Leaders, even for temporary cover, without first obtaining approval from an Elder.

Henceforth “Leaders” refers to all Team Leaders **and** all other Leaders of groups

- 2.4 All Leaders must be Church members who are at least 18 years of age, who have proved themselves both spiritually and practically to be suitable for the role to which they are appointed. Church members between the ages of 16 and 18 may be appointed as assistants but will not be left in sole charge of children. With regard to the Crèche which runs during part of the Sunday morning service, parents who are not Church members may be involved as helpers in Crèche. If they are regularly involved, they will be subject to the requirements of 2.5 below.
- 2.5 Prospective Leaders will be asked to complete the worker application form (GCR/FORM/002) and will be required to have a Disclosure and Barring Service (DBS) check. If the DBS reveals a conviction or similar matter the Church Elders will consider whether or not the appointment should be made. No person with a history involving child related offences will be allowed to undertake any role associated with the children’s work of the Church, nor be present at children’s meetings.
- 2.6 On occasions the Church Elders may agree that members of other churches of like beliefs may be invited as helpers for a specific project or activity. A recommendation from the leadership of their church will be required together with a satisfactory DBS Disclosure.
- 2.7 If any Leader behaves in an irresponsible manner, the Leaders will suspend them from their duties pending further investigation.

### 3. Team Leaders’ Responsibilities

- 3.1 Team Leaders will ensure that they have adequate numbers of leaders present at every meeting to maintain order. A ratio of one Leader to every ten children is recommended with a minimum of two Leaders present per session. A lower ratio may be permitted where parents are present, although parents must not assume the responsibilities of appointed personnel. The Team Leader will consult with a Church Elder if the minimum team level cannot be maintained or if the proportion of male and female team members is not appropriate to the age and sex of the children. For “off premises events” a Risk Assessment must be completed, and the following minimum team helper / children ratios applied:

for children aged 4 and under	1 to 6
for children aged 5 or 6	1 to 10
for children aged 7 to 10	1 to 15
for children aged 11 to 18	1 to 20

- these are the minimum ratios recommended by the DfE) (see also Section 6).

- 3.2 Team Leaders will ensure that on-site activities comply with the Building Risk Assessment. If not, a separate Risk Assessment must be completed.

GCR/POL/001

MARCH 2024

GRACE CHURCH RENDLESHAM IS A CHARITABLE INCORPORATED ORGANISATION  
REGISTERED IN ENGLAND AND WALES WITH CHARITY NUMBER 1202945

PAGE 11 OF 23

- 3.3 Written details of all children attending the activity will be recorded which will include: Home Address; Contact Name and Telephone Number in case of emergency. Specific Health Problems will also be recorded.
- 3.4 A register of children present on each occasion will be kept, together with the names of the Leaders on duty.
- 3.5 All behaviour incidents will be recorded on form (GCR/FORM/003) and stored in the locked box kept at each premises. Any accidents or injuries will be recorded in the Accident Book kept at each premises. These entries are to be made on the day of the event.
- 3.6 The Team Leader will ensure that one team member on duty is competent in First Aid.
- 3.7 Where possible, when food is being prepared or cooked, a holder of a Food & Hygiene Certificate will be consulted.
- 3.8 Team Leaders are responsible for ensuring that other Leaders understand and carry out the requirements of the Safeguarding Policy.

