

City Church Sheffield Safeguarding Policy

Section 1: Introduction

This Safeguarding Policy for City Church Sheffield sets out how we aim to safeguard all children and vulnerable adults.

Safeguarding concerns should be raised with the Safeguarding Officer or Deputy Safeguarding Officer either by phone (details on ChurchSuite) or by email at safeguarding@citychurchsheffield.org.uk or dso@citychurchsheffield.org.uk.

In this policy, “children” refers to anybody under the age of 18. “Vulnerable adults” refers to anyone aged 18 or over who has care and support needs, as defined in Section 3 below.

We will aim to review this document annually, and update it as appropriate.

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Author:	Luke Taylor
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Church Details:

Name:	City Church Sheffield
Address:	The Jubilee Centre Wilson Road Sheffield S11 8RN
Tel No:	0114 268 2555
Email address:	admin@citychurchsheffield.org.uk
Charity Number:	1184975
Insurance Company:	Ansvar Insurance (including £5 million Public Liability cover)

City Church Sheffield is a community of Christian believers, committed to the teachings of Jesus as shown in the Bible. We are affiliated with Newfrontiers and ChristCentral Churches.

As a Church, we meet for all-age worship and teaching on Sundays and meet in smaller groups throughout the week in various locations around the city, and also run a number of activities for children and young people and community outreach projects for adults.

Many of our events are held at the Jubilee Centre (address above) although some take place at other venues round Sheffield or occasionally outside Sheffield.

The church is led by a team of Elders. As of April 2026, the Elders consist of Daniel Maton, Richard Owen, Christopher Chart, Grant Riley, Benjamin Gibbins and Blessan Babu. However, the legal responsibility for the governance of the church lies with the Trustees, who, as of April 2026, are Timothy May, Clara Mukuria and Steven Thomas.

The main day to day safeguarding responsibilities are delegated to the Safeguarding Officer, working in collaboration with the Safeguarding Board. As of April 2026, the Safeguarding Board consists of the Safeguarding Officer (Luke Taylor), the Deputy Safeguarding Officer (Jane May) and a representative of the Elders (Richard Owen). (Previously, it also included a representative of the Trustees, but that person has recently stood down from the Trustees and so another Trustee should be joining the Safeguarding Board as soon as possible.)

Where appropriate, references to the Safeguarding Officer in this policy may include the Deputy Safeguarding Officer.

Section 2: Our Commitment

The Elders/Trustees believe that every individual is valuable, having been made in the image of God.

In church life, in the activities we are involved in, and in the communities we reach, we are committed to expressing this belief through treating each individual with dignity, and showing God's love to them as best we can with the resources and time we have at our disposal. This means in no small part that we want to keep people, especially children and vulnerable adults, safe, and that we recognise our responsibility to protect everyone entrusted to our care.

We recognise that all children and vulnerable adults have the right to be treated with respect, to be listened to, and to be protected from all forms of abuse. We want to make sure that all children and vulnerable adults we have contact with are empowered to tell us if they are suffering harm.

We believe in the necessity of creating a healthy culture in our church where the value of all people of whatever age is recognised, where there is no coercion and where challenges are responded to appropriately.

To this end, the Elders/Trustees will aim to ensure:

- that the physical environments that we operate within are safe;
- that all new paid members of staff who are not eligible for an Enhanced DBS check should have a Basic DBS check;
- that the people who work with children or vulnerable adults are suitable and equipped;
- that children (and/or their parents/carers) and vulnerable adults know where to get help and advice, and know how to raise any concerns;
- that we take appropriate measures to identify and escalate concerns relating to children or vulnerable adults.

