

## Annex I

### Useful Contacts

#### Important Contact Numbers

In the event of concerns and allegations always contact the Provincial Safeguarding Officer who will take the appropriate action and support you with any action you may be required to take.

External services are only to be contacted as outlined below.

#### Contacting the Emergency Services

- If there is immediate risk of harm, i.e. someone is in danger now, you should call 999.
- Always contact the Provincial Safeguarding Officer as soon as possible of any and all actions and incidents. Tel **07787 244 037** or **07551 124 219**.
- Complete Form 9 Reporting a Safeguarding Concern.

#### Contacting the Police

If there is a risk of harm and this is also a criminal matter (for example, suspected theft or fraud) but no-one is in immediate danger (i.e. you do not need to call 999) and the Provincial Safeguarding Officer is not available, you should contact the Police directly.

To contact the Police you should call 101. The number is available 24 hours a day, 7 days a week.

If you are hearing-impaired you can contact a minicom service on 01656 656980.

#### Contacting Social Care Services

If there is a risk of harm but no-one is in immediate danger (i.e. you do not need to call the Police or Ambulance) and the Provincial Safeguarding Officer is not available, you should contact Social Services directly.

Please refer to the specific Local Authority website for their current contact number.

#### Resources for Further Information

The resources outlined below are intended as sources of further information for church representatives and stakeholders as well as for signposting anyone else in need of information and/or support. Any queries or concerns directly related to safeguarding matters must be raised directly with the Provincial Safeguarding Officer.

## Children and Young People

<b>NSPCC</b> <a href="http://www.nspcc.org.uk/services-and-resources/nspcc.helpline">www.nspcc.org.uk/services-and-resources/nspcc.helpline</a>	<b>0808 800 5000</b>
<b>ChildLine</b> (24/7 telephone counselling for children and young people) <a href="http://www.childline.org.uk">www.childline.org.uk</a>	<b>0800 1111</b>
<b>Meic</b> (24/7 information and advocacy helpline for children and young people) <a href="http://www.meiccymru.org">www.meiccymru.org</a>	<b>0808 802 3456</b>
<b>Kidscape</b> (helpline for parents concerned about bullying) <a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>	<b>02077 303 300</b>
<b>Children's Commissioner's Office</b> <a href="http://childcomwales.org.uk">http://childcomwales.org.uk</a>	<b>0808 801 1000</b>

## Adults

<b>The National Careline</b> (information about care and support for older people, their carers and their families) <a href="http://www.thenationalcareline.org">www.thenationalcareline.org</a>	<b>0800 069 9784</b>
<b>Age Cymru</b> (information, support and advice for older people) <a href="http://www.ageuk.org.uk/cymru">www.ageuk.org.uk/cymru</a>	<b>0800 022 3444</b>
<b>Action for Elder Abuse</b> <a href="http://www.elderabuse.org.uk">www.elderabuse.org.uk</a>	<b>080 8808 8141</b>
<b>Older People's Commissioner's Office</b> <a href="http://www.olderpeoplewales.com">www.olderpeoplewales.com</a>	<b>0344 264 0670</b>
<b><u>Advisory / Regulatory Bodies</u></b>	
<b>CCPAS:</b> <b>Churches Child Protection Advisory Service</b> <a href="http://www.ccpas.co.uk">www.ccpas.co.uk</a>	<b>0303 003 111</b>
<b>CSSIW:</b> <b>Care and Social Services Inspectorate Wales</b> <a href="http://www.cssiw.org.uk">www.cssiw.org.uk</a>	<b>0300 790 0126</b>

## Online Safety

**Wisekids**

[www.wisekids.org.uk](http://www.wisekids.org.uk)    [info@wisekids.org.uk](mailto:info@wisekids.org.uk)

**01633 673 339****Action for Children's Net Smart**

[www.actionforchildren.org.uk/our-services/family-support/parenting-suport/netsmart](http://www.actionforchildren.org.uk/our-services/family-support/parenting-suport/netsmart)

**BBC Webwise**

<https://www.bbc.com/ownit>

**Child Exploitation & Online Protection (CEOP) Centre**    **0800 1111**

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

## Support for Victims and Survivors

**The Survivors Trust**

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

**0808 801 0818****MACSAS**

(Ministry and Clergy Sexual Abuse Survivors)

