

Safeguarding Policy

UPDATED OCTOBER 2026

Safeguarding Officer: Sarah Caldwell

Purpose

The purpose of this policy is to protect people, particularly at-risk adults, children, and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with the Kirby Laing Centre for Public Theology in Cambridge (KLC). This includes harm arising from:

- The conduct of staff or personnel associated with KLC
- The design and implementation of KLC's programmes and activities

The policy lays out the commitments made by KLC, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Safeguarding concerns in the wider community not perpetrated by KLC or associated personnel

What is Safeguarding?

Safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse, or exploitation arising from coming into contact with our staff or programmes.

Overall, safeguarding aims to:

- Stop abuse or neglect wherever possible

- Prevent harm and reduce the risk of abuse or neglect to children or adults with care and support needs
- Support adults in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the children and adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of a child or adult
- Address what has caused the abuse or neglect.

Scope

- All staff working for KLC, whether as employees, contractors, consultants, volunteers or other workers
- Associated personnel whilst engaged with work or visits related to KLC, including but not limited to the following: trustees, members of the KLC Research Collective, speakers or other visitors to KLC

Activities

KLC nurtures research in evangelical Christian public theology. KLC disseminates its research through public lectures, seminars, conferences, newsletters and the publication of academic papers, articles and books, the maintenance of a website, and the appropriate use of social media, etc. It offers grants to postgraduate students and provides a research community for scholars.

KLC does not organise activities for children. Attendance of children at KLC events would be unusual and in no circumstances would children be under the care or responsibility of anyone other than their parent or guardian.

Policy Statement

All those working with adults at risk and children must promote their welfare, health, wellbeing and development and take every reasonable precaution to protect them. This means they should consider what is in the best interests of the adult at risk or child.

KLC commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

Prevention

KLC Responsibilities

KLC is committed to ensure that all, and specifically those who are vulnerable, are kept safe from harm while they are involved with the organisation in any way.

KLC will:

- Endorse and follow all national and local safeguarding legislation and procedure.
- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with KLC. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Ensure adults and risk, children, parents and carers know how to voice their concerns and obtain help if they are unhappy or worried about anything
- Follow up on reports of safeguarding concerns promptly and according to due process

Staff Responsibilities

All staff and associated personnel have a role to play in identifying concerns, sharing information and taking prompt action. KLC recognises that its staff and associated personnel may be in a position of trust and that it is unacceptable for anyone in a position of trust to engage in any kind of behaviour which will be to the detriment and well-being of those under its care.

Adult Safeguarding

The Care Act 2014 defines safeguarding as protecting an adult's right to live in safety, free from abuse and neglect.

There are seven types of recognized adult abuse. KLC recognises that not all of the following will be applicable in its groups or activities (much of it would be appropriate to an institutional setting) but

all types of abuse are listed so that KLC staff and associated personnel are informed as to what is considered to be abuse and can recognise it should anyone attending KLC's activities be the subject of abuse elsewhere.

- Physical Abuse
- Sexual Abuse
- Psychological or Emotional Abuse
- Financial or Material Abuse
- Neglect or Act of Omission
- Discriminatory Abuse
- Spiritual Abuse

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. See Appendices 1, 2 and 3.

KLC staff and associated personnel must not:

- Subject an at-risk adult to sexual, physical, emotional or psychological abuse or exploitation

At-risk adults are adults who:

- have needs for care and support (whether or not the local authority is meeting any of those needs)
- are experiencing, or at risk of abuse and neglect
- as a result of their care and support needs, are unable to protect themselves from the risk or experience of abuse and neglect

An adult has a need for care and support if they:

- Are elderly and frail
- Have a mental disorder including dementia or a personality disorder
- Have a physical or sensory disability
- Have a learning disability
- Have a severe physical illness
- Are a substance misuser
- Are an unpaid carer
- Are homeless
- Are eligible for community care services
- Would be at risk to their independence and wellbeing if they did not receive appropriate health and care support.
- Are unable to protect themselves from significant harm

- Are subject to domestic violence

An adult is also at risk if they have become vulnerable as a result of illness, bereavement, family breakdown etc.