#### 4. Procedures for All Leaders including Safeguarding concerns

- 4.1 All Leaders will co-operate with the Team Leader in the full implementation of the requirements of the Safeguarding Policy.
- 4.2 Children will be supervised at all times whilst they are on the premises and at the end of the session Leaders will ensure that all children are either collected by a parent or known representative or taken home by Leaders of appropriate gender.
- 4.3 Leaders will avoid being alone with children in a place where they cannot be seen. If personnel do find themselves alone with a child, unnecessary physical contact must be avoided.
- 4.4 Leaders will assist the Team Leader in maintaining discipline to ensure that an acceptable standard of behaviour is maintained. Where a child is persistently disruptive a plan of action will be agreed with the Team Leader to deal with the situation. It may also be appropriate to involve the child's parents or legal guardian.
- 4.5 If it is necessary to ban a child for misbehaviour the reason and details will be recorded on form (GCR/FORM/003) and the parents or legal guardian informed. Only the Team Leader is authorised to ban a child for misbehaviour.
- 4.6 In situations where physical restraint or reasonable force is necessary, minimum force will be used and there will be two Leaders present. See extra DfE Guidance for information on use of reasonable force below and complete form (GCR/FORM/005).
- 4.7 If a Leader has a safeguarding concern, they will inform the DSL. Recording of the concern should be made on form (GCR/FORM/004) and in accordance with Section 4.9.
- 4.8 If a Leader suspects that a colleague is behaving in an inappropriate way towards a child, their concern must be reported to the DSL / Deputy DSL immediately and a Church Elder informed.

4.9 In cases of disclosure from a child it is important to: -

- Keep calm
- Reassure the child
- Be clear that you cannot keep secret anything that would need to be shared with others, for the child's safety
- Ask only open questions, not leading questions
- Record the concerns detailing what you were told quoting the exact words of the child where possible.
- This record should be written in pen and signed with the date and time.
- No Leader should share the information or disclosure with anyone, including the parents of the child concerned, other than the DSL and/or Customer First/ police.

The Designated Safeguarding Lead (DSL) will refer all disclosures where a child is considered to be at risk in any way to Customer First.

**How to respond to concerns or allegations concerning a leader.**

Any allegation made against a leader will be taken seriously and will be referred to the DSL (or deputy, if allegation concerns the DSL) who will then refer to the Local Authority Designated Officer (LADO) where appropriate.

If you would like to discuss whether or not a referral is required, call the Multi-Agency Safeguarding Hub (MASH) to speak with a Senior Social Worker.

If concerns are of a serious nature and indicate a child is in immediate risk, the Police will be contacted by the leader or DSL.

**5. Transport Procedures**

- 5.1 Drivers providing transport will have a full driving licence and valid insurance.
- 5.2 Drivers of Church minibuses will be 25 years of age or above and have obtained permission to drive the minibus from the Church Elders.
- 5.3 The driver is responsible for obtaining the permission of the parent or legal guardian before bringing a child to the Church premises and will ensure that a contact name and address is recorded.
- 5.4 A second adult in addition to the driver will be present in the minibus.
- 5.5 Each child will occupy only one seat and a seat belt will be worn.
- 5.6 Once children are in a vehicle it will not be left unattended.
- 5.7 The driver is responsible for the safety of passengers and the vehicle whilst it is in use.
- 5.8 Children may be transported in Leaders' cars with the parents' permission. There must be more than one leader in the car when transporting one child.

GCR/POL/001  
MARCH 2024

GRACE CHURCH RENDLESHAM IS A CHARITABLE INCORPORATED ORGANISATION  
REGISTERED IN ENGLAND AND WALES WITH CHARITY NUMBER 1202945

PAGE 13 OF 23

## 6. Additional Measures for Activities taking place away from the Church premises (including Outings or Camps)

- 6.1 When activities take place away from Church premises, parents will be advised of the details and written consent obtained. Parents or legal guardians will be advised of the time that their child is expected to arrive home if this is later than normal.
- 6.2 When the activity involves being away overnight, care will be taken with regard to sleeping arrangements to ensure that separate facilities are available for boys and girls. An adequate number of male and female team helpers, appropriate to the age and sex of the children, will be on hand to supervise these arrangements.
- 6.3 All the provisions of this Safeguarding Policy will apply in full to all activities taking place away from Church premises.

