

Morning Star Salisbury Safeguarding Policy October 16th 2026

(for review 16.10.2027)

(adapted from a template produced by Thirtyone:eight)

Section 1

Details of the organisation

Name of Organisation: Morning Star Salisbury

Address: Operational address c/o The Former Bowl's Club, Victoria Park Salisbury

Tel No: 07927418360

General Email address: morningstarsalisbury@gmail.com

Senior Leader Name: Rev Mike Badger CEO

Senior Leader Contact Telephone / Email: 07803167889

Safeguarding Lead Name: Kerry Badger

Safeguarding Lead Contact Telephone / Email: 07927418360

kerryatmorningstarsalisbury@gmail.com

Deputy Safeguarding Lead Name: Ruth Livesey

Deputy Safeguarding Lead Contact Telephone / Email: 07539862707

ruthlivesey@hotmail.co.uk

Safeguarding Trustee Name: Ruth Livesey

Safeguarding Trustee Contact Telephone / Email: 07539862707

ruthlivesey@hotmail.co.uk

Membership of Denomination/Organisation (if applicable): Church of England

Charity Number: 1094618

Company Number: 4476953

Regulators: Charity Commission for England and Wales

<https://www.gov.uk/government/organisations/charity-commission>

Insurance Company: Access Insurance Services 0208 6517420 Public Liability Insurance

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

We are a small faith-based charity in Salisbury seeking to support those who are rough sleeping and those who are struggling with addiction. Whilst our activities are based on our

Christian faith, we will support people irrespective of their beliefs. We do not work directly with those under 18. Our aims and objectives listed by the Charity Commission reads 'For the benefit of the community the business of: a) providing houses or hostels and any associated amenities for persons in necessitous circumstances upon terms appropriate to their means. b) providing for persons suffering from drug and/or alcohol abuse or otherwise suffering from breakdowns in interpersonal relationships Christian based values, service training and other resources.'

We currently offer a three day a week trauma informed holistic recovery programme in a former Bowl's Club in Victoria Park, Salisbury. The building is leased from Salisbury City Council for five years.

NB We do not currently offer provision for children and young people on a daily basis but may occasionally include children and young people for protected sessions eg group volunteering experience for a day when the centre is closed.

Section 2: Governance and Culture

Our Commitment

We are committed to providing a safe and caring place for children, young people and adults.

We know that people can experience harm, abuse and neglect.

We believe everyone should be treated fairly and with respect. We support the UN Universal Declaration of Human Rights and the International Covenant on Human Rights. These say that everyone should have equal rights and freedoms, whoever they are and whatever their circumstances.

We also support the Convention on the Rights of the Child. This says that every child should be safe, protected from harm and supported to reach their full potential.

This is why **Morning Star Salisbury follows** the safeguarding procedures in this policy, in line with law and guidance.

We are committed to working with statutory and voluntary agencies to help keep children, young people and adults safe.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight ([Our Ten standards | Thirtyone:eight](#)).

Governance

Morning Star Salisbury has a Board of Trustees (or governing board) with legal responsibility for the organisation. The Board helps make important decisions and makes sure the organisation follows the law and good practice.

The Board also helps create the organisation's culture. Culture means "the way we do things around here". It includes our values, behaviours and how people treat one another. A good culture helps keep people safe.

The Board of Trustees has overall responsibility for safeguarding. This includes making sure:

- safeguarding is taken seriously
- people know how to report concerns
- workers are trained
- policies are followed
- risks are managed
- legal duties are met
- concerns are reported to the relevant charity regulator (Charity Commission for England and Wales)

This Safeguarding Policy and Safeguarding Statement are designed to help create a safe environment and a positive culture where:

- leaders set a good example
- safeguarding is everyone's responsibility
- workers and volunteers are recruited safely
- workers receive the training they need
- people are accountable for their actions
- workers follow the Code of Conduct
- the organisation's values are seen in everyday actions and behaviour
- people feel able to speak openly about concerns

Section 3: Awareness and Prevention

Understanding Harm, Abuse and Neglect

Safeguarding means taking steps to prevent and respond to harm, abuse and neglect.

Anyone can experience harm or abuse. It can happen to children, young people and adults.

Harm and abuse can happen in many places, including:

- at home
- in the community
- in schools, churches and other organisations
- online
- in places where people live or receive care

Harm and abuse can be caused by:

- a family member
- a friend
- someone in a Position of Trust
- a carer
- a stranger
- another child or adult

Everyone has the right to live free from harm, abuse and neglect. UK law gives extra protection to children and some adults who may be at greater risk of harm.

For the purposes of this policy, a child is anyone under 18 years old.

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

An adult at risk of harm will be defined as follows:

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.

We follow the UN Convention on the Rights of the Child (UNCRC). Article 19 says that children should be protected from all forms of violence, abuse, neglect and exploitation.

We also support the UN Universal Declaration of Human Rights. Article 5 states that nobody should experience cruel, inhuman or degrading treatment or punishment.

This policy follows the safeguarding laws and statutory guidance that apply where the organisation operates in England. The categories of abuse are as follows

Children In England, Scotland and Northern Ireland:

- Physical
- Sexual
- Emotional
- Neglect

Adults In England

- Physical
- Sexual
- Emotional
- Financial
- Organisational
- Domestic
- Modern slavery
- Discriminatory
- Neglect
- Self-neglect

Further information about:

- types of harm and abuse

- signs and indicators of harm and abuse can be found in **Appendix 2**

Organisational Awareness

We want everyone who comes into contact with **Morning Star Salisbury** to know that safeguarding is important. We will make sure people know how to get help, raise concerns and find information about safeguarding.

We will share our safeguarding message in the following ways:

- We will publish this policy on our website.
- We will display posters and safeguarding information in our buildings.
- Safeguarding will be discussed at relevant meetings.
- We will include safeguarding information in newsletters and other communications.
- We will remind workers, volunteers and service users how to report concerns.

Morning Star Salisbury will also make sure that children and adults at risk of harm know where to get help if they are worried about:

- abuse
- harm
- neglect
- bullying
- discrimination
- exploitation
- any other concern affecting their safety or wellbeing.

