

# SAFEGUARDING POLICY

December 2025, Version 2.8

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# SAFEGUARDING POLICY

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## 1. POLICY SCOPE

This document sets out the policy of New Horizons Coventry ("New Horizons"/ "the Church") for safeguarding children, young people and adults at risk. Our policy is where we set out how we will care for and protect everyone involved with New Horizons.

The care and protection of children, young people and adults at risk involved in the activities of New Horizons is the responsibility of the whole Church. Everyone who participates in the life of New Horizons has a role to play in promoting a safer church for all.

### 1.1 Definitions used in this Policy

- **Child** - means any individual aged 13 and under.
- **Young people/person** - means any individual(s) aged 14 to 17 years old.
- **Adults at Risk** – means 'Any adult (aged 18 or over) who:
  - Needs care and support (whether or not the local authority is meeting any of those needs); and
  - Is experiencing, or at risk of, abuse or neglect; and
  - As a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.' (as defined by the Care Act 2014)
- **Worker** – means a volunteer or employee appointed to a position on a team responsible for the care of others within New Horizons.

### 1.2 Key Safeguarding Contacts and Personnel

If you have any Safeguarding Concerns, you must follow the Safeguarding Policy and Procedures.

Your first point of contact will be Yemi Badmus (New Horizons Safeguarding Coordinator), or if she is not available, Catherine Adler (Deputy Safeguarding Coordinator).

Role	Name	Telephone Number	Email Address
Safeguarding Coordinator	Yemi Badmus	07876 760387	<a href="mailto:yemi.badmus@nhkc.uk">yemi.badmus@nhkc.uk</a>
Deputy Safeguarding Coordinator	Catherine Adler	07974 648305	<a href="mailto:catherine.adler@nhkc.uk">catherine.adler@nhkc.uk</a>
Senior Elder	Chris Waddell	07966 689899	<a href="mailto:chris.waddell@nhkc.uk">chris.waddell@nhkc.uk</a>
Lead Trustee for Safeguarding	Robin Gaulton	07714 793654	<a href="mailto:robin.gaulton@nhkc.uk">robin.gaulton@nhkc.uk</a>

If you are concerned that someone is at risk of, or is being abused, or presents a risk to others please seek immediate advice from the Safeguarding/ Deputy Safeguarding Coordinator or, if necessary, report the matter to the Local Authority Social Care Services or the police without delay.

- The Police: Call 999 if it is an emergency, or call 101 if it is not an emergency
- Coventry Children's Social Services: 024 7678 8555
- Coventry Adult Social Services: 024 7683 3003
- Out of hours emergency number for children & adult social services: 024 7683 2222

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## 2. NEW HORIZONS' COMMITMENT TO SAFEGUARDING

New Horizons Church is committed to safeguarding as an integral part of the life and ministry of the church. Our trustees, staff and volunteers are committed to working together to build an environment and culture that is safe for all. We are committed to preventing abuse from occurring, protecting those that are at risk of being abused and responding well to those that have been abused. We work together with statutory and voluntary agencies if we need advice or are concerned.

We believe that the care and protection of children, young people and adults at risk is the responsibility of the whole church - the Trustees, leadership, volunteers and everyone associated with the church. We affirm that everyone who comes into contact with children, young people and adults at risk, has a role to play in safeguarding. We commit to applying safeguarding policy and practice consistently across the whole church.

Our safeguarding policies and procedures are based on New Horizons' commitments to:

- Promoting a safer environment and culture for everyone.
- Safely recruiting and supporting all those with any responsibility related to children, young people and adults at risk within the church. We will carry out appropriate checks with the Disclosure and Barring Service and provide regular training to help our staff and volunteers recognise abuse and to promote the welfare of our children, young people and adults at risk.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others, offering support to the individual whilst also taking steps to mitigate risks.

### 2.1 Trustees' commitment

The Trustees of New Horizons recognise the need to provide a safe and caring environment for all children, young people and adults. The Trustees are committed to offering pastoral care and support to all those who have been affected by abuse who have contact with or are part of New Horizons Church, working with statutory agencies as appropriate.

Further details of the Trustees' commitment to safeguarding and their responsibilities in respect to safeguarding can be found in Appendix 2.

This policy will be formally reviewed and signed off by the Trustees of the charity with their acceptance as a minuted item of a quorate Trustees' meeting.

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## 3. SAFEGUARDING: PREVENTION

### 3.1 Understanding abuse and neglect

Defining child abuse or abuse against adults at risk is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults at risk 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.

In order 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 which 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.
- 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.

