



Belmont Safeguarding Policy

Revised June 2025

SHARING THE
STORY
LIVING THE
LIFE



Section 1

Name of organisation: Belmont Exeter

Address: Belmont Chapel, Western Way, Exeter, EX 2DB

Tel No: 01392 258029

General Email address: office@belmontexeter.church

Charity Number: 1184841

Company Number: 11063630

Insurance Company: Congregational Insurance Company

Staff Leader Name: Clive Hughes

Staff Leader Contact Telephone / Email: 07740 445441 / clivehughes@belmontexeter.church

Designated Safeguarding Lead: James May

Safeguarding Officer Contact Telephone / Email: safeguarding@belmontexeter.church

Membership of Denomination/Organisation: Evangelical Alliance:

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Belmont Exeter is a large independent evangelical church in the centre of Exeter. We are members of the Evangelical Alliance and are registered with the Charities Commission. We are also members of the THIRTYONE:EIGHT. We offer a range of activities for children from age 0-18, throughout the week and on Sundays and a holiday club (upto a week long) for 5-11s. We also run activities for adults who may have particular vulnerabilities. All of these activities are based at our premises on Western Way. Christian values underpin all our activities and there will be an element of Christian content in most activities . Occasionally we run residential activities away from the premises for key stage 2 children and upwards. Our activities are largely run by volunteers and are overseen by a Ministry Team Leader, responsible to the Leadership Team. All staff and volunteers who are engaged in regulated activity with children will be DBS checked.

Adoption of Policy

This document (a revised version of the document originally produced on 24/10/08) was reviewed by James May (Designated Safeguarding Lead) after consultation with Clive Hughes (Safeguarding Officer) Jon Hancock (Youth Work Leader) and Rachel Morris (Young Families Ministry Team Leader) on, and authorized by the Trustees of Belmont Exeter at their meeting on 15th June 2025.

Much of the document is based on source material provided by Thirty One:Eight whose expertise we gratefully acknowledge.

James May (Designated Safeguarding Lead)

Signature Date:

Clive Hughes (Safeguarding Officer)

Signature Date:

Rachel Morris: (Safeguarding Officer)

Signature Date:

Jon Hancock: (Safeguarding Officer)

Signature Date:

Chris Naish (on behalf of Trustees):

Signature Date:

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Policy

Section 1 Introduction & Principles

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Trustee Group

The trustees are appointed to have independent authority and legal responsibility for how an organisation or charity provides safeguarding. The trustees have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)

1.1 Positions of Trust

NOTE: references to workers refers to paid and unpaid individuals

All adults working (paid or unpaid) with children, young people and adults at risk are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

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

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

The following Safeguarding Policy and Statement aims to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- we are committed to the safeguarding of all
- those who run activities are safely recruited and trained for their roles.
- there are accountability structures
- we have codes of conduct
- the values of the organisation are embedded in its day to day actions and behaviours of its people
- and there is open communication

Our commitment

The Leadership Team and Trustees of Belmont Exeter recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership Team we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

Our **safeguarding statement** ([Appendix A](#)) is displayed prominently in several locations around the premises as well as on our website. www.belmontexeter.church

Section 2 Prevention

2.1 Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

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

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures shall, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to an allegation of abuse, are included in [Appendix B](#).

2.2 Safer recruitment

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

- There is a written job description / person specification for each activity-based role.
- Those applying have completed an application form ([see Appendix C](#))
- Each person has had a conversation with a Ministry Leader about suitability and expectations within the role. This is recorded on ChurchSuite ([see Appendix D](#))
- Written references have been obtained for those who have been members of Belmont for less than a year, and followed up where appropriate
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for those who take up the role. The training requirements for each role are available from the Safeguarding Team
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

2.3 Safeguarding training

The Leadership Team 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. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

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

Section 3 Practice Guidelines

As an organisation / place of worship working with children, young people and adults with care and support needs 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 have specific approved good practice guidelines for activities we are involved in. All workers agree to work within the safe practices for the relevant ministry. These practices include Working with Children and Young People and for adults, our Guidelines for Good Practice in Pastoral Care. Others may be necessary for other ministry areas. All are available from the Belmont Church Office.

Online safety and transportation are two areas of significant risk and outside of any specific activity so policy is included in [Appendix E](#) for Online Safety, and [Appendix J](#) for transport.

For some activities there are specific forms, e.g. consent forms, risk assessments etc. The relevant forms are available in ChurchSuite or from the Church Office

3.1 Management of Workers – Codes of Conduct

As a Leadership Team we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a **Safeguarding Basics** document describing conduct and expectations towards children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their job role and out. They will also receive further training as necessary.

3.2 Partnership working e.g. Mission agencies, other churches

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirtyone:Eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

3.3 Pastoral Care

Supporting those affected by abuse

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

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will consult with the Safeguarding Lead and statutory bodies to supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

Section 4 Responding to Allegations of abuse

4.1 Who to Speak to

Any person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to one of the Safeguarding Officers. In the first instance:

Rachel Morris	07877 192809	rachelmorris@belmontexeter.church
Jon Hancock	07866 635908	jonhancock@belmontexeter.church
Clive Hughes	07740 445441	clivehughes@belmontexeter.church
Laura Rawson	07361 441812	laurarawson@belmontexeter.church

In their absence or if the suspicions involve one or more of them please contact:

James May **07786 164646,** safeguarding@belmontexeter.church

The above are the 'Safeguarding Team', nominated by the Leadership Team to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter to the statutory authorities.

If unavailable or there are concerns about the Safeguarding Officers, then directly to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

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.