We believe that safeguarding information should be easy to find, easy to understand and available to everyone who needs it.

Safeguarding Training

Morning Star Salisbury is committed to providing safeguarding training for all workers and volunteers. Training helps people understand their responsibilities and know what to do if they have a safeguarding concern.

We want everyone in the organisation to understand:

- what safeguarding is
- how to recognise signs of harm, abuse and neglect
- how to respond to concerns
- how to report concerns
- their role in keeping people safe.

All workers and volunteers will receive safeguarding training that is appropriate for their role. This will include induction training when they start and refresher training at agreed intervals.

Training requirements will be set for:

- Trustees (**Every 3 Years**)
- Safeguarding Lead (**Every Year**)

- Deputy Safeguarding Lead (**Every 3 Years**)
- Senior Leaders (**Every 3 Years**)
- Workers who support Adults at Risk of Harm (**Every 3 years**)
- Other Workers and Volunteers. (**Every 3 Year**)

Invitation to meeting/ discussion for all staff, trustees and volunteers annually

The organisation will keep records of safeguarding training and make sure people complete the training needed for their role.

Where national safeguarding training standards apply **Morning Star Salisbury** will follow those standards and make sure workers complete the required level of training.

Safeguarding training is an important part of creating a culture where people are aware of safeguarding issues and know how to help keep others safe.

Safer Recruitment

Morning Star Salisbury is committed to recruiting workers and volunteers safely. We will follow government guidance and safer recruitment practices to help protect children, young people and adults at risk of harm.

Before someone starts work or volunteering with us, we will make sure that:

- there is a written role profile, job description or person specification for the role (these are being reviewed and implemented by December 2026)
- applicants complete an application form
- suitable applicants are interviewed
- safeguarding is discussed during the recruitment process
- references are obtained and checked where appropriate
- relevant criminal records checks are completed where required for the role
- qualifications are checked where these are needed for the role
- a suitable induction and training programme is provided
- any probationary period is completed successfully
- the worker or volunteer receives a copy of the safeguarding policy and knows how to report concerns.

When carrying out criminal records checks, we will follow the relevant Code of Practice and handle information fairly, securely and lawfully.

Safer recruitment helps us make informed decisions about who works and volunteers in our organisation. It is an important part of our commitment to safeguarding.

Managing Those Who May Pose a Risk

Sometimes a person who attends the organisation may be known to pose a risk to children or adults at risk of harm. When this happens, **Morning Star Salisbury** will take steps to help keep everyone safe.

The Safeguarding Officer will:

- assess the risks involved

- seek advice from appropriate agencies and professionals where needed
- put appropriate safeguarding measures in place
- clearly explain any boundaries that must be followed (verbally and in writing)
- monitor the situation to help ensure those boundaries are kept
- offer wellbeing support or pastoral care where appropriate.

Any boundaries or restrictions will be based on:

- a risk assessment
- the needs of those who may be at risk
- advice from relevant external agencies and professionals. Our priority is to protect children and adults at risk of harm while treating all people fairly and with dignity.

Section 4: Management of Workers

Practice Guidelines

As an organisation that works with children, young people and adults at risk of harm, we are committed to good practice. Good practice helps us:

- keep people safe
- run activities safely
- build positive relationships
- reduce the risk of harm, abuse and neglect
- reduce the risk of misunderstandings or false allegations.
- We have practice guidelines for the activities we run. These guidelines explain how activities should be planned and delivered safely.

We will use risk assessments where needed to identify and manage risks.

We have an accident/incident book retained in the first window of the building.

All workers and volunteers are expected to follow the practice guidelines that apply to their role and activities.

Good practice helps us create a safe, positive and supportive environment for everyone involved in our organisation.

Code of Conduct

Morning Star Salisbury is committed to supporting all workers and volunteers. We will provide support, supervision and training to help people carry out their role safely and well.

All workers and volunteers will receive a Code of Conduct. This explains the standards of behaviour expected when working with children, young people and adults at risk of harm.

The Code of Conduct helps workers and volunteers:

- understand their responsibilities
- act safely and professionally
- maintain appropriate boundaries
- protect the people they work with
- protect themselves from misunderstandings or unfounded allegations.

All workers and volunteers are expected to:

- follow the Code of Conduct
- act in ways that support safeguarding
- treat people with dignity and respect
- follow organisational policies and procedures
- seek advice if they are unsure what to do.

The Code of Conduct applies both during organisational activities and, where relevant, outside of those activities when a person's behaviour could affect their role, the safety of others and the reputation of the organisation.

Additional training and support will be provided where needed to help workers and volunteers understand and follow the Code of Conduct.

The Code of Conduct can be found in Appendix 3

Positions of Trust

All adults who work with children, young people or adults at risk are in a **Position of Trust**. This means people place trust in them because of their role and responsibilities.

People in a Position of Trust have a responsibility to use their role safely and appropriately. They must always act in the best interests of the people they support.

Workers and volunteers must:

- maintain professional boundaries
- treat people with dignity and respect
- act in a safe and appropriate way
- avoid behaviour that could be misunderstood
- never misuse their position, influence or authority.
- People in Positions of Trust should be aware that the power they hold can affect the people they support. Because of this, they must take extra care in how they behave and interact with others.

Any behaviour that exploits, manipulates or harms another person is unacceptable and may result in safeguarding action being taken.

It is illegal in England, Wales and Northern Ireland for a person in a Position of Trust within a faith setting to engage in sexual activity with a 16- or 17-year-old who is under their care or supervision.

All workers and volunteers are expected to understand the responsibilities that come with being in a Position of Trust and to act in a way that supports safeguarding at all times.

Whistleblowing / Raising a concern

Morning Star Salisbury wants people to feel safe speaking up about concerns. We encourage workers, volunteers and others to report anything that may put people at risk or go against our values.

