A logo with text on it

Description automatically generated

Safeguarding Procedures

|  |  |
| --- | --- |
| **Brief Description** | This document contains details of GPUK’s safeguarding procedures and it should be read alongside the organisation’s Safeguarding Policy. |
| **Effective** | 26 March 2025 ***To be reviewed annually*** |
| **Approved by** | Trustees |
| **Written by** | Ben Twelves, Godly Play Safeguarding Adviser |
| **Created** | March 2025 |
| **Next review date** | March 2026 |
| **Applies to** | Godly Play UK administrator, trainers, trustees and advocates |

Contents

1. What is abuse?
2. Responding to safeguarding concerns
3. Trustee safeguarding responsibilities
4. Safeguarding procedures for trainers
5. Arrangements for course participants aged 16 or 17
6. Role of the GPUK Safeguarding Advisor
7. Safer Recruitment
8. Safeguarding and fundraising
9. Online safeguarding procedures

Appendices

1. Statutory Definitions of Abuse (Children)
2. Signs and Symptoms of Abuse (Children)
3. Statutory Definitions of Abuse (Adults)
4. **What is abuse?**

1.1 Child abuse or abuse against an adult can be a difficult and complex issue to understand.

1.2 A person may abuse or neglect by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often, the abuser is known or is in a trusted relationship with the child or adult. Research shows that abuse can be perpetrated by males and females, by adults and by children, as well as those in positions of trust and authority. Sadly, people in such positions have misused their power and authority within churches to abuse.

1.3 'Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children. In 2022, changes to the law in England, Wales and Northern Ireland were made, extending the definition of ‘positions of trust’ to include faith group leaders. This refers to faith leaders in any capacity, including volunteers. It is against the law for someone in a position of trust to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over).

1.4 The four main categories of child abuse are physical, emotional, sexual abuse and neglect. It is important to note that a child may be suffering from more than one form of abuse. (See Appendix A - Statutory Definitions of Abuse (Children))

1.5 In order to recognise where abuse may be happening, it is important that we are all able to recognise possible signs of abuse and these are listed in Appendix B.

1.6 Safeguarding professionals must assess if they need to intervene in order to protect a child and this is based on whether it is felt a child is suffering from, or likely to suffer from, significant harm. There are other forms of abuse (such as child sexual exploitation) which come under these four main headings when instigating a child protection plan.

1.7 Adults are deemed to be in need of protection due to physical, sexual, psychological (which includes emotional abuse) and neglect (including self-neglect) as well as financial, institutional, discriminatory abuse, modern slavery, trafficking and domestic violence. (See Appendix C - Statutory Definitions of Abuse (Adults))

1.8 All involved in Godly Play UK will endeavour to ensure that children and adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter of concern.

1. **Responding to Safeguarding Concerns**
   1. **Concerns relating to an incident at a Training Session or organised event.**

2.1.1 All safeguarding concerns should be immediately reported to the appointed **GPUK Safeguarding Advisor** (Ben Twelves – 07939 144 766). No one in receipt of a disclosure of abuse, or suspicion of abuse should start to investigate the matter.

2.1.2 The **GPUK Safeguarding Advisor** deals with any allegation or suspicion of abuse or neglect, including referring the matter on to the statutory authorities if appropriate. If the **GPUK Safeguarding Advisor** is not available, then the report should be made to the **GPUK Safeguarding Trustee** on 01223 430630.

2.1.3 In the absence of the **GPUK Safeguarding Advisor** and the **GPUK Safeguarding Trustee,** seek advice from **The Chair of Trustees** or any other **Godly Play UK Trustee.**

2.1.4 Where someone has passed information to a **GPUK Safeguarding Advisor** or **GPUK Safeguarding Trustee** and believe this has not been responded to appropriately, then they should make a direct referral to Social Services or the Police. As Trustees, we make this statement to demonstrate our commitment to safeguarding children and adults.

2.1.5 If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances. Having liaised with the statutory authorities, please inform the GPUK Safeguarding Advisor, Ben Twelves, on 07939 144766.

