

BRUNTSFIELD EVANGELICAL CHURCH

SAFEGUARDING POLICY

Applies to	All church staff and Children and Young People volunteers
Original Policy prepared by:	Alastair Mackintosh (Safeguarding officer and designated trustee lead for Safeguarding)
Last updated:	November 2022 - Alastair Mackintosh December 2023 – Gill Mackintosh
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This policy sets out the requirements of Bruntsfield Evangelical Church SCIO (“The Church”) for the safeguarding of children, young people and adults at risk.

The designated Safeguarding officers for The Church are :-

Alastair Mackintosh (trustee liaison designated as safeguarding lead)

Fiona Watson

Peter Ervine

Any safeguarding concerns can be discussed directly with them or referred via email to safeguarding@teams.bruntsfield.org.uk

Page no	Table of Contents
Page 3	Safeguarding Statement
Page 4	Statement of Compliance
Page 5	A Biblical understanding of Safeguarding
Page 7	Definitions
Page 8	Appointment of Volunteers and Church staff
Page 9	Guidelines and Good Practice
Page 11	➤ Organising and running events/activities
Page 11	➤ Behaviour Guidelines
Page 12	➤ Supervision
Page 13	➤ Travel and Transport
Page 13	➤ Permissions relating to Social Media, Digital & Mobile Communications
Page 14	➤ Safety procedures
Page 14	➤ First Aid and Medical Issues
Page 16	Dealing with a Disclosure or Allegation
Page 18	The Referral Process
Page 19	Other Church Policy References
Page 20	Appendix 1 – List of Contacts
Page 22	Appendix 2 – Definitions of Abuse
Page 26	Appendix 3 – Safeguarding Response Form
Page 27	Appendix 4 - Safeguarding Declaration Form

Safeguarding Statement

Bruntsfield Evangelical Church SCIO (“The Church”) is committed to the safeguarding of children, young people and adults at risk, ensuring their well-being. We believe in the necessity of creating a healthy culture where the value of all people is recognised and where we respond appropriately when this value is undermined. The Church will work in partnership with other relevant agencies as appropriate to ensure there are clear lines of accountability and decision-making processes within legal parameters.

In particular:

- We believe that all children, young people and adults at risk have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- 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.
- We recognise that we all have a responsibility to help prevent the physical, sexual, spiritual, emotional abuse and neglect of children, young people and adults at risk and to report any abuse that we discover or suspect.
- We are committed to following safe recruitment procedures in the appointment and selection of those who will work with children, young people and adults at risk.
- We believe all those who attend our activities should enjoy and thrive within the life of BEC.

The Church is committed to:

- Nurturing, protecting and safeguarding children, young people and adults at risk and respecting their rights.
- Following and keeping up to date with statutory guidelines and requirements set out in Scottish legislation in relation to safeguarding children, young people and adults at risk.
- Ensuring that all staff and volunteers working on our behalf adhere to the agreed procedures and guidelines in our Safeguarding Policy.
- Ensuring all church staff and volunteers who work with children, young people and vulnerable adults (that is they carry out a regulated role) are PVG Scheme members. Volunteer and staff recruitment is subject to a satisfactory PVG Scheme Disclosure.

(Please refer to separate BEC policy titled ‘ Policy on Working with Children and Young People’)

The Church recognises that:

- Where there are concerns about a child, young person or adult at risk then the Church will refer all allegations or concerns of abuse to the appropriate authorities. Any investigation will be undertaken by these authorities (eg Social Work, Police Scotland).
- Safeguarding is everyone’s responsibility and the Church will seek to encourage this mindset amongst staff and volunteers.

Statement of Compliance

As a church, we undertake to do our very best to ensure compliance at all times with the terms of this Safeguarding Policy but there may be occasions when, for good reason, absolute compliance is impractical or impossible. We seek to follow the spirit of the present policy at all times and to behave in a reasonable and responsible manner, having regard to the safety and welfare of children and vulnerable adults entrusted to our care.

The board of trustees of the Church are responsible for: -

Reviewing the procedures for and the efficiency with which safeguarding duties are discharged throughout the church.

Ensuring any identified deficiencies or weaknesses in safeguarding arrangements are remedied without delay.

Approving amendments to safeguarding arrangements in light of changing legislation taking into consideration recommended best practice.

Ensuring the effective governance of safeguarding and promotion of welfare is embedded throughout the church.

Ensuring regular training for the safeguarding officers and other designated volunteers to ensure best practice is adhered to.

The Trustee Liaison is responsible for: -

Quarterly review with the safeguarding officers to review procedures, staff and volunteer training provision and statutory safeguarding updates.

Dealing with allegations in the event any of the designated safeguarding officers being implicated or absent.

Annual review of the safeguarding policy.