Multi-Agency Safeguarding Hub (MASH)

Tel: 0345 155 1071 9am to 5pm Mon-Thurs 9am to 4pm Fri.

Email: mashsecure@devon.gov.uk

Out of hours Tel: Emergency Duty Service on 0345 600 0388.

Adult Social Services

Tel: 0345 155 1007

E mail : csc.caredirect@devon.gov.uk

Out of hours Tel: Emergency Duty Service 0345 600 0388.

The Safeguarding Officer may need to inform others depending on the circumstances and/or nature of the concern. The trustee(s) responsible for safeguarding may need to liaise with the insurance company or the charity commission to report a serious incident.

4.2 Recording and Reporting

Suspensions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made as soon as possible after an allegation on a 'Cause for Concern Form'. ([Appendix F](#))

If you are unable to use a form immediately, or don't have online access, write notes as soon as possible after the disclosure, if possible, making use of 'Yellow Form' (paper version of the Cause for Concern Form). Fill in the form as soon as you can, submit it via ChurchSuite or send it by email marked 'Safeguarding Confidential', or put in the church letter box marked for the attention of the Safeguarding Officer.

For more information, please see [Appendix F: Cause for Concern Form](#).

The completed form is securely and confidentially retained on ChurchSuite, linked to the individuals the report is about. The Safeguarding Officers are notified about the form and will review the information in line with this policy.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officers should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

The Leadership Team will support the Safeguarding Officers 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 role of the Safeguarding Officers 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.

4.3 Detailed procedures where there is a concern

4.3.1. Allegations of physical injury, neglect or emotional abuse (towards a child):

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Officer will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services directly for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

4.3.2. Allegations of sexual abuse (towards a child):

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer shall as a matter of urgency:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

4.3.3. Suspicions or allegations of abuse or harm towards adults

If there is concern about any of the following: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse the above, Safeguarding Officers shall as a matter of urgency:

- 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, Safeguarding Officers 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.

4.4 Allegations of abuse against a church worker

If an accusation is made against a worker (whether a volunteer or paid member of staff) who works with children or vulnerable adults whilst following the procedure outlined above, the Safeguarding Officer, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.
- Allegations of abuse against a person who works with adults with care and support needs whilst following the procedure outlined above, the Safeguarding Officer 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, rather than the church.

APPENDICES

APPENDIX A: Leadership Statement

To be displayed in a prominent place

Safeguarding statement

PROTECTION OF CHILDREN AND ADULTS' POLICY STATEMENT

Name of Place of worship/organisation: BELMONT EXETER

The following statement was agreed by the leadership/organisation on: _____

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

We are committed to:

- Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.

- Ensuring that everyone agrees and abides by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all connected with Belmont who are affected by abuse.

We recognise:

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

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as Safeguarding Officers for this place of worship/organisation.

_____ Safeguarding Officer

_____ Safeguarding Officer

_____ Safeguarding Officer

_____ Safeguarding Officer

A copy of this place of worship's/organisation's* practice is available from the Belmont Office
office@belmontexeter.church

Signed on behalf of the Leadership Team, Trustees

Signed _____ (Chair of Trustees)

_____ (Leadership Team)

Date _____

APPENDIX B: Definitions of Abuse

What is abuse and neglect?

Abuse is a single or repeated act, or lack of action, that happens within any relationship where there is an expectation of trust, which causes harm or distress to another person or violates their human or civil rights.

It is the misuse of power and control and can be perpetrated by a wide range of people, including those who are close to the person or those who have no previous connection to them.

Throughout the Policy we adhere to the following definitions

Child

Any individual under the age of 18.

Adult with Support Needs

An adult with support or care needs; an adult without mental capacity to avoid abuse; an adult unable to protect themselves or their own interests.

Physical abuse

Physical abuse is the deliberate use of physical force by one person against another to cause harm.

It may result in physical harm or injury to the other person, or it may not, and may be a one-off act or ongoing.

Physical abuse can include:

- Hitting, slapping, biting or pinching.
- Rough handling, shaking, pushing, or throwing.
- Burning or scalding.
- Drowning, or suffocating
- Poisoning, misuse of medication or the denial of treatment.
- Intentional exposure to extreme heat or cold, or force feeding.
- Misuse or illegal restraint, inappropriate physical punishment, or depriving someone of their liberty.
- Parent faking symptoms of or deliberately causing ill health in a child

Injuries caused by accidents such as trips and falls are not uncommon, especially in children, but these usually occur on bony or prominent areas such as knees, shins and elbows. Abusive injuries tend to involve softer areas that are harder to damage accidentally e.g. upper arms, forearms, chest, back, abdomen and thighs.

Possible signs and indicators:

- Visible injuries and bruising.
- Unexplained cuts, marks or scars.

- Injuries that don't match the explanation given.
- Getting injured often.
- Unexplained falls.
- Subdued or changed behaviour.
- Changes in weight, being excessively under or overweight or malnourished.
- Insufficient clothing or being inadequately dressed for the season.
- Failing to get medical treatment or frequently changing Doctors.

Emotional (or Psychological) Abuse

This involves harming a person emotionally and includes any persistent emotional ill-treatment that causes severe and long-lasting adverse effects on a person's emotional development.

Some level of emotional abuse is present in all types of abuse and ill treatment of one person by another, but it can also occur on its own.

Emotional abuse can include:

- Consistently telling someone that they are worthless, unloved or inadequate.
- Using intimidation, coercion, and harassment.
- Having inappropriate expectations for a person's age or development.
- Seeing or hearing another person being mistreated, such as in domestic abuse.
- Not giving someone an opportunity to express their views or to take part in normal social interaction.
- Bullying, including online bullying.
- Causing someone to frequently feel frightened or in danger.