In relation to adults, we adhere to the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

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

New Horizons recognises that abuse can take many forms, and as a faith organisation we also need to be aware of the risks of spiritual abuse. Therefore, detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in the Appendices to this policy:

- Appendix 3: Definitions of abuse for children and adults
- Appendix 4: Signs and symptoms of abuse in children and adults
- Appendix 5: Spiritual abuse
- Appendix 6: Harmful practices
- Appendix 7: Drugs & Alcohol/ Criminal Activities

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## 3.2 Positions of Trust

All adults working with children, young people and adults at risk 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.

Our behaviour standards are included within the safeguarding procedures for Project Heritage, Evolution and GPS.

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 immediately to the Safeguarding Coordinator.

## 3.3 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.

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## 3.4 Safer recruitment

All workers and assistants appointed to work with children and/or adults at risk must have been members of the church for at least six months. For those aged 16 and over and where it is legal to do so, these posts will be subject to the relevant level of background check which will include a DBS check. Details of how we conduct DBS checks can be found in the DBS Procedure on our website [www.nhkc.uk](http://www.nhkc.uk). All appointments for workers and assistants must be reviewed and confirmed by a Trustee.

Workers may not take up their role unsupervised until relevant background checks are completed. Workers may function as assistants pending the outcome of background checks. Those without a DBS check, including young people under 16 or other adults pending the outcome of a DBS check, are restricted from working alone with children and / or adults at risk.

In line with New Horizons' DBS Check Procedure and Thirtyone:eight's best practice guidelines, DBS checks are renewed every 3 years by submitting a new DBS check or through the DBS Update Service (<https://www.gov.uk/dbs-update-service>)

All appointed workers and any designated assistants will be trained, supported, and supervised in accordance with their role profile. At a minimum, this will include the completion of relevant Safeguarding training.

Each People Group working with children or young people also has its own Guidance document, Behaviour Policy and a Code of Conduct for workers which will be provided to each Team Member. They will need to confirm in writing that they have read this Safeguarding Policy and received and read the above documents.

## 3.5 Working with offenders

When someone attending New Horizons Church is known to be a risk to or has abused children or adults at risk, the Trustees will supervise the individual concerned and offer pastoral care. However, in its safeguarding commitment to the protection of children and adults at risk, trustees will set boundaries for that person which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

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## 3.6 Safeguarding training

The Trustees are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. Through the provision of external safeguarding training and the information found in this policy and associated procedures, all workers should know what to do if they are in receipt of an allegation and how to log any other concerns they have.

As a minimum, individuals in the following roles will be required to attend the following training courses provided by thirtyone:eight, or a similar course provided by another organisation.

Role	Course	Refresher Training At least every:
Trustees	Safeguarding for Trustees	3 years *
Safeguarding / Deputy Safeguarding Coordinator	Safeguarding Leads course	3 years *
Safeguarding Leads for Project Heritage, Evolution and GPS	Safeguarding Children & Young People course	3 years *
Team Members of Project Heritage, Evolution and GPS	Safeguarding Children & Young People course	3 years *
Safeguarding Leads for X-Elle, Charis and Hebron Company; Lead Trustee for Safeguarding	Safeguarding Adults at Risk of Harm	3 years *

\* or earlier if advised by thirtyone:eight

The Trustees will also ensure that all school-aged children, young people and adults are provided with appropriately targeted information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## 3.7 Codes of conduct for workers

As an organisation / place of worship working with children, young people and adults at risk, we 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 accusation.

We expect every worker to refrain from engaging in alcohol, or recreational drug use whilst they are responsible for the care of any child, young person or adult at risk.

The Trustees are committed to supporting all workers and ensuring they receive support and supervision. We therefore provide all workers with People Group specific Safeguarding Guidance, Behaviour Policy for children and young people and Codes of Conduct for team members.

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## 3.8 Transporting children/ young people

Sometimes it is necessary for children and young people to be driven by workers to official New Horizons meetings and events. In these cases, workers must:

- Ensure the correct adult to child/ young person ratio is adhered to – for example ensure that there are enough adults to manage the young people on the bus.
- Avoid being in a vehicle alone with a child/ young person wherever possible.
- Ensure that you have parental permission to transport the child/ young person.
- Make sure that where personal cars are used for official NH purposes, the driver has car insurance that covers driving as a charity volunteer (e.g. having business insurance).