We are committed to:

- promoting an open and honest culture
- creating a safe environment where concerns can be raised
- listening to concerns carefully
- responding fairly and appropriately
- taking concerns seriously
- protecting people who raise concerns from unfair treatment, retaliation or mistreatment.

Workers and volunteers should report concerns if they believe:

- someone may be at risk of harm

- safeguarding procedures are not being followed
- there has been misconduct or poor practice
- behaviour is putting people or the organisation at risk
- something does not feel right and needs to be checked.
- People who raise concerns in good faith will be supported. They will not be treated unfairly because they reported a genuine concern.
- All concerns will be considered carefully and managed in line with organisational policies and procedures.

Our Whistleblowing Policy can be found in Appendix 4 and should be read alongside this policy

Section 5: Partnership Working

We work with a range of organisations and groups. We know that safeguarding practices may differ between organisations, so it is important that everyone understands our safeguarding expectations.

When we work in partnership with others, we will:

- discuss safeguarding arrangements
- share our safeguarding expectations
- agree how concerns will be reported and managed
- work together to help keep people safe.

Where appropriate, we will use a safeguarding partnership agreement.

Any organisation that uses our premises must have its own safeguarding policy that meets our safeguarding standards. This applies as part of any letting or hire agreement.

We expect all partner organisations to:

- take safeguarding seriously
- follow relevant safeguarding laws and guidance
- respond appropriately to concerns
- provide a safe environment for children and adults at risk of harm.

Good partnership working helps us create safer environments and provide better support for children, young people and adults at risk of harm.

Section 6: Responding to Concerns

Never investigate a safeguarding concern yourself. If someone tells you about harm, abuse or neglect, your role is to listen, record the information and report it.

All safeguarding concerns must be recorded using the organisation's safeguarding reporting form.

A copy of the form can be found in Appendix 5

If a worker or volunteer receives a disclosure, allegation or concern about harm, abuse or neglect, they should report it as soon as possible to the Safeguarding Lead.

Safeguarding Lead

Name: Kerry Badger

Telephone: 07927418360

Email: kerryatmorningstarsalisbury@gmail.com

The Safeguarding Lead has been appointed by the trustees or leadership team to manage safeguarding concerns and make referrals to statutory authorities when needed.

Deputy Safeguarding Lead

If the Safeguarding Lead is unavailable, or if the concern involves the Safeguarding Lead, the concern should be reported to the Deputy Safeguarding Lead.

Name: Ruth Livesey

Telephone: 07539862707

Email: ruthlivesey@hotmail.co.uk

Safeguarding Trustee

Name: Ruth Livesey

Telephone: 07539862707

Email: ruthlivesey@hotmail.co.uk

(As the deputy safeguarding lead is not involved at the centre on a day to day basis, it is considered appropriate that the deputy safeguarding lead and the safeguarding Trustee are the same person)

If the concern involves both the Safeguarding Lead and the Deputy Safeguarding Lead, the concern should be reported to the Safeguarding Trustee.

Support From Thirtyone:eight

Morning Star Salisbury is a member of Thirtyone:eight; the Safeguarding Lead or other authorised workers may contact the Thirtyone:eight Safeguarding Helpline for advice.

Telephone: 0303 003 1111 (Option 2)

Recording Concerns

The worker or volunteer should:

1. listen carefully
2. take the concern seriously

3. record the information accurately
4. complete the safeguarding reporting form
5. share the information with the Safeguarding Lead, Deputy Safeguarding Lead or Safeguarding Trustee as soon as possible.

Concerns should only be shared with people who need to know. All records must be stored securely.

Getting Advice and Making Referrals

The Safeguarding Lead may need to seek advice or share information with other organisations.

Depending on the concern, this may include:

- the Chair of Trustees
- the trustee responsible for safeguarding
- the organisation's insurer
- the relevant charity regulator
- local safeguarding professionals
- statutory agencies.

This may include referrals to:

Adults 0300 456 0111

<https://adultslas.wiltshire.gov.uk/web/portal/pages/referrals/safeguarding>

If there is an allegation about a person who works with children, the Safeguarding Lead may need to inform **the Local Authority Designated Officer (LADO) Multi Agency Safeguarding Team** 0300 456 0108 or email LADO@wiltshire.gov.uk

Chair of Trustees or trustee responsible for safeguarding may need to contact the insurance company or the charity regulator (**Charity Commission for England and Wales**) to report **a serious incident/raise a concern**. Charity Commission
<https://forms.charitycommission.gov.uk/>

If the Safeguarding Lead Is Unavailable

The absence of the Safeguarding Lead or Deputy Safeguarding Lead should never delay action to protect someone from harm.

If there is an immediate risk, contact the relevant statutory service, emergency service or **police** without delay. Dial 999 if you feel it is appropriate in imminent danger.

Making a Referral Yourself

Anyone can make a referral to safeguarding agencies as a citizen. However, we encourage workers and volunteers to follow this policy wherever possible.

If someone believes a concern has not been managed appropriately, or disagrees with a decision about a referral, they may contact an external agency directly.

The Role of the Safeguarding Lead

The Safeguarding Lead and Deputy Safeguarding Lead do not investigate safeguarding concerns themselves.

Their role is to:

- gather information about the concern
- make sure concerns are recorded properly
- seek advice where needed
- share information with relevant agencies
- make referrals when appropriate
- support safe decision-making.

Statutory agencies have the legal responsibility to investigate safeguarding concerns.

Detailed Procedures Where There Is a Concern About a Child

Concerns About Physical Injury, Neglect or Emotional Abuse

If there are concerns that a child may have experienced physical injury, neglect or emotional abuse, the Safeguarding Lead or Deputy Safeguarding Lead will take appropriate action.

They will:

- make sure the concern is recorded
- consider the child's immediate safety
- seek advice from the appropriate safeguarding services where needed
- make referrals when required.

If the child needs urgent medical help, emergency or medical services should be contacted straight away. Medical staff should be told about any safeguarding concerns.

The Safeguarding Lead may contact:

- **Children's Social Care (England) MASH** 0300 456 0108 or email LADO@wiltshire.gov.uk
- Thirtyone:eight for advice.

