

# Policy and Procedure Manual

## Safeguarding Policy for Children and Adults at Risk

### INTRODUCTION

- Safeguarding is taken seriously by Westminster College. We acknowledge children's and adults' right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our college.
- We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse. We will implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to such abuse.
- Our Safeguarding Coordinator is the Principal. Our Deputy Safeguarding Coordinator is the Vice Principal. They both share specific responsibilities for safeguarding, although we recognise that safeguarding is a whole college responsibility. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Coordinator, the Deputy Safeguarding Coordinator should be contacted.
- We are committed to providing support, supervision, resources and training to those who work with children and adults.
- We believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living and recognise that it can affect both adults and children.
- All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory authorities if necessary.
- We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.
- We will refer concerns about workers at Westminster (volunteers and paid, lay and ordained) that meet the relevant criteria to the Local Authority Designated Officer.
- Our Safeguarding Policy Statement is attached as Appendix 1.

#### **1. Who the policy applies to:**

This policy applies to all staff and volunteers (lay and ordained) and students based at Westminster College (Madingley Road, Cambridge, CB3 0AA) and to those for whom the College is their principal reporting base.

It applies to organisations who hire our building with agreement to operate under the college's safeguarding policy.

The policy and procedures should be interpreted in the light of the most recent URC good practice guidance. Children and parents/carers will be informed of this policy and our procedures.

#### **2. Why the policy is needed:**

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults within our college, or those who attend our activities and events.

#### **3. Policy principles:**

This policy sets out the arrangements for promoting a safe environment within Westminster College and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation.

#### **4. The definition of terms used in the document**

“Children” refers to those under the age of 18 years.

“Abuse”. The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 2. The definitions of abuse in relation to adults is attached as Appendix 3.

## **5. How the policy applies**

### **5.1 Preventing Abuse**

5.1.1 Westminster College has designated the Principal as its Safeguarding Coordinator and the Vice Principal as its Deputy Safeguarding Coordinator.

5.1.2 Activities will be organised in accordance with URC good practice guidelines and in the light of other relevant Westminster College policies, including, but not limited to:

- Health and Safety Policy and Risk Assessments
- Capability Policy and Procedure (05HR)
- Employment Policy (11HR)
- Equal Opportunities Policy (12HR)
- Grievance Policy and Procedure (14HR)
- Harassment and Bullying Policy (15HR)
- Welfare Policy (31HR)
- Whistle Blowing Policy (32HR)
- Student Disciplinary Policy (ST04)
- Westminster Student Amber Light Policy (ST06)

5.1.3 When working with children at Westminster College, all paid staff and volunteers will work within a code of conduct (Appendix 4) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of employment.

5.1.4 If we become aware of someone within our college known to have harmed children or adults in the past, we will inform the Synod Safeguarding Officer and co-operate with them and the relevant statutory authorities to put in place a plan to minimise the risk of harm to children and adults.

5.1.5 Organisations wishing to hire Westminster College for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to provide a copy. If they do not have their own safeguarding policy, the college will encourage them to adopt one before agreeing to the hire, or may agree that they can follow the college safeguarding policy and procedures.

### **5.2 Recognising Abuse**

5.2.1 It is important to be aware of possible signs and symptoms of abuse. See Appendix 5 for those relating to children and Appendix 6 for those relating to adults at risk. Some signs could be indicators of a number of different categories of abuse.

5.2.2 It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

### **5.3 Procedure if there is disclosure or allegation of abuse**

5.3.1 If a child, young person or adult makes a disclosure that they are being abused and/or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures them that they have done the right thing in telling
- does not investigate or ask leading questions
- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them
- does not promise to keep secret what they have been told
- informs the college Safeguarding Coordinator as soon as possible (if they are implicated in the allegation, informs the Deputy or the Synod Safeguarding Officer)
- makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix 7). This should be given to the college Safeguarding Coordinator and stored securely in a locked filing cabinet

5.3.2 For any concerns relating to children, the Local Authority Designated Officer (LADO) will be contacted. The timing and method of any action to be taken will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the college will follow this advice. (For LADO contact details, see Key Contacts at 6, below).