## 3.9 First aid

- It is the policy of New Horizons that our staff and volunteers will not administer any first aid – including to children, young people or adults at risk. In the case of injury to a child/ young person/ adult at risk we will contact parents/carers to notify them of the incident. If they are on site, they can provide first aid themselves. If they are not on site, they can collect the child/ young person/ adult at risk.
- For minor injuries, we will allow the child/ young person/ adult at risk to apply their own first aid when it is considered safe for them to do so (for example dealing with their own nosebleed, applying a plaster or cold compress to themselves). Parents/carers will be notified of the incident.
- In the case of serious injury, emergency services will be called.
- If the incident takes place at the Coventry Boys & Girls Club, a basic first aid kit containing plasters can be found with the Welcoming Team and with the Project Heritage team and, if required, can be used in accordance with this policy. The incident should be logged in an incident book which will be kept by the Welcoming Team by the front door. If the incident takes place in Project Heritage, the PH team member will be responsible for logging the incident in the book.
- If incidents take place in other venues, you can access first aid provision at that venue, and this can be administered by the venue's first aid trained representative. You should inform the parent/ carer and if there is a serious incident also notify [compliance@nhkc.uk](mailto:compliance@nhkc.uk) so that the incident can be logged.

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## 3.10 Working in Partnership

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

We therefore would expect those with whom we work in partnership, whether in the UK or not, to meet the guidelines comparable to those set out by Thirtyone:eight or an equivalent organisation. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding where appropriate.

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

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## 4. RESPONDING TO ALLEGATIONS OR SUSPICIONS OF ABUSE

Under no circumstances should anyone carry out their own investigation into an allegation or suspicion of abuse. In situations where an allegation of abuse is made, the procedures below should be followed.

**If you think that anyone is in imminent danger of harm, a report should be made immediately to Social Services or the police by calling 999.**

- The Police: Call 999 if it is an emergency, or call 101 if it is not an emergency
- Coventry Children's Social Services: 024 7678 8555
- Coventry Adult Social Services: 024 7683 3003
- Out of hours emergency number for children & adult social services: 024 7683 2222

### 4.1 Reporting a concern

Concerns should be reported in the following way:

- The person in receipt of allegations of abuse should report concerns as soon as possible to the Safeguarding Coordinator. In the absence of the Safeguarding Coordinator, then the report should be made to the Deputy Safeguarding Coordinator.

The Safeguarding Coordinator and the Deputy Safeguarding Coordinator have been 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 investigate.

- **If the Safeguarding Coordinator and the Deputy Safeguarding Coordinator are unavailable, referral to Social Services, the police or taking advice from thirtyone:eight should not be delayed.**
- If the suspicions or allegations in any way involve the Safeguarding Coordinator, then the report should be made to the Deputy Safeguarding Coordinator.
- If the allegations in any way involve the Deputy Safeguarding Coordinator, then the report should be made to the Safeguarding Coordinator.
- If the suspicions or allegations implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to the Lead Trustee for Safeguarding.
- If the suspicions implicate any of the Trustees/ Church Elders, the Discloser or the Safeguarding Coordinator may raise the concern with the other Trustees.
- Alternatively, any disclosure can be made to strategic personnel within the church network, including Paul Lindo (tel no: 07812 586172).

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- Where appropriate, the Safeguarding Coordinator should contact the appropriate agency or they may first contact thirtyone:eight for advice.
- The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern:
  - The Lead Trustee for Safeguarding, who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - 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 mentioned above.
- It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight (PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111), although the Trustees hope that members of New Horizons will use this procedure.
- If the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Trustees demonstrate their commitment to effective safeguarding and the protection of all those who are at risk.

## 4.2 Documenting the concern

- Concerns should be submitted in writing to the Safeguarding Coordinator/Deputy Safeguarding Coordinator at the earliest opportunity using the [Safeguarding Disclosure Form](#).

This may be after having a verbal conversation with the Safeguarding Coordinator/ Deputy Coordinator. Any such conversations will be recorded on the form.

- The Disclosure Form will be kept in a secure place which can only be accessed by Safeguarding Coordinator /Deputy Coordinator and the Lead Trustee for Safeguarding.
- The Safeguarding Coordinator/Deputy Coordinator will receive an automatic alert every time a report is made and they will respond appropriately.

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## 4.3 How to respond to someone wishing to disclose abuse

Ensure the physical environment is welcoming, giving opportunity for the child or adult to talk in private but making sure others are aware the conversation is taking place.

Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> <li>▪ Allow time and space for the person to talk. Listen without interrupting.</li> <li>▪ Be attentive and look at them whilst they are speaking.</li> <li>▪ Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.</li> <li>▪ Be supportive. Try to be reassuring &amp; remain calm (even if on the inside you are feeling something different).</li> <li>▪ Be honest and don't make promises you can't keep regarding confidentiality.</li> <li>▪ Explain clearly what you will do and what will happen next.</li> <li>▪ Try to give them a timescale for when and how you or the Safeguarding Coordinator will contact them again.</li> <li>▪ Give contact details for them to report any further details or ask any questions that may arise.</li> <li>▪ If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.</li> <li>▪ Take action – don't ignore the situation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do not promise confidentiality.</li> <li>▪ Do not offer false reassurance.</li> <li>▪ Do not show shock, alarm, disbelief or disapproval.</li> <li>▪ Do not minimise what is being said.</li> <li>▪ Do not ask probing or leading questions or push for more information.</li> <li>▪ Do not delay in contacting the Safeguarding Coordinator.</li> <li>▪ Do not contact the alleged abuser.</li> <li>▪ Do not investigate the incident any further.</li> <li>▪ Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.</li> <li>▪ Do not pass on information to those who don't need to know, not even for prayer ministry.</li> </ul>
<p><b>Helpful responses:</b></p> <ul style="list-style-type: none"> <li>▪ You have done the right thing in telling me.</li> <li>▪ I am taking what you have said seriously.</li> <li>▪ I am glad you have told me.</li> <li>▪ I will try to help you.</li> <li>▪ It was not your fault.</li> <li>▪ Tell them you may need to pass this information on to the appropriate people.</li> </ul>	<p><b>Don't say:</b></p> <ul style="list-style-type: none"> <li>▪ Why didn't you tell anyone before?</li> <li>▪ I can't believe it!</li> <li>▪ Are you sure this is true?</li> <li>▪ Why? How? When? Who? Where?</li> <li>▪ I am shocked, don't tell anyone else</li> </ul>

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## 5. PROCEDURES FOR THE SAFEGUARDING COORDINATOR FOLLOWING A DISCLOSURE

### 5.1 Procedures where there is a concern about a child

#### **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 Coordinator/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 encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- 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.

#### **All allegations of sexual abuse, whether current or historical**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or the police 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/the police. Thirtyone:eight will confirm its advice in writing for future reference.

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator, 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.

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- 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 at risk. This decision should be informed by the LADO if they are involved.

### 5.2 Procedures where there is a concern about an adult

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

If there is concern about any of the above, Safeguarding Coordinator/Deputy will:

- Contact the Adult Social Care Team who have 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** (see Appendix 5), the Safeguarding Coordinator 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 adults at risk**

The Safeguarding Coordinator 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 at risk. 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 New Horizons Church.

### 5.3 Major Event/ Serious Incident

In the case where there is a serious incident, including the involvement of allegations against Trustees/ Elders of the Church, the following procedures will be followed:

- The Safeguarding Coordinator/ Trustees not involved in the allegations will notify strategic personnel within the church network, including Paul Lindo (tel no: 07812 586172).

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- The Safeguarding Coordinator/ Trustees not involved in the allegations will notify the police and other agencies as appropriate.
- The Serious Incident Reporting Policy will be implemented, including disclosures to the Charity Commission being made where necessary.

## 5.4 Documenting a Concern

- The role of the Safeguarding Coordinator/ 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.
- Often, signs and symptoms of abuse are small and easily overlooked. It is important that any signs and symptoms of abuse or potential abuse are recorded to ensure that children and their caregivers receive the help they need at an early stage. This ensures a proactive approach to safeguarding. For this reason, a log of concerns will be kept by the Safeguarding Coordinator and Deputy.
- A written record of all safeguarding and/or child protection concerns, discussions and decisions made will be kept in a secure, password-protected online location and will only be accessed by the Safeguarding /Deputy Coordinator and the Lead Trustee for Safeguarding.
- Team-workers will submit concerns in writing using the form provided, at the earliest opportunity using the link: [Safeguarding Disclosure Form](#).

This may be after having a verbal conversation with the Safeguarding Coordinator/ Deputy. Any such conversations will be recorded on the form.

- A link to the Safeguarding Disclosure Form is provided on the internal and external websites and on the PH and Welcoming team badges so that safeguarding concerns can be logged by any individual, including visitors to the church, without delay.
- The Safeguarding Coordinator/Deputy will receive an automatic alert every time a report is made and they will respond appropriately. This may include reporting a concern about abuse as set out above, monitoring for trends / patterns over time, providing support to the child or their caregivers – as appropriate to the situation.
- Where concerns are made about a child that do not amount to signs and symptoms of abuse, appropriate pastoral support will be arranged for the child as appropriate. Examples might include grief after the loss of a loved-one, or a lack of self-esteem or social skills.
- For lesser concerns the Safeguarding Coordinator/ Deputy will encourage the parent/carer to seek help, where this is the appropriate course of action.
- The Trustees will support the Safeguarding Coordinator /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.