If the concern involves a parent or carer, they should not be informed unless safeguarding professionals advise that it is safe and appropriate to do so.

For lower-level concerns, such as concerns about parenting, families should be encouraged to seek support where this does not place the child at risk.

If there is uncertainty about whether a referral is needed, advice should be sought from safeguarding professionals or Thirtyone:eight.

Concerns About Sexual Abuse

If there is a disclosure, allegation or concern about sexual abuse, the Safeguarding Lead or Deputy Safeguarding Lead will act without delay.

They will:

- contact the relevant children's safeguarding service
- contact the police where appropriate
- seek advice from Thirtyone:eight if needed.

The child's safety and wellbeing will always be the main priority.

The Safeguarding Lead will consider whether parents or carers should be informed and will seek advice if they are unsure.

Detailed Procedures Where There Is a Concern About an Adult at Risk

Concerns may involve:

- Physical harm or abuse
- Sexual harm or abuse
- Organisational abuse
- Financial harm or abuse
- Discriminatory abuse
- Neglect
- Self-neglect
- Exploitation
- Forced marriage
- Modern slavery and human trafficking
- Domestic abuse
- other forms of harm.

If there are concerns about an adult at risk, the Safeguarding Lead or Deputy Safeguarding Lead will take action to help protect them from harm.

If the person is in immediate danger or has been seriously injured, emergency services should be contacted on **999**.

England, Wales and Northern Ireland

Where possible, the adult should be involved in decisions about safeguarding concerns. Their views, wishes and consent should be considered before making a referral.

However, a referral may still be made without consent if:

- the person cannot understand the risk
- the person cannot protect themselves
- others may also be at risk
- there is a legal duty to share information.

Referrals for Adults at Risk

- The Safeguarding Lead may contact: **Adult Social Care (England)** 0300 456 0111
<https://adultslas.wiltshire.gov.uk/web/portal/pages/referrals/safeguarding>
- Thirtyone:eight for advice.

Concerns About Spiritual Abuse

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

- make sure the concern is recorded
- identify appropriate support for the victim-survivor
- consider counselling, wellbeing support or pastoral support
- seek advice from Thirtyone:eight
- consider what safeguarding action may be needed.

Allegations Against Workers Who Work With Children

If a concern involves a worker or volunteer who works with children or young people, the Safeguarding Lead will:

- make a referral to the **Local Authority Designated Officer (LADO)**
- share information with safeguarding agencies as required
- contact the police when appropriate
- consider whether a referral should be made to the Disclosure and Barring Service (DBS). The organisation will cooperate fully with any safeguarding investigation.

Allegations Against Workers Who Work with Adults at Risk

If a concern involves a worker or volunteer who works with adults at risk, the Safeguarding Lead will:

- liaise with the relevant adult safeguarding service
- follow safeguarding advice received
- consider making a referral to the DBS
- share information with the police where appropriate. Safeguarding investigations are the responsibility of the relevant statutory agencies, not the organisation.

Allegations of Non-Recent Sexual Abuse

If an adult discloses non-recent sexual abuse, the Safeguarding Lead will:

- listen carefully and take the disclosure seriously
- offer support to the victim-survivor
- explain their options
- offer the opportunity to report the matter to the police.

If the person does not wish to report the abuse, information about the alleged perpetrator may still be shared where there are safeguarding concerns, but the identity of the victim-survivor should be protected wherever possible.

If the alleged perpetrator currently works with children or adults at risk, the Safeguarding Lead will contact the relevant safeguarding agencies and seek advice about further action.

Section 7 – Supporting Victim-Survivors

Supporting Those Affected by Harm and Abuse

Morning Star Salisbury is committed to supporting people who have experienced harm, abuse or neglect. We recognise that abuse can have a lasting impact on people and those around them.

We will treat all victim-survivors with:

- dignity
- respect
- compassion
- sensitivity
- fairness.

Where appropriate, we will:

- listen to people and take their concerns seriously
- provide wellbeing support or pastoral care
- help people access specialist support services
- work alongside statutory agencies
- support people through safeguarding processes where appropriate.
- We understand that every person's experience is different. Support will be offered in a way that respects the person's wishes, needs and circumstances wherever possible.

Support should never replace the work of safeguarding agencies, healthcare professionals or other specialist services. However, we will do what we can to help people feel safe, supported and listened to.

The person responsible for coordinating wellbeing support or pastoral care is:

Name: Kerry Badger

Tel: 07927418360

Email: kerryatmorningstarsalisbury@gmail.com

Adoption of the Policy

This policy has been approved by the leadership of **Morning Star Salisbury**.

The policy will be reviewed every year to make sure it:

- remains up to date
- reflects current safeguarding guidance
- reflects changes in legislation
- continues to meet the needs of the organisation.

Review Date: 16.10.26

Signed: Kerry Badger

Position: Safeguarding Lead

Signed: Brian Livesey

Position: Chair of Trustees

Date: 16.10.26

A copy of this policy is available on our website

APPENDIX 1

Safeguarding Statement

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Organisation: Morning Star Salisbury

Date Agreed: 16.10.26

Our Commitment

This organisation is committed to safeguarding children and adults at risk of harm and promoting their wellbeing.

We recognise that everyone has a responsibility to help prevent harm, abuse and neglect.

We respect the dignity, rights and wellbeing of every child and adult. Our policies and procedures reflect this commitment.

We believe everyone should be able to take part in the life and activities of the organisation in a safe and welcoming environment.

We are committed to recruiting workers and volunteers safely and responsibly.

We believe that every child and adult should be:

- valued
- safe
- respected
- supported.

We want everyone who comes into contact with our organisation to know they can speak up if they are worried about harm, abuse or neglect.

We Are Committed To:

- following statutory, denominational and specialist safeguarding guidance
- following the procedures in our safeguarding policy
- meeting the requirements of all relevant legislation
- providing training and support for workers and volunteers
- keeping up to date with national and local safeguarding developments
- making sure workers and volunteers understand their safeguarding responsibilities
- supporting people affected by abuse.