KLC recognises that potentially anyone could be an abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness or alternatively arise from frustration or lack of support.

KLC also recognises that abuse can and does occur because of the failure to provide support or services to adults through lack of training, support, supervision or monitoring.

Child Safeguarding

KLC staff and associated personnel must not:

- Subject a child to sexual, physical, emotional or psychological abuse or exploitation
- Engage in any commercially exploitative activities with children including child labour or trafficking

Additionally, KLC staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by any member of KLC staff or associated personnel to the appropriate staff member

Abuse

Abuse is a form of maltreatment. It is the violation of an individual's human and civil rights, usually for gratification. Abuse can be self-inflicted or inflicted by another person or persons. In the context of safeguarding, it is used to refer to any knowing, intentional or negligent act by another that causes harm or a serious risk of harm to another. Any form of abuse is usually perpetrated as the result of deliberate intent. However vulnerable people can also be harmed, damaged or distressed by acts of neglect or ignorance.

Abuse can take place wholly online, or technology may be used to facilitate offline abuse.

Abusers are usually known to their victims and are trusted by them or dependent on them. An abuser will make every effort to establish trust and will seek to maintain the respect of friends and colleagues alike. Contrary to commonly held belief, strangers very seldom abuse because without having gained trust they cannot be confident that their victims will not tell.

Abuse may consist of single, multiple or repeated acts, either to one person in a continuing relationship or service context, or to more than one person at a time.

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. It may result in death.

Training

KLC is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.

Reporting

KLC will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

KLC will offer appropriate protection to any member of KLC staff or associated personnel reporting concerns or complaints under this policy.

KLC will also accept complaints from external sources such as members of the public, partners and official bodies.

How to Report a Safeguarding Concern

Members of KLC staff or associated personnel who have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Officer or to the Director of KLC. If the member of KLC staff or associated personnel does not feel comfortable reporting to the Safeguarding Officer or to the Director of KLC (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate trustee.

Under no circumstances should a member of KLC staff or associated personnel carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

Documenting a Concern Using the 4 R's

- Reassure: reassure the child or adult that it was right that they disclosed the abuse.
- Respond: tell them clearly what you are planning to do
- Report: inform the Safeguarding Officer, the Director of LC or another appropriate trustee of the situation
- Record: make detail notes of the abuse and the actions taken.

Who to Report to?

If the child or adult is in immediate risk of harm, please call the police on 999. The first priority should always be to ensure the safety and protection of children and adults and if medical attention is required this should be sought immediately.

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

- The Safeguarding Officer: Sarah Caldwell secaldwell@outlook.com +47 48484265
- The Director of KLC: Rev Dr Craig Bartholomew craig@kirbylaingcentre.co.uk 01354 279980
- Alternative trustee: Mr David Ball dmjball@gmail.com 078 0141 6191

The Safeguarding Officer should contact the appropriate agency or they may first ring the Thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made by completing the report form in Appendix 4.

The completed form must be kept in a safe place until it is needed by the investigating body or the Safeguarding Officer.

Cambridge Local Authority
Name of local authority: Cambridgeshire & Peterborough Safeguarding Partnership Referrals made by KLC. As a professional organisation, KLC needs to use the relevant Safeguarding Referral Form (child or adult)

When making a referral it is important that:

- All basic details are completed on the referral form (correct names and spellings, family members, date of birth, addresses, ethnicity, first language, disabilities etc)
- The referral must clearly identify the concerns and the impact on the child/adult at risk as well as what support has been provided previously to help address these concerns and what strengths/resilience is within the family.
- Referrals should set out what the referrer wants to see happen as a result of the referral, and should include the views of the family and, where appropriate, the child or young person.
- The more information that is provided, the easier it is for the local authority to make a decision about the best course of action to take.

