

Mahabba Network Safeguarding Policy

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Section 1 Details of the Mahabba Network

Address:

Chantry House
22 Upperton Road
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General Email address: **hello@mahabbanetwork.com**

Senior Leader Name: Katy Knight

Senior Leader Contact Telephone / Email: **Katy@mahabbanetwork.com**

Safeguarding Coordinator Name: Katy Knight

Safeguarding Coordinator Contact Telephone / Email: **DSL@mahabbanetwork.com**

Mahabba Network Deputy Safeguarding Officer: Simon Cox

Contact Details for Mahabba Network Deputy Safeguarding Officer: **DepDSL@mahabbanetwork.com**

Charity Number: 1150090

Company Number: 08206456

Regulators:

Insurance Company: Ansvar, Public and products liability

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

Section 2 Introduction

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

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

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)

This policy applies to workers and volunteers of the Mahabba Network such as trustees, Circles Holders and other named office holders. Throughout this document members are referred to as workers and volunteers. This policy does not apply to partners.¹

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022 it is illegal (England and Wales)(Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day to day actions and behaviours of its people
- and there is open communication

¹ See Section 4

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.²

A safeguarding statement for display can be found in APPENDIX 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (thirtyoneeight.org/ten-standards)

² Relevant legislation should be referred to in each country:

England

- Working Together to Safeguard Children 2018 (England and Wales)
- The Care Act 2014 (For adults in England and Wales)

Scotland

- Children and Young People (Scotland) Act 2014
- Protection of Vulnerable Groups (Scotland) Act 2007
- National Guidance for Child Protection in Scotland 2014
- Adult Support and Protection (Scotland) Act 2007 and the Code of Practice 2014

Northern Ireland

- Co-operating to Safeguard Children and Young People in Northern Ireland 2017
- Children (Northern Ireland) Order 1995
- Children’s Services Co-operation Act (Northern Ireland) 2015
- Safeguarding Board Act (NI) 2011
- Adult Safeguarding: Prevention and Protection in Partnership key documents 2015

Wales

- Children (Scotland) Act 1995 and the Protecting Vulnerable Groups Scheme etc.
- Working Together to Safeguard Children 2018 (England)
- Working Together to Safeguard People 2018 (Wales)
- The Care Act 2014 (For adults in England)
- Social Services and Wellbeing (Wales) Act 2014

Section 3 Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

To safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy³.

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

³ See Appendix 3.

Safeguarding training

The Leadership is committed to on-going safeguarding training and developing a culture of awareness of safeguarding issues to help protect everyone. Our workers and volunteers will receive induction training and, where necessary, will undertake recognised safeguarding training on a regular basis.

Practice Guidelines

The Mahabba Network wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

We have specific good practice guidelines for every activity we are involved in and these are attached or in the appendices.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct⁴ towards children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their job role and out. They will also receive further training as necessary.

⁴ See Appendix 8

Section 4: Partnership working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will publicise our safeguarding expectations and have a partnership agreement for safeguarding.⁵ This applies to all Circle members, local co-ordinators and their local Mahabba groups. It is also our expectation that any organisation using our premises, as part of the letting agreement, will have their own policy that meets Thirtyone:eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

⁵ See Appendix 2

Section 5 Responding to allegations of abuse

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

- Documenting a concern⁶

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

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

Name: Katy Knight (hereafter the "Safeguarding Co-ordinator")

Email: DSL@mahabbanetwork.com

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

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

Name: Simon Cox (hereafter the "Deputy")

Email: DepDSL@mahabbanetwork.com

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ

Tel: 0303 003 1111. Option 2

Alternatively contact Children's Social Services, Adult's Social Services or the police.⁷

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.
- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.

⁶ See Appendix 9 for flow charts: Action Children; Action Adult; Online safety.

⁷ **For Scotland**, contact Name of local Health and Care partnership, Children's services or Adult services, Police Scotland: Tel 101

For Northern Ireland, contact Name of local Health and Social Care Trust (HSCT), Children's' social services or Adult Social Services, Out of hours telephone number for all HSCT areas (adults and children) 02895 049999. Police Service Northern Ireland 101 or (999 if person at risk of harm)

- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that workers and volunteers of the Mahabba Network will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child⁸:

Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

⁸ See Appendix 9 for flow charts: Action Children.

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult needs protection⁹:

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

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who has responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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

If an accusation is made against a worker (whether a worker, volunteer or paid staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

⁹ See Appendix 9 for flow charts: Action Adult.

- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Section 6 Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

Working with offenders and those who may pose a risk¹⁰

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

¹⁰ See Appendix 10

Adoption of the policy

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

Signed by:

Position: DSL and Trustee

Signed by:

Position: Trustee

Date:

Appendix 1 Safeguarding statement

Mahabba Network Policy Statement on Safeguarding

To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

The following statement was agreed by the leadership on: **December 6th 2023**

- The Mahabba Network is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.

- We recognise the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as The Mahabba Network, all workers will work within the agreed procedure of our safeguarding policy.

- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by the Mahabba Network.
- Supporting all in the Mahabba Network affected by abuse.

We recognise:

- Children’s Social Services has the responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has the responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone’s responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding coordinators for the Mahabba Network.

Katy Knight Safeguarding Coordinator

Simon Cox Deputy Safeguarding Coordinator

A copy of the Mahabba Network policy can be seen on Mahabba Hivemind and is available on request from hello@mahabbanetwork.com

Signed by Trustees

Signed _____

Date _____

Appendix 2 Partnership safeguarding agreement

Due to the nature of the Mahabba Network, Circle members, local Mahabba groups and individuals independently opt to be associated and involved with the Network. These Circle members, local groups and individuals are **Partners** of the Mahabba Network.

The Mahabba Network therefore has clear guidelines with regards to our expectations of those with whom we work in Partnership, whether in the UK or not. These are:

All partners have responsibility to comply with their local safeguarding policies which must meet the same standards of safeguarding as the Mahabba Network's Safeguarding policy. This includes supporting good practice, resourcing and training.

A copy of the Mahabba Safeguarding policy will be made available to Partners within the Mahabba Network upon request.

Appendix 3 Types of Abuse definitions together with signs and indicators

1. Physical abuse

Physical abuse is the deliberate use of physical force by one person against another to cause harm.

It may result in physical harm or injury to the other person or it may not, and may be a one-off act or ongoing.

Physical abuse can include:

- Hitting, slapping, biting or pinching.
- Rough handling, shaking, pushing, or throwing.
- Burning or scalding.
- Drowning, or suffocating
- Poisoning, misuse of medication or the denial of treatment.
- Intentional exposure to extreme heat or cold, or force feeding.
- Misuse or illegal restraint, inappropriate physical punishment, or depriving someone of their liberty.

Physical harm may also be caused when a child's Parent/Carer fakes the symptoms of, or deliberately causes illness or ill health in a child.

Injuries caused by accidents such as trips and falls are not uncommon, especially in children, but these usually occur on bony or prominent areas such as knees, shins and elbows.

Abusive injuries tend to involve softer areas that are harder to damage accidentally e.g. upper arms, forearms, chest, back, abdomen and thighs.

Possible signs and indicators:

- Visible injuries and bruising.
- Unexplained cuts, marks or scars.
- Injuries that don't match the explanation given.
- Getting injured often
- Unexplained falls
- Subdued or changed behaviour
- Changes in weight, being excessively under or overweight or malnourished.
- Failing to get medical treatment or changing Doctors often.

2. Emotional abuse

Emotional abuse (or Psychological abuse) involves harming a person emotionally and includes any persistent emotional ill-treatment that causes severe and long-lasting adverse effects on a person's emotional development.

Some level of emotional abuse is present in all types of abuse and ill treatment of one person by another, but it can also occur on its own.