5.3.3 For concerns relating to adults, Adult Social Care will be contacted. (See Key Contacts at 6, below).

5.3.4 In accordance with the law, a referral will be made to the DBS if the college withdraws permission for an individual to engage in work with children/adults at risk OR would have done so had that individual not resigned, retired or been made redundant or been transferred to a position because the college believes that the individual has engaged in relevant conduct, satisfied the harm test or committed an offence that would lead to automatic inclusion on a barred list.

5.3.5 In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and requires notification.

### **5.4 Procedure if there is a concern of abuse**

5.4.1 If there is an immediate threat of harm, the Police should be contacted without delay.

5.4.2 Where it is judged that there is no immediate threat of harm the following will occur:

- The concern should be discussed with the College Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to statutory authorities (see Key Contacts, section 6 below, for the relevant statutory contacts)
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix 7. This record will be kept securely and a copy passed to statutory authorities if a referral is made
- The person about whom the allegation is made must not be informed by anyone in the college if it is judged that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted beforehand

- The Eastern Synod Safeguarding Officer should be kept informed of any serious concerns

5.4.3 If someone in the college is alleged or known to have harmed children or adults the Safeguarding Coordinator or Deputy Safeguarding Coordinator will inform the Eastern Synod Safeguarding Officer so that they can offer advice and support, and will contact the relevant statutory authority.

## 6. Key Contacts: sources of advice and support

6.1 **The Principal**, as the College Safeguarding Coordinator, is the person to whom all concerns or allegations should be addressed.

6.2 In the absence of the Principal, the **Vice Principal**, as the College Deputy Safeguarding Coordinator, should be contacted.

6.3 **Eastern Synod Safeguarding Officer:**

Candice Hart

[Safeguarding@urceastern.org.uk](mailto:Safeguarding@urceastern.org.uk)

07849 276 750

6.4 **URC Safeguarding Team** (based at Church House, London)

0207 520 2729

[safeguarding@urc.org.uk](mailto:safeguarding@urc.org.uk)

6.5 **Churches Child Protection Advisory Service (CCPAS)** (This should only be used for urgent advice if the Synod or denominational Safeguarding Officers cannot be reached)

24 hour helpline: 0845 120 4550

6.6 **Local Authority Designated Officer (LADO)** for managing allegations against adults who work or volunteer with children

01223 727 967; or 727 968; or 727 969 during office hours Monday - Friday

Out of hours contact the Cambridgeshire Emergency Duty Team on 01733 234724

6.7 **Cambridgeshire County Council, Children's Social Care Department** (statutory contact in the case of a child)

0345 045 5203 (8am-6pm Monday – Friday); or 01733 234 724 (out of hours)

[referralcentre.children@cambridgeshiregov.uk](mailto:referralcentre.children@cambridgeshiregov.uk)

6.8 **Cambridgeshire County Council, Adult Social Care Department** (statutory contact in the case of an adult)

0345 045 5202 (8am – 6pm Monday – Friday); or 01733 234 724 (out of hours)

[referral.centre-adults@cambridgeshire.gov.uk](mailto:referral.centre-adults@cambridgeshire.gov.uk)

## 7. Responsibility for administering and updating the policy

The Principal is responsible for updating this policy in consultation with the Bursar and the Convenor of Management Committee and seeking advice from the United Reformed Church Safeguarding Team.