The form is available here: https://www.safeguardingcambspeterborough.org.uk/concerned/

Members of the public can make phone referrals: Tel: 8am – 6pm Monday to Friday Children: 0345 045 5203, Out of hours Tel: 01733 234 724, Email: referralcentre.children@cambridgeshire.gov.uk Adults at Risk: 0345 045 5202, Out of hours Tel: 07765 898732, Email: referral.centre-adults@cambridgeshire.gov.uk

Website Address: https://www.safeguardingcambspeterborough.org.uk/concerned/

Other Bodies

- NSPCC 24hr Help Line Tel: 0800 800 5000
- Police Protection Team Tel: 101 or 999 (emergency)

Response

KLC will follow up safeguarding reports and concerns according to its legal and statutory obligations.

The member of staff or associated personnel will need to complete the form "Responding to Abuse – Action Sheet" (Appendix 4) but the completion of this form should not delay any action necessary to safeguard the person.

The Safeguarding Officer may need to inform others depending on the circumstances and/or nature of the concern

- KLC will support the Safeguarding Officer in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- The Safeguarding Officer, the Director of KLC or the Chair of Trustees may need to liaise with the insurance company or the Charity Commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns someone under 18, or KLC knows the member of staff or associated personnel are in a position of trust elsewhere.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer or the Director should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The trustees will support the Safeguarding Officer and the Director in their roles and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

- If the individual with the concern feels that the Safeguarding Officer or the Director has not responded appropriately, or where they have a disagreement with the Safeguarding Officer or the Director as to the appropriateness of a referral they are free to contact an outside agency direct.
- If the adult does not want to make a report or take action then their right to choose must be upheld, providing they are mentally capable of making that decision. The only exception would be if they lack the mental capacity to make such a choice or where the rights and safety of others would be compromised, in which case advice should be sought from Adult Social Care.

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

KLC will apply appropriate disciplinary measures to staff found in breach of this policy.

KLC will offer support to survivors of harm, abuse or exploitation caused by KLC staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation).

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

Procedures

Detailed procedures where there is concern that an adult needs protection in the case of suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, the Safeguarding Officer or Director will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, Thirtyone:eight can be contacted for advice.

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Officer or Director will:

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

Further, the Safeguarding Officer or Director will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Adoption of the Policy

This policy was agreed by the trustees on 17 June 2021 and has been reviewed every year since then.

Appendices

Appendix 1 - Definitions of Abuse

KLC recognises that not all of the following will be applicable in its groups or activities (much of it would be appropriate to an institutional setting) but it is worth listing all types of abuse here so that all church workers are informed as to what is considered to be abuse and they can recognise it should any members of the congregation be the subject of abuse elsewhere.

Definitions of Abuse - Children

The following definitions of child abuse recommended for registration are as stated in the joint government departments' document, 'Working Together to Safeguard Children' published in 2018.

ABUSE & NEGLECT

Somebody may abuse a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. vaginal, anal or oral sex) or non-penetrative acts. They may include noncontact activities, such as involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate caretakers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious 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.'

Bullying

Bullying is behaviour that is threatening, aggressive or intimidating abusive, insulting or offensive cruel or vindictive humiliating, degrading or demeaning.

Spiritual Abuse

The term 'spiritual abuse' covers a wide variety of behaviours but can be summarised as the use of spiritual authority or spiritual means in order to demean, manipulate, control or exploit someone.

Online Abuse

Online abuse is any type of abuse that happens on the internet, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, sexting, grooming, sexual abuse, sexual exploitation or emotional abuse. It can take place anywhere and anytime. Please see Appendix 5 for updated information about Social Media Moderation Guidance: Harmful Content (March 2021) and Appendix 6 for our specific Online safeguarding.

Definitions of Abuse – Adults

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care. This can include hitting, slapping, pushing, pinching, kicking, hair pulling, punching, forcing, inappropriate control and restraint, the use of incorrect moving and handling techniques that are potentially dangerous and are known to cause distress.

Sexual Abuse

This is the involvement of a person in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent. Or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent. Sexual abuse includes inappropriate touching, fondling, rape or sexual assault, sexual intercourse/buggery or attempted sexual intercourse/buggery, offensive or inappropriate language including sexual innuendos and sexual teasing, indecent exposure, inappropriate looking, photography, inflicting pornography on an individual.