Possible signs and indicators:

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness or anger
- Reluctance to be alone with a particular person

Neglect (or Acts of Omission)

The failure to meet a person's basic physical or emotional needs which is likely to have a serious negative impact on their health or development.

It occurs when a person deliberately withholds, or fails to provide an appropriate level of care and support which is needed by another person.

It can involve a parent/carer and can also happen during pregnancy e.g. as a result of maternal substance abuse.

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

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

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

Neglect can include:

- Not providing adequate food, clothing, or assistance with personal hygiene.
- Not providing adequate shelter and heating.
- Failing to protect someone from harm or danger.
- Not ensuring appropriate supervision (including the use of inadequate care-givers).
- Failing to give prescribed medication or provide access to appropriate health care or treatment.
- Failing to provide access to educational services.
- Ignoring a person's basic emotional needs.
- Failing to take action when a person is taking unnecessary risk. (especially when the person lacks capacity to properly assess risk).

Possible signs and indicators:

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

Sexual abuse (or Sexual Violence)

Any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.

The abuse may involve physical contact and touching or non-contact activities.

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

Child Sexual Abuse (CSA)

The sexual abuse of children or young people involving a child or young person in an activity for the sexual gratification or gain of another person, whether or not it is claimed they have consented or agreed.

Sexual abuse of a child can include:

- Forcing or enticing a child or young person to take part in sexual activities, including penetrative or non-penetrative acts, whether they are aware of what is happening or not.
- Including children in looking at adult sexual content or activities, or having their photo taken or being filmed for the production of indecent images.
- Using sexual language towards a child or encouraging them to behave in sexually inappropriate ways.
- Grooming a child in preparation for abuse, either in person or online.

Child sexual exploitation is a form of child sexual abuse where a child is sexually exploited for money, power or status.

Sexual abuse may awaken premature sexual feelings in a child that they find hard to deal with and feel guilty about and they may need reassurance that they are not to blame for the abuse.

Penetrative sex with a child under 13 years by an adult or another child is classed as rape.

One of the ongoing effects of childhood sexual abuse may be that adult survivors experience difficulties forming meaningful relationships with other adults.

Sexual abuse of Adults

This involves sexual acts to which the person has not consented or has been pressured into consenting to.

Sexual abuse of adults can include:

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

Possible signs and indicators:

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

Domestic abuse

Any incident of threatening behaviour, violence, or abuse by one person against another where they are or have been intimate partners or family members.

It can include violence by a son, daughter, mother, father, husband, wife, life-partner, or by an extended family member, and happens across all sections of society, regardless of gender, age, ability, religion, race, ethnicity, financial background or sexual orientation.

Both men and women can be victims, although a greater number of women experience all forms of domestic violence. Children and Young People can suffer this form of abuse directly or be impacted by the effects of witnessing or living in a household where domestic abuse is happening.

It includes a pattern of coercive and controlling behaviour by one person over another that is usually frequent and persistent. It can happen inside and outside the home and can continue even after a relationship has ended.

Coercive control

An act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse used to harm, punish, or frighten another person. It is designed to make a person dependent by isolating them from support, exploiting them, depriving them of independence and regulating their everyday behaviour.

Domestic abuse can include emotional, physical, sexual and financial abuse, forced marriage and FGM

Possible signs and indicators:

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness or anger.
- Reluctance to be alone with a particular person.
- Visible injuries and bruising.

- Injuries that don't match the explanation given.
- Unexplained falls.
- Subdued or changed behaviour.
- Changes in weight, being excessively under or overweight or malnourished.
- Signs of coercive control.
- Feeling that the abuse is their fault when it is not.
- Isolation – not seeing friends and family.
- Limited access to money.

Financial abuse

The attempted or actual misappropriation or misuse of a person's money, property, benefits, or other assets, by means of intimidation, coercion, deception, in ways the person does not or cannot consent to.

Also includes having money or other property stolen, being defrauded or put under pressure in relation to money or other property, and having money or other property misused.

Financial abuse can include:

- Theft, burglary, or fraud (including internet scamming).
- Exploitation and embezzlement.
- Coercion or being put under pressure concerning a person's finances (including wills, property, inheritance or financial transactions).
- Misuse or misappropriation of property, possessions or benefits.
- Withholding pension or other benefits.

Possible signs and indicators:

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

Self-Neglect

When an adult lives in a way that puts their own health, safety or well-being at risk.

It is an extreme lack of self-care, often related to deteriorating health and ability in older age, poor mental health, or other issues such as addictions, however not everyone who self-neglects needs to be safeguarded.

Incidents of abuse may be one-off or multiple, and affect one person or more. People who self-neglect will often decline help from others.

There are limitations to what help can be offered if the adult has the mental capacity to make their own decisions, even if they may suffer significant harm or death as a result of their own action or inaction.

Any action taken should seek to minimise risks while respecting the person's choices, offering as much support as possible without causing distress.

It is important to record all efforts to engage with and support the person

Self-neglect can include:

- Neglecting to care for personal hygiene, health or surroundings to the extent that it threatens personal health and safety.
- Inability to avoid self-harm.
- Failure to seek help or access services to meet health and social care needs.
- Inability or unwillingness to manage one's personal affairs.
- Behaviour such as hoarding.

Possible signs and indicators:

- Very poor personal hygiene.
- Unkempt appearance.
- Lack of essential food, clothing or shelter.
- Malnutrition and/or dehydration.
- Living in squalid or unsanitary conditions.
- Neglecting household maintenance.
- Hoarding.
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services.
- Inability or unwillingness to take medication or treat illness or injury.