Emotional abuse can include:

- Consistently telling someone that they are worthless, unloved or inadequate.
- Using intimidation, coercion, and harassment.
- Having inappropriate expectations for a person's age or development.
- Seeing or hearing another person being mistreated, such as in domestic abuse.
- Not giving someone an opportunity to express their views or to take part in normal social interaction.
- Bullying, including online bullying.
- Causing someone to frequently feel frightened or in danger.

Possible signs and indicators:

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness or anger
- Reluctance to be alone with a particular person

3. Neglect

Neglect (or acts of omission) is the failure to meet a person's basic physical or emotional needs which is likely to have a serious negative impact on their health or development.

It happens when a person deliberately withholds, or fails to provide an appropriate level of care and support which is needed by another person.

It can involve a Parent/Carer and can also happen during pregnancy e.g. as a result of maternal substance abuse.

Neglect may happen because of a lack of knowledge or awareness, or through a failure to take reasonable action whether deliberate or not.

In its extreme form, neglect can be a significant risk as it can lead to serious long-term effects and even be life-threatening.

Neglect is the most common form of child abuse in the UK.

Neglect can include:

- Not providing adequate food, clothing, or assistance with personal hygiene.
- Not providing adequate shelter and heating.
- Failing to protect someone from harm or danger.
- Not ensuring appropriate supervision (including the use of inadequate care-givers)
- Failing to give prescribed medication or provide access to appropriate health care or treatment.
- Failing to provide access to educational services.
- Ignoring a person's basic emotional needs.
- Failing to take action when a person is taking unnecessary risk (especially when the person lacks capacity to properly assess risk).

Possible signs and indicators:

- Poor appearance or hygiene e.g. being smelly or dirty

- Living in an unsuitable home environment e.g. having no heating
- Inappropriate or inadequate clothing
- Signs of malnutrition or not being given enough food
- Having frequent and untreated medical issues or an accumulation of untaken medication.
- Body issues such as sores, skin complaints, poor muscle tone or prominent joints.
- Poor language or social skills
- Being left alone for a long time
- Being withdrawn, depressed or anxious
- Tiredness or finding it hard to concentrate or take part in activities
- Self-soothing behaviours such as drug or alcohol misuse and self-harm.
- Poor school attendance or performance

4. Sexual abuse

Sexual abuse (or Sexual violence) is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.

The abuse may involve physical contact and touching or non-contact activities.

Sexual abuse is found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation. It can be perpetrated by family or non-family members, women, men and other children.

Children and young people

The sexual abuse of children or young people - also called **Child Sexual Abuse (CSA)** - is involving a child or young person in an activity for the sexual gratification or gain of another person, whether or not it is claimed they have consented or agreed.

Sexual abuse of a child can include:

- Forcing or enticing a child or young person to take part in sexual activities, including penetrative or non-penetrative acts, whether they are aware of what is happening or not.
- Including children in looking at adult sexual content or activities, or having their photo taken or being filmed for the production of indecent images.
- Using sexual language towards a child or encouraging them to behave in sexually inappropriate ways.
- Grooming a child in preparation for abuse, either in person or online.

Child sexual exploitation is a form of child sexual abuse where a child is sexually exploited for money, power or status.

Sexual abuse may awaken premature sexual feelings in a child that they find hard to deal with and feel guilty about and they may need reassurance that they are not to blame for the abuse.

Penetrative sex with a child under 13 years by an adult or another child is classed as rape.

One of the ongoing effects of childhood sexual abuse may be that adult survivors experience difficulties forming meaningful relationships with other adults.

Sexual abuse of Adults

The sexual abuse of adults involves sexual acts to which the person has not consented or has been pressured into consenting to.

Sexual abuse of adults can include:

- Penetrative or non-penetrative sexual acts, whether they aware of what is happening or not e.g. sexual assault, oral sex, rape, attempted rape, and date rape.
- Indecent exposure, sexual harassment, inappropriate looking or touching, groping, sexual teasing or innuendo,
- Being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities.
- Stalking and grooming.

Possible signs and indicators:

- Physical injuries and bruising, particularly to the thighs, buttocks, upper arms and neck.
- Bleeding, pain or itching in the genital area or when walking or sitting.
- Sexually transmitted diseases or infections.
- Pregnancy in a woman who is unable to consent to sex.
- Uncharacteristic or age-inappropriate use of sexual language or significant changes in sexual behaviour or attitude.
- Self-harming.
- Poor concentration, withdrawal, sleep disturbance.
- Excessive fear/apprehension of, or withdrawal from, relationships or being alone with a particular person.

5. Domestic abuse

Domestic abuse (or Domestic Violence) is any incident, or pattern of incidents, of controlling coercive or threatening behaviour, violence, or abuse by one adult against another where they are or have been intimate partners or family members.

It can include violence by a son, daughter, mother, father, husband, wife, life-partner, sibling, grandparent or by an extended family member, whether they are directly related, in-laws or step-family. It happens across all sections of society, regardless of gender, age, ability, religion, race, ethnicity, financial background or sexual orientation.

Both men and women can be victims, although a greater number of women experience domestic abuse and are more likely to be seriously injured or killed because of it.

Children and Young People can suffer this form of abuse and are considered victims if they see, hear or experience the effects of abuse and they are related to the victim or the offender.

It is usually frequent and persistent, can happen inside and outside the home, and can continue even after a relationship has ended.

Coercive control

Coercive control is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse used to harm, punish, or frighten another person. It is designed to make a person subordinate or dependent by isolating them from sources of support, exploiting them and their resources, depriving them of the means needed for independence, resistance and escape, and regulating their everyday behaviour.

Domestic abuse can include:

- Emotional abuse
- Physical abuse
- Sexual abuse
- Financial abuse
- Forced marriage, Female Genital Mutilation, and 'honour crimes'.

Possible signs and indicators:

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness or anger
- Reluctance to be alone with a particular person
- Visible injuries and bruising.
- Injuries that don't match the explanation given.
- Unexplained falls
- Subdued or changed behaviour
- Changes in weight, being excessively under or overweight or malnourished.
- Signs of coercive control
- Feeling that the abuse is their fault when it is not
- Isolation – not seeing friends and family
- Limited access to money

6. Financial abuse

Financial abuse (or Material abuse) is the attempted or actual misappropriation or misuse of a person's money, property, benefits, or other assets, by means of intimidation, coercion, deception, or other ways to which the person does not or can not consent to.

Financial abuse includes having money or other property stolen, being defrauded or put under pressure in relation to money or other property, and having money or other property misused.

Financial abuse can include:

- Theft, burglary, or fraud (including internet scamming).
- Exploitation and embezzlement.
- Coercion or being put under pressure concerning a person's finances (including wills, property, inheritance or financial transactions).
- Misuse or misappropriation of property, possessions or benefits.
- Withholding pension or other benefits.

Possible signs and indicators:

- Unusual financial activity such as making an unexpected change to a will, a sudden sale or transfer of a property, or unusual activity in a bank account.
- Sudden inclusion of additional names on a bank account or where a signature does not resemble the person's normal signature.
- Reluctance or anxiety by a person when discussing their finances.
- A substantial gift to a carer or other third party.
- A sudden interest by a relative or other third party in the welfare of the person.
- Bills remaining unpaid.
- Complaints that personal property is missing.
- Signs of coercive control or neglect.

7. Self-neglect

Self-neglect is when an adult lives in a way that puts their own health, safety or well-being at risk.

It is an extreme lack of self-care that is often related to deteriorating health and ability in older age, poor mental health, or other issues such as addictions, however not everyone who self-neglects needs to be safeguarded.

Incidents of abuse may be one-off or multiple, and affect one person or more. People who self-neglect will often decline help from others.

There are limitations to what help can be offered if the adult has mental capacity to make their own decisions about how they live, even if they may suffer significant harm or death as a result of their own action or inaction.

Any action taken should seek to minimise any risks while respecting the person's choices, trying to engage with the person to offer as much support as possible without causing distress.

It is important to all efforts to engage with and support the person are clearly recorded.

