SAFEGUARDING POLICY

Aglow International (Britain)

Contents:

SECTION	PAGE
1 - Details of the Organisation	3-4
2 - Governance and Leadership	
Our Commitment	5
Governance	5-6
3 - Prevention	
Understanding Abuse and Neglect	7-8
Positions of Trust	9
Safer Recruitment	9
Safeguarding Training	9-10
Practical Guidelines	11
Cause for Concern Form	11
Management of Workers – Codes of Conduct	11
4 - Responding to Allegations of Abuse	12
Detailed procedures where there is a concern about an adult at risk	13
- If there is a concern regarding spiritual abuse, Safeguarding Lead will	13
- Allegations of abuse against a person who works with children/young people	13
- Allegations of abuse against a person who works with adults with care and support needs	14
- Allegations of non-recent sexual abuse from an adult	14

Detailed procedures where there is a concern about a child 15

- Allegations of physical injury, neglect or emotional abuse 15
- Allegations of sexual abuse 15
- Allegations of financial abuse (Wales) 15

5 - Wellbeing Support and Pastoral Care

Supporting those affected by abuse 16

Those who may pose a risk 16

Adoption of the Policy 17

APPENDICES:

1 – Safeguarding Statement 18-19

2 – Understanding Abuse and Neglect 20-22

3 – Code of Conduct 23-24

4 − Cause for Concern Forms 25

Cause for Concern Form – Part 1 & Guidelines 26-27

Cause For Concern Form – Part 2 & Guidelines 28-30

Section 1: Details of the organisation

Name of Organisation: **AGLOW INTERNATIONAL (BRITAIN)**

Address: **35 Sannox Drive, Saltcoats, Ayrshire, KA21 6JD**

Tel No: **07955 707592**

General Email address: **nationalofficebritain@aglow.org.uk**

Senior Leader Name: **Elizabeth De Silva – National President**

Website: **www.aglow.org.uk**

Senior Leader Contact Telephone / Email: **As above**

Safeguarding Lead Name: **Elizabeth De Silva**

Telephone: **07955 707592**

Email: **nationalofficebritain@aglow.org.uk**

Membership of Denomination/Organisation if applicable: **Aglow International**

Charity Number: **327825**

Regulators: **The Charity Commission for England and Wales**

Insurance Company: **AXA Insurance UK Plc via Victor Insurance**

The following is a brief description of Aglow International (Britain) and the type activities we undertake:

Aglow International Britain is an International, Interdenominational organisation which aims to promote unity and fellowship among all Christian believers and to encourage women and men to be committed to, and recognise their roles in the church and society according to the scriptures.

The main means of achieving these objectives include, monthly public outreach meetings held in the locality where Aglow is established. Women and men are encouraged to open their homes for prayer and Bible study.

- Conferences are held at National and Area levels.
- Aglow has a prayer network across the nation to respond to any crisis or felt need.
- The Aglow International website www.aglow.org.uk currently covers all aspects of the ministry.
- Aglow outreach into the community supplying a local Refuge Centre, with clothes, toiletries, etc.
- Donate new baby items to a local baby bank.
- Serve the homeless, donating toiletries, hats, scarves.
- Special Christmas projects, hampers for the poor, giving out gifts on high streets, etc.
- Donate household items, foods and toiletries to Women's Aid.
- Aglow holds outreach meetings and Conferences which provide biblical teaching and prayer ministry leading to physical and emotional healing.

Section 2: Governance and leadership

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for adults, young people and children.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status".

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance.

The Safeguarding Statement can be found in **APPENDIX 1.**

Governance

Aglow International (Britain)'s board of trustees consist of the Aglow Britain Leadership Team, who are appointed to have independent authority. This includes having a critical role in decision making as well as setting the values and standards of the organisation. Staff and leaders will operate in their public and organisational facing roles with the heart and compassion of Christ, with sincerity, integrity and compassion for others. They will also follow the leading of Christ in the operations of the organisation and give encouragement to follow Christ's teachings and develop their own God given callings.