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

**0808 801 0340****NAPAC**

<https://www.napac.org.uk>

**0808 801 0331**

## Support and Treatment for Offenders

**The Lucy Faithfull Foundation**

(working with families affected by abuse including perpetrators, young people with inappropriate sexual behaviour, victims)

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

**0808 100 0900****Stop it Now**

(confidential helpline for anyone concerned about any aspect of child sexual abuse, including families and professionals)

[www.stopitnow.org.uk/wales](http://www.stopitnow.org.uk/wales)

**0808 100 0900**

## Annex 2

### Keeping Safe Online! A Guide for Children

1. Never tell anyone online where you live, what school you go to, your address, email or phone number and never send pictures of yourself to anyone. If anyone asks you for this information you should tell your mum or dad.
2. Making friends online is great but NEVER agree to meet up with someone you have chatted to online. Online friends are still strangers and not everyone is who they say they are. If you do meet up make sure your mum or dad knows about it AND they, or another safe adult, come with you.
3. Never open emails, messages or files from anyone you don't know. They may contain viruses or nasty messages.
4. The internet is great for finding things out but not everything you read will be true. Check out what you read by looking at different websites, checking in books or asking your teacher or someone who knows.
5. Not everyone online is truthful about who they are and what they are doing. Sometimes people use the internet to bully, upset or hurt people. It is always safest to chat only to people online that you know in real life and make sure your parents know what chat rooms you use. If someone makes you feel uncomfortable, asks you to do something that you are not happy about or bullies you online, tell your mum or dad.
6. If you are worried about something you have seen online or something someone has said to you online, you can report it to CEOP (Child Exploitation and Online Protection) [www.thinkuknow.net](http://www.thinkuknow.net).

### Keeping Safe Online! A Guide for Young People

- Always check that your parent/carer is happy for you to enter a chat room and try to make sure you only use chat rooms that are regulated and run by reputable organisations that monitor activity.
- When you visit a chat room use a nickname and never give any identifying information such as your real name, age, address, email address, telephone number, school or church/youth group name. Remember chat rooms are 'public places' and you never know who might be in there and see it.
- Keep your passwords private, don't even tell your friends.
- Only give out as much information as you are happy with. If a site has a compulsory field you have to fill in and you don't think it is necessary leave.
- Chat safely – you can't always be sure that it is only people your age in a chat room – it may be an adult winding you up or trying to trick you. Block people who make you feel uncomfortable and stay out of 'over-18' chat rooms, websites and other parts of the internet intended for adults. The warnings are for your protection. Adult sites can cost a lot more on your phone bill too.

- Leave a chat room the moment anything worries you. Let your parent/carer/youth leader know and report any bad taste / bad attitude messages to the chat service provider / internet service provider. Save any conversations that you think could prove someone has been bullying or harassing you. If you are worried about something you have seen online or something someone has said to you online, you can report it to CEOP (Child Exploitation and Online Protection) [www.thinkuknow.net](http://www.thinkuknow.net).
- Don't send via text or email your photo to anyone and especially do not send sexually explicit or revealing photographs of yourself. You may trust the person you have sent them to at the moment but sometimes people use such photographs to bully others when they are no longer friends. Don't think this cannot happen to you.
- People you contact online are not always who they seem, and people don't always tell the truth online – no-one can see them. Never arrange to meet anyone without first agreeing it with your parent/carer and get them to come with you to the first meeting, which should always be in a public place.
- Be careful when entering competitions etc. You may be signing up to services you don't want and never give out credit card or bank details without first checking with your parent/carer. If you pay for something online, make sure there is a credit card safety symbol on the site, it looks like a yellow padlock and means your details will be safe.
- Never respond to nasty, suggestive or offensive emails or postings in user net groups and do not 'Troll' (post inflammatory messages to wind people up).

### Emails

- If you get an email from someone you don't know, don't open their links or attachments. They could contain viruses which can damage or destroy your computer or lead to inappropriate or illegal sites.
- Make sure your computer has virus protection software installed.
- Never send chain letters via the internet – they are forbidden on the internet. If you receive one notify your Internet Service Provider.
- Online fraud and scams are common. Be suspicious if you receive an email telling you that you have won a competition or lottery you haven't entered, or you get an offer that seems too good to be true. It is unlikely to be true!