Self-neglect can include:

- Neglecting to care for personal hygiene, health or surroundings to the extent that it threatens personal health and safety.
- 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
- Behaviours such as hoarding.

Possible signs and 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

8. Modern slavery

Modern slavery (or Human Trafficking) is the recruitment, movement, and holding of a person by improper means, such as force, threat or deception, for the purposes of exploitation or abuse.

Victims of human trafficking can be male or female, children or adults, and may come from migrant or indigenous communities.

Modern slavery is different from illegal immigration as people who are trafficked are tricked, coerced, lured or forced by criminals to work for them or others in their criminal networks around the world.

People are forced into and held by threats of violence and intimidation against them or their family, fear, debt bondage, isolation and the removal of identification or travel documents, or imprisonment and torture.

Children living in the UK can also be targeted and trafficked internally.

Modern slavery can include:

- Forced labour
- Domestic servitude
- Sexual exploitation such as prostitution and pornography
- Bonded labour (forcing someone to pay a debt that can't be paid).
- Criminal activity
- Private fostering
- Forced marriage

Possible signs and indicators:

- Signs of physical abuse or emotional abuse
- Signs of neglect
- Isolation from the community
- Seeming under the control or influence of others
- Lack of personal effects or identification documents
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

9. Discriminatory abuse

Discriminatory abuse is when a person is treated unfairly, bullied, or abused because of a particular characteristic.

It is against the law to discriminate against someone because of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

These are called protected characteristics.

Discriminatory abuse links to other forms of abuse and may have similar effects e.g. Physical abuse motivated by racism would be classified as Discriminatory abuse.

Discriminatory abuse can include:

- Unequal treatment

- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Physical abuse and emotional abuse
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

Hate crime

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

Possible signs and indicators:

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness, anger or anxiety
- The person appears withdrawn and isolated
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

10. Organisational abuse

Organisational abuse (or Institutional abuse) is when a person is abused or mistreated within an institution such as a care home or hospital, or by an organisation providing care in the person's own home.

It can include one-off incidents or long-term mistreatment, and can be through neglect or poor professional practice as a result of inadequate resources, structures, policies, processes and practices within an organisation.

The abuse may happen because of a culture that denies or restricts privacy, dignity, choice and independence, and involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and to ensure that the necessary preventative and protective measures are in place.

Organisational abuse can include:

- A run-down or overcrowded environment
- Insufficient staff or high staff turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Not offering choice or promoting independence.

Possible signs and indicators:

- Signs of neglect
- Inadequate staffing levels
- Poor standards of care
- Lack of adequate procedures
- Absence of visitors

- Few social, recreational and educational activities
- Unnecessary exposure during bathing or using the toilet
- Lack of management overview and support
- Signs of physical abuse or emotional abuse

Appendix 4 Working safely

All organisations working with children, young people and adults have a duty of care to safeguard and promote their well-being. Agreed ways of working and communicating safely help the Mahabba Network workers keep themselves and those they are working with and for, safe.

Mahabba Network promotes and follows safe working practices that enable our workers to run activities safely, develop healthy relationships and minimise the risk of false accusation.

This includes how we communicate and the use of online or digital forms of communication.

All workers should be recruited following a safer recruitment process¹¹ and should receive relevant safeguarding training before they begin working. They should receive a copy of your safeguarding policy and be familiar with how it relates to their role.

All workers SHOULD:

- Be aware that they have a legal and moral duty of care towards those they work with.
- Treat those they are caring for with respect and dignity.
- Take reasonable steps to ensure the safety and wellbeing of those they have responsibility for.
- Know how to communicate safely and effectively relate to those they come in contact with.
- Demonstrate competence and integrity.
- Understand and acknowledge the responsibilities and position of trust¹² their role gives them.
- Expect to be treated fairly and able to work in a safe environment and culture¹³.

¹¹ See Appendix 5

¹² See Appendix 6

¹³ See Appendix 7

Appendix 5 Safer recruitment process

Safer recruitment steps

Issues of confidentiality must be sensitively managed throughout the recruitment process.

It is important that the organisation has a policy regarding the employment of those with a criminal record. Identifying those who could be a danger to children, young people and vulnerable adults is far from easy, so vigilance and good practice in this area is essential.

It is important that your policy makes it very clear that a safer recruitment process will be followed in all cases

TOGETHER put the church/organisation in a safer position to create safer places for vulnerable people. Any single part of the process that is used in isolation reduces the effectiveness of the process and potentially increases risk to vulnerable people and the church/organisation.

In terms of recruitment there is no difference between a paid or voluntary position. The same process should be applied to both, particularly in relation to Disclosure checks.

There are four steps:

The four steps:

Step 1. Advertise

The first step in the safer recruitment process is to advertise the role.

Before you advertise

For each role, whether paid or voluntary, you will need to have a clear and up to date:

- **Job or role description** - this gives the duties, tasks, and responsibilities of the role.
- **Person specification** - this outlines the experience, any qualifications, and the personal characteristics needed for the role.

Each role you advertise for is going to be different so it's important to be clear about the function and needs of the role before you begin the recruitment process. The responsibilities and frequency of the work will also determine if the role meets the eligibility criteria for a criminal record check and if so, what level of check is needed.

Advertising the role

For each role you should give:

- The closing date for applications (and interview date where possible).
- Job Description and Person Specification
- Application form.
- Self-declaration form.
- The organisation's commitment to safeguarding including a link to your safeguarding policy.
- A clear expectation that the successful applicant will need to apply for a relevant criminal record check prior to starting (if necessary for the role).

You should also make it clear that you reserve the right to make any relevant character checks you consider necessary.

Advertising for a role is your first chance to show your commitment to safeguarding. Making reference to your safer recruitment policy within your advert will discourage unsuitable people from applying.

Step 2. Interview

The second step in the safer recruitment process is to interview the applicants you have shortlisted for the role.

The interview

The purpose of an interview is to assess a candidate's suitability for the role and should be held face-to-face (where possible) with all the shortlisted candidates. An interview is not about trying to catch people out, but should be done in a way that helps the candidates to give their best to the process.

The interview should be conducted by at least two people (ideally one male and one female) one of which should have experience and understanding of working with children or adults and had safeguarding training.

Questions to ask

There are no set questions that you must ask in an interview, however your questions should be designed to assess an applicant's suitability for the role.

Some general principles that you should apply when asking questions is to make sure they are:

- **Relevant** - related to the job description and person specification.
- **Open** - attempt to establish how the person thinks and feels about working with children.
- **Fair** - any question must be asked of all candidates.
- **Appropriate** - questions about values and personal conduct are acceptable as long as they are relevant to the job. (This is important within the context of the culture or value system of the organisation).
- **Legitimate** - questions about sexual conduct/morality in relation to the value system of the organisation may be asked (as long as they are relevant to the role and asked sensitively).

You should ask if there has ever been any concern regarding the person's conduct with children or adults at risk, or if there are any allegations that have been made against them have been reported to or investigated by Social Services or the Police. This information should be cross-referenced to the information supplied by the applicant on the Self-declaration form.

It would also be relevant to ask about any personal issues that may affect the person's ability to carry out the job, such as past drug misuse, alcoholism or abuse, and whether these issues have been or are being addressed (this may be significant if part of the role involves working with people for whom abuse is an active issue).

You should always follow up any answers that need further exploration.

Information to give

As well as asking questions, you should use the interview to give candidates:

- More information about the role
- An explanation of safeguarding within the context of the role
- An outline of your organisation's safeguarding policy and code of conduct.
- An opportunity to ask any questions they may have about the role or the organisation.
- Information about what will happen next in the process and when they can expect to hear a decision.

Things to consider

There are some questions which it is unlawful to ask at an interview. These generally relate to health or disability and age, unless they are needed to assess someone's ability to perform key functions of the role. In that case you must ensure you ask the same questions of each applicant.

You may also consider other ways of assessing suitability, beyond asking questions, such as role play, written exercises, discussing individual work-place scenarios or involving children and young people in meeting candidates. These should, however, be in proportion to the role that is being applied for.