The Elders/Trustees are committed to on-going safeguarding training and development opportunities for those who work with children or vulnerable adults, developing a culture of awareness of safeguarding issues to help protect everyone. We aim to take the following steps in order to ensure that workers are adequately equipped to deal with safeguarding issues:

- the Safeguarding Officer will undergo relevant external safeguarding training, and training needs will be reviewed annually;
- the Safeguarding Officer will also keep up to date with safeguarding issues, including through relevant updates from thirtyone:eight as and when provided;

- people will undertake safeguarding awareness training before they work with children for the first time;
- project leaders will take new team members through an induction process, which should include Safeguarding awareness;
- each project team working with children or vulnerable adults will receive regular in-house safeguarding training, and may also be asked to attend training provided externally;
- Information on where to get help and advice in relation to abuse or neglect will be available to children (and/or their parents/carers) and vulnerable adults.

Where appropriate, the church will liaise with thirtyone:eight and/or professional Council services to ensure that the church is a safe place for children and vulnerable adults. The Elders/Trustees recognise that Children's Social Care Services has lead responsibility for investigating allegations of child abuse and that Adult Social Care Services has lead responsibility for investigating allegations of abuse relating to vulnerable adults.

Section 3: The Nature of Abuse

Abuse Involving Children

A child is defined in law as anybody under the age of 18, whether they are living with their family or not.

It is not always easy to define exactly what constitutes abuse or neglect. What one person considers abusive somebody else might not. Different organisations define child abuse and neglect in slightly different ways; for guidance as to different types of abuse please see Appendix 1, which lists the definitions given in the government guidance document “Working Together to Safeguard Children” (December 2023).

Things to look out for are physical abuse, emotional abuse (including of a religious nature, for example involving misuse of the Bible), sexual abuse, and neglect. Abuse can occur in person, online or through digital communication.

Appendix 2, which gives information on how to spot signs of abuse, is taken from the thirtyone:eight document “In Focus – Signs of Possible Abuse (Children and Young People)”.

Abuse Involving Vulnerable Adults

The Care Act (2014) defines an adult in need of safeguarding as an adult who:

- (a) has needs for care and support (whether or not the [local] authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

In this policy adults in need of safeguarding are referred to as “vulnerable adults”.

Again, it may not always be easy to define exactly what constitutes abuse or neglect of vulnerable adults. The Department of Health document “Care and Support Statutory Guidance” (October 2014) gives “an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern”. This is provided in Appendix 3.

Things to look out for are physical abuse, domestic abuse, sexual abuse, psychological or emotional abuse (including of a religious nature, for example involving misuse of the Bible), financial or material abuse, modern slavery, discriminatory abuse, organisational abuse and neglect (including self-neglect). Abuse can occur in person, online or through digital communication.

Appendix 4, which gives information on how to spot signs of abuse, is taken from the thirtyone:eight document “In Focus – Signs of Possible Abuse (Vulnerable Adults)”.

Section 4: Prevention and Awareness

City Church Sheffield is committed to doing what it can to prevent children or vulnerable adults from being abused and to make its premises and events safe, as well as ensuring workers know how to spot signs of abuse or neglect.

To this end, the Elders/Trustees have laid down the following guidelines for appointing and supporting people in roles (whether paid or voluntary) which involve working with children or vulnerable adults:

- Nobody will be appointed to a role which involves working with children or vulnerable adults until they have gone through the recruitment process as outlined in City Church Sheffield's Recruitment Policy, which includes obtaining an Enhanced DBS check where the role is eligible for this.
- All project leaders will be appropriately and proportionately supervised by an Elder or another member of the staff team, as appropriate.
- Everybody who is in a role which involves working with children or vulnerable adults:
 - will be given access to this Safeguarding Policy;
 - will receive ongoing support and supervision by the project leader or some other suitable person;
 - will be expected to attend any training offered;
 - will be expected to abide by the Abuse of Trust Code of Conduct, which forms part of the Safeguarding Policy, and is included as Appendix 5.
- Each project team working with children or vulnerable adults should receive regular safeguarding awareness refresher training from an appropriate person (such as the Safeguarding Officer), which all team members should attend. This should be project-specific. A record will be kept of those attending these refresher training sessions.

