

Glenabbey Safeguarding

Reporting and Recording information

Reviewed

Sept 21

Due to be re-reviewed Sept 2022

Glenabbey aims to ensure that children, young people and adults are welcomed into a safe, caring Christian environment with a happy and friendly atmosphere. All staff, volunteers are to have read the Glenabbey Safeguarding Policy.

This document is to remind volunteers of what abuse is and how to report and record it. This should be read alongside other documentation and policies which can be found on the church website.

Abuse

There are many reasons why a perpetrator abuses children. It is very important that abuse is stopped as soon as it is discovered for the sake of both the victim and the abuser. The sooner action is taken, the more likely it is that the abuse will stop and that the child will recover from his or her experiences.

It is not only adults who abuse children. Teenage abuse is a growing concern; this is when older children abuse younger children or their peers. Child abuse does not refer solely to sexual abuse; there are four main types of child abuse.

The following definitions of abuse are taken from 'Working Together to Safeguard Children' (Department of Children, schools and Family). We have included some of the signs which can act as clues to tell us that abuse has taken place. This list is by no means definitive, nor does it mean that if a child shows one or more of the signs that they have definitely been abused.

Physical Abuse

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This 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.

Signs may include:

- Unexpected recurrent injuries or burns
- Improbable excuses or refusal to explain injuries.
- Self- destructive tendencies
- Fear of physical contact, a shrinking back if touched.

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 in so far 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 participation in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all maltreatment of a child, though it may occur alone.

Signs may include:

- Delays in physical, mental and emotional development
- Continual belittling of oneself
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain
- Neurotic behaviour

Linked with emotional abuse is spiritual abuse. It is defined as an abuse of power, often done in the name of God or religion, which involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/ her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously, God's) acceptance and approval.

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 and development. Neglect may occur during pregnancy as a result of maternal substance misuse. 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 caretakers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

Signs may include:

- Constant hunger
- Inadequate clothing
- Constant tiredness
- Poor personal hygiene

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 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.

Signs may include:

- Sexual knowledge, including drawing sexually explicit pictures, or use of language inappropriate for the child's age.
- Being over affectionate in a sexual way that is inappropriate to the child's age
- Regression to younger behavioural patterns such as thumb sucking

- Self-mutilation, suicide attempts, running away, overdosing, anorexia
- Sudden loss of appetite or compulsive eating.

It should however be noted that sexual activity involving a child who is capable of giving informed consent on the matter, whilst illegal, may not necessarily constitute sexual abuse as defined for the purposes of this guide. One example, which would fall into this category, is a sexual relationship between a 16-year-old girl and her 18-year-old boyfriend. The decision to initiate child protection action in such cases is a matter for professional judgement and each case should be considered individually. The criminal aspects will, of course, be dealt with by the police.

Exploitation

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purposes of exploitation. Exploitation can be sexual in nature.

Substance abuse

Young people attending Glenabbey programmes are also at risk of being exposed to substance abuse. This can range from smoking/vaping to experimenting with solvents, alcohol and drugs. It is important that leaders are aware of the danger signs and include awareness training in their programme planning for high-risk groups. For contact details of useful ministries in this field see page 58.

Domestic abuse and children

Violence against women and men in the home is a serious crime, which causes enormous health and social problems and emotional and psychological damage, not only to the victims, but also to their children. Children are often witnesses and are affected by the anxiety and personal threat to themselves. Domestic violence is the most common form of interpersonal crime and also the least reported.

Leaders should be aware that children may not only overhear or observe violence in the home, but may become direct victims, either accidentally or deliberately. The

social pressures to remain within a violent home and the stigma which parents perceive in relation to living in refuges or temporary accommodation as single parents should not be underestimated. It is important for leaders of ministries to be aware that agencies such as PSNI and Health and Social Care Trusts have developed policies to help in situations of domestic violence and that advice, support and help are available from the Women's Aid Federation (NI). Men experiencing domestic violence may also have to seek refuge; accommodation may be available in the Simon Community (NI).

The impact of domestic violence on children can lead to physical, psychological and behavioural disorders and may subsequently affect them when they become parents. Many of these concerns will have a pastoral response from Glenabbey.