We Recognise:

- Children's Social Care (England) have responsibility for investigating concerns about children.
- Adult Social Care (England) have responsibility for investigating concerns about adults at risk of harm.
- The police be contacted if a concern may involve a criminal offence.
- Safeguarding is everyone's responsibility.

Review

We will review this safeguarding statement and our safeguarding policy every year.

Safeguarding Contacts

If you are worried about a child or an adult, contact one of the people below:

Safeguarding Lead Kerry Badger 07927418360

Deputy Safeguarding Lead Ruth Livesey 07539862707

A copy of the safeguarding policy is available at www.morningstarsalisbury.co.uk

Signed on behalf of the leadership/organisation

Signed: Brian Livesey

Date: 16.10.26

Appendix 2 Categories of abuse (fromThirty One:Eight)

Physical abuse

Across the UK, a shared definition of physical abuse or harm is:

The deliberate use of physical force by one person against another with the intent to cause harm.

It includes actions such as:

- hitting, slapping, kicking, shaking, throwing
- burning or scalding
- poisoning
- misuse of medication
- inappropriate or unlawful use of restraint
- involuntary isolation or confinement
- forcible feeding or withholding food
- fabricated or induced illness.

This definition applies across all UK nations – known in Scotland as Physical Harm – and reflects the core elements of physical abuse as recognised in statutory guidance and safeguarding frameworks.

Possible signs and indicators:

- visible injuries and bruising.
- unexplained cuts, marks or scars.
- injuries that don't match the explanation given.
- getting injured often
- unexplained falls
- subdued or changed behaviour
- changes in weight, being excessively under or overweight or malnourished.
- failing to get medical treatment or changing Doctors often.

Injuries caused by accidents such as trips and falls are not uncommon, especially in children, but these usually occur on bony or prominent areas such as knees, shins and elbows.

Abusive injuries tend to involve softer areas that are harder to damage accidentally e.g. upper arms, forearms, chest, back, abdomen and thighs.

In England, physical abuse includes assault and pushing explicitly, it focuses on misuse of medication and restraint and draws from the [Domestic Abuse Act 2021](#), which includes physical abuse as part of broader domestic abuse definitions.

Relevant Legislation:

Adults - [Care Act 2014](#)

Children: [Children Act 1989](#), [the Children Act 2004](#) and [Working Together to Safeguard Children](#)

Emotional abuse

Across the UK, a shared definition of emotional or psychological harm and abuse is:

Emotional or psychological harm and abuse refers to ongoing emotional mistreatment that can lead to serious and lasting harm to a person's emotional development. It typically involves actions or behaviours such as:

- making someone feel worthless, unloved, or inadequate
- repeatedly causing fear or humiliation
- threatening harm or abandonment
- using coercion or intimidation
- isolating someone from others
- harassing or bullying, including online (cyberbullying)

There are some differences across the UK:

- **England, Wales, and Northern Ireland** use the term 'Emotional/Psychological abuse' and share the same definition.

Some level of emotional abuse is always an aspect of all other types of abuse and harm, but it can also happen on its own.

Possible signs and indicators:

- low self-esteem
- attachment issues
- depression
- self-harm
- eating disorders
- signs of distress, tearfulness or anger
- reluctance to be alone with a particular person
- seeming detached from others
- fear of making mistakes
- difficulty controlling strong emotions

Sexual abuse

Across the UK, a shared definition of sexual abuse or harm is:

Any behaviour perceived to be of a sexual nature that is unwanted or happens without consent or understanding. The abuse may involve physical contact and touching or non-contact activities.

This includes, but is not limited to:

- forcing or enticing a child to take part in sexual activities
- rape
- sexual harassment
- indecent exposure
- sexual assault
- sexual photography
- inappropriate looking, touching, or sexual teasing

Consent is a critical factor and must be freely given, with full understanding and capacity. Abuse may occur physically, emotionally, or digitally, and can be perpetrated by adults or other children.

Across the UK nations, there are some differences to how we understand sexual harm and abuse:

In England, the term used is sexual abuse, and the legal framework is mainly based on the [Sexual Offences Act 2003](#). The definition focuses on unwanted sexual behaviour and lack of consent or understanding.

Relevant Legislation:

Adults - [Care Act 2014](#), [Sexual Offences Act 2003](#)

Children - [Children Act 2004](#)

Possible signs and indicators:

- Physical injuries and bruising, particularly to the thighs, buttocks, upper arms and neck.
- Bleeding, pain or itching in the genital area or when walking or sitting.
- Sexually transmitted diseases or infections.
- Pregnancy in a woman who is unable to consent to sex.
- Uncharacteristic or age-inappropriate use of sexual language or significant changes in sexual behaviour or attitude.
- Self-harming.
- Poor concentration, withdrawal, sleep disturbance.
- Excessive fear/apprehension of, or withdrawal from, relationships or being alone with a particular person.

Sexual abuse is found across all sections of society, irrespective of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation. It can be perpetrated by family or non-family members, women, men and other children.

Children and young people

Child Sexual Abuse (CSA) is when a child or young person is involved in sexual activity for someone else's gratification or gain. This is abuse, even if the child is said to have agreed or consented.

Examples of child sexual abuse include:

- forcing or persuading a child to take part in sexual acts, whether or not they understand what's happening.
- exposing a child to adult sexual content or activities, or taking indecent photos or videos of them.
- using sexual language with a child or encouraging them to act in sexually inappropriate ways.
- grooming a child for abuse, either in person or online.

[Child Sexual Exploitation \(CSE\)](#) is a type of child sexual abuse where a child is abused in exchange for money, power, or status.

Sexual abuse can cause children to experience confusing or premature sexual feelings, often leading to guilt or shame. They may need reassurance that they are not to blame.

An important legal point to note is that any penetrative sexual activity with a child under 13—by an adult or another child—is considered rape. This applies across the UK.

Survivors of childhood sexual abuse may struggle to form healthy, trusting relationships as adults.

Sexual abuse of adults

The sexual abuse of adults involves sexual acts to which the person has not consented or has been pressured into consenting to.