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## 6. ANTI-BULLYING COMMITMENT

New Horizons is a close-knit community, and we recognise that because children are involved, parents/carers may wish to discuss any bullying incidents on a parent/carer-to-parent/carer basis. They are free to do so if they wish, but the following anti-bullying procedures are in place.

We want:

- All children, workers, parents and carers to be aware of the anti-bullying policy within New Horizons and what they should do if bullying arises.
- All workers should understand what bullying is, be aware of possible signs if it is happening and follow the policy when it is reported.
- Children and parents/carers should be assured that they will be supported when bullying is reported.

### 6.1 Definition of bullying

Bullying is defined as: "The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through cyber space."

### 6.2 Preventing Bullying

New Horizons has a Behaviour Policy for children and young people aged 3-18 years, specific to their People Group.

The Behaviour Policy sets out our expectations of the way in which our children and young people are expected to behave to one another and to their teachers.

### 6.3 Anti-Bullying Procedures

- Children, young people or parents/carers should report the bullying incident as soon as possible to the relevant People Group Lead who was overseeing the session in which the incident took place.
- The People Group Lead is responsible for recording the incidents using the [Bullying Report Form](#) and ensuring they have the correct details before any action is taken.

The Disclosure Form will be kept in a secure place which can only be accessed by Safeguarding Coordinator /Deputy Coordinator and the Lead Trustee for Safeguarding.

- Consideration should be given to informing the parents/carers of the bully, but this should only be done if workers are satisfied there is no bullying/abuse going on at home that might exacerbate the situation.

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- Serious cases of bullying should be reported to the Safeguarding Coordinator to investigate whether the bullying constitutes child-on-child abuse.
- If it is thought that an offence has been committed, consideration should be given to contacting the police.
- The bullying behaviour or threats of bullying must be investigated and stopped quickly.
- Help should be offered to help the bully address his/her behaviour.

### 6.4 Outcomes

- The People Group Lead involved in dealing with the incident should issue a warning to the child concerned in line with their Behaviour Policy.
- An apology should be given by the child who has bullied another.
- If possible, those involved will be reconciled.
- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place.
- After the incident(s) have been investigated parents/carers should be informed of the action taken.
- All incidents must be recorded on the Anti-Bullying reporting form ([Link](#)).

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## 7. ONLINE SAFETY

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet, often referred to as Information and Communications Technology. **All concerns related to online safety will be dealt with in line with New Horizons' safeguarding policies and procedures.**

The principles in this policy should be reflected in all communications between New Horizons team members, children under 18 years of age and adults at risk.

### 7.1 Policy guidelines for Team Members

#### Interactions with Project Heritage/ Evolution-aged children

In relation to communication with Project Heritage and Evolution-aged children:

- Communications should only take place between Coordinators / Team Members, with their parents/carers and those in relevant NH leadership roles (for example the Hebron Company VLT link for PH/ Evolution or Elders).
- Team members should not discuss a child with anyone outside of the People Group team, those in the relevant leadership roles and their parents/carers.
- Children must not be emailed or messaged directly. All communication will be with parents/carers.
- One-to-one messaging with children should not happen. If a child (you are not related to) contacts a team member personally, they should raise this with their parents/carers or a member of the leadership team, or the Safeguarding Coordinator, if it is a safeguarding concern.

#### Interactions with GPS young people and adults at risk

Team members may contact young people in GPS and adults at risk directly, following the guidelines outlined below.

#### Guidelines for all Team Members:

- Be warm and friendly, but do not suggest or offer a special relationship.
- Be aware in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- If a child wants to message you one-to-one about an issue, tell another team member and do not promise to keep something secret - including if it is about a child being harmed or at risk of harm, but assure the child that you will only tell those who need to know.
- Be clear and explicit about information that you need to share. Don't abbreviate or short-cut your communications.
- Only give personal contact details to children that are within the public domain. Use your New Horizons email address rather than your personal one.

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- Ensure that you keep your electronic communication history to maintain a record of all contact with individuals or groups including messaging, texting, email and all interactions on social media groups.
- New Horizons have sanctioned the use of:
  - Zoom and MS Teams for virtual meeting purposes.
  - WhatsApp as a social media platform.