A Biblical Understanding of Safeguarding

Safeguarding is an important discipline for ensuring people are well cared for and those who are vulnerable are protected from abuse.

For the Christian, safeguarding ought to be more than just a matter of legal compliance and is, in fact, a matter of Biblical faithfulness. This document outlines some of the foundational ways that the Bible underpins our understanding of safeguarding and how to do it well.

Value of human beings

All humans are made in God's image, regardless of age, sex, ethnicity, ability. Each has inherent worth and profound dignity, both in their identity and in their vocation to represent God to the world. (Genesis 1:26-28, 2:15) This reality shapes many foundational commitments such as human rights and the equality of all people.

Abuse is real

The Bible teaches plainly the nature, consequences and implications of sin; how it causes damage between people and cuts us off from our Creator.

Abuse is one outworking of sin. (Genesis 3:1-19) Christians should therefore not ignore or downplay the reality of abuse and the pain, trauma and hurt that victims of abuse experience.

The Christian is not immune to the problem of sin either. The Christian always has a conflict with their sinful nature (cf. Gal 5:16-17). It is therefore naïve to think that abuse could not happen in a Christian context

The gospel of redemption

Christ's life, death, resurrection, ascension and future return shape our understanding and practice of safeguarding in profound ways.

Justice matters: Romans 3:21-26

Christ's sin-bearing death demonstrates God's justice and pays the price for every believer's sin. But his sin-bearing death and God's offer of forgiveness does not mean that perpetrators of abuse may avoid due judicial process; and the universality of sinfulness does not mean that victims of abuse should be seen as 'at fault' – whether in their experience of abuse or in their desire for justice. Justice requires due process to be followed for both complainant and accused.

Care matters: Luke 10:25-37

Because Christ has loved us, we are called to love others. Jesus Christ offers welcome and care for young and old, and safety and refuge for those who are broken, damaged and most vulnerable. He supremely models love for neighbour. At the heart of the Christian faith is a call for Christians to love others as they love themselves (Luke 10:25-37). Ensuring we protect others from abuse by implementing robust safeguarding practices is a natural outworking of this command.

God commands his people to have a particular concern for the vulnerable in society (Micah 6:8, James 1:27). This means real attention must be given to recognising and responding well

if abuse is suspected. Christians are warned to not 'walk on by', rather, be like the Samaritan man and care for the needs of others, even if it is inconvenient or difficult. It also means it is important to put preventative measures in place to protect abuse from happening in the first place.

Obedience to authorities matters:

Many countries will have laws in place to protect abuse of vulnerable people. Christians are commanded to obey the governing rulers and authorities of the countries they live in (as far as it does not dishonour Jesus), including laws on safeguarding and child protection. But in the case of safeguarding, this obedience is not merely extrinsic, because we are commanded to comply with legal requirements for safeguarding / child protection, but intrinsic, for godly safeguarding practices, transparency and accountability are themselves an expression of our love and care. The law aligns with our calling to love our neighbour.

Because, as human beings made in God's image, we live in communities and inhabit social structures, sin is not purely individual. Therefore, it is important that good governance processes and structures are put in place that are appropriately realistic about human nature, to ensure the Church is a safe organisation where people can flourish and the vulnerable are protected.

Definitions

Individuals

Child - In Scotland, a child legally becomes an adult when they turn 16, but statutory guidance under Children and Young People (Scotland) Act 2014 includes all children and young people up to the age of 18.

Vulnerable Adult - The Adult Support and Protection Act 2007 gives greater protection to adults at risk of harm or neglect.

The act defines adults at risk as those aged 16 years and over who:

- are unable to safeguard their own wellbeing, property, rights or other interests
- and are at risk of harm
- and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected

Abuse

Abuse and neglect are forms of maltreatment of a child , young person or adult at risk, such that it detrimentally affects their health and wellbeing and their development and causes significant harm. Somebody may abuse or neglect someone by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family, institutional or community setting. Very often the abuser is known or in a trusted relationship with the young person or more rarely a stranger, for example via the internet. They may be abused by an adult or adults or another young person.

Appendix 2 covers the main categories of abuse. The purpose of this is to inform our understanding, but it is not our responsibility to determine which type of abuse has been potentially carried out - this is the job of the professionals (i.e., social services or the police), to whom concerns should be passed. It is our responsibility to appropriately report a concern or disclosure to the relevant agencies or personnel.

Broadly speaking abuse falls into the following categories :-

PHYSICAL INJURY: Actual or likely injury by a family member, or other person.

NEGLECT: A failure to meet basic needs for food warmth, protection and care.

EMOTIONAL ABUSE: Persistent and severe emotional ill treatment, or rejection that severely affects emotional and behavioural development.

SEXUAL ABUSE: Being used to meet another person's sexual desires.