Psychological or Emotional Abuse

This is behaviour which causes mental distress and overrides the wishes of the adult, or denies their basic human and civil rights, or overrules their choices and independent wishes. It is behaviour that causes isolation or over dependence and has a harmful effect on an adult's emotional health, development or wellbeing. These acts and behaviour can include: bullying / harassment, verbal

abuse, intimidation, scolding or treating like a child, making a person feel ashamed of involuntary behaviour, blaming someone for attitudes or actions or events beyond their control, use of silence, humiliation, controlling or creating over dependence, lack of privacy/dignity, deprivation of social contact, deliberate isolation, threats to withdraw help/support, denial of cultural/spiritual needs, denial of choice, failure to respond adequately to emotional needs, failure to protect from the emotional abuse of others.

Financial or Material Abuse

This is the inappropriate use of the money, property or possessions of the adult by another, including misuse, embezzlement or theft of a person's money, property or possessions, refusing a person access to his/her own money, property or possessions, extortion of money, property or possessions through theft, failing to account satisfactorily for the use of a person's money, property or possessions, fraudulent use of money, pressure in connection with wills; testaments; property; inheritance etc., misuse or misappropriation of property; possessions or benefits (e.g. personal income subsumed into household income), loans made to anyone if made under duress, threat or dishonestly extracted.

Neglect

This is the repeated deprivation of assistance that the adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult or to others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired, for example, denial of educational, social and recreational needs, lack of adequate heating/lighting, lack of adequate food and fluids, lack of appropriate medical care - inappropriate use of medication or over medication, being allowed to take unwarranted/unreasonable risks, poor hygiene/cleanliness, lack of attention to toe and finger nails, lack of attention to teeth (natural or false), denial of religious or cultural needs.

Discriminatory Abuse

This is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse includes unequal treatment, inappropriate use of language: racist remarks, sexist remarks, derogatory remarks or verbal abuse, humiliating behaviour, comments about disability, bullying or other forms of harassment, slurs or similar treatment, deprivation of normal social contact and cultural identity, deliberate exclusion.

Institutional Abuse

Institutional abuse is the mistreatment or abuse of an adult by a regime or individuals within an institution (such as a hospital, residential home, nursing home). It can be through repeated acts of poor or inadequate care and neglect or poor professional practice. The following factors may be

relevant: Authoritarian or rigid management, lack of leadership or supervision and monitoring of staff or volunteers, poor care standards, lack of positive response to complex needs, rigid routines, inadequate staffing, insufficient knowledge base within the service, pervasive abusive and disrespectful attitudes among staff, inappropriate use of physical interventions (control and restraint) by poorly trained staff, poor practice in the provision of intimate care, staff not taking account of individuals' needs, culture, religion or ethnicity.

Spiritual Abuse

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

Domestic Abuse

Abuse or violence in a relationship is about a pattern of behaviour that one person uses against another to intimidate them and get them to do what they want. Abuse between those who are or have been intimate partners or family members, regardless of gender, sexuality, age, race, wealth or geography. Domestic abuse is recognised to happen between teenagers from the age of 16. It can involve all forms of abuse; sexual, physical and emotional and including coercive and financial control.

Female Genital Mutilation (FGM)

Female genital mutilation (sometimes known as female circumcision or referred to as cutting) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It is also illegal to take a female out of the country to do this.

Organisational Abuse

Organisational abuse is the mistreatment, abuse or neglect of children or adult at risk by an organisation or its personnel.

Cuckooing

Cuckooing is the process whereby criminal gangs target the homes of vulnerable people in order to use their premises for criminal activity.

County Lines

Criminal exploitation of children or adults at risk is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage.

Grooming

Grooming is the planned and deliberate act of manoeuvring another individual into a position that makes them more isolated. They become dependent and likely to trust the abuser, and more vulnerable to abusive behaviour.

Honour-Based Violence

Honour-based violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.

Modern Slavery (Human Trafficking)

Modern slavery includes forced labour, domestic servitude or coercing, deceiving and forcing an individual into a life of abuse.

Radicalisation

Radicalisation is defined as the process by which those who are vulnerable come to support terrorism or violent extremism and, in some cases, to directly participate in or support terrorist groups. There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas.