## 8. When it was last revised, when it will next be revised

August 2024

August 2027

## **9. The date from which it applies**

February 2019

## **10. Statutory regulations and good practice guidance**

- The Children Act 1989 (as amended)
- The Children and Social Work Act 2017
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2018
- GDPR and the Data Protection Act 2018
- Information Sharing: Advice for Practitioners 2018
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges (guidance document) 2018
- The Care Act (2014)

## **11. APPENDICES:**

- Appendix 1: Westminster College Safeguarding Policy Statement
- Appendix 2: Definitions of Abuse relating to Children (under 18 years)
- Appendix 3: Definitions of Abuse relating to Adults
- Appendix 4: Westminster College Code of Conduct for all those (paid and voluntary, lay and ordained) Working with Children (under 18 years)
- Appendix 5: Possible Signs and Symptoms of Abuse in Children (under 18)
- Appendix 6: Possible Signs and Symptoms of Abuse in Adults
- Appendix 7: Template for Recording Disclosure, Allegation or Concerns of Abuse

## Appendix 1: Westminster College Safeguarding Policy Statement

The following statement has been agreed by the Governors of Westminster College.

Westminster College is committed to the safeguarding of children and adults at risk, and to ensuring their well-being:

- We believe that all children and adults at risk should know that they are valued within the church and within the college
- We respect the personal dignity and rights of children and adults at risk (for example, as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child) and will ensure that our policies and procedures reflect this
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living
- We will report any abuse of children or adults at risk that we discover or suspect
- Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency
- We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child, and that Adult Services do so for adults at risk
- We acknowledge that Local Authority Designated Officers (LADOs) have responsibility for dealing with all allegations and concerns about people working with children, whether paid or voluntary workers, lay or ordained
- We recognise that safeguarding is a whole college responsibility

We are committed to:

- The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse
- Following the relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults at risk
- Ensuring that we keep up to date with national and local developments relating to safeguarding
- Building constructive links with the relevant Voluntary and Statutory Authorities
- Taking all reasonable steps to ensure that as a college, everyone works within the agreed procedures of our safeguarding policies
- Supporting the Safeguarding Coordinator (the Principal) and Deputy (the Vice Principal) in their work and in any action they may need to take in order to protect children and adults at risk
- Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk

- Ensuring that the children and adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm
- Reporting any abuse of children or adults at risk that we discover or suspect
- Supporting all those in our college who are affected by abuse
- Supporting and supervising those who pose a risk to children or adults at risk, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount
- If an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our college, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support

## **Appendix 2: Definitions of Abuse relating to Children (under 18 years)**

The following definitions are taken from Working Together to Safeguard Children 2013 and apply to England.

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from 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.



## **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)
- ensure access to appropriate medical care or treatment

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

## **Appendix 3: Definitions of Abuse relating to Adults**

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

### **Physical abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

### **Psychological or emotional abuse**

These are acts or behaviour, which cause mental distress or anguish or negate the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

### **Sexual abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

### **Neglect or Act of Omission**

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

### **Financial or material abuse**

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

## **Discriminatory abuse**

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

## **Institutional abuse**

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

## **Appendix 4: Westminster College Code of Conduct for all those (paid and voluntary, lay and ordained) Working with Children (under 18 years)**

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children or young people. Therefore, all workers should agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model within the college and the United Reformed Church.

All workers should agree to the following code of conduct when working with children and young people:

- Do treat all people with dignity and respect
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo)
- Do act inclusively, seeking to make everyone feel welcome and valued
- Don't exclude other children or workers from conversations and activities unless there is a good reason
- Do treat people with equal care and concern
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- Don't threaten or use sanctions which have not been agreed, or make empty threats
- Don't feel you have to deal with every problem on your own
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Don't use physical restraint except as a last resort to prevent injury. This should use minimum force
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- Don't spend time alone with children out of sight of other people
- Do make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies
- Don't keep communication with children secret, while still respecting appropriate confidences
- Do have a designated photographer to take, store and share photos of your group's activities, in line with URC good practice guidelines