The board of trustees will have overall responsibility for safeguarding within the organisation, including referring to its charity regulator, **The Charity Commission for England and Wales.**

Reporting Serious Incidents [RSI] can be made to the Charity Commission for England and Wales via the following link: https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity

The following Safeguarding Policy and Statement aims, to meet the requirements for ensuring a safe environment for those attending Aglow meetings.

Aglow International (Britain) are committed to:

- lead by example
- safeguarding of all
- staff and leaders will receive ongoing training in their roles at Local, Area and National levels
- structures of accountability will be adhered to at all levels
- codes of conduct will be agreed to
- the values and actions of the organisation are embedded in its leaders
- operates with open communication between all levels of leadership.

Section 3: Prevention

Understanding Abuse and Neglect

Adults at risk of harm/adults in need of protection

For adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

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

England: The Care Act 2014 states that adult safeguarding duties apply to any person aged 18 years or older who:

- Has care and support needs
- Is experiencing, or is at risk of, abuse or neglect
- Is unable to protect themselves because of their care and support needs.

Scotland: The Adult Support and Protection (Scotland) Act 2007 refers throughout to an 'adult'. In terms of Section 53 of the Act, 'adult' means a person aged 16 years or over. Section 3(1) defines an 'adult at risk' as someone who meets all of the following three-point criteria:

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

Wales: Section 126(1) of the Social Services and Well-being (Wales) Act 2014 defines an “adult at risk” as any person (aged 18 years or older) who:

- Is experiencing or is at risk of abuse or neglect;
- Has needs for care and support (whether or not the authority is meeting any of those needs);
- And as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Children

For the purposes of this policy, a child will be referred to as someone under 18 years old in England and Wales. In Scotland, the definition of the child varies depending on the contexts. For example children who are under child protection may be classed as a child up to 16 years old as opposed to 18 years old.

To safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. *States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

This Policy aligns with the following legislation:

England

· The Children Act (1989 & 2004)

· Working Together to Safeguard Children (2023)

· The Care Act (2014)

· Safeguarding Vulnerable Groups Act (2006)

· Mental Capacity Act (2005)

Wales

· Working Together to Safeguard People vol 1-6 (2022)

· Social Services and Wellbeing (Wales) Act (2014)

· Safeguarding Vulnerable Groups Act (2006)

· Mental Capacity Act (2005)

Scotland

· Children and Young People (Scotland) Act (2014)

· Protection of Vulnerable Groups (Scotland) Act (2007)

· National Guidance for Child Protection in Scotland (2014)

· Adult Support and Protection (Scotland) Act 2007 and the Code of Practice (2014)

· Adults with Incapacity (Scotland) Act (2000)

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. Please see guidance notes for a list of these at **APPENDIX 2**.

Positions of Trust

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

Safer Recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding will be discussed at interview
- Written references have been obtained, and followed up where appropriate
- A suitable training programme and induction is provided for the successful applicant
- The applicant will be given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding Training

The Leadership is committed to on-going basic safeguarding training and development opportunities for all staff and leaders, developing a culture of awareness of safeguarding issues to help protect everyone.

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. Staff/leaders will undertake basic safeguarding training which is renewed every three years.

NB – The required national standards for the training of Safeguarding Leads and Deputy Safeguarding Leads for activities in Wales and Scotland, can be found in the following documents:

Child protection learning and development 2024: national framework – Scottish Government

https://www.gov.scot/publications/national-framework-child-protection-learning-development-scotland-2024/

National safeguarding training, learning and development standards – Social Care Wales

https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards

The Leadership will provide or facilitate specialist safeguarding training for the governance board/board of trustees which will be renewed every three years.

The Leadership will also ensure that adults and children with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Practice Guidelines

As an organisation, adults, young people and children with care and support needs, may attend Aglow meetings whilst accompanied by a parent, guardian or responsible carer.

At least one safeguarding trained leader will be present at public meetings for outreach, prayer and bible studies, as well as private administrative meetings.