Appendix 2 - Possible Indicators of Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered. However, there may be other explanations, so it is important not to jump to conclusions but rather to seek advice from the Coordinator or Location Deputy Coordinator who have been appointed by the Charity to deal with child protection issues, or Children's Services (formerly Social Services), or Adult Services, the Police Child Abuse Investigation Unit or Thirtyone:eight Physical Signs of Abuse

- Any injuries not consistent with the explanation given for them or the lifestyle of the person

- Injuries which occur to the body in places that are not normally exposed to falls, rough games etc.
- A history of unexplained falls or minor injuries
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexpected tummy pains
- Bruises, bites, fractures etc. which do not have an accidental explanation
- Unexplained bruises in various stages of healing
- Unexplained fractures or fractures in various stages of healing
- Injuries reflecting the shape of an object
- Unexplained burns, particularly to the soles of the feet, palms of the hands or back
- Immersion burns, rope burns or cigarette burns
- Injuries to the head, face or scalp
- Varicose ulcers, pressure sores
- Being left in wet clothing or bedding
- Signs of underuse or overuse of medication
- Medical problems that go unattended
- Cuts/scratches/substance abuse
- Changes in routine

Indicators of Possible Sexual Abuse

In children:

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- 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 – anorexia, bulimia

In adults:

- Pregnancy in a woman who is unable to consent to sexual intercourse

- A significant change in sexual behaviour or sexually implicit/explicit behaviour around certain individuals
- Unexplained changes in behaviour
- Unusual difficulty in walking or sitting
- Torn, stained or bloody underwear
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Sleep disturbances
- Self-harming

Indicators of Possible Emotional Abuse

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

Indicators of Possible Spiritual Abuse

- The standards of honour, respect and authority are distorted.
- Heavy religious performance-driven culture.
- Fear and shame drive people into submission.
- Emphasis on a charismatic leader who becomes the ultimate spokesperson on all spiritual issues.
- The leader’s sins and weaknesses are minimized while the people’s sins and weaknesses are maximized.
- Hovering over personal decisions in a person’s life.
- A culture of exclusive spirituality: "We have the monopoly on God."
- Creating an internal bubble that isolates people from their families, other ministries and outside influences.
- Unwillingness to act with compassion towards those who leave.
- Isolated accountability structure.

Indicators of Possible Psychological Abuse

- Alteration in psychological state e.g. the person appears to be withdrawn, agitated or anxious in general
- The person appears to be intimidated or subdued in the presence of the carer
- The person appears to be frightened of making choices or expressing his/her wishes
- The person appears to be fearful or flinches on approach
- Changes in sleep patterns
- The person may be tearful
- Threats of medical or legal consequences if individual do not comply with desired behaviour
- Denial of privacy or access to other support
- Denial of freedom of movement e.g. locking a person in a room
- The adult not allowed to express an opinion
- Unexplained paranoia

Indicators of Possible Financial or Material Abuse

- Disparity between assets and living conditions, reluctance to incur expenses when finances should not be a problem (e.g. little food in the house, wearing worn out clothes) - the natural thriftiness of some should be borne in mind
- Denying the right of someone who may be competent to handle own financial affairs (use of power of attorney etc)
- Unexplained withdrawals from bank or building society accounts
- Unexplained disappearance of financial documents
- Sudden inability to pay bills
- Disparity between assets and apparent living conditions
- Person managing finances is uncooperative
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Unexplained lack of money or inability to maintain lifestyle.
- Recent changes of deeds or title to property

Indicators of Possible Neglect

- Loss of weight
- Persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Clothing in a poor condition
- Failure to seek medical advice or summon assistance as required
- Failure to access appropriate health, educational services or social care

- Refusal to allow access to appropriate callers or visitors

Indicators of Possible Discriminatory Abuse

- Inappropriate remarks or comments
- Lack of respect shown to people
- Poor quality care
- Person prefers not to be cared for by certain member(s) of staff/ volunteers
- Staff member/volunteer may seem to avoid caring for certain groups of people

Indicators of Possible Cultural Abuse

- Failure to recognise a person's cultural, religious and ethnic diversity
- Denial of an individual's personal identity
- Marginalisation from the rest of society