For this section, please also refer to the following policies:

- BEC Policy on Working with Children and Young People

Appointment of Volunteers & Church Staff

- Before appointment, all volunteers will meet with the Youth Pastor or another responsible person agreed by the Youth Pastor or the Church Pastor to discuss the role envisaged and their suitability for it.
- New volunteers and staff working with children, young people and vulnerable adults must be given a safeguarding induction briefing before they commence any activity. The induction should include a briefing on the safeguarding policy and procedures and requesting that the volunteer reads the relevant documents.
- This should be evidenced by the signing of the Safeguarding Induction declaration form by the volunteer/staff member and forms to be returned to the Church Administrator following the induction.
- The Church Administrator will keep a central record of induction participants.
- Signed forms and induction records will be saved in the Safeguarding shared google drive folder.
- The Youth Pastor is responsible for the induction of volunteers & staff working with children and young people.
- The Safeguarding Lead is responsible for the induction of volunteers & staff working with vulnerable adults. The Safeguarding Officer can take the induction in their absence.
- The volunteer/staff member would then be expected to attend the next scheduled in-house safeguarding training session but this could be after they have started to volunteer or commence employment.
- Where the volunteer is not well known to the church leaders, they may be asked to complete an application form and be asked to give details of leaders from previous churches who can provide a reference.
- All those wishing to work with children, young people and vulnerable adults must register with the Scottish Government's Protecting Vulnerable Groups (PVG) scheme. The Church PVG Coordinator will check evidence of identity and submit the information to Volunteer Scotland. The volunteer will receive an email from Disclosure Scotland including a link to complete the next stage of the application process. Volunteers should not commence any activity with children, young people and vulnerable adults until PVG Disclosure is received. Approval to work with children, young people and vulnerable adults may be withdrawn if the Church is informed of an issue by Disclosure Scotland.
- All those involved in teaching children, young people and vulnerable adults must be church members.
- Appropriate safeguarding training is compulsory and an annual refresher training session will be undertaken.

For this section, please also refer to the following policies:

- BEC Policy on Working with Children and Young People
- Anti – bullying policy
- Policy for activities away from church premises for children and young people

Guidelines and Good Practice

The following guidelines are intended to help those working with children, young people and vulnerable adults to follow good practice at all times.

- It is good for The Church to provide a place where people can talk and share problems and issues. This is a big responsibility and when conducting 1:1 meetings they should take place in a public space or in the church office, a member of the church staff should be notified that the meeting is taking place and where possible the door should remain open.
- As far as possible, Church staff and volunteers should not meet a child or young person off church premises without the knowledge of a parent or another adult. If it is necessary to meet the child or young person off church premises, then fellow workers should be advised and consideration should be given to whether more than one worker/volunteer should meet with the child.
- Be especially aware of those children or young people who attend activities on their own. For children under 12, the ministry team leader should contact the child's parents to ensure they know where they are. Such children's whereabouts prior and during activities should be noted by the Ministry team leader. It is the responsibility of the Ministry team leader to ensure that the child is returned to the care of their parent or agreed adult at the end of the activity.
- There may be an occasion whereby a child (under 16) whom we don't know presents at church without a parent/carer and wishes to participate in Kids church/ Embassy. Whilst we cannot prevent the young person from attending church, our Policy on Working with Children and Young People states that, *'A consent form must be completed by a parent/carer of any child left in the care of the church'*

The Welcome Team should follow this process if this situation arises:

- Welcome the young person and encourage them to stay in the service and explain that we need to have consent from their parent or carer before they can participate in other activities.
- Introduce the young person to the Ministry leader (or elder) for kids church or the Ministry leader (or elder) for Embassy depending on their age. Kids Church (P1-P7) Embassy (S1-S6) . If the ministry leaders are not at church the young person should be introduced to one of the staff team – Pastor, Women's Ministry Leader or to one of the Elders.
- There are consent forms on the information stand in the foyer which can be given to the young person to take home and be completed by their parent/carer.