These communication platforms include a range of groups with closed membership. They are the platforms that should be used for all interactions of team members with children under 18 and adults at risk. Social media platforms must only be used in line with the minimum age limit for the relevant social media channel.

- Any safeguarding concerns/allegations arising from social media shall be referred onto the Safeguarding Coordinator.
- Text and any other media posted shall be subject to the acceptable use policy.

## 7.2 Safeguarding consent for photo images and videos online

- Photographs that include young people will be selected carefully, in line with the image consent permissions that have been received from parents/carers for those under 18 years, parent/carer for adults at risk or that provided by the young person themselves.
- Children's full names will not be used in association with their photographs.
- Live streaming of events must be advertised in advance and permission sought in line with the photographic guidelines.

## 7.3 Acceptable Use Policy

- Where access to the internet is provided on New Horizons' devices or devices owned by an individual via Wi-Fi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- Wi-Fi Access will be via a secure password.
- We expect the highest standards to be upheld in relation to the use of electronic devices. For example, members should not:
  - Search for or download pornographic, racist or hate motivated content.
  - Illegally copy or play copyrighted content where permission has not been given.
  - Send, request or display offensive messages or pictures.
  - Harass, insult or bully others.
  - Access the internet using another person's login details without their express permission.
  - Access, download, send or receive any data (including images), which New Horizons considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

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## APPENDIX 1: DETAILS OF THE ORGANISATION/ PLACE OF WORSHIP

<b>Name of Place of Worship/Organisation</b>	New Horizons Church
<b>Address of place of worship:</b>	Coventry Boys & Girls Club, 50 Whitefriars Street, Coventry, West Midlands, CV1 2DS
<b>Registered address (for correspondence):</b>	25 Ranulf Croft, Coventry, England, CV3 5FB
<b>Tel No:</b>	024 7667 8282
<b>Email address:</b>	<a href="mailto:compliance@nhkc.uk">compliance@nhkc.uk</a>
<b>Membership of Church Network:</b>	Congress WBN
<b>Organisation structure:</b>	New Horizons Coventry (operating as New Horizons Church) is a registered charity in England and Wales (charity number 1169264), and a registered company limited by guarantee in England and Wales (company number 10012348)
<b>Insurance Company:</b>	Public Liability Insurance with Access Charity & Community Protect provided by Access Insurance Services.

### Key Contacts

Role	Name	Telephone Number	Email Address
Safeguarding Coordinator	Miss Yemi Badmus	07876 760387	<a href="mailto:yemi.badmus@nhkc.uk">yemi.badmus@nhkc.uk</a>
Deputy Safeguarding Coordinator	Miss Catherine Adler	07974 648305	<a href="mailto:catherine.adler@nhkc.uk">catherine.adler@nhkc.uk</a>
Senior Elder	Chris Waddell	07966 689899	<a href="mailto:chris.waddell@nhkc.uk">chris.waddell@nhkc.uk</a>
Lead Trustee for Safeguarding	Mr Robin Gaulton	07714 793654	<a href="mailto:robin.gaulton@nhkc.uk">robin.gaulton@nhkc.uk</a>

### Description of Activities

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children / adults at risk:

Our Church Community is formed of men, women, young people and children who are committed to journeying together as disciples of Christ. Having a clear identity as men, women and children is vital to understand how to navigate each age and stage of life, we therefore meet together both as an entire Church Community and in our distinct People Groups, which are based on age and gender. Our People Groups, each have their own schedule of meetings and activities where the vision and values of the community are translated into personal spiritual growth and practical application.

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Our People Groups are:

- **Project Heritage** for children aged 3-11 years. Project Heritage is then divided into three age ranges, 3-6 years, 6-9 years, and 9-11 years which meet in separate rooms. The children attending the lessons are all from families who are attending the Sunday morning meeting, or they may be friends of families who are visiting the church.
- **Evolution** for children aged 11-16 years. They remain in the main service, but also have monthly whole group meetings and small group meetings at meeting venues on Saturday afternoons/evenings.
- Young people aged 16-21 years are members of **X-Elle GPS** (young ladies) and **Hebron GPS** (young men). From this age onwards, male and female members of the community meet separately.
- Women aged 21-40 years transition into **X-Elle**, and then those aged 40+ years transition into **Charis**.
- Men aged 21+ years transition into **Hebron Company**.