The Elders/Trustees recognise that abuse can happen in a number of situations and will seek to ensure that adequate steps are taken to protect children and vulnerable adults at events (such as church meetings) which are open to the public, as well as from members of the church who pose a danger to children or vulnerable adults.

Information will be made available to church members and those who use our services (such as via posters, our website, etc) on who to contact if they have any safeguarding concerns.

Section 5: What to Do if You Have a Concern

Safeguarding is everybody's responsibility.

If you are concerned that a child or a vulnerable adult is being (or has been) abused, or you hear an allegation of abuse or neglect, you should bring this to the attention of the Safeguarding Officer, either directly or via your project leader.

Similarly, if anybody confesses to having abused a child or a vulnerable adult, or if you have reason to think that they might have done so, then this should be brought to the attention of the Safeguarding Officer, either directly or via your project leader.

If for whatever reason it is not feasible to report your concerns to the Safeguarding Officer, then they can be raised with the Deputy Safeguarding Officer or another member of the Safeguarding Board, or, failing that, one of the Elders, who should then report the concern to the Safeguarding Officer unless there is good reason not to do so (such as if the Safeguarding Officer is implicated in some way).

In exceptional circumstances where a concern is urgent and has to be raised at a meeting where none of the above-mentioned people are present, then it is important that the person with the concern should use their initiative in deciding who it should be raised with. This might, for example, be the person leading the meeting. However, in normal circumstances, where the concern does not have to be raised urgently, then it should be raised with the Safeguarding Officer.

The email address for the Safeguarding Officer is safeguarding@citychurchsheffield.org.uk. The email address for the Deputy Safeguarding Officer is dso@citychurchsheffield.org.uk. The phone numbers are on ChurchSuite. The contact details for the other members of the Safeguarding Board are also on ChurchSuite.

If emailing or texting in connection with a safeguarding concern, then it is important not to include the names or initials of those involved, or any other identifiable information.

An allegation might fall into one of these three categories:

- an allegation of abuse against a member of the church in the course of their work with children or vulnerable adults;
- an allegation of abuse on church premises or at a church event, whether involving a church member or not;
- any other allegation of abuse (that is, not on church premises or at a church event), whether against a church member or not (for example a child might tell somebody at church that they are being abused at school or by a relative).

Alternatively, you might have a concern even though an allegation has not been made. All allegations and concerns must be taken seriously. Although to some

extent common sense might dictate how these are dealt with, the following guidelines indicate how members of the church should typically respond to issues relating to abuse or neglect.

- Listen carefully to the person making the allegation, but don't ask detailed or leading questions of a child about alleged abuse.
- Allow the person making the allegation to go at their own pace – somebody who has been abused might sometimes let small things slip out over a period of time, rather than telling the whole story in one go.
- If somebody starts to tell you something but then changes their mind, don't try to persuade them to continue – remember they may have been bribed not to tell what has happened to them or threatened with further abuse if they tell anybody.
- Never give the impression you don't believe what is being said, however unlikely it might seem and even if it relates to somebody at church that you trust.
- If appropriate, you may want to tell them that they did the right thing in telling you, or that they are not to blame for what has happened – but don't say things like "Why didn't you tell anybody before?"
- Never seek to investigate an allegation yourself.
- Do not promise confidentiality, but let the person know that you may have to share what they tell you with others.
- If you believe a child is in immediate danger (for example, if you think it would be unsafe to let a child go home), you should take immediate steps to protect the child – these might include contacting the police or social services immediately or getting somebody else, such as your project leader, to do so.
- Parents should only be told of an allegation if it is believed to be safe and appropriate to do so. They should not be told if doing so will put a child or anybody else at risk (this might be the case if an allegation is made against a parent, for example). In addition, the wishes of the child should be taken into account, bearing in mind that some older children might not want their parents told; however the wishes of the child may need to be overridden on some occasions.
- Make a written record of what has been said as soon as possible (as far as possible, using the words of the person making the allegation).
- Report the allegation immediately to your project leader or the Safeguarding Officer – if you report the allegation to your project leader, the project leader should report to the Safeguarding Officer.