Modern slavery (or Human Trafficking)

The recruitment, movement, and holding of a person by improper means, such as force, threat or deception, for the purposes of exploitation or abuse.

Victims can be male or female, children or adults, and may come from migrant or indigenous communities.

It is different from illegal immigration as people who are trafficked are tricked, coerced, lured or forced by criminals to work for them or others in their criminal networks around the world.

People are forced into and held by threats of violence and intimidation against them or their family, fear, debt bondage, isolation and the removal of identification or travel documents, or imprisonment and torture.

Children living in the UK can also be targeted and trafficked internally.

Modern slavery can include:

- Forced labour.
- Domestic servitude.
- Sexual exploitation such as prostitution and pornography.
- Bonded labour (forcing someone to pay a debt that can't be paid).
- Criminal activity.
- Private fostering.
- Forced marriage.

Possible signs and indicators:

- Signs of physical abuse or emotional abuse.
- Signs of neglect.
- Isolation from the community.
- Seeming under the control or influence of others.
- Lack of personal effects or identification documents.
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers.
- Fear of law enforcers.

Discriminatory abuse

When a person is treated unfairly, bullied, or abused because of a particular characteristic.

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

- Age
- Disability

- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

These are called protected characteristics.

Discriminatory abuse links to other forms of abuse and may have similar effects e.g. physical abuse motivated by racism would be classified as discriminatory abuse.

Discriminatory abuse can include:

- Unequal treatment.
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic.
- Physical abuse and emotional abuse.
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader.
- Harassment or deliberate exclusion on the grounds of a protected characteristic.
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic.
- Substandard service provision relating to a protected characteristic.

Hate crime

Any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

Possible signs and indicators:

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness, anger or anxiety.
- The person appears withdrawn and isolated.
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic.

Organisational abuse (or Institutional Abuse)

This is when a person is abused or mistreated within an institution such as a care home or hospital, or by an organisation providing care in the person's own home.

It can include one-off incidents or long-term mistreatment, and can be through neglect or poor professional practice as a result of inadequate resources, structures, policies, processes and practices within an organisation.

The abuse may happen because of a culture that denies or restricts privacy, dignity, choice and independence, and involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and to ensure that the necessary preventative and protective measures are in place.

Organisational abuse can include:

- A run-down or overcrowded environment.
- Insufficient staff or high staff turnover resulting in poor quality care.
- Abusive and disrespectful attitudes towards people using the service.
- Not offering choice or promoting independence.

Possible signs and indicators:

- Signs of neglect.
- Inadequate staffing levels.
- Poor standards of care.
- Lack of adequate procedures.
- Absence of visitors.
- Few social, recreational and educational activities.
- Unnecessary exposure during bathing or using the toilet.
- Lack of management overview and support.
- Signs of physical abuse or emotional abuse.

Spiritual Abuse

There are no legal definitions of spiritual abuse. It has only been recognized in the last 15 – 20 years.

It is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: -manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or using the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context." (Oakley, 2013 in Oakley & Kinmond, 2013 p21).

Spiritual abuse is a form of psychological and emotional abuse that takes place within a faith context. There is no evidence that its proponents necessarily intend to harm others. Instead, controlling and unhelpful ways of behaving might develop unwittingly and, once a pattern is established, it continues.

However, as with other forms of abuse, it is also possible that other forms of abuse will be occurring alongside spiritual abuse (such as sexual or physical abuse or neglect) – sometimes, indicators of these other forms of abuse are the first that bring attention to wider spiritually abusive practices. Much of the information in this section comes from the book 'Breaking the Silence on Spiritual Abuse'.

Spiritual Abuse can include:

- Blame: unable to raise issues without being accused of threatening unity or causing trouble.
- Accountability being required. Pressure to share personal details or to include another person in your decision-making.
- Damage through manipulation, fear and shame. People feel scared of the consequences of not conforming.
- Inability to work with others.
- Scripture is used out of context to pressurise individuals to behave in a particular way or to make a particular decision.

Role Application Form



APPLICATION FORM FOR SERVING AT BELMONT Belmont Exeter

We ask all prospective workers with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the place of worship/organisation, unless requested by an appropriate authority.

Personal Details are stored on ChurchSuite. All who serve at Belmont are already in membership or will become members at the next opportunity.

Role [Click or tap here to enter text.](#)

Ministry Area [Click or tap here to enter text.](#)

Please tell us about your experience related to the above role. (if none, please indicate NONE as this will help us provide appropriate training support)

[Click or tap here to enter text.](#)

Please give details of previous experience of looking after or working with children, young people or adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

[Click or tap here to enter text.](#)

Have you ever had an offer to work with children, young people or adults with care and support needs declined?

YES ☐ NO ☐

If yes, please give details

[Click or tap here to enter text.](#)

Continued....

4. References

If you have been a member at Belmont for less a year then please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. If you have previously been part of another church then provide details of the leader of place of worship/line manager (if employed). We reserve the right to take up character references from any other individuals deemed necessary.

Name Click or tap here to enter text. Name Click or tap here to enter text.

Address Click or tap here to enter text. Address Click or tap here to enter text.

Post Code Click or tap here to enter text. Post Code Click or tap here to enter text.

Tel No Click or tap here to enter text. Tel No Click or tap here to enter text.

Relationship Click or tap here to enter text. Relationship Click or tap here to enter text.

Email Click or tap here to enter text. Email Click or tap here to enter text.

If a DBS check is required for this role (see Role Description), please would you complete the VOLUNTARY DISCLOSURE Form, place it in a sealed envelope and address it to the Safeguarding Administrator, Belmont Office. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-Declaration Form to the Recruiter in a separate, sealed envelope.