### Church's Acceptable Use of ICT Policy

If using church equipment, you must abide by the church's acceptable use of ICT policy. This means you must not:

- Search for and/or enter pornographic, racist or hate motivated sites;
- Use ICT provided by the church to store, display and/or transmit pornographic, sexist, racist, homophobic or violent material;
- Send emails or post messages or pictures on any social media site or otherwise use ICT in such a way as to threaten, intimidate, bully or abuse any individual or group;

- Download, forward and/or burn on to any CD/DVD any music, images or movies from the internet without permission of the copyright holder;
- Disclose of any personal information relating to others without their consent e.g. addresses (personal, email or messenger), photographs, telephone numbers or bank details.

## Annex 3

### Choirs and church choirs with young people

#### Code of practice for staff and volunteers

##### Introduction

Staff and volunteers working and associating with children in the context of cathedral choirs or other church choirs where young people are present should be aware that safeguarding is paramount to both the cathedral and diocese. This code of practice is published in order that best practice may be followed and misunderstandings avoided. It is clearly in the interests of all children and adults, and of the cathedral itself, that staff and volunteers follow this code of practice to avoid putting themselves, colleagues and choristers at risk.

This code of practice attempts to set out guidelines for the ways in which all adults should interact with children in a music department in order to maintain healthy and unambiguous relationships and avoid situations which may be misinterpreted or misused. For the purposes of this document a child (sometimes referred to as a 'chorister') is anyone of school age, even if over 18, who is currently in a cathedral choir or other church choir or consort or present in or around a cathedral, or with a music department elsewhere.

The contents of this document apply to all cathedral staff and volunteers who come into contact with children in a choir, including organists, clergy, choir chaperones, parent helpers, lay clerks and adult members of the consort, whether or not they have direct responsibility for the choristers.

Some of the adults who are involved with the choirs may also be parents of choristers. In this instance, it is clearly acceptable for those adults to associate with choristers who are friends of their child in the normal way outside of choir. There is no need to avoid other choristers coming round to play with their child, or to avoid giving lifts to other choristers along with their own children, etc. Common sense must prevail. It may, however, be wise to make it clear to the parents of such other choristers that any arrangements made are private arrangements between parents and not connected to one's position in the cathedral.

##### Personnel

The adults who are in regular contact with children in the choirs are:

- the director of music
- the assistant organist
- the cathedral clergy
- the choir chaperones
- the lay clerks
- the adult singers in a cathedral consort or other church choir

All adults should take care that their relationships with choir children reflect the age, gender and maturity of the children involved. It is especially important that all aspects of demeanour, language and attitude, however conveyed, do not give rise to misunderstandings, especially when dealing with adolescent or older boys and girls.

## Roles and Responsibilities

The director of music and the assistant organist are those principally responsible for the welfare of the choristers. They are employed by chapter and have a duty of care for the choristers. At all times when the choristers are at a cathedral, except in extreme circumstances, at least one organist/director is present and in a position of principal responsibility for the choristers. This responsibility includes musical and pastoral matters.

A team of voluntary choir chaperones assist in looking after the choristers. They are responsible for pastoral matters during their periods of duty, and deal with choristers' food and drink, sickness, the attendance register, misbehaviour, and emotional issues. They are responsible to the director of music, and should report any significant issues arising during their duties to the organist/director in charge, who should in turn report them to the director of music as soon as reasonably possible.

There are a number of adult lay clerks in a cathedral choir and adult singers in the consort. These singers have no direct disciplinary or pastoral responsibilities for the choristers unless it is delegated to them by the organist/director on duty for a particular period, although they will naturally interact with the choristers and engage in conversation around practices and service. In extreme situations in the absence of the organist/director or chaperones they should deal with any problems that affect the choristers, but they should always report the action they have taken to the organist/director on duty as soon as practically possible. Although they have no responsibility for the discipline of the choristers, a very occasional instruction or rebuke might sometimes be in order (e.g. asking a chorister to be quiet or to desist from an antisocial or dangerous action) and can serve to reinforce the instructions and expectations of the choir director and chaperones. Any such rebuke must be mild, infrequent and not repeatedly directed at the same chorister. If further action is thought to be necessary, this should be communicated to the chaperone or choir director, who will deal with the matter in a way they consider appropriate (which may on occasions be ignoring the behaviour for the time being). It is rare for bad behaviour to be reported to parents rather than being dealt with by choir personnel, and the only person authorised to do so is the choir director (either the director of music or the assistant organist).