- The young person should be encouraged to come back the following week and offer them a newsletter to give to their parent/carer for information about the church.
- Suggest to the young person that one of the staff team could speak with their parent about the reasons to provide a consent form and our Safeguarding policy.
 - Be aware of any unknown adults in the building and be prepared to question their presence.
 - Be mindful of children's/young people's safety at all time but also mindful of the worker's /volunteer's safety to protect themselves from allegation.
 - Try to steer away from games that may involve significant physical contact between adults and children/young people.
 - Do not make any sexually suggestive comments to any children or young people, or be drawn into any sexually suggestive jokes or comments.
 - Avoid transporting a child/young person without another adult being present. If this is not possible, the child/young person should be seated in the rear of the car and other volunteers should be advised of the situation.
 - Respect the privacy of the children/young people in your group. Should a child/young person wish to speak with you on your own, please advise another volunteer of this. Leave the door open during your conversation and ask the other volunteer to check in with you.
 - Never trivialise abuse. Take any allegation of abuse seriously. Please see the process flowchart on to how to proceed with an allegation.
 - Do not post any of the children's /young person photos from your activity on social media or on the Church website without appropriate permissions.
 - Be aware of the behaviour of other volunteers that could be shaming or misconstrued. If you are concerned about another volunteer's behaviour or comments, please speak to the overall activity leader, Youth Pastor or ultimately discuss with one of the Safeguarding officers.
 - Be accountable to your other volunteers.
 - Use humour, but be careful that this does not move into shaming a child.
 - Be patient and considerate of the needs of individual children within your group.
 - Be respectful of diversity. Please remember that some children/young people may have different beliefs or backgrounds and it is important these are respected.
 - Set a positive example for others to follow
 - Do not shout at a child/young person, unless this is necessary and their safety is at risk.

- Agree ground rules within your activity. These should be set by the children/young people and volunteers and should be referred to as required. They should include aspects around anti-bullying.
- Do not use reward charts. For those children/young people who have experienced past trauma, their internalised sense of shame will prevent them from achieving success in this.
- Reward good behaviour at the time e.g. always praise children/young people for trying and for good behaviour
- Watch out for and encourage a child's strengths to be developed within your activity.
- Seek to promote equality regardless of age, disability, gender, sexuality, religion or race

Organising & Running Events/Activities

Every event/activity should be as safe as possible by assessing & minimising any risk in the building or room.

- There should never be an unarranged occasion when a one-to-one arises. If it does then inform your Ministry team leader immediately.
- Volunteers and staff team members will know the fire exits and be briefed on the evacuation procedure.
- Our groups will be properly supervised.
- First aid kits will be available for use in all our activities and where possible some volunteers will be trained in basic First Aid.
- Each ministry team leader will be given specific details about relevant training for their ministry area, and what Safeguarding paperwork procedure they need.

Behaviour Guidelines

We aim to ensure that we create a safe and effective environment for everyone in our groups and activities .

Behavioural guidelines :-

- Everyone is encouraged to listen when others are speaking.
- Questions can be asked and comments made in a way agreed by the group.
- Physical or verbal attacks are prohibited.
- The use of sarcasm is inappropriate and humour should be monitored to ensure that it is only funny and not discriminatory.
- Misbehaviour will be discussed and challenged straight away. An explanation of why the behaviour is inappropriate will be given together with an outline of the consequences if the behaviour persists. Different groups will have agreed discipline procedures.
- If a problem persists to such an extent that the group cannot function, then the leader of the team may need to talk to a parent/carer about appropriate further action.

- Anyone, whose behaviour is deemed to be detrimental to the group, may be asked to leave the group and the group leader will offer opportunities for discussion with the individual concerned.
- Anyone who is under the influence or in possession of alcohol/drugs or carrying a weapon will be excluded from our activities with an explanation of why.
- Any significant behavioural incident should be written up in an incident form and forwarded to the Safeguarding Officer.

Changes in behaviour:

- Where a noticeable change in behaviour occurs this should be reported to the team leader who will speak to a member of the leadership team. Leaders will pass on any information to the next team where there is a rota in operation.
- Parents/Carers as appropriate will be informed where the behaviour persists.

Supervision

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors, however best practice guidance recommends that at least two adults are present when working with or supervising children and young people. The following ratios are suggested minimum recommendations to help keep children safe :-

- 0 – 2 years – one adult to three children
- 2 – 3 years – one adult to four children
- 4 – 8 years – one adult to six children
- 9 – 12 years – one adult to eight children
- 13 – 18 years – one adult to ten children

Guidelines

- It is preferable to have at least 1 female and 1 male volunteer in each team.
- A volunteer is not permitted to bring along a friend to help them. Children of volunteers should not accompany their parents; we would rather they go to their appropriate group.
- If a volunteer is unavoidably going to be absent due to illness or a situation that arises at the last minute, the Ministry team leader is responsible to arrange cover.
- If insufficient volunteers are available then the Ministry team leader and Youth Pastor will be notified.
- In the unlikely event of there not being any cover for a group then the group will be cancelled. The leadership would need to be notified if this situation arises.

Toilet Procedure

- For children who need their nappies changed then please use the appropriate changing facilities and wear the blue disposable gloves provided.
- Help will be needed if young children are learning how to use the toilet so use the toilet that is most visible to other people. It would be appropriate and best practice that a male or female helper supports a child of the same sex. In some situations, it will be sensible for more than one adult to accompany the child, with reference to safe supervision of the other children present.