Signed *: Click or tap here to enter text. Date Click or tap to enter a date.

*Typing your name in here and an email form your personal email address will be accepted as a signature.

APPENDIX D: Record of Interview / Discussion

Discussion Guidelines and record of conversation
re expectations and suitability for role



Role Click or tap here to enter text.

Ministry Area Click or tap here to enter text.

Name Click or tap here to enter text.

The purpose of the conversation is to assess suitability for this role and identify any training / support needed.

There are no set questions that you must ask in an interview, however your questions need to be designed to assess an applicant's suitability for the role. See notes below for guidance.

Some suggestions

What interests you about this role? (exploring motivation)

Click or tap here to enter text.

What experience do you have working with this group of people, undertaking these tasks? (understanding experience, support and training)

Click or tap here to enter text.

How do you work within in a team setting? (working relationships)

Click or tap here to enter text.

What level of commitment are you able to give to this role? (timing / frequency / duration)

Click or tap here to enter text.

Has there ever been any concern about your conduct when working with others, with adults at risk, with children and young people? Yes ☐ No ☐

If YES, please give details

Click or tap here to enter text.

Notes

This does not need to be long process; it can be a short conversation in which the basics are gathered and noted.

Some general principles that you need to apply when asking questions is to make sure they are:

- Relevant - related to the role description
- Open - attempt to establish how the person thinks and feels about working with in this role
- Fair - any question must be asked of all.
- Appropriate - questions about values and personal conduct are acceptable as long as they are relevant to the job. (This is important within the context of the [culture](#) or value system of the organisation).
- Legitimate - questions about sexual conduct/morality in relation to the value system of the organisation may be asked (as long as they are relevant to the role and asked sensitively).

You should ask if there has ever been any concern regarding the person's conduct with children or adults at risk, or if there are any allegations that have been made against them and have been reported to or investigated by Social Services or the Police. This information should be cross-referenced to the information supplied by the applicant on the Self-declaration form.

It would also be relevant to ask about any personal issues that may affect the person's ability to carry out the job, such as past drug misuse, alcoholism or abuse, and whether these issues have been or are being addressed (this may be significant if part of the role involves working with people for whom abuse is an active issue).

You should always follow up any answers that need further exploration.

APPENDIX E: Online Safety for Children and Young People

All children and young people need to be aware of the protocols that workers follow in relation to e-mail, social media and mobile phones including texting. It is important to remember that as well as the parent/carer, children and young people have a right to decide whether they want a church worker to have their e-mail address or mobile telephone number and shouldn't be pressurised into divulging information they would rather keep to themselves. Workers should not show favoritism to children and young people in relation to communication technologies, e.g. communicating less with those who don't have access to social media or a mobile phone.

E-mail

- Keep copies of e-mail exchanges with young people. Wherever possible, try and include a third party in the exchange. Although unlikely to happen, this method of accountability will be a deterrent against bullying, insulting or abusive emails being sent by a worker.
- It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an e-mail is ending, workers should never use inappropriate terms such as 'luv' to round things off.

Communicating using social networking sites

Belmont has an Instagram account (@belmontchapelyouth) and two Facebook profiles (<https://www.facebook.com/belmontyouthworker>, <https://www.facebook.com/yng.Belmont>). These are the only accounts which should be used to communicate with young people through social media. Access to these accounts is monitored by MTLs and Safeguarding Officers

- Young people shouldn't be followed on Instagram but rather encouraged to follow the account and set up a message request so that they can receive appropriate communication
- Conversation histories should always be stored and never deleted.
- People working within children's or youth work teams should not have under 18's added as friends on their social media pages. This is to create safe boundaries for workers over their private life online and to encourage the use of appropriate communication as described below.
- Other social media services such as SnapChat or Tiktok shall not be used for communication between workers and young people.
- There shall be an agreed length of time for a conversation and a curfew of 10pm after which conversations should cease.
- When using Zoom or other video calling there shall always be a password to protect the call. If the call is between one adult and one young person then **neither** person should be in a bedroom and the young person's parent should be aware the call is happening. The call shouldn't be recorded.

Mobile Phones

- Text messaging and WhatsApp (subject to legal age limits) are both suitable ways to communicate using mobile phone.
- Another DBS'd adult or parent/ guardian must be included in the conversation.
- When texting a young person it's appropriate to first seek parental consent to starting the conversation.
- Workers should keep a written log of significant conversations/texts as though it were a disclosure.

- Any texts or conversations that raise concerns shall be passed on/shown to the Safeguarding Officer and a record kept securely.
- There shall be an agreed length of time for a conversation and a curfew of 10pm after which conversations shall cease.
- Workers shall use clear language, particularly when texting and not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Many mobile phones have digital cameras. Workers shall ensure that they only take photographs of children and young people in accordance with Belmont's policy on photography, i.e. ensure that consent is obtained and all images are stored in accordance with Data Protection Act principles (Page 42 Safeguarding Policy). Workers shall not store images on their phone. Any images that leaders wish to keep in order to use publicly shall normally be sent to the Ministry Team Leader who will arrange for them to be stored on the church computer network and only used in accordance with the parental permissions given on the Young Belmont Registration form. This includes sharing any photos or videos through the internet.

APPENDIX F: Cause for Concern form

Belmont Exeter Safeguarding Concern Form

- = mandatory field

Your information

Firstly, please give us your details so that the Safeguarding Team can follow up with you as required.

Your Name *

Your phone number *

Your role/job title *

Report your safeguarding concern

Please complete this section as accurately as possible, giving as much detail as you can.