Responding, Reporting and Recording

Responding to incidents/accidents

Many issues that are brought to leaders' attention are not necessarily a concern about a child's welfare or allegation of abuse but may be a minor problem, in other words an incident or an accident. An example of an **incident** would be a male leader who takes a young girl home by himself without previous knowledge from or communication to parents/carers or other leaders. An example of an **accident** would be a teenager falling over at one of the programmes and needing first aid treatment. It is important that leaders know how to handle problems, no matter how minor, and that they are able to respond to more serious concerns.

Kids' and Youth Ministries should have copies of the relevant forms to record details of any accidents and incidents. These forms should be used for the recording of accidents and incidents. An accident form is to be used to record accidents and a Note of Concern form should be used to record any incident. Each form should be signed by the leader in charge and the Designated Safeguarding Representative notified.

Parents/guardians should be informed in person or by phone of the accident/incident as soon as possible.

Responding to concerns

A concern about a child may refer to an incident when a child has shown signs of abuse or there has been a disclosure of abuse by the child or another person. A concern may also refer to inappropriate or difficult behaviour that an adult has shown towards a child.

Responding to concerns must be based upon a clearly defined reporting process. Knowing what to do, who to contact and who needs to know will ensure that the incident is dealt with appropriately. The primary responsibility is to report any concern as soon as possible and ensure that the concern is taken seriously.

If there is ever a concern that a child might be in danger, then do not hesitate to contact the PSNI immediately.

In the event of a concern that involves alleged or suspected child abuse a Note of Concern form must be completed and passed to the Designated Safeguarding Representative who should be made aware of the situation as soon as possible.

What to do and what not to do if a child discloses to you:

Do

- Stay calm
- Listen
- Give time for the child to say what they want
- Reassure them that they have done the right thing in telling
- Write down what was said to you or what you observed as soon as possible
- Write down the exact words that the child used
- Use the Note of Concern form
- Ensure that the Designated Safeguarding Representative is informed without delay

Don't

- Panic or show shock or disgust
- Make a child repeat the story unnecessarily
- Promise to keep secrets
- Ask leading questions
- Investigate
- Delay
- Under no circumstances should you attempt to deal with the problem alone.

- **Helpful Responses**
- You've done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

Unhelpful Responses

- Why didn't you tell anyone before?]
- I can't believe it!
- Are you sure it's true?
- Why? How? When? Who? Where?
- Never make promises you can't keep
- I am shocked, don't tell anyone else

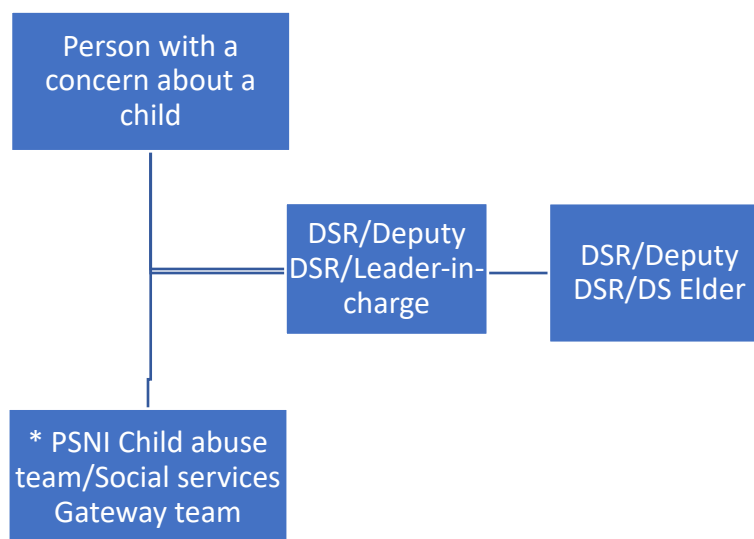
False Allegations

It is unusual for someone to invent a story and go through the processes of making statements, etc, if there is no basis of truth. It should not be assumed that the retraction of an allegation means that it is untrue. The personal cost of pursuing an allegation can sometimes be more than anyone, particularly a child/young person, is able to cope with. It is also unlikely a younger child would make an allegation had they not been exposed to inappropriate behaviour in the first place.

A minority of disturbed/damaged young people make malicious allegations. It can be particularly distressing if false allegations are made against workers or carers/. Carers, for example, may face having children removed permanently from their care. A record must therefore be maintained if a young person makes frequent throw away comments and concerns should be discussed with the Designated Safeguarding Representative, (or deputy SR if the DSR is unavailable) to ensure safe working practice in relation to this young person.