## 7. Guidance for a child going missing or leaving premises without a parent (unless age-appropriate permission to do so has been given by parent)

- 7.1 Care should be taken that children and young people cannot get out (nor strangers in) without the knowledge of a leader. If children are being collected by a parent, leaders should ensure that children do not leave the building on their own.
- 7.2 No child or young person should be out of sight without a leader's knowledge. Leaders should be aware how long children are out of the room.
- 7.3 If a child goes missing, the following steps should be taken:
  - Notify the other leaders and request help
  - Immediately make a search of the surrounding area check the surrounding rooms and toilets
  - Seal off any external exits as soon as possible
  - If it becomes apparent the child has left the building, do a perimeter search of the outside of the building
  - If the search is unsuccessful, notify the police, providing a description of the child and what they were wearing and keep searching the area
  - Notify parents
  - Regardless of the outcome, fill in a behaviour incident form (GCR/FORM/003).

## 8. Toileting and Intimate Care Guidance

- 8.1 Creche leaders should agree with parents when a baby or toddler needs to have a nappy changed if they would like creche leaders to do this or to be called from church to do it themselves. If creche leaders are given the task and are willing to do so, then nappies and necessary resources should be provided by the parent, including a changing mat, so that this can be managed in the same room as the creche is taking place, with other leaders present.
- 8.2 For toddlers and older children who may need help in toileting, who are being cared for or supervised without parents present, permission from parents should be sought before assisting. If a child has a toileting accident, then the age and ability of the child should be taken into consideration in offering help. Children's privacy and dignity should be respected at all times, and leaders should not give intimate care without parental permission. Parents should be informed of any toileting incidents or concerns.

## 9. Online communication and use of photographs

- 9.1 Children's full names will not be used on the website in association with their photographs.
- 9.2 Permission will be sought before any images are displayed online and images will only be used for the specific purpose for which permission was sought and information given as to how the image will be stored if not destroyed. A designated leader's mobile telephone may be used to take photographs (always within a public space) and these will then be uploaded to a secure location (church photo vault) and used for the specific purpose for which permission was sought, and then deleted from the individual phone.
- 9.3 Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.
- 9.4 Leaders should be circumspect in all communications (online or otherwise) with children to avoid any possible misinterpretation of motives or any behaviour which could be construed as grooming.
- 9.5 Leaders must not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- 9.6 Leaders should only give personal contact details to children that are within the public domain of the church / organisation, including mobile telephone number.
- 9.7 If children want leaders to have their mobile phone numbers, email addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- 9.8 Leaders should only make contact with children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.

## [DfE Guidance for Information on Use of Reasonable Force](#)

The following is taken from the DfE Use of reasonable force: Advice for headteachers, staff and governing bodies July 2013

### **Key points**

- School staff have a power to use force and lawful use of the power will provide a defence to any related criminal prosecution or other legal action.
- Suspension should not be an automatic response when a member of staff has been accused of using excessive force.
- Senior school leaders should support their staff when they use this power.

### **Who can use reasonable force?**

- All members of school staff have a legal power to use reasonable force<sup>2</sup>.
- This power applies to any member of staff at the school. It can also apply to people whom the headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.

### **When can reasonable force be used?**

- Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.
- In a school, force is used for two main purposes – to control pupils or to restrain them.
- The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.



## What is reasonable force?

1. The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
  2. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.
  3. 'Reasonable in the circumstances' means using no more force than is needed.
  4. As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
  5. Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.
  6. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.
- The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

## Schools can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- restrain a pupil at risk of harming themselves through physical outbursts.

## Schools cannot:

- use force as a punishment – it is always unlawful to use force as a punishment.

# Appendix 4: Safeguarding Policy for Vulnerable Adults

Speak up for those who cannot speak for themselves, for the rights of all who are destitute. Speak up and judge fairly; defend the rights of the poor and needy.