Step 3. Decision

The third step in the safer recruitment process is to decide which applicant(s) to offer the role(s) to.

Making a decision

All recruitment decisions need to be:

- Fair - in line with current legislation on equality.
- Based on a person's experience, ability, and suitability to perform the tasks and responsibilities of the role (described in the Job Description and Person Specification).
- Based on the information given by the applicant in the application form and at interview.
- Documented - you should keep a record of the process used to make your decisions which can be referred back to if needed.

A person's attitude to, and motivation for wanting to work with children, young people or adults at risk should also be an important factor in making your decision.

Part of following a safer recruitment process means that your decision should not be based on the urgency of need or the availability of the applicant, no matter what pressures there may be to fill the vacancy.

Deciding not to offer

If there are any doubts about the suitability of a candidate, whether for a paid or voluntary position, it is best not to make an offer. This minimises the risk of putting people at risk of harm.

All applicants should be notified in writing of your decision. If an unsuccessful candidate asks for the reasons why they have not been offered the role or asks for feedback, it should be given with sensitivity.

Step 4. Make an offer

The fourth step in the safer recruitment process is making an offer to the successful applicant(s).

Making an offer

All offers, whether for paid or voluntary roles, should be made subject to:

- Completing a relevant criminal record check (where this applies).
- Satisfactory references being received.
- Successful completion of a probationary period.

The offer should be made in writing to the successful applicant(s) and include a copy of their contract or volunteer agreement that gives details about the duties and expectations of the role and the support, supervision and resources that they can expect from the organisation.

In order to create safer places for vulnerable people all steps of the safer recruitment process should be undertaken.

Appendix 6 Positions of trust

All adults working with children, young people and vulnerable adults are in a position of power or influence over them because of the work they do. This is known as being or working in a position of trust.

All those in a position of trust need to understand the power this gives them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

Clear boundaries need to be in place to ensure that the safeguarding of vulnerable groups is not compromised and that there are clear expectations about appropriate behaviour of workers. These should be outlined in your organisations code of conduct.

Workers should NOT use their position to:

- Gain access to information for their own or another's benefit.
- Intimidate, bully, humiliate, threaten, coerce or undermine.
- Form or promote relationships that are or may become sexual.

Any kind of sexual relationship between an adult worker and a child is never acceptable and if concerns arise this should be reported.

Abuse of Trust

Where an unequal imbalance of power is used for personal benefit or gratification this is called an abuse of trust.

The potential for exploitation and harm to vulnerable people through an abuse of trust means that anyone who works with or on behalf of children, young people, and adults has a responsibility to take all reasonable steps to prevent an abuse of trust from happening.

An allegation of an abuse of trust can include where a person in a position of trust has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child in a way that indicates that they may pose a risk of harm to children.

In England, Wales, and Northern Ireland, it is illegal for anyone in a Position of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

If there are concerns about an abuse of trust you should contact your Local Authority to discuss your concerns.

Appendix 7 Culture

Having a safe and healthy culture creates good attitudes towards safeguarding and ensures it is taken seriously by all. The culture of an organisation sets the tone for safeguarding.

When referring to the culture of an organisation we mean 'the way things are done around here'. It includes the customs, values and beliefs evident in those working in and on behalf of the organisation, and its activities.

Culture can be shaped in both negative and positive ways. If an organisation is to inspire trust among its workers and service users, the desired and stated culture must be evident. Trust can quickly be eroded when words and actions do not match. That is why culture is a board responsibility and should be reviewed regularly.

An organisation that claims to stand for one thing, but whose behaviour does not support that, will negatively impact the view of all who come into contact with it.

The development of a safer and open culture helps everyone, and includes things such as having open communication, accountability structures in place, and agreed processes for decision making.

Appendix 8 Code of Conduct for Working with Children, Young People and Adults at Risk¹⁴

ACCOUNTABILITY

- Always be accountable to other adults regarding your interactions with children, young people or adults at risk.
- Parents and/or supervisors are to be notified beforehand of any activities with children, young people or adults at risk.
- In an emergency situation, find someone to go with you if at all possible, or notify whoever is available.

SUPERVISION

- Supervision also reduces risk. The person responsible for safeguarding within the organisation encourages local Network participants to periodically and randomly inspect areas where children, young people and/or adults at risk and other adults are together.

TECHNOLOGY

- Technology is used appropriately to protect children, young people or adults at risk from abuse and exploitation, for example, family safe filter/parental control programmes to prevent downloading pornographic material from the internet, access to inappropriate emails, chat rooms, or films.
- Instant messaging, texting and other forms of social networking between Network personnel and children, young people or adults at risk is not used inappropriately.
- Clear guidelines are available in relation to communication via all social media, social networking, and related technologies, as stated in the External Communications policy.

TOUCH

Healthy, caring touch is valuable to children, young people or adults at risk, but unhealthy touch is abusive. However, touch needs to be used in a culturally appropriate way. The following should be noted:

- Touch is open rather than secretive. A hug in the context of a group is very different from a hug behind closed doors.
- Touch is in response to the need of the child / young person or adult at risk, and not the need of the adult.
- Touch is age-appropriate and generally initiated by the child, young person or adult at risk rather than the adult. It is with the child, young person or adult at risk's permission and any resistance from the child, young person or adult at risk is respected. Touch always communicates respect.
- Adults avoid doing things of a personal nature for children, young people or adults at risk that they are able to do for themselves, including dressing, bathing, etc.
- Adults and other young people or children do not hit, slap, pinch, push, hold against their will, or otherwise assault children, young people or adults at risk.

- **The following signs of affection are generally appropriate within specific contexts:**

¹⁴ NB The Global Connections Sample code of conduct should not be posted for the public on other platforms.

- i. verbal praise
- ii. side hugs
- iii. pats on the shoulder, back, or head (when culturally appropriate)
- iv. for smaller children, touching their hands, faces, shoulders and arms, arms around their shoulders, hugs, or holding them when others are present.

• **The following behaviours between staff or volunteers and children, young people or adults at risk are inappropriate and are not to be engaged in:**

- i. touching buttocks, chests, genital areas, or thighs
- ii. showing affection in isolated areas or when alone with a child, young person or adult at risk
- iii. sleeping in bed with a child, young person or adult at risk
- iv. inappropriate comments that relate to physique or body development
- v. flirtatious or seductive looks or behaviour
- vi. any form of affection that is unwanted by the child, young person or adult at risk
- vii. showing sexually suggestive videos or playing sexually suggestive games with any child, young person or adult at risk
- viii. any behaviour that could be interpreted as sexual in nature

- Local team members monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted.

INAPPROPRIATE ACTIONS

It is inappropriate for anyone to:

- Hit or otherwise physically assault children, young people or adults at risk.
- Develop physical/sexual relationships with children, young people or adults at risk.
- Develop relationships with children, young people or adults at risk which could in any way be deemed exploitative or abusive.
- Engage in behaviours which could be regarded as grooming or controlling.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Help children, young people or adults at risk in areas of a personal and private nature that they are able to do for themselves.
- Act in ways intended to shame, humiliate, belittle or degrade children, young people or adults at risk, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children, young people or adults at risk to the exclusion of others.
- Be involved in discrimination, prejudice or oppressive behaviour or language in relation to any of the following: race, culture, age, gender, disability, religion, sexuality or political views.

2. CHILD-TO-CHILD BEHAVIOUR3

Children and young people have always been curious about other children - the same or opposite sex - and/or experimented sexually. However, where a child is in a position of power, or has responsibility over another child (as in a babysitting arrangement) and abuses that trust through engaging in sexual activity, this is regarded as abusive.

The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations are to be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Approximately one third of sexual offences are committed by children and young people. Instances such as these would be investigated by the child protection agencies in the same way as if an adult

were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused.

Global Connections, Caswell Road, Leamington Spa, Warwickshire CV31 1QD |
globalconnections.org.uk

Since sexually harmful behaviour can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and the organisation will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Some adult sexual offenders started abusing in their teens (or even younger).