- If the Safeguarding Officer is not available, or is implicated in any way, allegations or concerns should be reported to the Deputy Safeguarding Officer or another member of the Safeguarding Board. If nobody is immediately available, and the concerns are urgent, thirtyone:eight could be contacted for advice. Otherwise, Children's Social Services, the NSPCC, Adult Social Services or the police should be informed as appropriate.
- Although total confidentiality may not be possible, confidentiality should be kept as far as possible.

The role of the Safeguarding Officer, in liaison with the Safeguarding Board, is to collate and clarify the precise details of the allegation or concern and decide whether or not it is appropriate to pass this information on to statutory agencies, whose duty it is to investigate concerns. The Safeguarding Officer may also liaise with thirtyone:eight to discuss whether or not it is appropriate to raise a concern with the statutory agencies.

The above guidelines are designed to make it easy for members of the church to report concerns, and to ensure that concerns are logged. However, anybody is free to report concerns or allegations direct to the statutory agencies. In particular, if you don't feel comfortable talking to somebody at church, or you feel that a concern is not being addressed properly, or you disagree with the decision of the Safeguarding Officer (for example the Safeguarding Officer does not consider it appropriate to report a concern to the statutory agencies and you think it should be reported) then you can contact one of the following agencies yourself:

- Child Social Services: 0114 273 4855 (24 hours a day)
- Adult Social Services: 0114 273 4908 (24 hours a day)
- Thirtyone:eight helpline: 0303 003 1111
- NSPCC: 0808 800 5000

Section 6: How Concerns Should Be Dealt With

How concerns are dealt with once they have been brought to the attention of the Safeguarding Officer will depend on the circumstances of each individual case. The Safeguarding Officer will seek to decide on an appropriate and proportionate course of action, taking into consideration the safety, wellbeing and interests of the child or vulnerable adult. Where appropriate, the Safeguarding Officer might discuss with the Safeguarding Board how to deal with concerns, and advice may also be sought, for example from thirtyone:eight.

In general, the following guidelines indicate how issues relating to abuse or neglect should typically be dealt with once they have been brought to the attention of the Safeguarding Officer.

Concerns Relating to Children

The Safeguarding Officer should seek to ensure that no child is in immediate danger.

Where a child is believed to be in immediate danger then the relevant services (Children's Social Services, the police, the Ambulance Service, etc) should be contacted as appropriate.

Where a child is not believed to be in immediate danger, depending on the age of the child, the child and/or the child's parents might be consulted as to how best to proceed, but only if this is deemed appropriate. Although consent may be sought from the child and/or the child's parents before contacting the statutory agencies, it may be necessary to contact them without consent being sought, or even if consent is refused.

In cases where it is not deemed appropriate to contact the statutory agencies, the church may consider whether there is any other way to respond to an allegation or concern. For example, if a concern has arisen over parenting skills then the church may seek to offer pastoral advice, support or help as required, or parents might be referred to Early Help Services. However, disapproval over a particular form of parental discipline need not in itself warrant any action, unless it is believed that a child is being harmed.

A record of any decision should be kept, including, if appropriate, the reason for the decision. This record should be kept securely in accordance with the GDPR and the Church's Data Protection Policy.

Concerns Relating to Vulnerable Adults

Unless there is some good reason not to do so, concerns should be discussed with the individual, and consent should be sought if it is felt appropriate to contact Adult Social Services.

If the individual is reluctant to give consent, then the reasons why it is felt appropriate to contact Adult Social Services may be discussed with the individual. If the

individual still refuses to consent, then their wishes should be respected unless there is good reason not to do so. Such reasons might include the following:

- the person lacks the mental capacity to make that decision, or is under duress or being coerced;
- other people are, or may be, at risk, including children;
- the risk is unreasonably high;
- a serious crime has been committed, or sharing the information could prevent a crime from being committed.