Who is your concern regarding? *

Adult

Child

Child/Adult name (subject of concern) *

Date of incident/disclosure *

(e.g. 02-05-2025)

Time & location of incident/disclosure *

As accurate as is possible

Record the nature of your concern *

Describe the nature of your concern in as much detail as possible. e.g. disclosure/observation/change in behaviour/appearance/injury/conversation etc.

Describe how your concern came to light *

e.g. Observation, approached for conversation etc

What was said by the adult/child concerned about what happened? *

Any other relevant information?

Please make sure the above information as clear and accurate as possible before submitting this form. A member of the safeguarding team may contact you to follow up on your concern.

Your signature *

Today's date *

(e.g. 02-05-2025)

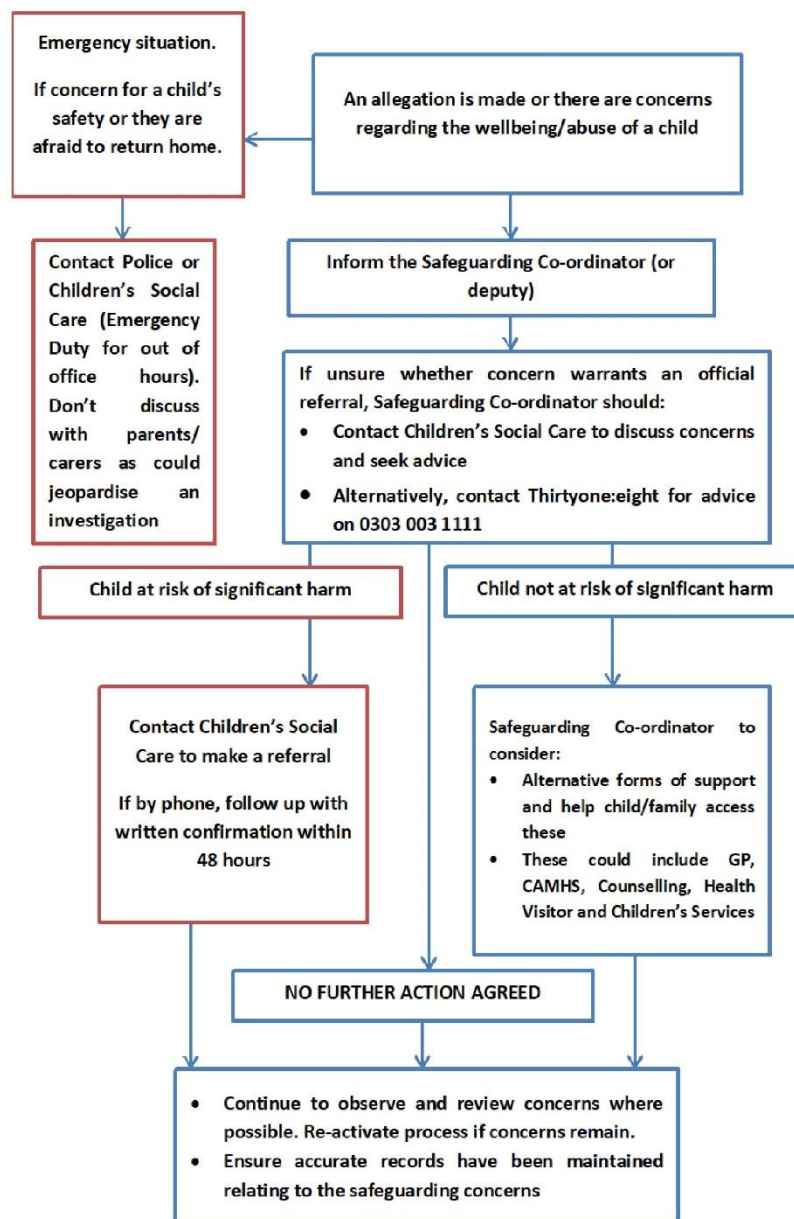
APPENDIX G: Flowchart for Action – Children

Flowchart for Action Children and Young People



Creating safer places. Together.