Proverbs 31:8-9

## 1. Introduction

- 1.1 The Church is committed to encouraging an environment where all people, and especially those who may be at risk for any reason, are able to be involved in church activities in safety.
- 1.2 The Church takes seriously its safeguarding obligations and responsibilities and is committed to:
  - Promoting the wellbeing of all adults who have some involvement with the ministries and activities of the Church.
  - Safeguarding vulnerable adults.
  - Preventing abuse of vulnerable adults and reporting any abuse that we discover or suspect.
  - Equipping church workers and members to be alert to the abuse of adults and aware of their duty to report any suspected abuse or neglect.
  - Promoting safe practice by those in positions of trust.
  - Recruiting with care all church workers involved in any pastoral role and using the enhanced Disclosure and Barring Service (DBS) for all pastoral staff and church members who have regular contact with vulnerable adults.
  - Supporting, resourcing, training and regularly reviewing those who interact with vulnerable adults.
  - Adhering to the guidance and principles of the Care Act 2014 on the Safeguarding of adults and the Mental Capacity Act 2005 when appropriate (see below).
  - Recognising our duty to work together with the local authority and police and other agencies seek their advice when necessary.
  - Supporting anyone who has suffered abuse by offering or arranging sensitive and informed pastoral care, including support to make a complaint if so desired.
- 1.3 The Church has a designated Safeguarding Lead to safeguard vulnerable adults entering or using our Church premises who may be at risk of abuse or neglect, and to ensure the implementation of this policy.

GCR/POL/001

MARCH 2024

GRACE CHURCH RENDLESHAM IS A CHARITABLE INCORPORATED ORGANISATION  
REGISTERED IN ENGLAND AND WALES WITH CHARITY NUMBER 1202945

PAGE 18 OF 23

- 1.4 All people within the church who work with adults who may be at risk of abuse or neglect will read and agree to abide by this Safeguarding Policy and attend occasional training.
- 1.5 The Trustee with particular responsibility for adult safeguarding is David Rushbrook.

## 2. Adults at Risk

- 2.1 Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. It requires individuals and organisations to work together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the person's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. We recognise that people sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.
- 2.2 We recognise that there are different levels of vulnerability and that everyone may be regarded as vulnerable at some time in their lives. However, for the purposes of this document, a vulnerable adult is a person aged 18 years or over who needs care and support (whether that is being provided or not by others) and who is not able to protect themselves from either the risk of, or the experience of abuse or neglect.
- 2.3 Adults at risk may be:
  - A person whose health or usual function is compromised;
  - A person with a physical disability, a learning difficulty or a sensory impairment;
  - Someone with mental health needs, including dementia or a personality disorder;
  - A person with a long-term health condition;
  - Someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living; or
  - A person with reduced independence including those who do not speak English as their first language.
- 2.4 Issues of capacity and consent are key elements in the safeguarding of vulnerable adults. Capacity refers to the ability to make and understand a decision, act, or transaction. However, there remains a fundamental duty to balance the person's right to autonomy with their need for protection. The law assumes that adults are able to make their own decisions unless proved otherwise.

## 3. Abuse of Adults

- 3.1 There are many ways in which adults can be abused:

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse for those in family or close relationships, as well as so called 'honour' based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing

sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice.

Neglect or acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Spiritual Abuse – misuse of authority within a church setting; intrusive healing and deliverance ministries; the denial of the expression of their Christian faith.

Radicalisation – exploitation and pressure to be involved in terrorism for religious or political purposes e.g. far-right, Islamist.

- 3.2 People who abuse may be relatives or other family members; neighbours; friends; carers; professional staff; volunteers; other service users; care practitioners; strangers; and people who deliberately exploit adults they perceive to be vulnerable. Within the church they may include church workers and members and others attending church activities.

#### **4. Procedures if Abuse of an Adult is Suspected or Disclosed**

- 4.1 If a church member or worker suspects that an adult is being, or is at risk of being, abused or neglected, they must take responsibility to act on their concerns. Not responding may be seen as act of abuse in itself.