- Child-to-child sexually harmful behaviour includes all types of abuse defined in these guidelines.
- Other factors considered in evaluating whether sexually harmful behaviour has occurred include differences in responsibility, trust, power, development, awareness and understanding, coercion, and threats – whether implied or verbal.
- In addition, the following actions may involve sexually harmful behaviour of one child to another and are prohibited: bullying, hazing, derogatory name-calling, ridicule or humiliation, or singling out a child for negative treatment or exclusion.
- Mahabba Network does not allow anyone under 18 to be left formally in charge of any children of any age.
- Mahabba Network takes any disclosure of abuse from a child about another child seriously and follows the safeguarding procedures in the same way as for any other disclosure.
- Mahabba Network is prepared to engage with other professionals and statutory agencies that have expert knowledge in this area.
- Mahabba Network's Safeguarding policy is to offer ongoing pastoral care and support to the perpetrator, victim and both families through a risk assessment or counselling if necessary.¹⁵

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Company no. 3

¹⁵ 1 Acknowledgement needs to be given to the "Child Safety and Protection Network Best Practice Standards and Related

Documents" Version 1, Sept 2008, from where much of this Code of Conduct has been sourced.

2 See definitions of 'Relationship of Trust' and 'Abuse of a position of trust' in Appendix 6.

3 See Harmful sexual behaviours in children and young people available from <https://thirtyoneeight.org/get-help/resources/practice-guides text/sexual-behaviours-in-children-and-young-people/>

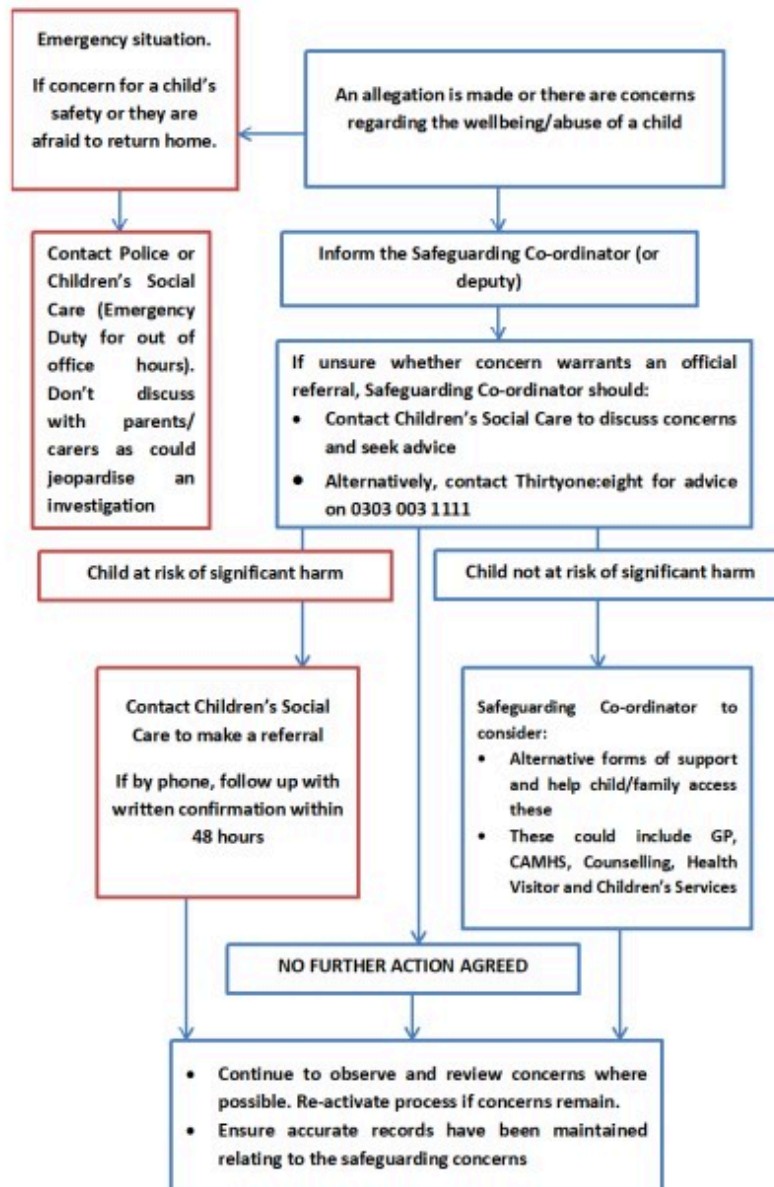
Appendix 9 Action Children, Adult & Online Flowcharts

Flowchart for Action Children and Young People



Creating safer places. Together.

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.

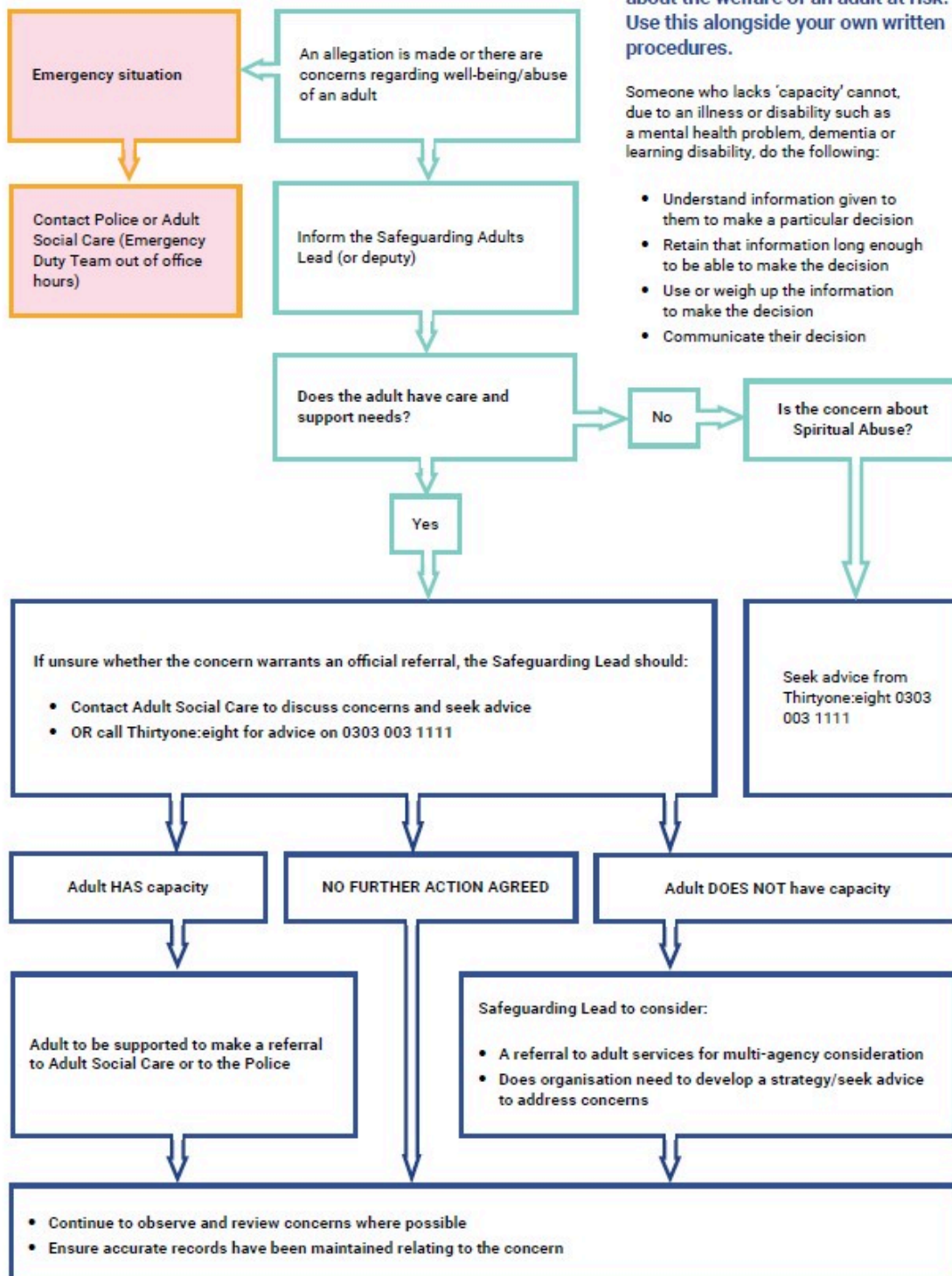


Working Together to Safeguard Children defines significant harm as:

"... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."