Examples of sexual abuse of adults can include:

- penetrative or non-penetrative sexual acts, whether they are aware of what is happening or not e.g. sexual assault, oral sex, rape, attempted rape, and date rape.
- indecent exposure, sexual harassment, inappropriate looking or touching, groping, sexual teasing or innuendo,
- being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities.
- stalking and grooming.

Neglect

Across the UK, a shared definition of neglect is:

When a person's basic needs are not met, either deliberately or through failure to act, and this causes harm or puts them at serious risk.

It can affect both children and adults and may involve:

- not providing enough food, clothing, or shelter
- not keeping someone safe or properly supervised
- not giving access to medical care or treatment
- ignoring emotional needs or failing to offer support
- not helping with education, learning, or development
- failing to respect someone's identity, culture, or beliefs
- leaving someone in unsafe or unhygienic conditions

Neglect can happen in families, care settings, or institutions. It may be ongoing or happen in isolated incidents, and it often builds up over time. The impact can be serious and long-lasting, affecting physical health, emotional well-being, and life chances.

Neglect may happen because of a lack of knowledge or awareness, or through a failure to take reasonable action, whether deliberate or not.

In its extreme form, neglect can be a significant risk as it can lead to serious long-term effects and even be life-threatening.

Neglect is the most common form of child abuse in the UK.

Across the UK nations, there are some differences to how we understand neglect:

In England, neglect is recognised as a serious safeguarding concern for both children and adults.

For children, it includes not meeting essential needs like:

- food
- clothing
- medical care
- education
- emotional support.

It also covers situations where a parent or carer fails to protect a child from harm or danger. [Children Act 2004](#)

For adults, neglect is defined under the [Care Act 2014](#) and includes failing to provide necessary care such as:

- help with hygiene, nutrition, or health needs.
- ignoring someone's emotional or psychological needs.

England also recognises that neglect can begin before birth, such as when a pregnant person misuses substances.

The law highlights that neglect often builds up over time and can cause lasting harm, even if it's not immediately obvious.

Possible signs and indicators:

- Poor appearance or hygiene e.g. being smelly or dirty
- Living in an unsuitable home environment e.g. having no heating
- Inappropriate or inadequate clothing
- Signs of malnutrition or not being given enough food
- Having frequent and untreated medical issues or an accumulation of untaken medication.
- Body issues such as sores, skin complaints, poor muscle tone or prominent joints.
- Poor language or social skills
- Being left alone for a long time
- Being withdrawn, depressed or anxious
- Tiredness or finding it hard to concentrate or take part in activities
- Self-soothing behaviours such as drug or alcohol misuse and self-harm.
- Poor school attendance or performance

Financial abuse

Across the UK, a shared definition of financial abuse or harm is:

The unauthorised, improper, or exploitative use of an individual's money, property, possessions, or benefits.

It includes:

- theft, burglary, or fraud (including internet scamming).
- exploitation and embezzlement.
- coercion or being put under pressure concerning a person's finances (including wills, property, inheritance or financial transactions).

- misuse or misappropriation of property, possessions or benefits.
- withholding pension or other benefits.

In England, financial abuse is formally recognised under the Care Act 2014 as one of six types of adult abuse. The definition highlights coercion in relation to financial matters such as wills, property, inheritance, and transactions. It also includes internet scamming and is further expanded under the Domestic Abuse Act 2021 to encompass economic abuse, which involves controlling access to essentials like housing, food, and transport.

Possible signs and indicators:

- unusual financial activity such as making an unexpected change to a will, a sudden sale or transfer of a property, or unusual activity in a bank account.
- sudden inclusion of additional names on a bank account or where a signature does not resemble the person's normal signature.
- reluctance or anxiety by a person when discussing their finances.
- a substantial gift to a carer or other third party.
- a sudden interest by a relative or other third party in the welfare of the person.
- bills remaining unpaid.
- complaints that personal property is missing.
- signs of coercive control or neglect.

Discriminatory abuse

Discriminatory abuse is when a person is treated unfairly, bullied, or abused because of a particular characteristic.

It is against the law to discriminate against someone because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Under the Equality Act 2010, these are called '**protected characteristics**'. The Equality Act 2010 applies to England, Scotland and Wales. Scotland and Wales also have additional enhancements. In Northern Ireland, the same characteristics are covered but by multiple separate laws, rather than a single Act.

Discriminatory abuse can include:

- unequal treatment
- verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- **physical abuse** or **emotional abuse** based on a protected characteristic
- denying access to communication aids, not allowing access to an interpreter etc.
- harassment or deliberate exclusion on the grounds of a protected characteristic

- denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- substandard service provision relating to a protected characteristic

Hate crime

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person based on certain characteristics.

Spiritual Abuse

Spiritual abuse is coercion and control of a person by another in a spiritual context.

It's a type of psychological abuse that happens in religious settings. It often includes using power — sometimes in the name of God or religion — to control, confuse, or pressure someone. This can involve making a person think, say, or do things without letting them make their own choices.

Like other forms of psychological abuse, it can harm someone emotionally, change their sense of self, and change how they think or act in everyday life. It can also affect their sense of identity and wellbeing, especially when their faith or beliefs are involved.

Spiritual abuse can happen in any religion, denomination, or leadership style. It's not limited to one group or belief system. What makes it harmful is that it twists what healthy spirituality is meant to be — something that helps people grow, feel supported, and become more resilient. Instead, spiritual abuse turns faith into something that causes fear, confusion, or harm. Victim-survivors of spiritual abuse often report losing trust, not only in the perpetrator of abuse, but also in spirituality and wider spiritual communities.

For an experience **to be considered spiritual abuse, it must include both elements of coercion and control as well as spiritual or religious factors**. This means the person is being pressured or manipulated in ways that affect their choices, while also being influenced or harmed through religious beliefs, practices, or authority.

The coercion and control aspect of spiritual abuse can include:

- manipulating or exploiting someone — for example, pressuring them to give money or volunteer more than they feel able to.
- enforced accountability — such as requiring people to confess personal sins.
- demanding secrecy or silence.
- pressuring people to conform.
- isolating individuals from others.