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



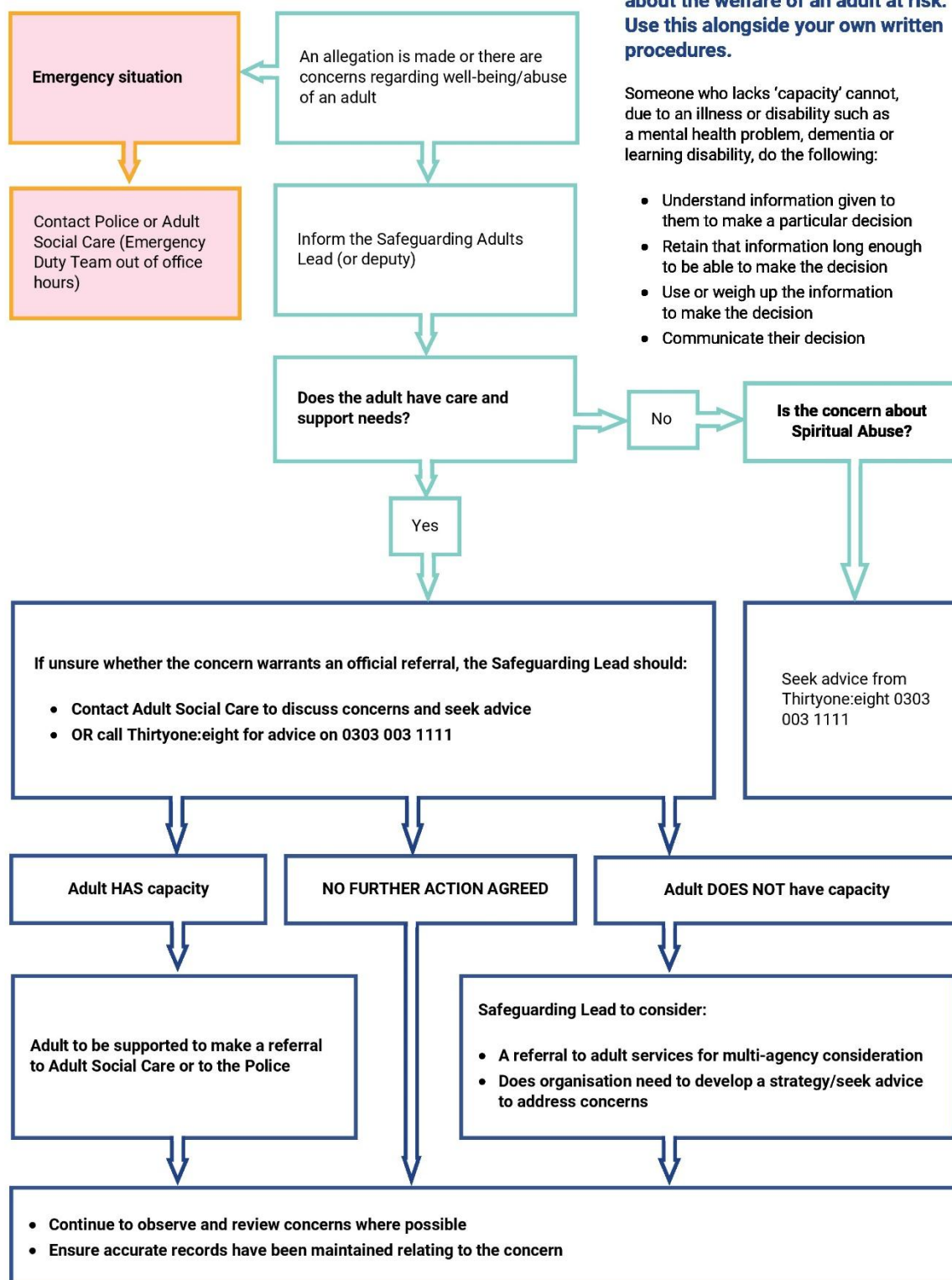
Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

© Thirtyone: eight 2018 Flowchart for Action Children & Young People

APPENDIX H: Flowchart for Action: Adults at Risk

Action for Adults at risk flowchart

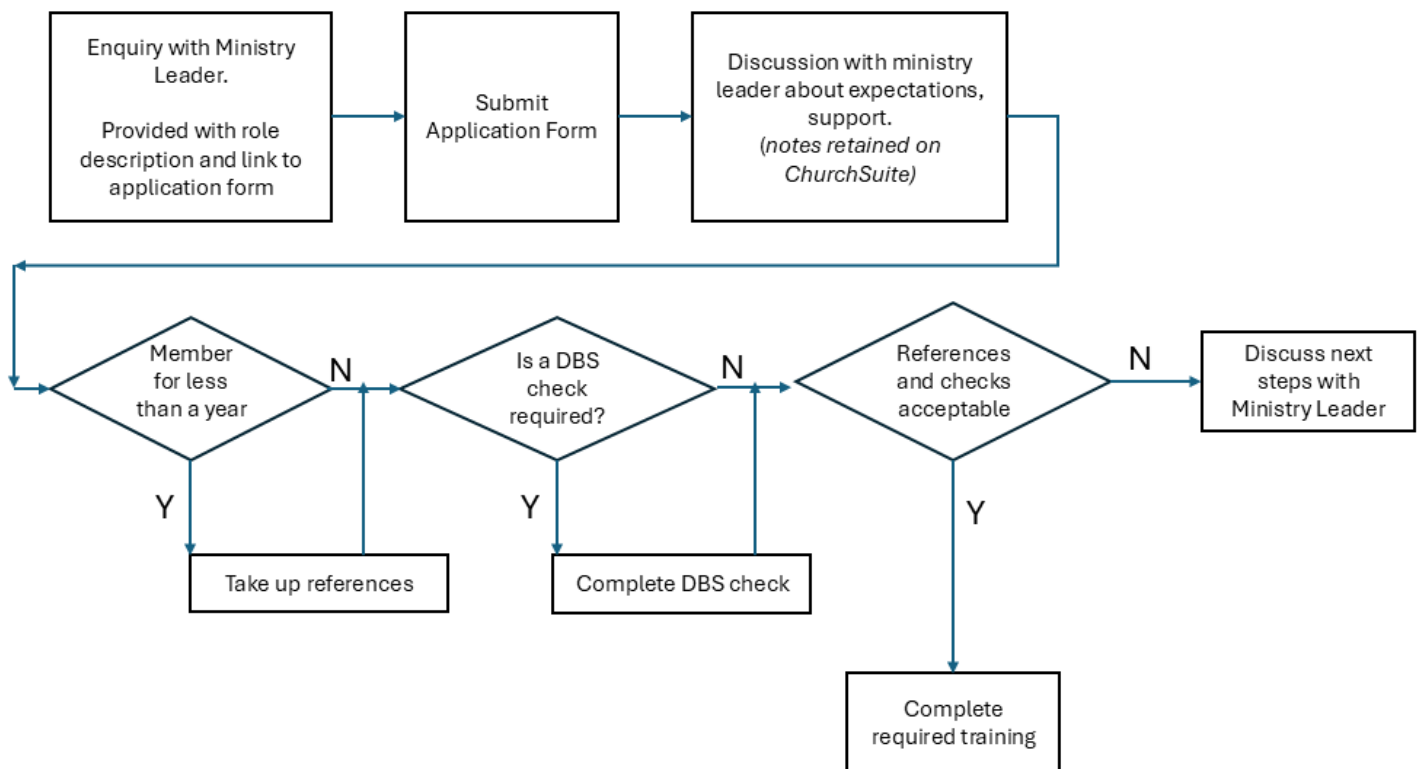


This flowchart gives an overview of action to be taken when concerned about the welfare of an adult at risk. Use this alongside your own written procedures.