* 1. **Concerns relating to the Charity or General Activities of the Charity**

2.2.1These should be reported directly to the **GPUK Safeguarding Trustee** who can be contacted on 01223 430630. Or, should the concern involve the Safeguarding Trustee, then seek advice from **The Chair of Trustees** or any other **Godly Play UK Trustee.**

1. **Trustee Safeguarding Responsibilities**

3.1 Trustees are responsible for the oversight of all aspects of safety, including whistleblowing and H&SW.  This will include:

* 3.1.1 Creating a culture of respect, in which everyone feels safe and able to speak up.
* 3.1.2 An annual review of safety and safeguarding, with recommendations to the Board.
* 3.1.3 Receiving regular reports, to ensure this and related policies are being applied consistently.
* 3.1.4 Ensuring that any safeguarding failings or weaknesses are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
* 3.1.5 Leading the organisation in way that makes everyone feels safe and able to speak up.
* 3.1.6 Ensuring safeguarding risk assessments are carried out and appropriate action is taken to minimise these risks, as part of our risk management processes.
* 3.1.7 Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
* 3.1.8 Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
* 3.1.9 Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
* 3.1.10 Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
* 3.1.11 Ensuring that safeguarding requirements (e.g. DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
* 3.1.12 Listening and engaging with, participants, staff, volunteers and others and involving them as appropriate.
* 3.1.13 Responding to any concerns sensitively and acting quickly to address these.
* 3.1.14 Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
* 3.1.15 Making staff, volunteers and others aware of our safeguarding policy and procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.

1. **Safeguarding Procedures for Courses and Events**

4.1 All trainers must follow the Safeguarding Policy and Procedures of GPUK.

4.2 Trainers must familiarise themselves with, and follow, the safeguarding policies and procedures of the local setting in which they are working.

4.3 If there is a conflict between these policies, please seek advice from the GPUK Safeguarding Advisor.

4.4 Before a GPUK course, participants will be asked to confirm on their booking that they are at least 18 years old.

4.5 GPUK do not train anyone under the age of 18, apart from in the exceptional circumstances set out in section 5.

4.6 At all events, the trainer must ensure that the contact details of the GPUK Safeguarding Advisor are displayed and promoted.

4.7 Trainers must protect themselves from allegations of abuse by following good practice which includes working with another adult.

4.8 Safeguarding advice is clearly set out in the Trainer Manual, and time is allocated during the training sessions to ensure that participants understand that they must always know and apply the Safeguarding policy of their setting.

4.9 GPUK provides an annual safeguarding briefing, which all trainers must attend, however this does not fulfil all the requirements of Safeguarding Training. All trainers are required to have up to date training within their home denomination to at least Foundation Level or equivalent. (This applies to Anglican, Baptist, Methodist, Roman Catholic and URC safeguarding training. For other denominations, please seek advice from the GPUK Safeguarding Advisor).

4.10 Trainers may be asked to confirm at any time that their Safeguarding practice within their own home setting is up to date. They are required to confirm, and provide evidence, that this is the case on their annual trainer survey.

4.11 If anyone representing Godly Play UK believes that any part of these procedures is not being followed, this must be reported to the GPUK Safeguarding Advisor.

1. **Arrangements for course participants aged 16 or 17**

5.1 Godly Play UK facilitates Training and Networking events for adults aged 18 years or over.

5.2 However, in exceptional circumstances the trustees may allow children aged 16 and 17 to attend such events subject to the following provisions:

* 5.2.1 Parents or guardians must give their written consent to the child attending Godly Play UK Training or Networking events.
* 5.2.2 The child may only attend a non-residential course or the non-residential part of a residential course.
* 5.2.3 The child is charged the same fee as an adult attendee would pay (save for any residential element).
* 5.2.4 A reference is given by a senior member of the child’s church, school or setting.
* 5.2.5 The child will attend along with a responsible adult from their local setting.
* 5.2.6 Full emergency contact details are provided.
* 5.2.7 Details of any allergies, health concerns or learning needs are given in writing.
* 5.2.8 Any communications between GPUK and the child will be monitored by another member of GPUK and by the child’s parent or guardian.
* 5.2.9 The child may not communicate by social media or otherwise with members of the course they are attending except through a “closed” group facilitated by the Trainer/Advocate.
* 5.2.10 The GPUK Chair of Trustees should be made aware before the booking is confirmed.
* 5.2.11 The child, parent or guardian, and setting should be advised that the child should not work unsupervised with young people in their setting until they are 18 years old. At that point, the setting’s usual Safeguarding procedures will apply.
* 5.2.12 All communications to and from GPUK Trainers and the child should be shared with a nominated Trustee or Trainer from GPUK and with the child's parent or guardian.
* 5.2.13 Photographs or videos in which individuals can be recognised are regarded as personal data in law. If Godly Play UK intends to use photographs of children, or to allow another organisation to use such photographs, then it must obtain specific written parental / guardian consent to do so and also the permission of the child.