The spiritual or religious aspects can include:

- justifying harmful actions using religious texts.
- misusing theology or religious teachings.
- threatening 'divine consequences' to control behaviour.
- abusing spiritual authority or leadership roles.

Together, these behaviours can deeply affect a person's emotional wellbeing, sense of identity, and relationship with their faith.

Spiritual abuse can include elements that some safeguarding professionals may not be familiar with. However, using standard safeguarding processes can help reduce both how often it happens and how much harm it causes. When faith communities have clear ways to [report](#) concerns, [trustees](#) who take their responsibilities seriously, and strong systems for [safer recruitment](#) and [supervision](#), harmful behaviours can often be spotted and addressed early — before they become more serious. This helps protect people and makes our faith communities safer for everyone

Organisational **Care Act** as neglect and poor care practice within a specific care setting, hospital, or care provided in a person's own home. [\[1\]](#), [\[2\]](#)

•Domestic abuse

Domestic abuse is any incident, or pattern of incidents, of controlling, coercive or threatening behaviour, violence, or abuse between people aged 16 or over in intimate relationships or who (in England, Wales and Northern Ireland) are personally connected through family relationships or living arrangements.

Domestic Abuse Law:

The legal definitions of domestic abuse in the four UK nations are:

The **Domestic Abuse Act 2021** defines domestic abuse as: Abuse between people aged 16 or over who are 'personally connected'.

'Personally connected' means that they are:

- current or former intimate partners
- family members
- individuals who share parental responsibility for a child
- people who live or have lived together

Who is affected by domestic abuse?

It happens across all sections of society, regardless of gender, age, ability, religion, race, ethnicity, financial background or sexual orientation.

Both men and women can be victims, although a greater number of women experience domestic abuse and are more likely to be seriously injured or killed because of it.

Babies, [children](#) and young people are affected by domestic abuse and laws across the UK recognise the impact on children. If you are concerned that a child is living in a home where there is domestic abuse, or has a parent / carer in an abusive relationship, talk to your [Safeguarding Lead](#).

Coercive control

Coercive control is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse used to harm, punish, or frighten another person. It is designed to make a person subordinate or dependent by isolating them from sources of support, exploiting them and their resources, depriving them of the means needed for independence, resistance and escape, and regulating their everyday behaviour.

Domestic abuse can include:

- [Emotional abuse](#)
- [Physical abuse](#)
- [Sexual abuse](#)
- [Financial abuse](#)
- [Forced marriage](#)
- [Female Genital Mutilation](#)
- 'Honour'-based abuse

It is usually frequent and persistent, can happen inside and outside the home, and can continue even after a relationship has ended.

Responding to Domestic Abuse

If you recognise signs or indicators of domestic abuse, respond with caring curiosity. Make sure you are alone and cannot be overheard, including by children who can talk. If needed, use an independent interpreter or online interpretation tool, never family or friends.

Ask open questions that give the person an opportunity to share concerns if they want to, such as, "How are things at home?" or "I've noticed you haven't seemed yourself lately. Is everything OK?" If they choose not to talk, respect their decision, but record or report any concerns in the usual way.

If domestic abuse is disclosed or suspected:

Prioritise the immediate safety of the person and any children, remembering that children are victims of domestic abuse in their own right. Consider whether there is an immediate risk of harm and whether they feel safe returning home. If they do not feel safe, contact your Safeguarding Lead immediately. You may also need to contact the emergency services.

Never advise someone experiencing domestic abuse to leave their partner, as this is when they are at greatest risk. Specialist domestic abuse agencies can help them develop a safety plan. Domestic abuse requires professional support, so do not attempt to manage the situation alone.

Faith groups may offer or refer couples for joint pastoral counselling, but this can be dangerous where domestic abuse is involved. It can wrongly suggest both partners share responsibility, blame the victim-survivor, and increase risk. Abusers may also use counselling to manipulate the situation, appear reformed, or discredit their partner.

Possible signs and indicators:

- isolation – not seeing friends and family
- limited access to money
- low self-esteem, depression, self-harm, and eating disorders.
- signs of distress, tearfulness or anger
- reluctance to be alone with a particular person
- visible injuries and bruising.
- injuries that don't match the explanation given.
- unexplained falls
- subdued or changed behaviour
- changes in weight, being excessively under or overweight or malnourished.
- signs of coercive control
- feeling that the abuse is their fault whe

- Extremism and radicalisation
- Cuckooing

Cuckooing

Cuckooing is also known as 'forced home invasion'. It is when perpetrators take over the homes of vulnerable people to use them as a base for crimes such as drug dealing.

The term 'cuckooing' comes from the cuckoo bird, which lays its eggs in other birds' nests and leaves them to raise its young. Similarly, criminals take over someone else's home—often that of a vulnerable person—and use it for their own activities, such as drug dealing, storing weapons, or exploiting people. The resident may feel pressured, threatened, or too intimidated to stop it.

People with learning difficulties, physical or mental health conditions, financial problems or drug and alcohol addictions are particularly targeted.

Cuckooing often begins when someone is befriended by criminals who offer money, drugs, or support to gain their trust. Over time, they may be persuaded to let these individuals use their home. As things progress, the criminals can take more control, bring others into the property, and pressure the resident to take part in illegal activity.

Victims of cuckooing may feel trapped and too frightened to ask for help. Fear of eviction, threats, or getting into trouble can stop them from speaking out. Some may also feel embarrassed or worry about losing important relationships or support.

Cuckooing can cause serious emotional harm and expose people to criminal activity. It is important that victims feel safe, supported, and able to talk to someone they trust. Because this form of abuse has often gone under the radar, there is a call for many 'frontline workers', including the faith and voluntary sector to be aware of this and [report](#) concerns.

This is now a standalone offence in the Crime and Policing Act 2026.