If it is decided to contact Adult Social Services in spite of the individual's wishes to the contrary, this should be explained to the individual unless there is good reason not to do so.

Sometimes it may be necessary to take action without discussing this with the individual concerned – for example, it may be necessary to phone the police if the individual is in immediate danger.

If concerns are not raised with Adult Social Services, the church may consider whether there is any other way to offer pastoral support as appropriate.

A record of any decision should be kept, including, if appropriate, the reason for the decision. This record should be kept securely in accordance with GDPR and the Church's Data Protection Policy.

Allegations Against Workers

An allegation of abuse made against a member of the church in the course of their work with children or vulnerable adults should not be confused with complaints or concerns about the quality of the services provided. The Safeguarding Officer may have to decide whether any action which is alleged to have taken place would constitute abuse. If necessary, further clarity might have to be sought from the person making the allegation, and advice might be sought, for example from thirtyone:eight.

Where it is alleged that a child or a vulnerable adult has been treated in such a way as would constitute abuse by a member of the church in the course of their work with children or vulnerable adults, appropriate action will be taken to ensure the safety of children and vulnerable adults, and to ensure that the person against whom the allegation has been made does not pose a risk. If appropriate the relevant agencies should be informed – where the allegation relates to children it should be reported to Sheffield City Council's Designated Officer and where the allegation relates to a vulnerable adult, it should be reported to Sheffield City Council's Adult Social Services. (This may depend on discussion with the person allegedly experiencing the abuse and/or their parents.) Depending on the nature of the allegation, it may also be necessary to contact the police.

If it is deemed appropriate, consideration may be given to asking the person against whom the allegation has been made to temporarily stop working with children or vulnerable adults, and to have no contact with the person making the allegation, whilst the allegation is being looked into by the statutory agencies. This should not be interpreted as implying that the allegation against the person is true or believed to be true.

Where the statutory agencies decide that there is no need for a police investigation or any enquiry, the church may, if it is felt to be appropriate, liaise with them over whether the church should take any further action, and if so what action would be appropriate.

If the church decides to stop somebody working in regulated activity (or would have, had the person not stopped of their own accord) because the person poses a risk of harm to children or vulnerable adults, a referral should be made to the Disclosure and Barring Service who will consider whether to add the individual to the barred list. (This does not apply where the person is only temporarily asked to stop working in regulated activity whilst the allegation is being investigated.)

If the church decides to stop somebody working with children or vulnerable adults in non-regulated activity, a referral *might* be made to the Disclosure and Barring Service if it is felt appropriate to do so following consultation with the statutory agencies.

The church should seek to support the person against whom the allegation has been made and to ensure that their interests are represented throughout any investigation process. At the same time, support should be available, if required, to the person making the allegation, or the person who is alleged to have experienced the abuse.

General

The Safeguarding Officer may discuss concerns that are raised with the Elders and/or the Trustees if it is felt appropriate to do so.

The Charity Commission should be informed of any actual or alleged incident which results in, or risks, significant harm to anybody who comes into contact with the church through church activities.

The Church's insurance company may also need to be informed where appropriate.

Section 7: Pastoral Care

Supporting Those Affected By Abuse

The Elders are committed to offering pastoral care and support to all those who have been affected by abuse or neglect who have contact with the church. Where appropriate, this may involve working with statutory agencies.

Notices will be displayed on our premises giving contact details where those who have experienced abuse can get help or support.

Working With Those At Risk Of Abusing

Where somebody is believed to pose a risk of abuse to either children or vulnerable adults, the risk will be managed in a proportionate way. In order to protect children and vulnerable adults, boundaries will, where appropriate, be set, which the individual in question will be expected to keep. These boundaries will be based on a thorough risk assessment and will be decided upon through consultation with the individual and with appropriate parties such as probation officers, and will be set out in a signed agreement between the individual and the person supervising them.