Cause for Concern Forms

The Cause for Concern Forms can be found at **APPENDIX 4**.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all staff and leaders ensuring they receive support and supervision. All staff and leaders have been issued with a code of conduct for supporting adults, young people and children with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The Code of Conduct can be found in **APPENDIX 3.**

Section 4: Responding to Allegations of Abuse

It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the organisation will use this procedure.

- Under no circumstances should staff or leaders carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below: Anyone can make a report of the concern to the Local Group Leadership in the first instance.
- All staff and leaders will undergo basic safeguarding training.
- The Local Group Leadership in receipt of disclosures, allegation or concern of abuse should complete the Cause for Concern Form at APPENDIX 4, and report concerns immediately to the Area Leadership with oversight of the Local Group. All completed Cause for Concern Forms will be kept in a Safeguarding File.
- The Area Leadership will convey the report immediately to:

Name: Elizabeth De Silva − National President (hereafter the "Safeguarding Lead")

Tel: 07955 707592

Email: nationalofficebritain@aglow.org.uk

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

Name: Glenys Macdonald (hereafter the "Deputy Safeguarding Lead")

Tel: 07939 535926

Email: glenys@aglow.org.uk

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

Name: Vanessa Wilthew (hereafter the “Safeguarding Trustee”)

Tel: 07837 891807

Email: vanessa@aglow.org.uk

Detailed procedures where there is a concern about an adult at risk:

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

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

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care (England, Wales, Scotland) who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

If there is a concern regarding spiritual abuse, Safeguarding Lead will:

- Identify support services for the Survivor i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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

If an accusation is made against a worker (whether a leader or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, will:

- Make a referral to the Local Authority Designated Officer - LADO (England and Wales) or Child's Named Person (Scotland) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service (DBS) (England and Wales) or Disclosure Scotland (Scotland) for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer (England and Wales) or Children's Social Care (Scotland) if they are involved.
- Share information about the concern with the police or police Scotland.

Allegations of abuse against a person who works with adults with care and support needs:

The safeguarding Lead will:

- Liaise with Adult Social Care (England, Wales, Scotland) to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service (DBS) (England and Wales) or Disclosure Scotland (Scotland) following the advice of Adult Social Services.
- Share information about the concern with the police or police Scotland.

The legislation across all three British nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Care to decide not the organisation.

Allegations of non-recent sexual abuse from an adult:

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police (England and Wales) or Police Scotland. If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.
- If the alleged Perpetrator is in a role involving children or young people, make a referral to the Local Authority Designated Officer - LADO (England and Wales) or Children's Social Care (Scotland) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care (England, Wales, Scotland) to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse:

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, follow the procedure at SECTION 4, Page 12. The leader will:

- Get immediate medical attention if required.
- Contact Children's Social Care or Thirtyone:eight for advice if concerned about a child's safety or if a child is afraid to return home.
- If the disclosure, allegation or concern is directly about the parents, do not tell the parents or carers unless advised to do so by Children's Social Care.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care.

Allegations of sexual abuse:

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact the Children's Social Care (England, Wales, Scotland) for children and families and police OR police Scotland.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirty-one:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care (England, Wales, Scotland), police or police Scotland. Thirtyone:eight will confirm its advice in writing for future reference.

Allegations of financial abuse (Wales):

In the event of allegations or concerns of financial abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact Children's Social Care (England, Wales, Scotland) to report the concerns and the police or police Scotland.

Section 5: Wellbeing Support and Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering wellbeing support/pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name: **Elizabeth De Silva – National President**

Tel: **07955 707592**

Email **nationalofficebritain@aglow.org.uk**

Those who may pose a risk

When someone attending the organisation is **known** to pose a potential risk to adults or children with care and support needs; the Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of adults and children with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties.

Adoption of the Policy

This Policy was agreed by the leadership and will be reviewed annually on: _____

Signed by: Position:

Signed by: Position

Date:

A copy of this Policy can be found on the Aglow International (Britain) website at www.aglow.org.uk

APPENDIX 1 - Safeguarding Statement

To be displayed in a prominent place

PROTECTION OF ADULTS AND CHILDREN POLICY STATEMENT

Aglow International (Britain)

The following statement was agreed by the leadership on: December 2025

- This organisation is committed to the safeguarding of adults and children with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to adults and children with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with adults and children with care and support needs.
- We believe every adult and child should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding adults and children and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; referring concerns about adults with care and support needs to the local authority under the Care Act 2014 and The Adult Support and Protection (Scotland) Act 2007, and, Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.

- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

We recognise:

- Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs. Children's Social Care (England, Wales, Scotland) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Where an allegation suggests that a criminal offence may have been committed then the police or police Scotland should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for an adult or child, then speak to one of the following who have been approved as Safeguarding Leads for this organisation.

Elizabeth De Silva - Safeguarding Lead

Glenys Macdonald - Deputy Safeguarding Lead

A copy of this Policy can be found on the Aglow International (Britain) website at:

www.aglow.org.uk

Signed by leadership

Signed _____ _____

_____ _____

Date _____

APPENDIX 2 - Understanding Abuse and Neglect

Definitions of adults and children

Adults at risk of harm/adults in need of protection

There are different criteria mapped out across UK legislation to define an adult at risk of harm under safeguarding. Please see below for a breakdown across the three nations of Great Britain:

England:

The Care Act 2014 states that adult safeguarding duties apply to any person aged 18 years or older who:

- Has care and support needs.
- Is experiencing, or is at risk of, abuse or neglect.
- Is unable to protect themselves because of their care and support needs.

Scotland:

The Adult Support and Protection (Scotland) Act 2007 refers throughout to an 'adult'. In terms of Section 53 of the Act, 'adult' means a person aged **16 years** or over.

Section 3(1) defines an 'adult at risk' as someone who meets all of the following three-point criteria:

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

Wales:

Section 126(1) of the Social Services and Well-being (Wales) Act 2014 defines an “adult at risk” as an adult who:

- Is experiencing or is at risk of abuse or neglect;
- Has needs for care and support (whether or not the authority is meeting any of those needs);
- And as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Children at risk of harm/children in need of protection

In England and Wales, the relevant legislation defines a child as anyone below the age of 18 years old.

In Scotland, the definition of the child varies depending on the contexts. For example, children who are under child protection may be classed as a child up to 16 years old as opposed to 18 years old. The Adult Support and Protection (Scotland) Act 2007 legislation can apply to over 16-year-olds and the Children and Young People (Scotland) Act 2014, includes all children and young people up to the age of 18.

Types of abuse

Adults

In England	**In Wales**	**In Scotland**
• Physical • Sexual • Emotional • Financial • Organisational • Domestic • Modern slavery • Discriminatory • Neglect • Self-neglect	• Physical • Sexual • Emotional • Financial • Neglect	• Physical • Sexual • Emotional • Financial • Neglect NB - in Scotland, the legislation refers to “harm” as opposed to “abuse”.

Children

In England and Scotland:	**In Wales:**
• Physical • Sexual • Emotional • Neglect	• Physical • Sexual • Emotional • Financial • Neglect

There are other areas of concern which do not come directly under the categories of abuse:

Adults	**Children**
• Extremism and radicalisation • Cuckooing • Mate crime • Hate crime • Stalking/harassment • Spiritual abuse* • Romance fraud	• Child on child abuse • Child sexual exploitation (CSE) • Child criminal exploitation (CCE) • Radicalisation • Domestic abuse • Bullying

Spiritual Abuse*

Spiritual abuse is a form of emotional and psychological abuse. It is characterized by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuse, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism (Oakley and Humphreys, 2019).

Note:

When addressing safeguarding of adults and children, the base reference is the UN Convention on the Rights of the Child and the UN Universal Declaration of Human Rights. These UN Conventions are applicable in this Policy.