1. **Role of the Godly Play UK Safeguarding Advisor**

6.1 The GPUK Safeguarding Advisor is Ben Twelves. The **GPUK Safeguarding Advisor** will collate and clarify the precise details of the allegation or suspicion of abuse and, where abuse is suspected, will pass this information onto the statutory authorities. They will inform the GPUK Safeguarding Trustee of their actions.

6.2 Where the concern is about a child, the **GPUK Safeguarding Advisor** will contact the Children’s Social Services team in the area that Godly Play UK is operating when concerns are raised.

6.3 Where the concern is about an adult in need of protection, the **Safeguarding Advisor** will contact Adult Social Services team in the area that Godly Play UK is operating when concerns are raised.

6.4 If anyone is concerned that a crime may have been committed, or are concerned about the immediate danger to a child or an adult then they should contact the Police, dialling 999, or through contacting the Police Child Protection Team.

1. **Safer Recruitment**

7.1 Safer recruitment is the process that we use when recruiting and appointing trainers, volunteers, staff, contractors or anyone working for or on behalf of GPUK. The process includes the 5 steps that are detailed in the following table. The goal is to create a safe environment within GPUK which prevents anyone who is a risk to Children or Adults at Risk of Abuse having access to those groups.

7.2 The Five Steps of Safer Recruitment at GPUK

|  |  |
| --- | --- |
| **Stage** | **Activity** |
| **Preparation** | Provide a role description  Specify what level of disclosure and barring check will be required  Decide where and how to advertise the role |
| **Application Process** | Application form  For certain roles, a self-declaration form will be needed |
| **Interview or Discussion** | Safeguarding issues taken into consideration eg reasons for taking on role, relevant experience, any problems in previous roles. |
| **References and Checks** | Appropriate level of DBS / Disclosure Scotland check carried out.  DBS Checks carried out by an individual’s Home Churches will be accepted, provided they are for the correct workforce and level and dated within 5 years.  DBS checks must be renewed at least every 5 years.  References taken, ideally at least one from someone who knows of their work with children or adults at risk. |
| **Training, Induction and Support** | Ensure volunteers have copy of the GPUK Safeguarding Policy and Procedures and Training Manual.  Require attendance at relevant level of safeguarding training  Volunteer/worker or trainer knows who to contact with any queries or concerns |

1. **Safeguarding and fundraising**

8.1 We will ensure that:

* 8.1.1 We comply with the [Code of Fundraising Practice](https://www.fundraisingregulator.org.uk/code/index), including [fundraising that involves children](https://www.fundraisingregulator.org.uk/code/working-with-others/fundraising-involving-children).
* 8.1.2 Staff and volunteers are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](https://www.institute-of-fundraising.org.uk/guidance/managing-fundraising/safeguarding-and-whistleblowing/keeping-fundraising-safe/) and the NCVO Guidance on [vulnerable people and fundraising.](https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/safeguarding-for-fundraising-managers/people-in-need-of-safeguarding-while-fundraising)
* 8.1.3 Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
* 8.1.4 We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
* 8.1.5 We are sensitive to any particular need that a donor may have.

1. **Online Safeguarding Procedures**

9.1 We will identify and manage online risks by ensuring:

* 9.1.1 Volunteers, staff and trustees understand how to keep themselves safe online. You could use high privacy settings and password access to meetings to support this
* 9.1.2 The online services we provide are suitable for our users. For example, use age restrictions and offer password protection to help keep people safe
* 9.1.3 The services we use and/or provide are safe and in line with our code of conduct.
* 9.1.4 We protect people’s personal data and follow [GDPR legislation](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/).
* 9.1.5 We have permission to display any images on our website or social media accounts, including consent from an individual, parent, etc.
* 9.1.6 We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process.  If you are unsure, you can contact one of [these organisations](https://saferinternet.org.uk/guide-and-resource/need-help), who will help you.