We hold our Sunday meetings at Coventry Boys and Girls Club, a sports hall that we hire. This meeting is open to members of the public as well as members of the Church, and will involve children, young people and adults at risk. During a Sunday morning meeting children in Project Heritage (aged 3-11) will leave the main service to participate in lessons in age-banded groups. Children under the age of 3 stay with their parents/ guardians during our main meeting. We have a designated area that parents/ guardians can utilise as needed. No formal activities are provided for under 3s.

In addition to our main meeting on a Sunday morning, ad hoc events involving children and young people may take place in a range of locations. These may be social occasions, or special events.

Mid-week meetings occur regularly for the young people's GPS groups and for adults – including potentially adults at risk. These meetings normally take place in a conference room in a hotel, or other similar hired meeting space, or in the homes of members.

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## APPENDIX 2: TRUSTEES' SAFEGUARDING STATEMENT

The Trustees of New Horizons Church (Chris Waddell, Robin Gaulton and Adrian Coles) recognise the importance of its ministry /work with children and young people and adults at risk and its responsibility to protect everyone entrusted to our care.

New Horizons Church is committed to the safeguarding of children and adults at risk and ensuring their well-being.

The Trustees 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.

Our policy and practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by Thirtyone:eight.

The Trustees undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Endeavour to ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults at risk.
- Review this statement and our policy and procedures annually.

### Specifically:

- We acknowledge that children, young people and adults at risk can be the victims of physical, sexual and emotional abuse, and neglect.
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk and to report any such abuse that we discover or suspect.

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- We recognise the personal dignity and rights of adults at risk and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults at risk.

## We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults at risk, and good practice recommendations.
- Respecting the rights of children as described in 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”.
- Following 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.”
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any church network or organisational guidelines in relation to safeguarding children and adults at risk.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by New Horizons Church.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in New Horizons Church affected by abuse.
- Adopting and following the ‘Safe and Secure’ safeguarding standards developed by thirtyone:eight.

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## We recognise:

- Coventry Multi-Agency safeguarding Hub (MASH), or equivalent, has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult at risk.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where New Horizons Church is operating outside the UK, for example during a residential conference, concerns will be reported to the appropriate agencies in the country in which we are operating and their procedures followed. In addition, we will report to UK agencies as outlined in this policy.
- **Safeguarding is everyone's responsibility.**

A copy of the full policy and People Group specific Guidance documents can be found on [www.nhkc.uk](http://www.nhkc.uk) or obtained by contacting [compliance@nhkc.uk](mailto:compliance@nhkc.uk).

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## APPENDIX 3: DEFINITIONS OF ABUSE

### Definitions of abuse - Children:

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2023)'.

#### **What is 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, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

#### **Physical abuse**

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

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to 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.

#### **Sexual abuse**

Sexual abuse involves 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.

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## Neglect

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Definitions of abuse - Adults:

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14, 'Safeguarding'. This replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000). The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who:

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

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

Links:

- [The Care Act 2014](#)
- [Care and Support Statutory Guidance under the Care Act 2014](#)

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

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

**Domestic abuse** – including psychological, physical, sexual, financial, emotional abuse; ‘honour’ based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

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

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

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

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

**Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

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

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple and affect one person or more.

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## APPENDIX 4: SIGNS AND SYMPTOMS OF ABUSE

### Children and young people

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

#### Physical abuse

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

#### Sexual abuse

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

#### Emotional abuse

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

#### Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

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## Adults at risk

### Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems left unattended
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather
- Person appears frightened or subdued in the presence of a particular person or people

### Domestic Abuse

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; 'honour' based violence and Female Genital Mutilation
- Domestic Abuse is now recognised in those aged from 16 years

### Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns

### Psychological abuse

- Alteration in psychological state e.g., withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

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## Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

## Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

## Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

## Organisational Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users
- Neglectful or poor professional practice

## Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support
- Lack of medication or medical intervention

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## Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example no heating or lighting)
- Depression

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## APPENDIX 5: SPIRITUAL ABUSE

Spiritual Abuse is not a separate category of abuse but is a form of psychological and emotional abuse. It is important when discussing such cases with statutory agencies who may not be familiar with the concept to be clear that the case is psychological or emotional abuse within a religious context. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context.

Spiritual abuse may occur on its own, or alongside other forms of abuse, such as physical, sexual or domestic abuse. It may be used to 'legitimise' or facilitate other forms of abuse. It is often an integral element of other experiences of abuse within the Christian Church and other faith contexts and it is important that in investigating disclosures of other forms of abuse, spiritual abuse is considered.

Spiritual abuse shares some of the hallmarks of bullying and harassment, including intimidation, manipulation and inducing fear. However, what makes this distinct are the elements associated with religious belief including coercion through religious position, membership of the religious community, scripture, biblical discourse and spiritual threats.