- 4.2 Adults may find it difficult to disclose abuse and need support to tell their story. They should be listened to without leading questions or suggestions that may influence or confuse the story. The listener should not show shock or judgment.
- 4.3 If the person fulfils the criteria for being an adult at risk of abuse or neglect, or if they express suicidal thoughts, they should be informed that the information will have to be passed on as part of our duty of care, preferably with their consent (unless they lack the capacity to give this).
- 4.4 Careful notes must be kept, recording factual information and direct quotes where possible. Notes should be signed and dated and kept securely.
- 4.5 If the person is at immediate risk of harm or danger, the police and/or the local authority Adult Social Services team must be contacted. The Safeguarding Lead or, in their absence one of the Church Elders, should be informed as soon as possible.
- 4.6 If the person is not at immediate risk, the Safeguarding Lead should be informed in the first instance. They may make a referral to the Adults Social Services Team of the relevant local authority. If a criminal offence has occurred, the police will be informed.
- 4.7 Where the concern is about the quality of care provided by a nursing home, residential home, or domiciliary provider, the Care Quality Commission should be informed.
- 4.8 Families of the vulnerable adult should be informed of an allegation of abuse and the action being taken, unless the adult is able to give informed consent and does not want their family to be informed, or if the alleged perpetrator is a family member, or where a police investigation is likely, and the rules of evidence apply.
- 4.9 Pastoral care and support will be offered to the person who has disclosed the abuse or is at risk of abuse and neglect.

## 5. Good Practice

- 5.1 An assessment of need should be carried out by the Elders and helpers for any vulnerable adults regularly attending services or other church activities. Support should be provided to enable the vulnerable adult to participate in the activities as fully as possible and in safety.
- 5.2 Welcome Team Leaders and other Team Leaders running groups catering for adults should be made aware of vulnerable adults regularly attending church services or other meetings/activities so that they can inform other team members to ensure any necessary care and support is provided.
- 5.3 Contact details for particularly vulnerable adults will not be generally made available to the whole membership but rather will be kept by the Church Administrator. This information will be released to individuals only on the agreement of the Safeguarding Lead or Church Elders.
- 5.4 Unless appointed by a Power of Attorney agreement, where a church member is involved in any aspect of personal finance for a vulnerable adult connected to the church, they should ensure there is accountability. Another church member must be involved to ensure informed consent and to be aware of the decisions and actions taken on behalf of the vulnerable adult.

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PAGE 21 OF 23

- 5.5 Those regularly providing transport to vulnerable adults will require an enhanced DBS check and should be physically able to provide any required assistance to the vulnerable adult.

## STATUTORY PRINCIPLES FOR SAFEGUARDING ADULTS

### The Care Act 2014

The Care Act is the first piece of legislation that puts Adult Safeguarding on a statutory basis. It came into force on 1 April 2015. Its key principles are:

Empowerment – people being supported and encouraged to make their own decision 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 (including the church) have a part to play in preventing, detecting and reporting neglect and abuse.

Accountability – accountability and transparency in delivering safeguarding.

### The Mental Capacity Act 2005

Some adults within the church or served by the church may have “an impairment of the mind or brain, or a disturbance affecting the way their mind or brain works”. If this means that the person is unable to make a decision at the time it needs to be made, they may be said to lack the mental capacity to do so. It must not be assumed that someone lacks mental capacity on the basis of their age, appearance, condition or an aspect of their behaviour.

The five key principles of the Mental Capacity Act are:

1. A presumption of capacity: Every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise. We cannot assume that someone cannot make a decision for themselves just because they have a particular medical condition or disability.
2. Individuals being supported to make their own decisions: Every effort must be made to encourage and support people to make the decision for themselves.
3. Unwise decisions: People have the right to make what others might regard as an unwise or eccentric decision. We cannot treat them as lacking capacity for that reason.
4. Best interests: Any action taken, or any decision made for, or on behalf of that person, must be made in his or her best interests.

5. Least restrictive option: Before any decisions are made or actions taken on behalf of the person, consideration must be given as to whether there is another way to effectively achieve the same purpose that is less restrictive of the person's rights and freedom of action.

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