Categories of Abuse

Categories of Abuse can be found at:

https://thirtyoneeight.org/help-and-resources/knowledge-hub/responding-to-concerns/recognise/categories-of-abuse

APPENDIX 3 – Code of Conduct

Aglow International (Britain) behaviour code for working with adults, young people and children at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and leaders).
The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and leaders)

When working with adults at risk of harm or children and young people, you are acting in a position of trust for Aglow International (Britain). You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches Aglow International (Britain)'s social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave Aglow International (Britain). We may also make a referral to statutory agencies such as the police and/or the local authority adult's or children's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

[To be signed by all staff and leaders upon completion of safeguarding training]

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APPENDIX 4 – CAUSE FOR CONCERN FORM

Cause For Concern Form

The leader should record the disclosure, allegation or concern onto the Cause For Concern Form (attached) and email this to the Safeguarding Lead, Safeguarding Deputy and Trustees, and Area Leadership, immediately. The Cause For Concern Form should be kept in a secure place.

Concerns must not be discussed with anyone other than those nominated above.

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then contact the relevant statutory services. National, Area and Local Leadership should note the contact details for their own locations:

- Ambulance - Telephone: …….
- Police - Telephone: ……..
- Social Services: …….

Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services or taking advice from Thirtyone:eight, if required, on Tel: 0303 003 1111, Option 2.

The Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead in their role and accept that any information they may have in their possession will be treated as confidential.

Should the individual with the concern feel that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral, they are free to contact an outside agency direct.

The role of the safeguarding Lead/Deputy Safeguarding Lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

CAUSE FOR CONCERN FORM – Part 1

Part 1: Record of concern about an adult/child's safety and welfare

(for use by any staff/leaders– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)[1, 2, 3]

Adult/Child's name (subject of concern):	Date of birth/age: Adult/Child:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): ..... Role/Job title: Signature:		
Other members of the household[4]:		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. *(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)*		
How did the concern come to light?		
What is the adult/child saying about what has happened[4]?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Lead[5]:		

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Lead and Area Leadership without delay.

Guidance notes for Form 1 (staff/leaders only):

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).

2. Essential principles of recording the information received/disclosed/observed:
    a. Remember: do not investigate or ask any leading questions
    b. make notes within the first one hour of receiving the disclosure or observing the incident
    c. be clear and factual in your recording of the incident or disclosure
    d. avoid giving your opinion or feelings on the matter
    e. aim to record using the 4 W's and 1 H: When, where, what, why and how
    f. do not share this information with anyone else except your safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.
    g. make use of the additional information section to add any other relevant information regarding the adult/child/family that you may be aware of. This can include any historic concerns or observations.

3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding lead or thirtyone:eight at this stage.

4. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.

5. ***Why is the view of the adult/child significant?*** - It is important to give whatever detail is available of the adult or child's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.

6. ***Passing information to the Safeguarding Lead*** – Your safeguarding lead holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

CAUSE FOR CONCERN FORM – Part 2

Part 2: Record of concern about an adult/child's safety and welfare

(for use by Safeguarding Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

<table>
<tr><td>Information received by SC:</td><td>Date:</td><td>Time completed:</td><td>From whom:</td></tr>
<tr><td rowspan="2">Any advice sought, if applicable</td><td>Date:</td><td>Time completed:</td><td>Source of advice: name/ organisation:</td></tr>
<tr><td colspan="3">Advice received:

Advice received about informing parents or in the case of adults, seeking consent/capacity[1]:</td></tr>
<tr><td>Initial Assessment of concern following advice[2]</td><td colspan="3"></td></tr>
<tr><td rowspan="5">Action taken with reasons recorded

(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</td><td>Date:</td><td>Time completed:</td><td>By whom:</td></tr>
<tr><td colspan="2">Referral</td><td>To whom</td></tr>
<tr><td colspan="3">Signposting to other community resources</td></tr>
<tr><td colspan="3">Pastoral Care and other support from church</td></tr>
<tr><td colspan="3">Ongoing Monitoring</td></tr>
</table>

Parent/carer informed?	**Y**	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			
Any other relevant information					
Name of Safeguarding Lead:			Signature:		

OVERVIEW OF ACTIONS[3]:

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

1. ***Importance of consent from parents/carer or adults (in the light of mental capacity)*** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.

2. ***Initial assessment*** **-** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?

3. ***Overview of actions*** **-** Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.