## Physical Contact

All adults should avoid physical contact with the choristers, except in the following circumstances:

- Restraining a child to prevent them harming or injuring themselves or others, or doing damage to property. Only reasonable restraint must be used.
- Comforting a child in distress. This should be done with the knowledge of, and preferably in the sight of, other adults.
- Administering First Aid.
- Sharing the peace at the Eucharist with a handshake.

Physical contact should be minimal, appropriate, and not prolonged or often repeated. Adults should take into account the age of the child concerned and take care to avoid contact which may be wrongly interpreted. If any unusual physical contact occurs between an adult and a child, even accidentally, it is important that the adult reports the incident to the director of music as soon as reasonably possible, no matter how embarrassing or trivial the incident may be.



## **Conversation and Demeanour**

All adults should avoid comments in the presence of children, which could be taken to have sexual overtones, or be regarded as intimate: neither should they encourage debate or discussion of such subjects. There are a few possible exceptions to this rule. In situations where a child's distress is caused by physical or emotional concerns which have to be acknowledged in the interest of helping the child at that time, a chaperone (or in extreme circumstances an organist/director) may need to listen to a child explaining a personal problem, and respond appropriately. They should not promise to be a confidante in such circumstances, and must report the incident to the director of music, the cathedral's safeguarding co-ordinator and Provincial Safeguarding Officer as soon as possible.

Adults should ensure that all topics of conversation with children are appropriate, bearing in mind the age of the child. They should use their professional judgement to ensure that they are not drawn into areas of conversation inappropriate to their duties or their relationship to the child concerned.

The persistent and hurtful use of sarcastic, demeaning or insensitive comments towards young people is a form of abuse and should be avoided.

## **The Pastoral Role of Chaperones**

The chaperone may be the first person a child confides in, particularly if there are difficulties at home. Such encounters may require more collaborative engagement with the school. It may be in some circumstances that the cathedral, through the gathering of information from the chaperone regarding a child's home situation, should work in collaboration with the school the child is attending, who may also be alive to the child's care or unhappiness. For example, a parent not collecting a child, or a child being a prime carer for a parent, or having to do domestic work at home that impact on the child's well-being. These situations require pastoral care and working with other agencies, especially the school. Advice should be sought from the Provincial Safeguarding Officer if the chaperone has any areas of doubt.

## **Infatuations and Crushes**

Adults should be aware of the possibility of infatuations and crushes developing, particularly in the case of adolescent and older children. They should alert a colleague if they observe a chorister developing an infatuation which could put that colleague at risk. Adults should remain professional and not add to the child's problems by joking about or providing any such situation. If they are concerned about a particular developing situation they should talk with the director of music about it. Should a chorister initiate an unacceptable physical or verbal approach, the adult concerned should gently but firmly disengage himself/herself, and explain that such closeness is not appropriate or acceptable. However, they should be careful not to react in such a way as to humiliate the child.

If a chorister develops a tendency regularly to stay behind with an adult as if to help, or to discuss matters, he/she should act to avoid this situation developing, either by asking another chorister to help with the same task, inviting another adult or chorister into the room, or preventing the opportunity recurring.

## **Concerts, tours, visits and other off-site activities**

When choir activities occur away from the cathedral, adults should adhere to the same standards of conduct and behaviour, even in situations where they are 'off-duty' but in the presence of choristers. Adults should consider how their deportment and conversation may be perceived by choristers, and understand that they may be held up as role models by some choristers.

Adults should be vigilant in foreseeing problems which may occur in unfamiliar settings. On tour children have less access to their parents, and some degree of homesickness may be experienced, in particular by younger children. While it is appropriate for adults to reassure children in this context they should not allow an inappropriate relationship to develop on account of a child's neediness or difficulties. Where adults detect a danger in this regard it is important that they bring other appropriate adults into the situation, so that the child concerned is not dependent on any one adult.