- Help in an appropriate way dependent on level of toilet training and if in doubt ask the Ministry Team Leader. It is important not to be intrusive and to respect the child's privacy but also be available to help.
- A good guide would be to ask the child what level of assistance they require.
- For those children able to use the toilet without supervision then best practice would be to operate a 1 in 1 out policy and for adult helpers to use a separate toilet facility

Travel and Transport

It is a Church policy not to provide regular travel for children, young people or vulnerable adults to and from our weekly events.

Private transport for church activities

- A leader must never carry only 1 passenger for an extended journey and where possible carrying 1 passenger should be avoided particularly if the person is of the opposite sex and preferably not 1:1, only in case of emergency and as a last resort.
- If the last person to be dropped off is a child/ young person, please ensure they are seated in the back of the car and preferably not 1:1.
- If someone needs to go somewhere unexpectedly at an event e.g. hospital then the leader should take another child/young person or leader with them or use a taxi.

Permissions relating to Social Media, Digital & Mobile Communications

For this section, please also refer to the following policy:

- BEC Communications Policy

Photographs

- Written permission will be sought for any photographs that are taken.
- It is preferable that children, young people and vulnerable adults are not identifiable when photographs are shared publicly.
- No photography will be stored by volunteers.

Films

- Written permission will be sought for any filming that is taken.
- No filming will be stored on by volunteers.

Digital and Mobile Communications

Any electronic communication will be short in content, will be for a specific purpose and will not be frequent. All church staff and volunteers are role models both off and online.

Social Media

As a staff member/volunteer you are still connected with The Church when you are online (Social Media sites) and children, young people or vulnerable adults may search for you. You need to be a person of integrity online just as much as in person.

You should ensure that your profile on any social networking website has suitable privacy settings which allow you to control who can see information on your profile. We would recommend that your profile on a social networking website be private or to restrict viewing to those who are over 18.

Safety Procedures

Safety in rooms

- Chairs in rooms are to be stacked on the floor, not on tables and in safe piles.
- Any objects that are dangerous/ fragile are to be put out of reach/left alone. Leaders of teams are to make a risk assessment on what is deemed to be dangerous/ fragile for a particular age group.
- Young children should not be able to access windows so care should be taken that they can not climb up to them.
- The floor should be checked for any sharp/potentially harmful objects or litter and appropriate action taken.
- Wires/cables should be kept out of the way of children/young people and, where necessary, taped down.
- It is the responsibility of the leader to ensure that the room is as safe as possible and is kept safe throughout the event. If there is a repeated problem with the safety of the room this should be passed onto the team leader.

Further information on risk assessments, safety procedures (including food safety) is contained within our Health and Safety Policy.

First Aid and Medical Issues

- There is a first aid kit in each kitchen. Ministry team leaders and volunteers should know its location.
- Only use what is in the first aid kit. Do not add anything to the kit. The first aid kit will have list of contents and will be checked and replenished on a regular basis. This is the responsibility of the Building Ministry team leader.
- No paracetamol / aspirin or any medicines are to be administered.
- If a child, young person or vulnerable adult is feeling unwell the Ministry team leader will contact parent /carer.
- In the case of a more serious injury than can be dealt with by first aid then the Ministry team leader should call an ambulance.

- A record of the event and the treatment given should be noted on the Accident Form and handed in to the church office.
- All groups should be aware who the designated first aider is. At the first possible moment the parents /carer should be contacted to inform them of the situation.

Dealing with a Disclosure or Allegation

All teams working with children, young people and vulnerable adults should be vigilant and aware of anything of concern by:

- Recognising – have eyes to see and ears to hear.
- Responding – to any concerns they have or any raised by the child, young person or adult.
- Recording – what has been seen/heard or said.
- Referring - to the appropriate person
- Reflect - where might you go for support afterwards

Actions to take

- Listen carefully.
- Do not ask investigating questions but it's often helpful to ask a few clarifying questions.
- Reassure them that they have done the right thing by telling someone.
- One question that is very useful to ask is "Does anyone else know?"
- Let the person know what the next step will be and that any information will only be shared on a need-to-know basis. Do not make any promises around maintaining confidentiality.
- Pass on information immediately to the Ministry team leader and the Safeguarding Officer using their contact details or via email.
- Write up on Safeguarding Response form (see Appendix 3) what has been said as soon as possible using the person's own words to describe the disclosure. Any comments on this form should be a reflection of fact and not personal opinion. Please remember that the content of the form may be viewed by other external third parties.
- Where it is decided that Social Services or Police are to be contacted then parents of any child involved should NOT be contacted without prior agreement from the said authority. To do so could jeopardise any subsequent investigation or could alert the perpetrator.

Issues of Confidentiality

The very nature of disclosures may mean at times that the person is only willing to share information on the basis that it remains confidential. Whilst confidentiality is clearly to be respected, it should be made clear that prior to any disclosures being made if it is identified that there is a significant risk of harm to the subject AND there is identifiable support need then there may be an obligation to share that information with the safeguarding officers and ultimately the relevant authorities if necessary.