It is important to stress that all allegations must be referred to the local childcare team and PSNI Child abuse team for investigation in an endeavour to establish the truth and ensure protection of the vulnerable.

The Reporting Process



The Reporting process explained:

- Any concerns should be reported directly to the Designated Safeguarding Representative (DSR), if they are unavailable then concerns should be directed to the Deputy DSR, or the leader in charge if none of the above are available.
- If a concern is reported to the leader-in-charge, they should report directly to the DSR. If the DSR is unavailable, then they are to report to the Deputy DSR.
- The Deputy DSR should report directly to the DSR.
- The DSR (or Deputy DSR, if the DSR is unavailable) should report directly to the Designated Safeguarding Elder.
- *If a child is in immediate danger or a criminal offence has taken place, the PSNI Child Abuse and Rape Enquiry Team or Duty Social Worker with the local Children's Services Gateway Team must be informed immediately. Do not delay this by having a meeting. Remember the task of deciding whether or not abuse has occurred rests with the professional agencies. If there is a disagreement on whether or not to refer a concern to a child protection agency, any individual, as a concerned citizen, can still make a referral.

Deputy DSR Reporting Process – Concerns about children’s safety and wellbeing

Person comes to you with concern/disclosure about a child/young person



Get the person reporting to you to fill in a 'Note of Concern Form'. Make sure this is an accurate record of:

- The date/time of the incident/disclosure
- Date and time of report
- Name and role of the person to whom the concern was originally reported and their contact details.
- Name and role of the person making the report (if this is different to the above) and their contact details.
- Names of all parties who were involved in the incident, including any witnesses.
- Name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or careers and any siblings).
- What was said and done and by whom. Use child’s exact words – only record fact and not your interpretation.
- The record should always be signed and dated by the person making the report.
- *Further clarification may be obtained from the child if necessary – do not ask leading questions*



Contact DSR who will make decision as to whether onward referral is needed



If DSR is not available, then Deputy must make decision regarding onward referral.



Onward referral deemed necessary

Onward referral not deemed necessary

If Child is in immediate risk of abuse contact Children and young peoples' Service or PSNI Central Referral Unit right away.
 Gateway teams - Regional Emergency Social Work Service - 028 9504 9999
 PSNI Central Referral Unit – 028 9025 9299
 Complete a UNOCINI form
 Email UNOCINI form to: spoe.referrals@northerntrust.hscni.net

If Child is not at immediate risk
 Phone Child’s parents (if appropriate). Stick to script (see other page)
 Complete a UNOCINI form within 24 hours
 Phone Gateway team - Northern Trust 0300 1234 333
 Email UNOCINI form to: spoe.referrals@northerntrust.hscni.net



*Note your actions on the Report of Concern form.

- *Any action taken to look into the matter
- *Any further action taken (such as a referral being made)
- *The reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant)



All information/documentation should be kept in a separate child protection file for each child. This is to be stored and locked in the safeguarding filing cabinet.

Person with Concern/Disclosure
about a child

Speak to the DSR – Currently Esther Snowden
If she is not available then speak to the Deputy DSR - Currently
Rebekah Gardner, Andrew Harris or Heather Donaghy

Fill in a 'Note of Concern Form'

Get the person reporting to you to fill in a 'Report of Concern Form'. Make sure this is an accurate record of:

- The date/time of the incident/disclosure
- Date and time of report
- Name and role of the person to whom the concern was originally reported and their contact details.
- Name and role of the person making the report (if this is different to the above) and their contact details.
- Names of all parties who were involved in the incident, including any witnesses.
- Name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or careers and any siblings).
- What was said and done and by whom. Use child's exact words – only record fact and not your interpretation.
- The record should always be signed and dated by the person making the report.
- *Further clarification may be obtained from the child if necessary – do not ask leading questions*

Give the completed form to the DSR
If DSR is not available, then give it the Deputy DSR

Recording

Child's Words

It is very important that any words a child says are recorded accurately. If a child says something of concern to a leader, this should be recorded immediately on the Note of Concern Form or if that is not at hand, a piece of paper, and then the Note of Concern form written up as soon as possible afterwards. Once completed, the Note of Concern form should be given to the Designated Safeguarding Representative (or Deputy DSR if the DSR is unavailable) for safe keeping. The DSR, will then notify the Designated Safeguarding Elder.