## **Social events**

There are a number of social events in any music department calendar. Adults should be aware that the more relaxed relationships that may sometimes be appropriate in these contexts can be misinterpreted by young people. It is important to emphasise that the standards of conduct and behaviour around the choristers should be no different from those in choir activities. Adults should be aware of the particular care which should be taken with older, more mature choristers in these circumstances.

## **Meetings between adults and children outside Choir activities**

It may appear to some that a cathedral should only be concerned with interaction between choristers and adults during choir activities. However, were a situation involving a child and adult from the choir to develop outside the bounds of choir activities, this would obviously impact on the cathedral.

It is usually inappropriate for an adult to arrange to meet with, to agree to meet with, or to prolong an accidental meeting with a chorister outside the choir environment. If adults foresee such an occasion developing they should discuss it with the director of music. There are few exceptions to this rule, but one is a case where an adult is privately engaged by a parent in teaching a child on an instrument or in music theory. It is also possible that an adult may need to engage professionally with a child in a different context (e.g. as a member of staff at a school).

It is appropriate for members of staff to meet with children in the presence of their parents outside choir activities. However, parents should be encouraged to make their child aware of the appropriate relationship with the adult concerned to avoid confusion both in and out of the choir situation.

## **Communication with Choristers outside Choir activities**

With parents' consent, the email addresses of older choristers can be added to the choir database, so that they receive the same emails as their parents do relating to choir activities. These email addresses are held only by the director of music, and will not be used by him or her to communicate with the chorister individually.

Staff, volunteers and visitors should not communicate directly with individual choristers outside choir activities. All media of communication are inappropriate, including telephoning, texting, e-mailing, letter writing, sending parcels, and other forms of electronic and non-electronic communication. Only the organist/directors and choir chaperones should hold mobile phone numbers for choristers if they are given them, and they may use these only for official purposes relating to choir activities. An official purpose might be to check on an older chorister's whereabouts on tour if parents have given permission for their child to be unsupervised for a limited period, or in the event that an urgent message must be sent to a chorister. Such communications should never be prolonged, and no one member of staff should regularly contact the same chorister.

For non-urgent communications, it is always advisable to contact the child's parents (or house parents in the case of boarders) and ask to speak with the chorister concerned. This kind of contact should not be regularly directed at any particular chorister. Parents have the right to withhold consent for an adult to talk to their children outside choir activities, and to act as intermediary where it is important that a message gets through.

Where an adult needs to contact a particular chorister as indicated above they should contact them via the home telephone number or parents' mobile number rather than via the chorister's mobile phone. If the chorister happens to answer the home phone rather than a parent, the member of staff or volunteer should use his/her discretion in deciding whether it is appropriate to talk directly to the chorister or whether to ask to speak with the parents first. In the case of the younger choristers it is likely always to be appropriate to talk to the parents first. All conversations should be brief and to the point.

Adults should avoid giving their contact details to any chorister, and should avoid accepting friend requests from choristers on Facebook. It is, however, possible that a chorister may discover contact details and contact an adult by text or email, or by telephoning. If the communication is a simple one related to choir activities, it is fine to reply with a brief answer to a question. But if such communication becomes repeated or strays into areas not directly related to the choir, however, innocent, it would be wise to alert the director of music to this.

## Annex 4

### Safeguarding legislation and other statutory frameworks

#### Safeguarding legislation

- The Children Act 1989
- The Children Act 2004
- Data Protection Act 1998
- Crime & Disorder Act 1998
- Criminal Justice & Court Services Act 2000
- Sexual Offences Act 2003
- Sexual Offences Act 2009
- Safeguarding Vulnerable Groups Act 2006
- Safeguarding Vulnerable Groups Act (Controlled Activity) (Wales) Regulations 2010
- United Nations Convention on the Rights of the Child 1989
- The Human Rights Act 1998
- Social Services and Well-being (Wales) Act 2014