Indicators of Possible Institutional Abuse

- Lack of flexibility or choice
- Inadequate staffing levels
- Inappropriate or poor care
- No opportunity for drinks or snacks
- Lack of choice or consultation over meals, bed times etc.
- Misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Absence of individual care plans
- Missing documents
- Inadequate or delayed response to medical requests
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity
- Denial of visitors or phone calls

Appendix 3 - How To Respond to Someone Wanting to Talk About Abuse

It is not easy to give precise guidance, but the following may help:

Children

General Points

- Show acceptance of what the child says (however unlikely the story may sound)
- Do not ask leading questions
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – do not promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know you are always ready to listen

Helpful Things You May Say

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

Don't Say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true? Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as, "I am shocked, don't tell anyone else"

Concluding (Remember the 4 Rs – see the Reporting section of our Policy Statement above)

- Again, reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Children's Services or the police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the Charity's Coordinator or Deputy or contact an agency such as CCPAS for advice or go directly to Children's Services/Police/NSPCC
- Record all discussions.
- Consider your own feelings and seek pastoral support if needed

Adults

Safeguarding adults involves people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

There are six key principles that underpin our safeguarding-adults work:

- **Empowerment:** People being supported and encouraged to make their own decisions and informed consent.
- **Prevention:** It is better to take action before harm occurs.
- **Proportionality:** The least intrusive response appropriate to the risk presented.
- **Protection:** Support and representation for those in greatest need.
- **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability:** Accountability and transparency in delivering safeguarding.

Suspicions or Allegations of Physical or Sexual Abuse

If the adult has a physical injury or symptom of sexual abuse the Safeguarding Officer or Director will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life
- If the adult is in immediate danger or has sustained a serious injury contact the emergency services, informing them of any suspicions
- Contact the Adult Social Care Team for advice, as they have a responsibility under Section 47 of the NHS and Community Care Act 1990 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice

Appendix 4 - Responding to Abuse – Action Sheet

Responding to Abuse: Form for Children and Adults at Risk of Harm CONFIDENTIAL Please fill out this form as close in time to the events as possible.
Name of Organisation: The Kirby Laing Centre for Public Theology in Cambridge
Name of Child/Adult at Risk:
Address:
Date:
Time of incident:
Sequence of Events/Actual Words Used/Observations (Brief description of the incident that caused concern):
Other Agencies known to be involved with the Child/Adult at Risk (please tick and give details): ☐ Police ☐ Probation Service ☐ Social Services Adult Learning ☐ Mental Health Service ☐ Local Housing Authority ☐ Voluntary Sector Details:
Action Taken (including person(s) contacted and any later actions with dates):
Name of person completing the form:

Role in the organisation:	
Contact details:	
Date of report:	Time of report:
Further notes:	

Appendix 5 - Social Media Moderation Guidance: Harmful Content

Currently there is no agreed global framework for what constitutes 'Online Harm' so we are looking to the UK Online Harms White Paper of 2019.

Harms with a clear definition

- Child sexual exploitation and abuse
- Terrorist content and activity
- Organised immigration crime
- Modern slavery
- Extreme pornography
- Revenge pornography
- Harassment and cyberstalking
- Hate crime
- Encouraging or assisting suicide
- Incitement of violence
- Sale of illegal goods/ services, such as drugs and weapons (on the open internet)
- Content illegally uploaded from prisons
- Sexting of indecent images by under 18s (creating, possessing, copying or distributing indecent or sexual images of children and young people under the age of 18)

Harms with a less clear definition

- Cyberbullying and trolling
- Extremist content and activity
- Coercive behaviour
- Intimidation
- Disinformation

- Violent content
- Advocacy of self-harm
- Promotion of Female Genital Mutilation (FGM)

Underage exposure to legal content

- Children accessing pornography
- Children accessing inappropriate material (including under 13s using social media and under 18s using dating apps; excessive screen time)

Source: Online Harms White Paper - GOV.UK (www.gov.uk)

KLC is therefore aware of all forms of online harm proposed in the legislation and mindful of the impact online harm has on our staff, associated personnel, partners and followers. All staff and associated personnel involved in the KLC social media are aware of the definition of online harm and will follow the procedures below.