© Thirtyone: eight 2018 Flowchart for Action Children & Young People

Action for Adults at risk flowchart



This flowchart gives an overview of action to be taken when concerned about the welfare of an adult at risk. Use this alongside your own written procedures.

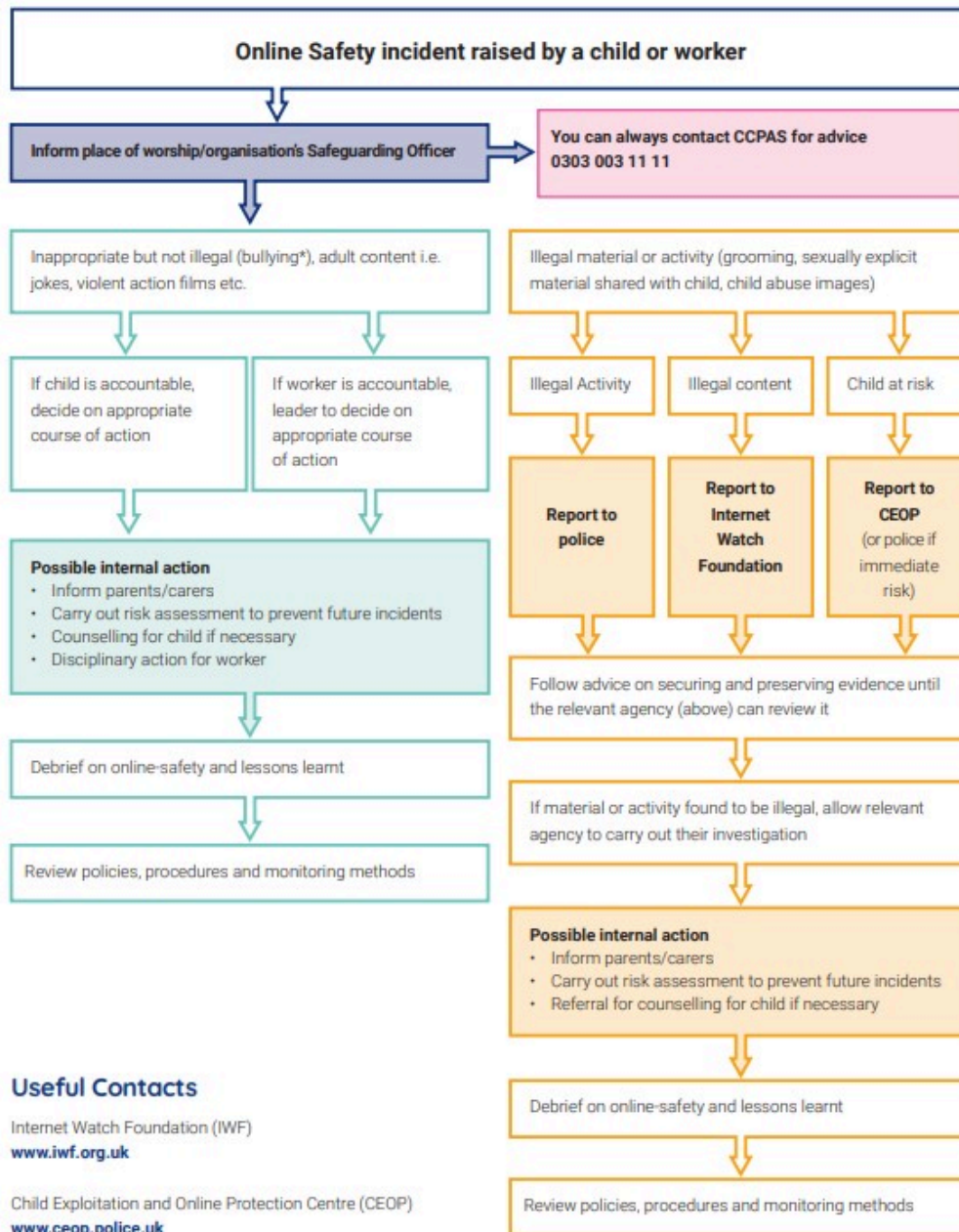
Someone who lacks 'capacity' cannot, due to an illness or disability such as a mental health problem, dementia or learning disability, do the following:

- Understand information given to them to make a particular decision
- Retain that information long enough to be able to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision

Online Safety Flowchart



Creating safer places. Together.



Useful Contacts

Internet Watch Foundation (IWF)
www.iwf.org.uk

Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

(*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.

Appendix 10 Those who pose a risk

Some organisations, especially churches and places of worship, are open to all. These are places where children and adults can freely mix and join in activities together in close proximity. This can include people who may pose a risk to others such as those who have been convicted of offences including sexual offences relating to children or adults.

In order to create places that are safer for all, it is essential that organisations that do have an 'open door' policy understand the risks that come with that. Organisations need to have a safeguarding policy that includes a safer recruitment process to limit access to vulnerable groups and other measures in place which make sure any ongoing risks are managed effectively and those who may pose a risk are appropriately supported.

Organisations that want to be truly open to all and allow those that may pose a risk to take part in their activities and be part of their community, can put processes and agreements in place that allow these people to be managed and supported within the organisation without compromising the safety of others.

In this section:

What are the risks?

A person who has been convicted or accused of violent or sexual offences and harm towards children or adults, or whose behaviour is of serious concern, is a safeguarding risk to your organisation.

It's important that an organisation that is open to all, understands what the risks are that come with that.

Some of the areas of risk include:

Re-offending

Some harmful and abusive behaviours are highly-addictive and persistent in nature. However sorry a sexual offender may be, there are no guarantees that they will not re-offend even if they have had treatment or received pastoral support such as prayer ministry. Due to the nature of the offences they cannot ever be considered safe, and should not be put in a position that may make the chances of reoffending more difficult to resist.

Opportunities for grooming

Organisations that are open to all, where adults and children mix together, can be targets for people wanting to get access to children, young people, or adults at risk, to abuse them. Without the right safeguards in place, the risk of grooming is greatly increased.

Cultural understanding of offenders

Often there can be a lack of understanding about sexual offenders. In some communities there can be a commonly held belief that sexual offenders don't exist within their own culture, or would not be

part of their religious or worshipping community. This can create a risk that proper safeguards may not be put in place that could prevent harm and abuse happening.

Beliefs about forgiveness

For some religious or faith-based organisations where beliefs of universal forgiveness, acceptance and restitution are held, this can mean that where a person demonstrates 'repentance' or behaviours in line with faith teachings that they are safe to be in a position of trust within that community. This can increase the risk of the person re-offending.

Managing the risks

Caution is needed in assessing and managing the risks posed by offenders especially where a person has committed offences of a sexual or violent nature; or for a person whose behaviour is of concern and who has not responded to any advice or guidance that's been given.

In each case, a careful risk assessment should be made to see whether the organisation can safely and adequately work with that person. Help from the police and probation services should be sought to do a behavioural risk assessment, and should consider the details of offending and subsequent behaviour and attitudes.

One outcome of this assessment may be that the level of risk or resource needed to manage the situation may be too high for your organisation to cope with safely, and you may need to help the person find alternative places that are better equipped to support them and manage the risks involved.