- Don't take photos or videos without consent, store them in a safe place designated by the college and only use them in the ways agreed, in line with URC good practice guidelines
- Do use physical contact wisely; it should be:
  - in public
  - appropriate to the situation and to the age, gender and culture of the child
  - in response to the needs of the child, not the adult
  - respectful of the child's privacy, feelings and dignity
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual
- Do respect children's privacy
- Don't assume that children should tell you anything you ask just because you are a worker
- Do respect the right of children to wash, change and use the toilet in private
- Don't walk in unnecessarily or unannounced
- Do listen to children and tell the college Safeguarding Coordinator (the Principal) or Deputy Safeguarding Coordinator (the Vice Principal) if you have any concerns about a child's welfare
- Don't promise to keep something secret if it is about a child being harmed or at risk of harm, but only tell those who need to know
- Do respect and promote the rights of children to make their own decisions and choices
- Don't work in ways that put your needs and interests before those of the children you work with
- Do encourage respect for difference, diversity, beliefs and culture
- Don't discriminate or leave discrimination or bullying unchallenged

## **Appendix 5: Possible Signs and Symptoms of Abuse in Children (under 18 years)**

### **5.1 Physical abuse**

#### **Physical signs include:**

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or finger tip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures, especially spinal
- Swelling and lack of normal use of limbs
- Serious injury with lack of / inconsistent explanation
- Untreated injuries

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- Human bite marks
- Fractures, especially spiral
- Swelling and lack of normal use of limbs
- Serious injury with lack of / inconsistent explanation
- Untreated injuries

**Psychological/emotional signs include:**

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing

**Factitious illness by proxy**

- This is a psychiatric illness, whereby a parent or carer deliberately inflicts harm onto a child, normally the child's mother. The child has commonly had genuine serious illness in the first year of life and a dependency on medical attention has developed in the mother. It is very difficult to diagnose/evidence.

**Female Genital Mutilation**

- A cultural (not religious) procedure whereby parts of female genitalia are removed – also referred to as female circumcision. This is normally undertaken on pre pubescent girls who are either taken abroad for procedure or “practitioners” come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

## **5.2 Emotional abuse**

The classic description of emotional abuse is a “Low Warmth, High Criticism” style of parenting.

Signs include:

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive
- Over reaction to mistakes
- Continual self-depreciation
- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
- Self harm

- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

### **5.3 Neglect**

#### **Physical signs include:**

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

#### **Psychological/emotional signs include:**

- Constant hunger
- Constant tiredness
- Frequent lateness/non attendance at school
- Destructive tendencies
- Low self esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

### **5.4 Sexual abuse**

#### **Physical signs include:**

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy, especially in very young girls

- Soreness to genitalia area, anus or mouth
- Repeated stomach aches
- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

**Psychological/emotional signs include:**

- Sexual knowledge inappropriate for the child's age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self mutilation, self disgust
- Eating disorders

## **Appendix 6: Possible Signs and Symptoms of Abuse in Adults**

### **6.1 Physical**

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

### **6.2 Psychological**

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

### **6.3 Sexual**

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

### **6.4 Neglect or Omission**

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

### **6.5 Financial or Material**

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

### **6.6 Discriminatory**

- Inappropriate remarks, comments or lack of respect

- Poor quality or avoidance of care

## **6.7 Institutional**

- Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity.



## Appendix 7: Template for Recording Disclosure, Allegation or Concerns of Abuse

<b>Basic information</b>	
Full name of child, young person or adult concerned	
Address (including postcode)	
Email address	
Telephone number	
Date of birth	
Date and time of incident	
Location of incident	
Other people present (witnesses)	
<b>Record of incident</b>	
<p>Please ensure you are as accurate and detailed as possible. Use quotations wherever possible – do not interpret what was said using your own words.</p> <p>Include details such as tone of voice, facial expression and body language.</p> <p>Record what you said as well as what the child, young person or adult said.</p>	

If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.

**Who has been spoken to about the incident?**

Position/Organisation	Name	Email	Telephone number
College Safeguarding Coordinator (the Principal) or Deputy Safeguarding Coordinator (the Vice Principal)			
Eastern Synod Safeguarding Officer			
Cambridgeshire Children's Services			
Cambridgeshire Adult Services			
Police			
NSPCC			
Parent/Carer			
Other (please state role and organisation)			

**Feedback and follow up actions (continue on a separate sheet if necessary)**