KLC social media channels are only moderated during working hours and we accept that they may be times out of hours when harmful content may be posted to our channels. We will take reasonable steps to deal with information that constitutes online harm when actively moderating.

Procedures for dealing with Information that Constitutes Online Harm

a. Deletion of posted material

Moderators should simply remove individual posts or threads if the content meets with the definition of online harm. This would include:

- Abusive or hurtful language
- Uses inappropriate language or hate speech (based on colour, race, gender, nationality, ethnic or national origin, religion, physical or mental ability, or sexual orientation)
- Spam - comments that appear to have been created solely with the intention of advertising a service or business
- Personal attacks, threats or defamatory comments
- Graphic imagery
- Content, comments or imagery that violates copyright or that may be confidential
- Comments which tag people / users suggesting their involvement in illegal activities
- Links to sources that might not be trustworthy / fake news

b. Intervention to address a factual inaccuracy or answer a question

If a discussion related to our brand or cause contains a factual inaccuracy, moderators should intervene to provide information but avoid being drawn into a detailed argument on contentious points.

c. Intervention in safeguarding

There are two scenarios that moderators should focus on:

- A follower directly discloses victim / offender involvement in harmful content
- A follower indirectly discloses victim / offender involvement in harmful content

Social media moderators should not engage directly with the follower until they have discussed with Safeguarding Officer and / or manager to seek advice on how to proceed on a response. This would include reports of an individual at significant risk of immediate harm. However, if Safeguarding Officer and or Director are not available the moderator should not wait to report if a life is in immediate danger – Police should be contacted for support.

Safeguarding moderation responses should be focussed on signposting the follower to other trusted sources of support for the harmful content issue. Please see the Safeguarding Policy for details of supportive organisations.

It may be appropriate to 'hide' the comment or post if possible whilst a safeguarding response is completed. Moderator discretion is advised. Hiding and/or deleting posts may have the effect of encouraging an individual to post it again. There might be other circumstances where a moderator could decide to hide and not delete a comment, but if the content falls into our definition of inappropriate content outlined in section a, please remove it – but first take a screenshot.

Never, however, take a screenshot of suspected child sexual abuse imagery. In the first instance hide it, and report to the Internet Watch Foundation sending them the URL of where the information was found. Reporting can be done anonymously and must not be shared or stored anywhere on C3 devices. Click the following link to report to IWF: https://www.iwf.org.uk/en/uk-report.

Appendix 6 – Strategies for Minimising Risk

KLC recognises that all adults may become at risk of harm at some time in their life, due to illness, bereavement, divorce, etc., and it is committed to promoting good practice to ensure that they are protected from abuse and KLC staff and associated personnel are protected from false accusation. KLC staff and associated personnel in leadership, supervision and or mentoring roles can face difficult dilemmas where their roles at KLC and personal friendships overlap. This can cause conflict of roles particularly in the area of confidentiality. Accordingly, the following practice guidelines will be followed:

- KLC staff and associated personnel will avoid any behaviour that may give the impression of favouritism or a 'special' relationship
- A clear explanation will be given to the adult of what role KLC staff and associated personnel member has, e.g. "I am here to help you to …."

- KLC staff and associated personnel will seek further help when faced with situations outside their expertise
- Caution will be exercised at all times to ensure that romantic attachments do not develop between KLC staff and associated personnel and the adults they are supporting
- KLC staff and associated personnel will not abuse their positions of power and authority to the detriment of the health, safety, welfare and general wellbeing of the adult
- KLC staff and associated personnel will respect the dignity and independence of those in their care and will not impose their views on, or override the wishes of, an adult
- KLC staff and associated personnel will not bully, harass, scold, intimidate, humiliate, control, isolate, threat, blame, verbally abuse or do anything to cause mental distress to these adults

Minimising the risk of financial or material abuse

It is important to be open and transparent at all times and to record all transactions in order to protect both the adult and KLC staff and associated personnel from accusations of financial mismanagement or dishonesty.