1. **Other resources and contact details**

**Additional Safeguarding Guidance**

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

* GPUK Safeguarding Guidance on use of Images of Children
* GPUK Photography and filming consent form (added ensuring anonymity section)
* GPUK Guidance when using zoom

**Other relevant policies**

* GPUK Harassment Policy
* GPUK Policy on trainers wishing to join the GPUK College of Trainers from abroad
* GPUK Equality and Diversity Policy
* GPUK Guidance for trainer involvement in social media

**Other resources**

* Church of England <https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance/templates-resources>
* Methodist Church <https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/policies-and-guidance/>
* Roman Catholic Church <https://www.csas.uk.net/>
* Baptist Church <https://www.baptist.org.uk/Groups/220880/Safeguarding.aspx>
* URC <https://urc.org.uk/about-us/safeguarding.html>
* Social Care Institute for Excellence <https://www.scie.org.uk/safeguarding/faith-groups/communities>

**Useful** **telephone numbers – put these in your mobile phone**

The GPUK Safeguarding Advisor is Ben Twelves 07939144766

GPUK Safeguarding Trustee, 01223 430630

Police or ambulance in emergency 999

Police for non-emergency 101

NSPCC (for advice about children) 0808 800 5000

Childline (for children to seek support) 0800 1111

Ann Craft Trust (for advice about Adults at Risk) 0115 951 5400

Local Children’s Services for the area in which you are training (this should be available from the organisation hosting your course)

Local Adult Services for the area in which you are training (this should be available from the organisation hosting your course)

**Appendix A:** **Statutory Definitions of Abuse (Children)**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The definitions of abuse below operate in England based on the government guidance ‘Working Together to Safeguard Children: a guide to inter-agency working to safeguard and promote the welfare of children’ (H M Government July 2018).

**Abuse:**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

**Physical abuse:**

A form of abuse that may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

In Scotland and Wales, physical punishment of a child (including hitting, shaking, slapping) is now illegal.

**Emotional abuse:**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet

the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another individual. It could involve serious bullying (including cyber bullying), frequently causing children to feel frightened or in danger, as well as the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse:**

Whether or not the child is aware of what is happening or not involves forcing or enticing a child or young person to take part in sexual activities. It does not necessarily involve a high level of violence. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate sexual abuse; women can also commit acts of sexual abuse, as can other children.

**Neglect:**

The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

* provide adequate food, clothing and shelter (including exclusion from home
* or abandonment)
* protect a child from physical and emotional harm or danger
* ensure adequate supervision (including the use of inadequate care-givers)
* ensure access to appropriate medical care or treatment
* It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Child sexual exploitation (CSE):**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Extremism:**

Extremism goes beyond terrorism and includes people who target the vulnerable, including the young, by seeking to sow division between communities because of race, faith or denomination. Justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

**Appendix B:** **Signs and Symptoms of Abuse (Children)**

The following signs could be indicators that abuse has taken place but, should be considered in context of the child’s whole life.

**Physical**

* Injuries not consistent with the explanation given for them
* Injuries that occur in places not normally exposed to falls, or usual children’s activities
* Injuries that have not received medical attention
* Reluctance to change for, or participate in, games or swimming
* Repeated urinary infections or unexplained tummy pains
* Bruises on babies, bites, burns, fractures which do not have an accidental explanation
* Cuts/scratches/substance abuse (these can also be indications of self-harm)

**Sexual**

* Any allegations made concerning sexual abuse
* Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
* Age-inappropriate sexual activity through words, play or drawing
* Child who is sexually provocative or seductive with adults
* Inappropriate bed-sharing arrangements at home
* Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
* Eating disorders, such as anorexia and bulimia

**Emotional**

* Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
* Depression, aggression or extreme anxiety
* Nervousness or frozen watchfulness
* Obsessions or phobias
* Sudden under-achievement or lack of concentration
* Inappropriate relationships with peers and/or adults
* Attention-seeking behaviour
* Persistent tiredness
* Running away, stealing or lying

**Neglect**

* Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses
* Inadequate care

**Appendix C:** **Statutory Definitions of Abuse (Adults)**

Safeguarding Adults is defined in the Care Act 2014 - Chapter 14 Safeguarding and the Care and Support Statutory Guidance Issued under the Care Act 2014 (June 2014).

*The legislation is relevant across England and Wales but on occasions applies only to local authorities in England*.

The Safeguarding duties apply to an adult who:

* has need for care and support (whether or not the local authority is meeting any of those needs) and;
* is experiencing, or at risk of, abuse or neglect; and
* as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

**Physical abuse:**

Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence:**

Including psychological, physical, sexual, financial, emotional abuse, 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:**

**I**ncluding 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 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 as a result of the structure, policies, processes and practices within an organisation.

**Neglect and 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. Incidents of abuse may be one-off or multiple and affect one person or more.