Please be aware that if a crime has been committed or there are others at risk please contact the emergency services immediately. It is your public duty to report, consent is not required to report in these contexts. In these cases, liaising with the safeguarding officers can and often should be done retrospectively.

Follow up Actions

After telling of the abuse the person often feels relieved but also vulnerable and anxious about what will happen next. They should be reassured and, if at all possible, not left alone.

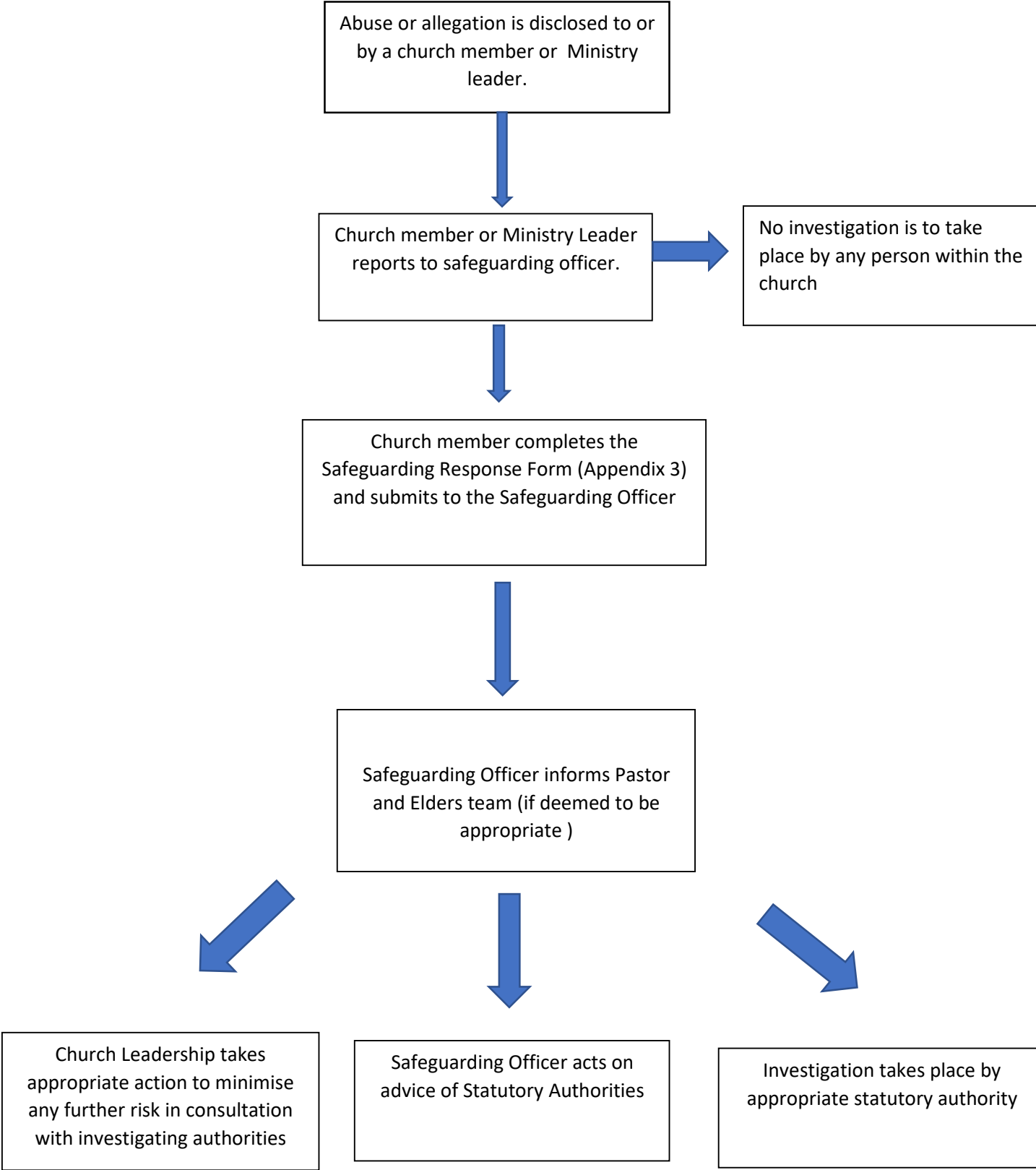
- It is important to remember that what has been shared is in confidence and should only be shared on a need- to-know basis.
- In any of the above situations the Safeguarding Officer in consultation with the church leadership, if appropriate, will make a decision on what action to take.
- A referral may be made to the police or social services and the first person told may have to make a statement to the police. The notes made at the time may form part of this and that is why it is so important to use the actual words used to describe the abuse.
- It will be the responsibility of the trustee lead designated for Safeguarding to liaise with Disclosure Scotland in relation to any disclosures made against a member of staff or volunteer
- A debrief meeting will be held with the trustee lead to follow up with the person reporting the abuse/allegation as a duty of care and to discuss any learning points.