If somebody confesses to having sexually abused a child or vulnerable adult in the past, and it is believed that they have not faced justice, then the police and/or social services should be informed as appropriate.

Section 8: Practice Guidelines

As a church which works with children and vulnerable adults, we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation. We are therefore developing specific practice guidelines for each project which involves working with children or with vulnerable adults.

Section 9: Working in Partnership

For organisations that we fund directly that work with children or vulnerable adults, we will carry out due diligence checks. These checks will be sufficient to allow us to have confidence that the organisation has the ability to carry out the funded activity and that they have appropriate controls in place, including adequate safeguarding measures.

Where an opportunity arises for staff or volunteers to work overseas we will carry out the same practices as we would for activity involved in this country, in terms of recruitment for example. We recognise the various challenges of working overseas (including different cultures, practices and legal structures; an unstable environment; working with many partners). As part of our ongoing commitment to the safeguarding of children and vulnerable adults in the countries in which we work, we are developing our processes and procedures. Our current policy for working overseas with partner organisations is included as Appendix 6.

Any organisation which uses our premises will be expected to have an adequate safeguarding policy in place if appropriate.

Section 10: Leadership Endorsement

The Elders and the Trustees endorse this Safeguarding Policy and are committed to supporting the Safeguarding Officer, the Deputy Safeguarding Officer and the Safeguarding Board in their work and in any action they may need to take in order to protect children or vulnerable adults. We aim to ensure that those who work with children or vulnerable adults adhere to this policy.

An electronic copy of this policy will be available to members of the church on ChurchSuite and to members of the public on the City Church Sheffield website. A hard copy can be requested from the church admin office.

Signed _____ (Safeguarding Officer) Date _____

Signed _____ (Deputy Safeguarding Officer) Date _____

Signed _____ (Elder) Date _____

Signed _____ (Trustee) Date _____

Appendix 1: Abuse Involving Children

The following is taken from the UK government guidance document “Working Together to Safeguard Children” (December 2023).

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education.

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

Appendix 2: Signs of Possible Abuse involving children

The following is taken from the thirtyone:eight leaflet “In Focus – Signs of Possible Abuse (Children and Young People)”.

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Possible signs of physical abuse

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures, etc, which do not have an accidental explanation
- Cuts, scratches or substance abuse

Possible signs of sexual abuse

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders, e.g. anorexia or bulimia

Possible signs of emotional abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging
- Depression, aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsession or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away, stealing or lying

Possible signs of neglect

- Under-nourishment, failure to grow, constant hunger, stealing or gorging food
- Untreated illnesses
- Inadequate care, etc.

Appendix 3: Abuse Involving Vulnerable Adults

The following is “an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern”, which is taken from the Department of Health document “Care and Support Statutory Guidance” (October 2014).

Physical Abuse

Including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions.

Domestic Violence

Including psychological, physical, sexual, financial, emotional abuse, so called ‘honour’ based violence.

Sexual Abuse

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting.

Psychological Abuse

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.

Financial or Material Abuse

Including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.

Modern Slavery

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory Abuse

Including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, religion.

Organisational Abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and Acts of Omission

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-Neglect

This covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

Appendix 4: Signs of Possible Abuse involving Vulnerable Adults

The following is taken from the thirtyone:eight leaflet “In Focus – Signs of Possible Abuse (Vulnerable Adults)”.

The following signs could be indicators that abuse has taken place.

Possible signs of physical abuse

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

Possible signs of sexual abuse

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

Possible signs of psychological abuse

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

Possible signs of financial or material abuse

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

Possible signs of neglect or omission

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

Possible signs of discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Possible signs of institutional Abuse

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

Appendix 5: Abuse of Trust Code of Practice

It is the church's expectation that those working on behalf of the church with children, young people or vulnerable adults will seek to live by the Christian teaching that sexual relations are appropriate only within marriage.