- When money is handed to a member of KLC staff or associated personnel to be used for a particular purpose the member of KLC staff or associated personnel should write down the amount in a book, and say to the adult, “You have given me £(x) for (whatever the purpose). Can you sign your name here to show you have given me this money please?”
- KLC staff or associated personnel should ensure that receipts are always given for purchases or bank transaction
- If change is given, KLC staff and associated personnel should say to the adult, “Here is your change of (x amount) from the money you gave me. Can you sign your name here please to show that I have given it to you?”

Minimising the risk of physical abuse

- KLC staff and associated personnel will be gentle in all their dealings with adults who are vulnerable. They will not hit, slap, push or shove, pinch, punch, pull or handle roughly, restrain harshly, pull hair, manipulate forcefully, or move suddenly towards an adult so as to make them jump or startle.
- KLC staff and associated personnel will not touch or act in any way as to cause distress or pain to an adult. Any physical touch should be gentle. If an adult is upset, it is permissible for someone of the same gender to put a hand on their shoulder whilst talking to them to show concern and support. It is not advisable for opposite genders to draw close in these circumstances.

- If asked to help a physically disabled person to stand, move, or get into a car, KLC staff and associated personnel will be guided by the adult as to safe handling. They will ask at each stage of the process, “What do you want me to do now?” They will not assume that they know what to do and man-handle the person because it could cause physical harm.
- It should also be mentioned that team may be the subject of physical abuse from adults who may have challenging or inappropriate behaviours. KLC staff and associated personnel will not retaliate but remain calm and speak gently, explaining that the vulnerable person has hurt them, and they must stop the behaviour. If they do not, and if KLC staff and associated personnel member’s presence is aggravating the situation, then they should move away and ask someone else to take over.
- KLC staff and associated personnel may also become vulnerable and suffer physical injury or harm by lifting or moving equipment or persons, for example, wheelchairs into cars. They should not be afraid to say they cannot do a certain thing if they are unsure of how to do it safely.

Minimising the risk of sexual abuse

In order to minimise risk of temptation or allegation of sexual abuse, KLC staff and associated personnel will be open and transparent in all their dealings with adults who may be vulnerable.

- KLC staff and associated personnel will not be over-familiar with adults by touch or language.
- If an adult is upset, KLC staff and associated personnel must be careful about touch and language. Whilst wanting to be sympathetic and supportive, they should not give the impression that the adult at risk is a ‘special friend’. What is perfectly innocent behaviour to team can be misconstrued by the adult who may think a relationship is developing.
- KLC staff and associated personnel will not visit adults alone in their home unless they have been invited and it is with the knowledge and permission of their carers or another person. It is always advisable to visit adults in their home in pairs.

Minimising risk of discriminatory abuse

- Every person attending a KLC event is of great value to God and will be treated as such by all KLC staff and associated personnel regardless of age, gender, race, religion, cultural background, sexuality or disability.
- No person will be excluded from groups or activities because of age, gender, race, religion, cultural background, sexuality or disability.
- KLC staff and associated personnel will ensure that appropriate use of language is used so as not to offend or reinforce negative stereotypes and incorrect assumptions of people with

disabilities. Listed below are some words or phrases that are not helpful with acceptable alternatives in bold:

1. Cripple, invalid, handicapped, - handicapped has its origins in ‘cap in hand’, with implications of charity and begging. Invalid can be interpreted as ‘not-valid’. **Disabled, disabled person**
2. Mentally retarded, mentally handicapped. **Person with a learning disability**
3. Deaf aid. **Hearing aid**
4. Deaf and dumb. **Profoundly deaf, without speech**
5. Disabled toilet. **Accessible toilet, wheelchair-accessible toilet**
6. Victim or ‘the disabled’- this is impersonal and implies a group separate from the rest of society. **Never use either expression**
7. ‘Suffering from’, ‘afflicted by’. **A person with…**
8. An arthritic, spastic or epileptic. **A person with arthritis, a person who has cerebral palsy, neurological disorder or epilepsy**
9. Wheelchair bound, confined to a wheelchair. **Wheelchair user**
10. Physically challenged, intellectually challenged, differently abled. **Confusing terms; don’t use**