If you are in any doubt as to how to proceed or are seeking appropriate advice then please use the 31:8 helpline - 0303 003 1111. This line is staffed by trained professionals who can provide expert safeguarding advice and guidance. If you are concerned about a person or situation, if you work with children or adults and need safeguarding advice, or if you're a safeguarding lead or professional and need information or support.

Lines are open **Monday - Friday, 9am - 5pm**, with an out of hours service for urgent calls.

The Referral Process

The following flowchart is intended as a guide to the referral process for any safeguarding concerns and is not intended to be prescriptive.



Other Church Policy References

A number of other policies and guidelines are available and can be obtained from the Safeguarding Officers or Church Manager.

These include: -

- Anti – bullying policy
- Policy for activities away from church premises for children and young people
- Policy on working with Children and Young People
- Policy for the secure handling of Disclosure Records
- Policy on making referrals to Disclosure Scotland
- Communications policy
- Complaints procedure
- Health and Safety policy
- Fire risk assessment and evacuation routes
- Church membership and service policy
- Lone working policy

Appendix 1 – List of Contacts

Safeguarding Contacts

The designated safeguarding officers for Bruntsfield Evangelical Church are :-

Alastair Mackintosh (trustee liaison designated as safeguarding lead)

Fiona Watson

Peter Ervine

Any safeguarding concerns can be discussed directly with them or referred via email to safeguarding@teams.bruntsfield.org.uk

Other contact options

- **31:8 helpline** - 0303 003 1111

The Thirtyone:eight Safeguarding Helpline is staffed by trained professionals who can provide expert safeguarding advice and guidance. If you are concerned about a person or situation, if you work with children or adults and need safeguarding advice, or if you're a safeguarding lead or professional and need information or support.

Lines are open **Monday - Friday, 9am - 5pm**, with an out of hours service for urgent calls.

- **Police Scotland** – 101 or 999 in event of emergency. Other contact options available at <https://www.scotland.police.uk/contact-us/>
- **NSPCC Helpline** – 0808 800 5500
<https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/>
- **CEOP (Child exploitation and online protection)**
<https://www.ceop.police.uk/Safety-Centre/How-can-CEOP-help-me-YP/How-can-CEOP-help-me-parent/>
- **Childline** – 0800 1111
<https://www.childline.org.uk/>
- **CAMHS – Child and Adolescent Mental Health Services.**
CAMHS is the name for the NHS services that assess and treat young people with emotional, behavioural or mental health difficulties.
<https://www.youngminds.org.uk/young-person/your-guide-to-support/guide-to-camhs/>
- **Edinburgh Social Work – Social Care direct** 0131 200 2324 .
In the evening and at weekends or public holidays, you can call Emergency Social Work, free of charge from a landline – 0800 731 6969.

- **The Scottish Domestic Abuse Helpline** offers telephone information and support to anyone affected by Domestic abuse or Forced marriage. The service is available 24 hours a day 365 days a year. An email support and information service is available.
Telephone 0800 027 1234
- **Action on Elder Abuse (AEA) Scotland** works to protect older people from harm, abuse and neglect. They support those experiencing (or at risk of) harm, as well as raising awareness and advocating effective prevention.
Telephone: 0808 808 8141
- **Rape Crisis Scotland (RCS)** is the national office for the rape crisis movement in Scotland. RCS work with other agencies such as the police, Crown Office and health services providing training and consultancy to improve the response to those who are affected by and who perpetrate sexual violence. The Rape Crisis Scotland National Helpline provides crisis support for anyone in Scotland affected by sexual violence at any time in their lives.
Telephone: 08088 01 03 02
- **The Samaritans** are a charity which supports people who are in distress when they need help, 24hrs a day. People can talk for as long as they like, as many times as they like. They don't pass on what people tell them, not even the name of the caller.
Telephone: 08457 90 90 90
- **Scottish Women's Aid** network provides support to women, children and young people with experience of domestic abuse. The network consists of 36 independent local Women's Aid charities who provide high quality specialist services and access to refuges, and are committed to a shared set of principles.
Support is available 24/7.
Telephone: 0800 027 1234

Appendix 2 : Definitions of Abuse

Physical abuse

When someone hurts or harms a child or young person on purpose. It includes:

- hitting with hands or objects
- slapping and punching
- kicking
- shaking
- throwing
- poisoning
- burning and scalding
- biting and scratching
- breaking bones
- drowning.