#### Other statutory frameworks and policy guidance

- Disclosure and Barring Service (DBS) Code of Practice
- The All Wales Child Protection Procedures 2008
- Safeguarding Children: Working Together Under the Children Act 2004 – 2007
- Working Together to Safeguard Children 2013
- Working Together to Safeguard Children 2015
- Safeguarding and Promoting the Welfare of Children and Young People at risk of Abuse through Sexual Exploitation - 2013
- Safeguarding Children who may have been Trafficked – 2008
- Female Genital Mutilation – all Wales Protocol – 2011
- All Wales Practice Guidance: Safeguarding Children and Young People Affected by Domestic Abuse – 2011
- Safeguarding Children in whom Illness is Fabricated or Induced – All Wales Protocol - 2007
- Safeguarding and Promoting the Welfare of Unaccompanied Asylum Seeking Children and Young People – All Wales Practice Guidance – 2011
- The Management of Young People Engaged in Sexually Harmful Behaviour – All Wales Protocol – 2011
- All Wales Protocol – Missing Children – 2012

- All Wales Flowchart for Practitioners when dealing with a disclosure or concern identified of Forced Marriage. (AWCPP review group March 2014)
- Home Office, 1993, Safe from harm: a code of practice for safeguarding the welfare of children in voluntary organisations in England and Wales)
- Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse (January 2013)
- Welsh Government Guidance: In Safe Hands 2000

## Annex 5

### GLOSSARY

#### Definitions and Key Terms

- Adult at risk** The following definition is taken from the Social Services and Well-being (Wales) Act 2014:
- (1) An "adult at risk", for the purposes of this Part, is an adult who -
- (a) is experiencing or is at risk of abuse or neglect,
  - (b) has needs for care and support (whether or not the authority is meeting any of those needs), and
  - (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- Child** A child is anyone who has not yet reached their 18<sup>th</sup> birthday. The fact that a child has become sixteen years of age is living independently or is in further education, or is a member of the armed forces, or is in hospital, or in prison or a young offenders institution does not change their status or their entitlement to services or protection under legislation.
- Child abuse and neglect** 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 (including the church), by those known to them or, more rarely, by a stranger. They may be abused by another adult or adults, or another child or children<sup>1</sup>.
- Child at risk** The following definition is taken from the Social Services and Well-being (Wales) Act 2014:
- "a child at risk" is a child who -
- (a) is experiencing or is at risk of abuse, neglect or other kinds of harm, and
  - (b) has needs for care and support (whether or not the authority is meeting any of those needs).
- Child sexual exploitation** The use of a child for the sexual stimulation of an older child or adult. Exploitation may include bribing, rewarding, threatening, coercing or otherwise inducing a child to engage in sexual activities. Internet and other media technology are frequently used in such abuse. Violence, coercion and intimidation are common. Forms of child sexual abuse include asking or pressuring a child to engage in sexual activities (regardless of the outcome), indecent exposure to a child with intent to gratify their own sexual desires or to intimidate or groom the child, physical sexual contact with a child, or using a child to produce abusive images. Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual abuse, not as criminals.

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<sup>1</sup> A significant number of sex offenders are themselves minors. Young perpetrators of abuse are still children and are entitled to have their needs considered though steps may need to be taken to protect other children. Such cases should always be referred to the local authority children's social care service.