However, those working with young people need to be aware that, even though the legal age of consent is usually 16, it is a criminal offence for an adult to have sex with somebody under the age of 18 for whom the adult is in a position of trust. (This does not apply if the two people involved are married to one another.) This offence carries a custodial sentence.

Legally, anybody who coaches, teaches, trains, supervises or instructs others in a religion is in a position of trust. This includes those who work or volunteer with children or young people on behalf of the church.

More generally, we would expect everybody who works with children, young people or vulnerable adults to avoid any type of behaviour which might be deemed inappropriate given their role, even if the behaviour is not actually illegal.

Physical touch which is not and could not reasonably be construed as sexual is not prohibited by this code; however, it is important to be aware of how the person involved might construe it, or what messages might be coming across. This applies whether it involves people of the same sex or the opposite sex – what somebody reads into a physical touch might depend in part on their sexuality.

Although abuse of trust does not generally apply to people who are married to one another, if somebody wants to begin a relationship with a young person under the age of 18 or a vulnerable adult with whom they are in a position of trust, it would be good practice to consider whether it is appropriate to step down from the position of trust, perhaps after consultation with the project leader or the Elders.

If somebody believes that a young person or a vulnerable adult with whom they are in a position of trust is becoming sexually attracted to them, they should consider how they relate to the individual – this might involve discussing the matter with their project leader or the Elders, with a view to working out how to deal with the situation.

All concerns relating to abuse of trust should be reported to the Safeguarding Officer in line with the Safeguarding Policy. This may lead to the person involved being asked to step down temporarily from their position of trust until the matter is resolved. The church will seek to support both the person whose trust is alleged to have been abused and also the person who is alleged to have abused it.

Abuse of trust will be taken seriously by the church, and somebody who is abusing trust may be forbidden to work with young people or vulnerable adults. If it is believed that an offence has been committed, this will be reported to the relevant authorities.

Appendix 6: Policy for Working Overseas With Partner Organisations

The Elders and Trustees at City Church Sheffield recognise that when working abroad with partner organisations, there are challenges and risks which require robust management. To that end, the following actions will take place prior to any trip abroad to a partner organisation:

1. A detailed risk assessment. This should include the risks associated with staff, volunteers and beneficiaries. This should be cleared by both the Elders and Trustees, as well as the City Church Risk Lead. The section on Safeguarding should consider a wide range of risks and how we will handle them.
2. There will be effective reporting and monitoring arrangements in the lead up to, during and after the visit. An Elder (not going on the trip) will be allocated to the project to oversee the trip and provide an ongoing point of contact throughout. This Elder will work closely with the trip leader to agree reporting and monitoring arrangements. As a minimum this should be:
 - a. Team meeting and training content before leaving
 - b. Initial contact and arrival – including a review of the Risk Assessment
 - c. Mid-trip review
 - d. Post trip review

If any changes are made to the risk assessment, this should be logged, along with any issues or concerns raised throughout the trip.

3. Information sharing and mutual learning around Safeguarding arrangements with the organisation being visited. This will take place before, during and after the visit. This should take into account the cultural differences, with a grace-filled but robust approach to help encourage suitable arrangements to be in place. If it is an organisation that we give grants to, then some of this information sharing will have already taken place through the Funding Agreement process.
4. A debrief and lessons learned meeting should be conducted with the whole team once back in the country. This should then inform the risk assessment for future international trips as well as any future development of this document.

Appendix 7: North Church Plant

City Church Sheffield is working to plant a new church in the North of Sheffield. So long as the proposed plant is still part of City Church Sheffield it is covered by this policy.

Once the new church is planted, it will be expected to develop its own policies, including around safeguarding. However, in the short term it is likely that the two churches might work together in terms of safeguarding, in which case this policy would cover both churches. The details of how this might work out in practice have yet to be determined.