Holding a particular theological position may not be in and of itself abusive. What matters is how the position is held and shared - it is important that this must be done in a way that respects and values others.

Within safeguarding, spiritual abuse of a child is a form of emotional abuse, and spiritual abuse of an adult is a form of psychological abuse. This distinction is important to ensure that any incidents of spiritual abuse can be addressed within the statutory definitions and categories of abuse that are currently in use, which are different for children and adults. The key aspect of spiritual abuse is the religious context in which the abuse occurs and the ways in which people are controlled through the misuse and abuse of religious scripture, divine position (defined as being seen to be appointed or anointed by God; to hold a position or role and this equating to the individual being beyond question or reproach), spiritual threats and fear of spiritual consequences and the suggestion of God as complicit. All or some of these features can be used to control or coerce.

Where there is a persistent pattern of coercive controlling behaviour that reflects the definition of psychological abuse with a religious rationale, it can cross the threshold into spiritual abuse.

Examples of what could constitute spiritual abuse may be seen in the following areas:

- Financial giving:
  - Consistent, intrusive, coercive requests for financial giving, suggesting that the level of giving is the most important measure of the individual's commitment to God.
  - The use of biblical scripture to persistently coerce financial giving or using threats of spiritual consequences to invoke fear if finance is not provided.

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- Ability to ask questions, discuss and respectfully challenge messages that are shared and how things are done:
  - A consistent pattern of controlling behaviour suggesting that questioning or challenge is an inability to be obedient to God and a reflection of a problematic personal faith.
  - Seeking to use Scripture or spiritual threats to close down discussion or silence an individual rather than to engage with the issues they are raising.
- Pastoral mentoring and support:
  - Consistent pattern of highly controlling and directive mentorship.
  - Use of scripture to control behaviour consistently.
  - Using God's name to enforce actions the mentor recommends.
  - Making someone feel unable or afraid to disagree with any advice given.
  - Presenting oneself as akin to a professional counsellor, anointed by God for this role, with equivalent skills and competencies.

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## APPENDIX 6: HARMFUL PRACTICES

Harmful practices is a collective term for several different forms of abuse. They are often linked to faith/belief systems or culture, which are seen as acceptable practices within some sections of society.

Examples include Female Genital Mutilation (FGM), Forced Marriage, Breast Flattening (Ironing), Abuse linked to faith or belief and "Honour-based" Violence.

All of these practices are physically and emotionally abusive, however their continued use in some areas of society would suggest that they are not abusive, but acceptable "rites of passage".

All forms of harmful practices are grounded in discrimination and cause harm and suffering. Violence is not necessarily involved but is often a feature.

When something is linked to a person's faith or culture, it is not an excuse for child abuse. Whilst we should be aware that culture and faith are an important part of many families' lives, we cannot ignore any potential harm.

Any concerns in relation to these practices should be reported to the Safeguarding Coordinator.

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## APPENDIX 7: DRUGS AND ALCOHOL / CRIMINAL ACTIVITIES

As New Horizons we want all workers to be aware of the risks of children, young people and adults at risk using drugs and alcohol and being drawn into criminal activities.

It is important that all individuals make well-informed and safe choices about **alcohol and recreational drug use**. Recreational drugs are defined as those taken (often illegally) for enjoyment rather than for medical reasons. Smoking or vaping are also defined as recreational drug use.

We are aware that the risks associated with alcohol and recreational drug use include:

- Consumption of alcohol and recreational drugs can affect physical and mental health in lots of different ways.
- Even if it is argued that they seem to help at the time, in the long term, drugs, nicotine and alcohol can make difficult feelings more painful, and can make existing mental health conditions worse.
- Drugs or alcohol can also be used by some as a form of self-medication or as a coping mechanism to deal with difficult or painful feelings.
- Drug and alcohol use can affect our judgment, leading to risky behaviours and addiction.
- There are individuals in society who will seek to befriend, exploit or coerce children, young people and adults at risk into engaging in alcohol/drug use. They may also encourage them to supply the same to others.

**Criminal exploitation** occurs when an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18.

Vulnerable children and those who do not have support networks are particularly at risk as gangs and other exploiters target children with special educational needs, mental health difficulties or disabilities. They also look for emotional vulnerability, such as children experiencing problems at home, absent parents or bereavement. Exploiters seek to fill that emotional gap for the child and become their 'family'.

If you have concerns about a child, young person or adult at risk engaging in alcohol or drug use, speak with the Safeguarding Coordinator for advice and support.