Note of Concern Form

The person who has reported the concern should complete a Note of Concern form which is available in the forms Section of the full policy document. (Page 62)

Try to have available the following information:

- The name and address of the child
- Name of the person completing the form and role
- Age of the child
- What the concern is about, where and when it happened
- The need for medical attention (if any)
- What course of action you have already taken (if any) and people you have told
- Names of anyone else present
- Name/address of alleged abuser (if known)
- Any other information you may have, e.g. what school they attend, the name of their GP, details of any historical information about the child that may be helpful

Record of Meeting Form

A record should be kept of any meetings held in relation to a child protection concern. It should be recorded what the concern was and whether or not the decision was taken to report to an outside agency. The Record of Meeting Form can be used as a prompt (see the forms section of the full policy document, page 64) and once completed should be kept confidentially in the Safeguarding filing cabinet. Such records will be sought and examined if an investigation is carried out.

Confidentiality

Who needs to know what?

It is always important that safeguarding issues are treated confidentially, only those who need to know about an incident or concern should be informed. This will mean that where the Designated Safeguarding Elder or Designated Safeguarding Representative considers that a child is at risk of abuse, or that a criminal offence may have been committed, it should be reported to:

- Those in the Safeguarding Team who need to know
- Social Services or PSNI

Informing Parents

Depending on what the incident or concern is, parents/carers may need to be informed. In certain circumstances the PSNI or Social services will advise, if they do not then contact the DSR for advice.

Alleged perpetrator

If an allegation has been made against a leader, appropriate advice must be taken as to whether or not the leader should be informed.

Reporting Contacts

Police Service Northern Ireland (PSNI)

Within the PSNI, it is the Child Abuse Investigation Unit (CAIU) that deals with issues relation to children. They are part of the overarching Public Protection Unit. There is one CAIU in each of the 8 policing districts. They are made up of male and female detectives who work in plain clothes and are specially trained to investigate all alleged and suspected cases of child abuse.

Contact the central number **101** (non-emergency number) or in the event of an emergency phone **999**.

Health and Social Care Trusts

All reports of a child protection nature in Northern Ireland are dealt with either the PSNI or by a local Gateway Team located within the Health and Social Care Trusts, who provide integrated health and social care services across Northern Ireland. Contact details are located within each Trust and can be found on the website.

<http://www.northerntrust.hscni.net/services/gateway-childrens-social-work-service/>

If you are concerned about a child or young person, who is not already known to Social Services, the first point of contact should be made to the Referral Gateway Team.

Referral Gateway will respond promptly by gathering information and will pass the refer all to the local gateway team, should it be determined that a social work assessment is required.

Referral Gateway Team

Oriel House, 2-8 Castle Street, Antrim, BT41 4JE

Telephone: 0300 1234 333 or 028 9442 4459

Email: SPOE.Referrals@northerntrust.hscni.net

Further help and advice available from:

Local Social Service Gateway Teams:

- **Belfast HSC Trust** 028 9050 7000
- **SE HSC Trust** 0300 1000 300
- **Northern HSC Trust** 0300 1234 333
- **Southern HSC Trust** 0800 783 7745
- **Western HSC Trust** 028 7131 4090

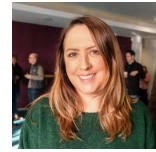
Regional Emergency Social Work Service 028 9504 9999

NSPCC 0808 800 5000

Contact Details:

Designated Safeguarding Representative (DSR)

Name: Esther Snowden
Phone/email: 07739 477980
esther.snowden@glenabbey.church

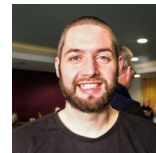


Deputy Designated Safeguarding Reps DDSR

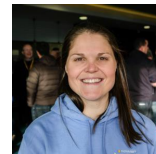
Name: Heather Donaghy
Phone/email: 07523 039 717
heather.donaghy@glenabbey.church



Name: Andrew Harris
Phone/email: 07713 965 639
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Phone/email: 07708 530 483
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Safeguarding Elder

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Deputy Safeguarding Elder

Name: David Currie
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david.currie@live.co.uk