Possible signs and indicators:

- the vulnerable person not being seen for a while
- unfamiliar vehicles being seen at the property
- blinds and curtains being drawn in the daytime
- crowds congregated at the front or back door.
- increase in litter outside the property, including takeaway boxes and drug paraphernalia.

- Mate crime

Mate Crime is a type of hate crime where perpetrators target people with learning disabilities, pretending to be their friend for the purpose of abusing or exploiting them.

It can include physical abuse, financial abuse, torture and even murder and should be reported to the police.

- Stalking/harassment
- Romance fraud

Appendix 3 Code of Conduct

Morning Star Salisbury behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). 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 volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Morning Star Salisbury. 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 private or unobserved 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 Morning Star Salisbury 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 [name of group/organisation]. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult'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:

Appendix 4

Morning Star Salisbury Whistleblowing Policy 2026

(To be read in conjunction with Whistleblowing: Guidance for Employers and Code of Practice)

Introduction

By actively developing a healthy culture of openness **Morning Star Salisbury** wants to encourage employees to raise issues which concern them at work. As an organisation we want to observe high standards of business and personal ethics within the conduct of staff duties and responsibilities. A healthy culture is one where we practice honesty and integrity in fulfilling our responsibilities and we comply with all applicable laws and regulations.

Morning Star Salisbury's understanding of a healthy culture is one that is based on our Statement of Faith and our Community Standards. We endeavour to train our all workers and volunteers in Whistleblowing law and the organisation's policies.

Whistleblowing definition:

According to ACAS, Whistleblowing constitutes:

"By law, there are several issues you can whistle blow about. These are called 'qualifying disclosures'.

Qualifying disclosures include:

- *a criminal offence – for example, an employer has been trying to bribe people*
- *the breach of a legal obligation by an organisation – for example, an employer has neglected their duty of care towards children in a care home*
- *a miscarriage of justice – for example, a member of staff has been dismissed for something that turned out to be a computer error*
- *someone's health and safety being in danger – for example, an employer has forced staff to serve contaminated food*
- *damage to the environment – for example, an employer has been regularly polluting local rivers*

You can also whistle blow about someone trying to cover up information about any of these issues."

Personal grievances (E.G. bullying, harassment, discrimination) are not covered by whistleblowing law, unless it is in the public's interest. These would be addressed through the complaint's procedure.

How does the whistleblowing process work?

- If an employee is concerned about any form of malpractice, they should normally first raise the issue with their line manager. This can be done at any time, either verbally or in writing.
- If they feel they cannot tell their line manager, for whatever reason (e.g. the malpractice issue the employee wishes to raise may involve their line manager or a person who is a friend of the line manager/the matter is so serious it should be brought to the attention of senior leadership) they should raise the issue with their line manager's manager; a prescribed person or their third party manager.

- If the employee feels they cannot raise it with any of the above, they can raise the malpractice issue with Brian Livesey Chair of Trustees
- The whistleblower does not need to provide evidence to support their concern.
- You can whistle blow anonymously (using the organisation's process); however, **Morning Star Salisbury** might not be able to take the claim any further, if there isn't enough information to follow.

Our Response

- After an employee has raised a concern, **Morning Star Salisbury** will decide how to respond in a responsible and appropriate manner. Usually this will involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage which may be formal or informal depending on the nature of the concern raised. External investigators may be brought in where necessary. **Morning Star Salisbury** will endeavour to complete investigations within a reasonable time, which will be communicated at each stage of the investigation.
- **Morning Star Salisbury** will keep the employee informed of the progress of the investigation carried out and when it is completed. **Morning Star Salisbury** will not be able to inform them of any matters which would infringe the duty of confidentiality owed to others; however, **Morning Star Salisbury** will take reasonable steps to maintain the confidentiality of the whistleblower, where requested (unless required by law to break that confidentiality).
- If the whistleblower is anonymous, **Morning Star Salisbury** cannot guarantee feedback can be given and the action of looking into a concern could be limited.
- Employees will not be opening themselves up to detrimental treatment, retribution or risking their job security by whistleblowing, and all staff have organisational protection if they raise concerns in the right way. Any person who victimises a bona fide whistleblower will be liable to disciplinary action and liable to an employment tribunal claim (which may include liability for unlimited damages) brought by the whistleblower against them personally. To ensure the protection of all our employees, those who maliciously make an allegation, they do not reasonably believe to be true and/or made in the public interest, may also be liable to disciplinary action.

If you are not happy with how **Morning Star Salisbury** handle the whistleblowing, you can contact:

[Protect - Speak up stop harm - Whistleblowing Homepage](#)

[Work and employment law advice | Acas](#)

Government's guidance on Whistleblowing:

[Whistleblowing for employees: What is a whistleblower - GOV.UK](#) (England / Wales / Scotland)

[What someone can whistleblow about - Whistleblowing at work - Acas](#)

NSPCC whistleblowing line on 0800 028 0285 or email help@nspcc.org.uk.

Appendix 5

Responding to concerns

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

(for use by any staff/volunteers– 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}

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	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. <i>(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.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened ⁴ ?		
Any other relevant information. Previous concerns etc.		

Date and time of discussion with Safeguarding Lead⁵: _____

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

Please pass this form to your Safeguarding Lead without delay

Guidance notes for Form 1 (volunteers/staff 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 child/adult/ 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 child/adult significant?*** It is important to give whatever detail is available of the child or adult'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.

Part 2: Record of concern about a child/adult'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)

Information received by SC:	Date:	Time completed:	From whom:		
Any advice sought , if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	<p>Advice received:</p> <p>Advice received about informing parents or in the case of adults, seeking consent/capacity¹:</p>				
Initial Assessment of concern following advice ²					
Action taken with reasons recorded <i>(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</i>	Date:	Time completed:	By whom:		
	Referral			To whom	
	Signposting to other community resources				
	Pastoral Care and other support from church				
	Ongoing Monitoring				
	Y	Who spoken to:	Date:	Time:	By whom:

Parent/carer informed?					
	N	Detail reason:			
Any other relevant information					
Name of Safeguarding Lead:			Signature:		

OVERVIEW OF ACTIONS³:

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.