It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell. Bumps and bruises don't always mean a child is being physically abused. All children have accidents, trips and falls. And there isn't just one sign or symptom to look out for. But it's important to be aware of the signs.

If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported.

Physical abuse symptoms include:

- bruises
- broken or fractured bones
- burns or scalds
- bite marks.

It can also include other injuries and health problems, such as:

- scarring
- the effects of poisoning, such as vomiting, drowsiness or seizures
- breathing problems from drowning, suffocation or poisoning.

Head injuries in babies and toddlers can be signs of abuse so it's important to be aware of these. Visible signs include:

- swelling
- bruising
- fractures
- being extremely sleepy or unconscious
- breathing problems
- seizures
- vomiting
- unusual behaviour, such as being irritable or not feeding properly.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people 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 young person 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 young people.

These may include interactions that are beyond the young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the young person participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing young people frequently to feel frightened or in danger, or the exploitation or corruption of young people.

Some level of emotional abuse is involved in all types of maltreatment of a young person, though it may occur alone.

Possible indicators of emotional abuse:

- Changes or regression in mood or behaviour, particularly where a young person withdraws or becomes clingy.
- 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.
- Eating disorders eg anorexia, bulimia.

Sexual Abuse

Sexual abuse involves forcing or enticing a young person or young people to take part in sexual activities, not necessarily involving a high level of violence, whether or not the young person is aware of what is happening.

The activities may involve physical contact including inappropriate touching outside of clothing. They may also include non-contact activities, such as involving young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging young people to behave in sexually inappropriate ways, or grooming a young person 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 young people.

Possible indicators of 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.
- Young person 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. Eg anorexia, bulimia.

Neglect

Neglect is the persistent failure to meet a young person’s basic physical and/or psychological needs, likely to result in the serious impairment of the young person’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a young person 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 young person from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a young person’s basic emotional needs. Possible indicators of neglect:

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

Other types of harm that may affect young people include :-

Bullying and Cyber bullying	<p>Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone.</p> <p>It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.</p> <p>Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone.</p>
Self-harm	Any behaviour where the intent is to deliberately cause harm to one’s own body.
Online Abuse	Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and

	mobile phones. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.
Grooming	Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.
Domestic Abuse	Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse.
Child Sexual Exploitation	Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.
Female Genital Mutilation	FGM is when a female's genitals are deliberately altered or removed for non-medical reasons
Non – recent abuse	Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18
Child Trafficking	Trafficking is where children and young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold.

Taken from [Types of Child Abuse & How to Prevent Them | NSPCC](#)

Appendix 3 – Safeguarding Response Form

BRUNTSFIELD EVANGELICAL CHURCH Safeguarding Response Form

Name of Child/Young Person/Vulnerable Adult _____

Date of Birth ____/____/____

Name of Person Reporting Event _____

Date of event ____/____/____

Time _____

Sequence of Events/Actual Words Used/Observations

Action Taken _____

Name of Person Contacted: _____

Date ____/____/____

Time _____

Notes (use other side of form if more space needed):

Next Steps

- Contact the Safeguarding Officers as soon as possible: safeguarding@teams.bruntsfield.org.uk
 - Alastair Mackintosh,
 - Fiona Watson,
 - Peter Ervine.
- If the concerns do not involve the Ministry Team Leader you may also discuss the matter with them. Do not discuss the concerns with anyone else.
- In certain exceptional cases you may need to make an immediate decision without the assistance of the Safeguarding Officers, for example, about whether it is safe for a child to return home, or whether Police or Social Work should be contacted. In those cases, you may wish to contact the relevant statutory authorities:

Police Scotland: 101 or 999 in event of emergency.

Edinburgh Social Work – Social Care direct: 0131 200 2324.

In the evening, weekends or public holidays, you can call Emergency Social Work, free of charge from a landline – 0800 731 6969.

31:8 helpline - 0303 003 1111.

Parents should be kept informed as a matter of general good practice but the first and paramount consideration should always be the safety of the child. If a referral is being made to Police or Social Work, concerns should NOT be discussed with parents until the appropriate investigations have taken place.



Appendix 4

BRUNTSFIELD EVANGELICAL CHURCH

Safeguarding Declaration Form

I confirm that I have read, understood and agree to adhere to the following Church policies and procedures.

- Safeguarding Policy
- Policy for activities away from church premises for children and young people
- Policy on Working with Children and Young People
- Anti-Bullying Policy
- Procedure for Young Person attending without consent form

Signature _____

Date _____

Name (please print) _____

Volunteer position _____

Please return to Church Manager: manager@bruntsfield.org.uk

Bruntsfield Evangelical Church SCIO
70 Leamington Terrace, Edinburgh, EH10 4JU,
Bruntsfield Evangelical Church SCIO is a Scottish Charitable Incorporated Organisation no.
SC049393