<b>Child trafficking</b>	This is defined as the "recruitment, transportation, transfer, harbouring, and/or receipt" of a child for the purpose of exploitation. It may involve the bringing of children into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Children trafficked from abroad may have little or no English. Children can also be trafficked within the UK. Any child who is taken from one country to another, or from one place to another by an organized criminal group for the purpose of exploitation is considered to be being trafficked. The police or local authority children's social care service should be contacted immediately if a church member comes across such a child or aware of, or suspects, such activity.
<b>Modern day slavery and human trafficking</b>	Trafficking is the recruitment, transportation, transfer, harbouring, and/or receipt of a person for the purpose of exploitation. It may involve the bringing of a person into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Human trafficking is linked to modern day slavery where those trafficked are held against their will and forced to work. The police or local authority adult social care services should be contacted immediately if a church member comes across or suspects such activity.
<b>Children's social care</b>	The department within the local authority responsible for the provision of social work, personal care, protection or social support services to children and their families including children looked after by the local authority.
<b>Complex organized or multiple abuse</b>	<p>What constitutes "complex" is, to some extent, dependent on the presenting circumstances of the case but can include situations involving:</p> <ul style="list-style-type: none"> <li>• Multiple abusers</li> <li>• Multiple children</li> <li>• Institutional abuse e.g. systematic abuse within an boarding school or residential care home</li> <li>• Organised abuse e.g. abusing children in order to produce child abuse images for distribution amongst a network of child sex abusers</li> <li>• Prostitution of/trafficking of children</li> <li>• Cases of particular sensitivity e.g. involving a high profile person that is likely to attract publicity</li> </ul>
<b>Domestic abuse/ violence</b>	This term is used to describe the physical, sexual or emotional (including verbal and financial) abuse between adults who are or have been intimate partners, family members or caregivers, regardless of gender or sexuality. This form of abuse not only affects the victim, but potentially other members of the family who may be a child or adult at risk. The Adoption and Children Act 2002 extended the legal definition of harm to children to include harm suffered by seeing or hearing ill-treatment of others, especially in the home.

<b>Fabricated or induced illness</b>	Parents and carers can induce or pretend to observe symptoms in a child which lead to unnecessary investigations or treatment.
<b>Emotional abuse</b>	The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children 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 the 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 involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or 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.
<b>Female genital mutilation</b>	Also known as female genital cutting and female circumcision, is the ritual removal of some or all of the external female genitalia. It is practiced by certain ethnic groups and is a criminal offence. Any suggestion that it is being sought or has been carried out should be referred to the local authority children's social care service or the police.
<b>Forced marriage</b>	Forced marriage differs from arranged marriage. Whilst both are 'arranged' usually by parent's or other relatives, in forced marriage the child/young person may be under age and unable to consent or an unwilling party. Disclosures of actual or possible forced marriage should not be treated as a family matter and any disclosure should not be discussed or revealed to family members. The local authority or the police should be contacted.
<b>Harm</b>	Ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.
<b>Internet-related abuse</b>	Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.



<b>Neglect</b>	<p>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, or at any age, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>• Provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li> <li>• Protect a child from physical and emotional harm or danger;</li> <li>• Ensure adequate supervision (including the use of inadequate carers); or</li> <li>• Ensure access to appropriate medical care or treatment.</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>
<b>Physical abuse</b>	<p>The 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 or induces illness in a child whom they are looking after.</p>
<b>Ritual abuse</b>	<p>This includes any form of abuse of children or adults (including physical, sexual, and psychological abuse) involving the use of rituals. Ritual does not necessarily mean satanic although such abuse may involve satanic worship. Ritual abuse rarely consists of a single episode and usually involves repeated abuse over an extended period of time. It may involve severe and sadistic physical and sexual abuse, the use of ritual/indoctrination including mind control techniques and mind altering drugs, and ritual/intimidation intended to maintain dominance over the victim. Both during and after the abuse, most victims are in a state of terror, mind control, and dissociation in which disclosure is exceedingly difficult.</p>
<b>Safeguarding and promoting the welfare of children</b>	<ul style="list-style-type: none"> <li>• Preventing and protecting children from abuse and neglect;</li> <li>• Preventing impairment of their health or development; and</li> <li>• Ensuring that they receive safe and effective care so as to enable them to have optimum life chances.</li> </ul>
<b>Significant harm</b>	<p>Section 31(10) of the Children Act 1989 states that "where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child". This concept is the threshold that triggers statutory intervention.</p>

- Sexual abuse** Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- Self-harm** This deliberate self-harm can include taking overdoses, cutting, misuse of drugs or alcohol. Local Safeguarding Children Boards vary in their approach to deliberate self-harm. It will always be appropriate to discuss such a case with the local authority and / or child and adolescent mental health services (CAMHS).
- Spiritual abuse** Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the church. Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can be open to misuse including oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm. If this behaviour is observed it should be referred for investigation in co-operation with the appropriate statutory agencies. More recently the concept of spiritual abuse has been expanded (ref. The Reverend Dr Lisa Oakley 2013) to say:  
*Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behavior, requirement of obedience to the abuser, the suggestion that the abuser has a “divine” position, isolation from others, especially those external to the abusive context.*