Someone who poses a risk to others should be closely monitored, with strict boundaries placed on their movements and behaviour. This is done by drawing up a contract and agreement between your organisation and the person, alongside providing an appropriate level of support and accountability.

On-going monitoring is required, as well as a process in place to make sure that knowledge of the situation is passed on in the case of any changes of staff and leadership over time.

Confidentiality

Confidentiality is important in any pastoral care situation, but where the safety of others may be compromised, confidentiality has to take second place to protecting others.

No one outside of those directly involved in managing a person who may pose a risk should be informed of the person's identity or the arrangements in place. This would be a breach of confidentiality. A good safeguarding policy should treat all situations equally and prevent anyone who has not been through the safer recruitment process from working with or accessing vulnerable groups.

A leader in the organisation may be given confidential information by one of the statutory agencies but this should not be shared with the wider organisation.

Contact our Safeguarding Helpline to get specific advice and guidance on managing those who may pose a risk.

Contracts and agreements

When working with someone who may pose a risk, an organisation should set and document the expectations for behaviour including what activities the person may take part in, and the support they will be offered.

Those involved in the activities of the organisation need to know that there is a process in place for managing those who may pose a risk but that they may not be made aware of the identity of the person or details of the arrangements in place.

Drawing up a contract or agreement should be done in collaboration with the person who it concerns. It should be proportional to the risk the person poses, reflect the pattern of their offending, and their needs in terms of pastoral support. The process should include these **five** stages:

Resources:

[Behaviour risk assessment template and guidance](#)

[Assessing and Managing risk training](#)

[Clauses to consider in a contract with an offender](#)

Stage 1 - Set up a support and accountability group.

A small group of people should be formed (ideally including people with some professional expertise e.g. with the police or social work) who are interested in supporting but also monitoring the person of concern.

Stage 2 - Assess the risk for each activity

Make a list of all activities which the organisation runs and has responsibility for and note which are open to all and who attends or takes part e.g. is it an activity where vulnerable people such as children are present? The risk for each activity should be assessed and documented.

Stage 3 – Meet with the person who may pose a risk

The person should be invited to attend a meeting with the group. (If they are on the Sex Offenders or Violent and Sex Offenders Register, their police liaison officer should also be invited.)

Go through all the activities listed and state which the person may and may not attend or take part in, set the boundaries around expected behaviour and conduct, and the supervision arrangements for each activity.

You should also explain the help and support you are able to offer them.

Stage 4 – Sign the contract or agreement

If the person is willing to accept these conditions then they should be written up as a contract or agreement and signed by the person and all members of the group. A copy should be kept on file by the organisation.

Stage 5 – Regular review meetings

A regular meeting should be set up with the person and members of the group to review how the terms of the contract or agreement have been kept to, whether there have been any breaches (if so any statutory authorities must be informed), and whether the terms of the contract need to be changed.

These should be weekly for the first month, then at least bi-monthly after that unless the offence was committed a long time ago and the contract is working smoothly.

Things to consider

Where an organisation cannot support the person to attend or take part in its open activities because of the risk, it may choose to offer some closed activities specifically for that person.

If the person refuses to sign an agreement or continually breaches the agreement after it is signed the organisation will need to ask the person to leave. If it is then discovered that they have joined another organisation the group chair will need to contact the other organisation and advise them to contact the police and probation service for further information e.g. if they move to a different church.

Any contract, agreement, or records relating to an offender or someone who may pose risk, need to be stored and processed carefully in line with data protection legislation.

Contact our Safeguarding Helpline to get specific advice and guidance on writing a contract or agreement.

Supporting offenders

A person who may pose a risk that wants to engage with your organisation will need people around them who can support them to do so safely and ensure any pastoral needs they have are met.

It is important that any help and support your organisation does offer as part of managing the risks that may be posed by the person, are not seen as a substitute for working with statutory agencies or the police.

Some people that may pose a risk and who look to engage with your organisation will be doing so because they are looking for support to address their behaviour and want to engage positively with the activities and services you're offering. However, there will be others who are motivated by seeking contact with children, young people or vulnerable adults to abuse them. These realities need to be carefully balanced in a non-judgemental way when considering how best to support people.

A Support and Accountability Group should be set-up, particularly for high risk offenders, which can provide the necessary support and monitoring needs the person will have, and also so that responsibility doesn't fall all on one person.

What type of support may be needed?

An offender may need pastoral care to help them deal with the spiritual and emotional aspects of their life.

Some offenders may not fully understand the consequences of their behaviour on the people they have hurt or abused. They may need help to understand that they have no inherent right to be forgiven by those they have harmed.

Appendix 11 Safeguarding Incident Form

CONFIDENTIAL

All information recorded on this form should be factual and not the feelings or thoughts of the person completing the form. Please complete as much of the following as possible.

Name of child/young person/adult:
Age and date of birth:
Gender:
Parent's/carer's name(s) if under 18:
Home address (and phone no. if available):
Siblings (if any):
Name of organisation/church:
Your name:
Your position and relationship to the child/young person/adult:
Are you reporting your own concerns or passing on those of someone else? Give details:
Brief description of what prompted the concerns: including dates, times etc. of any specific incidents, sequence of events, actual words used/observations. Keep factual:
Any physical signs? Behavioural signs? Indirect signs?
Has the individual spoken to you? If so, what was said? Please report exactly what they said (using their language) and what you said: (remember; do not lead the individual - record actual details.) Continue on separate sheet if necessary:

Have the parents spoken to you? If so, what was said?
Has anyone alleged to be/is suspected of being the abuser? Give any other details that you feel will be important.
Have you consulted anyone else? Give any other details that you feel will be important:
In what capacity have you had contact with the child/young person/adult?
To whom reported and date of reporting:
Action taken:
I can confirm that to the best of my knowledge the information provided above is correct, and that I will be available to answer any further questions on this matter.
Today's date:
Time:
Name (please print):
Contact details:
Signature:

ANY INCIDENT MUST BE REPORTED IMMEDIATELY TO A SAFEGUARDING OFFICER.¹⁶

Safeguarding Officer: **DSL@mahabbanetwork.com**

Deputy Safeguarding Officer: **DepDSL@mahabbanetwork.com**

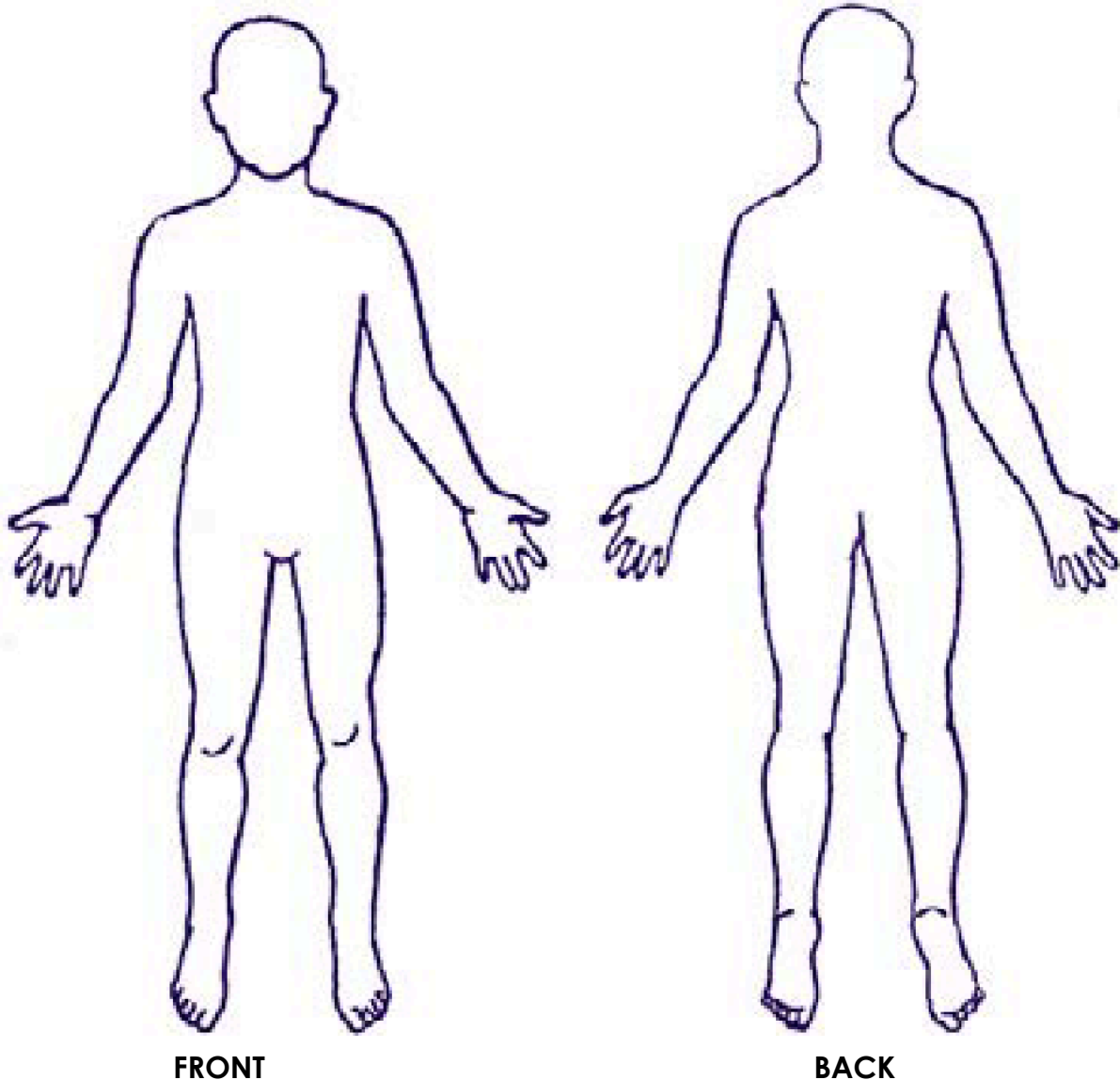
¹⁶ Incident report form was adapted from Sample by: Global Connections, Caswell Road, Leamington Spa, Warwickshire CV31 1QD | globalconnections.org.uk
Registered in England and Wales as the Evangelical Mission Association | Charity no. 1081966 |
Company no. 3886596

BODY MAP

Name of individual of concern

Name of person completing this form

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember** it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, record and pass it on.



Signature _____

Date and time _____

Registered in England and Wales as the Evangelical Mission Association | Charity no. 1081966 |
Company no. 3886596

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Appendix 12 Declaration forms 1

Mahabba Network - Trustee declaration form

Trustee positions

Automatic disqualification declaration

This document is used alongside the [existing trustee declaration](#)¹ form to enable the Mahabba Network to:

- to satisfy themselves that individuals who hold (or who are applying for) a trustee position are not disqualified from holding that position.

Declaration forms are handled and processed in accordance with duties under the General Data Protection Regulation (GDPR).

Individuals are automatically disqualified from acting as a trustee of a charity if:

- one or more of the reasons in Annex A apply; and
- they have not obtained a waiver of that disqualification from the Charity Commission.

Completing the declaration

Read the automatic disqualification [guidance](#)² to decide if you are disqualified.

Complete and sign this declaration to confirm that you are not disqualified.

If one of the disqualification reasons does apply, you may be able to [apply for a waiver from the Charity Commission](#)³ which will allow you to act as a trustee.

Pass a copy of the completed declaration to the trustees for the charity's records (the declaration should not be sent to the Charity Commission).

Declaration	
I declare that:	
<ul style="list-style-type: none">• I am not disqualified from acting as a trustee; and• I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.	
Full Name:	
Signature:	Date:
Charity Name and Number: Mahabba Network: 1150090	

¹ <https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

² <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

³ <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#apply-waiver>

Annex A – Disqualification Reasons

You are automatically disqualified from acting as a trustee if:

1. You have an **unspent** conviction for any of the following
 - a) an offence involving **deception or dishonesty**
 - b) a **terrorism offence**
 - a. to which Part 4 of the Counter-Terrorism Act 2008 applies
 - b. under sections 13 or 19 of the Terrorism Act 2000
 - c) a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
 - d) a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
 - e) an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
 - f) an offence of **misconduct in public office, perjury or perverting the course of justice**
yes/no
 - g) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
2. You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
3. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
4. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
5. You are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
6. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. You have **previously been removed as a trustee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
8. You have been removed from **management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
9. You are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
10. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
11. You have an **individual voluntary arrangement (IVA)** to pay off debts with creditors
12. You are **subject to a moratorium period under a debt relief order**, or a debt relief restrictions order, or an interim order
13. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)

Senior Mahabba Network personnel

Automatic disqualification declaration

This declaration is used by:

- Mahabba Network to make sure that individuals who hold (or who are applying for) a senior position are not disqualified from holding that position.

Senior personnel¹ have the responsibilities of a chief executive or finance director / chief financial officer.

Mahabba Network will ensure that declaration forms are handled and processed in accordance with duties under the General Data Protection Regulation (GDPR).

Individuals are automatically disqualified from holding a senior management position within a charity if:

- one or more of the reasons in Annex A apply; and
- they have not obtained or applied for a waiver of that disqualification from the Charity Commission

Completing the declaration

Read the [automatic disqualification guidance](#)² first to check if you are disqualified.

Complete and sign the declaration to confirm that you are not disqualified.

If one of the disqualification reasons does apply, you may be able to [apply for a waiver from the Charity Commission](#)³. This may allow you to take up the position.

Pass a copy of the completed declaration to the trustees for the charity's records (the declaration should not be sent to the Charity Commission).

Declaration	
I declare that:	
<ul style="list-style-type: none">• I am not disqualified from holding a senior manager position; and• I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.	
Full Name:	
Signature:	Date:
Charity name and number:	

¹ <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#detailed-check---what-a-senior-manager-position-is>

² <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

³ <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#apply-waiver>

Annex A – Disqualification Reasons

You are automatically disqualified from acting as a trustee or senior manager if:

1. You have an **unspent** conviction for any of the following
 - a) an offence involving **deception or dishonesty**
 - b) a **terrorism offence**
 - a. to which Part 4 of the Counter-Terrorism Act 2008 applies
 - b. under sections 13 or 19 of the Terrorism Act 2000
 - c) a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
 - d) a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
 - e) an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
 - f) an offence of **misconduct in public office, perjury or perverting the course of justice**
yes/no
 - g) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
2. You are on the **sex offenders register** (i.e. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
3. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
4. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
5. You are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
6. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. You have **previously been removed as a trustee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
8. You have been removed from **management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
9. You are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
10. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
11. You have an **individual voluntary arrangement (IVA)** to pay off debts with creditors
12. You are **subject to a moratorium period under a debt relief order**, or a debt relief restrictions order, or an interim order
13. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)

Appendix 13 Process for when a safeguarding concern has been raised about a trustee or leader

1.
 - a) Step person down from trustees temporarily 'Suspension without prejudice'.
 - b) Instate a support partner for this trustee.
 - c) Notify other trustees of an 'ongoing inquiry/incident'. We are dealing with an ongoing incident, following procedure and utilising professional advice. Not all trustees need to know details: in the future, trustees may be needed who were not involved in the investigation.
2. Keep a clear record of information.
3. Contact 31:8 for advice
4. Find evidence of due diligence appointment: interview, references, DBS (where necessary), declaration of suitability to serve as trustee.
5. Did a previous church or charity (reference) know about any historic allegations?
6. Use pre-prepared statement: e.g. 'The Mahabba Network takes safeguarding seriously; we are liaising with the relevant authorities and following due process. We can make no further comment at this time.'
7. Notify the Charities Commission.
8. If the incident has got into the public domain (media) give people in the Mahabba Network and local church a key point of contact from which to get information about what is happening.