Someone who lacks 'capacity' cannot, due to an illness or disability such as a mental health problem, dementia or learning disability, do the following:

- Understand information given to them to make a particular decision
- Retain that information long enough to be able to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision

APPENDIX I: Recruitment Process Flowchart



APPENDIX J: Provision of Transport

These guidelines apply to all drivers involved in the transportation, organised by or on behalf of Belmont Exeter. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

- Only those who have gone through the Belmont Exeter recruitment procedures for workers shall transport.
- All drivers shall have read Belmont's "Safeguarding: The Basics" and agree to abide by it.
- The driver shall hold a full driving licence, have adequate insurance and the vehicle shall be road worthy.
- In the case of a staff member, lifts must only be given where the driver is insured for use of the car for business purposes.

Transporting Children and Young People

- Transport shall only be offered as part of an organised trip. If a team member needs to give a lift to a child after a session because they have no alternative transport this shall be a one off. If a child consistently needs transport from an activity then the Team Leader (TL) shall consult with the Safeguarding Officer as to how to proceed.
- Parental consent shall be given (e.g. as part of the general consent form for a residential activity) and all journeys shall be carried out with the knowledge of the relevant TL.
- It is reasonable to expect that drivers may be alone with a child for short periods, e.g. dropping off the last child. Consideration shall be given to dropping off the least vulnerable child last and plan routes accordingly.
- Drivers shall not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver shall explain that it isn't convenient to talk there and then, but arrange to meet the child/young person at a location where there are other adults around. (Remember a child/young person may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist children stay in the same groups on the out-going and return journey. This will avoid the confusion over whether a child has been transported home or at worst left behind.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- If parents transport children around, e.g. to and from activities, ensure that all are made aware that such arrangements are the responsibility of the parents involved and not of Belmont Exeter.

Uncollected or Lost Children

In the event of a parent/guardian or designated person failing to collect a child from a Young Belmont activity, every effort shall be made by the person in charge to contact the parent/guardian or designated person as soon as possible. Where parental permission has been granted previously, a team member who has a DBS may transport a child home following the guidelines for transport listed above.

If none of the designated or emergency contact people can be contacted then the person in charge shall inform the local authority duty social worker (on 0845 6000 388). It shall then be up to the duty social worker to take charge of the situation and decide on an appropriate course of action. This could mean contacting the police to try and trace the parent/guardian or even arranging for the child to be placed temporarily with foster parents until the situation is resolved.

In the event of a child going missing from a Young Belmont activity, or on a Young Belmont outing, the person in charge shall call the police immediately. A note of the circumstances surrounding the disappearance shall be made in order to help the police with their investigation. The person in charge shall then take advice from the police about informing the child's parents and the next steps.

Transport for Adults

Transport may be offered to adults at risk as part of our work as church serving others. This might include transport to appointments, (e.g. medical, legal), or transport to events.

- Wherever possible, seek to have two or more passengers for the journey. Ask for an accompanying friend.
- If there are no other options except a lone passenger, log the trip in advance (departure time, planned return time, destination, passengers, reason for trip) with the Ministry Team Leader. If possible, try and ensure that driver and passenger are of the same sex.

APPENDIX K: Belmont Exeter Safeguarding Policy Audit

Address: Belmont Exeter, Belmont Chapel, Western Way, Exeter EX1 2DB

Tel no: 01392 258029

Email: office@belmontexeter.church

Person Completing Audit: _____ Date Audit Undertaken: _____

1. Safeguarding policy

Requirement	Y/N	Comment
The church has a written working safeguarding policy		
It is reviewed at least every 2 years		
A safeguarding policy statement is prominently displayed		
Safeguarding Officers have read and understood the policy		
Team leaders have read and understood the basics policy and the sections of the full policy relevant to their team, and know how to access the full policy		
Volunteers have read and understood the basics policy and are aware of how to access the full policy		

2. Appointment & Supervision of Workers

Requirement	Y/N	Comment
Application Form		
References		
Interview		
Disclosure and Barring Service Disclosure check and safe storage of information		
Written contract		
Probationary period		
Supervision		

3. Responding to Concerns/Allegations of Abuse

Requirement	Y/N	Comment
All Workers are part of continual safeguarding training to a level appropriate to their role		
The church has two Safeguarding officers who understand their roles		
There are clear procedures for reporting concerns/allegations both internally and to the statutory authorities		

4. Good Working Practice

Requirement – The church has:	Y/N	Comment
Agreed policy for workers on appropriate behaviour, boundaries and touch, in line with 'Abuse of Trust' guidelines.		
And for activities with young people		
guidelines on child behaviour, discipline and listening to children		
a policy on transporting children		
a risk assessment policy		
appropriate supervision of activities with clear adult to child ratios		
procedures for camps and residential activities		

5. Health & Safety

Requirement – The church has:	Y/N	Comment
a Health & Safety Policy		
an accident & incident book that includes procedures		

6. Support for those Affected by Abuse

Requirement – The church has:	Y/N	Comment
a Pastoral Care Policy for all those affected by abuse and/or neglect (incl. family friends etc)		
boundaries and a contract for offenders		