

# Kirkcaldy Congregational Church

## *Safeguarding*

# Policy Statement

**Kirkcaldy Congregational church is committed to the safeguarding of children and adults at risk, and to ensuring their well-being.**

- We believe that all children and adults at risk should know that they are valued within the church and can safely enjoy and have access to every aspect of the church's life
- We respect the personal dignity and rights of children and adults at risk (for example, as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child) and will ensure that our policies and procedures reflect this
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living
- We will report any abuse of children or adults at risk that we discover or suspect
- Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency
- We recognise that Fife Council Social Work Services (the Local Authority) has responsibility for investigating all allegations or suspicions of abuse where there are concerns about children or adults at risk, and will cooperate fully if any investigation is necessary
- We recognise that safeguarding is a whole church responsibility

## **We are committed to:**

- The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse
- Following the relevant legislation and statutory guidelines in relation to safeguarding children and adults at risk
- Ensuring that we keep up to date with national and local developments relating to safeguarding
- Building constructive links with the relevant Voluntary and Statutory Authorities
- Taking all reasonable steps to ensure that as a church, everyone works within the agreed procedures of our safeguarding policies
- Supporting those appointed by the church to safeguarding roles in any action they may need to take in order to protect children and adults at risk

- Following safer recruitment principles in the appointment and selection of all those who work with children and adults at risk, be they volunteer or paid staff, lay or ordained
- Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk
- Ensuring that the children and adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm
- Reporting any abuse of children or adults at risk that we discover or suspect
- Supporting all those in our church who are or have been affected by abuse
- Supporting and supervising those who pose a risk to children or adults at risk, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount
- If an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our church, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support

### **Adoption**

Church Secretary:	David Fairgrieve
Signed:	
Date adopted:	18 November 2018
Review due:	November 2019

# Introduction

We acknowledge children's and adults' right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our church.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.

We will implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to such abuse.

We will appoint a Safeguarding Coordinator who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole church responsibility. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Coordinator, the Minister or Church Secretary should be contacted. Their contact details can be found in Key Contacts, page 8.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults.

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults at risk, whether voluntary or paid, lay or ordained.

We are committed to providing support, supervision, resources and training to those who work with children and adults.

We will use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation, including implementing contracts with known offenders and those who have been assessed as posing a risk.

We believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living and recognised that it can affect both adults and children.

All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory authorities if necessary.

We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.

We will refer concerns about staff – volunteers and paid, lay and ordained – that meet the relevant criteria to the Local Authority, or if necessary to Police Scotland.

## Who this policy applies to

This policy is approved and endorsed by the church and applies to:

- all those who attend our church
- our trustees and staff (both paid and voluntary)
- organisations who hire our building with agreement to operate under the church safeguarding policy

Children and parents/carers will be informed of this policy and our procedures. The term 'children' refers to those under the age of 18 years.

## Duty of care and confidentiality

We have a duty of care to all beneficiaries of the church, whether adults or children. We will maintain confidentiality at all times, except in circumstances where to do so would place the individual or another individual at risk of harm.

## Preventing abuse

The church will appoint Safeguarding Coordinator for safeguarding children and adults. A role description is attached as Appendix 1.

Activities will be organised so as to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation. For each event, risk assessments will be carried out, appropriate consent forms will be used (for children's activities), appropriate records will be kept and adequate insurance will be in place.

We are committed to safer recruitment and selection of all paid staff and volunteers and will ensure that these procedures are followed, which include:

- asking applicants to complete an application form
- providing workers with role descriptions
- completion of self-declaration forms
- obtaining Protecting Vulnerable Groups scheme (PVG) checks wherever legally entitled to do so
- taking up two references (not from family members)
- interviewing candidates

Safeguarding training will be provided and volunteers and paid staff will be given support and supervision in their role.

All trustees, paid staff and volunteers will work within a code of conduct (code for workers attached as Appendix 2) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working with us.

If we become aware of someone within our congregation known to have harmed children or adults in the past, we will seek and follow advice from the Local Authority as regards the correct course of action.

Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. They will be asked to provide a copy of their own safeguarding policy

If they do not have their own safeguarding policy, the church will encourage them to adopt one before agreeing to the hire, or may agree that they can follow the church safeguarding policy and procedures.

## **What are we protecting people from?**

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 3. The definitions of abuse in relation to adults is attached as Appendix 4.

## **How to recognise abuse**

It is important to be aware of possible signs and symptoms of abuse. Please see Appendix 5 for those relating to children and Appendix 6 for those relating to adults at risk. Some signs could be indicators of a number of different categories of abuse.

It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

## **What to do if there is a disclosure or allegation of abuse**

If a child, young person or adult makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures them that they have done the right thing in telling
- does not investigate or ask leading questions
- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them

- does not promise to keep secret what they have been told
- informs the church Safeguarding Coordinator as soon as possible (if they are implicated in the allegation, inform the Minister of Church Secretary)
- makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix 7). This should be given to the church Safeguarding Coordinator and stored securely in a locked filing cabinet

# Procedure in the event of a concern of abuse

If there is an immediate threat of harm, Police Scotland should be contacted without delay.

**Police - 101 (or 999 in an emergency)**

**<http://www.scotland.police.uk>**

**Children can contact Police Scotland, or may call Childline:**

**Childline: 0800 1111**

**[www.childline.org.uk](http://www.childline.org.uk)**

Where it is judged that there is no immediate threat of harm the following will occur:

- The concern should be discussed with the Church Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to statutory authorities (see Key Contacts, page 9 for the relevant statutory contacts)
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix 7. This record will be kept securely and a copy passed to statutory authorities if a referral is made
- The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted beforehand

If someone in the church is alleged or known to have harmed children or adults we will inform the Local Authority and follow their advice.

## If the allegation is regarding a church staff member or church volunteer

For any concerns relating to children or adults, the Local Authority will be contacted, according to their procedures. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the Local Authority about when to inform the worker and the church will follow this advice.

In accordance with the law, a referral will be made to Disclosure Scotland if the church withdraws permission for an individual to engage in work with children / adults at risk OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a position because the employer believes that the individual has engaged in relevant conduct, satisfied the harm test or committed an offence that would lead to automatic inclusion on a barred list.

In such cases, a report will also be made to the Office of the Scottish Charity Regulator, as this would be deemed a serious incident.

### Key Contacts

#### Contacts within the church:

The church Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed.

Safeguarding Coordinator Name: Lilian Crouthers
Phone Number: 07729623322 / 01592201866
email address: lilian.crouthers@googlemail.com

In their absence The Minister of Church Secretary should be contacted.

Minister Name: Kevin Flett
Phone Number: 07751596981 / 01592 561325
email address: minister.kirkcong@outlook.com

Secretary Name: David Fairgrieve
Phone Number: 07826819503 / 01592268787
email address: davidfairgrieve933@btinternet.com

**Contacts outwith the church:**

**Fife Council Child Protection** (see appendix 8 for full form)

Do you consider the child(ren) to be in **immediate** danger    Yes     No

(If no, complete form and send to [sw.contactctr@fife.gov.uk](mailto:sw.contactctr@fife.gov.uk))

If Yes, **do not wait**, but call 999 Police Scotland, providing the following:

Time:

Date:

Name:

Address

**Fife Council Adult Protection** (see appendix 9 for full form)

Is the adult in **immediate** danger or in need of **immediate** medical attention?

**Call 999 immediately and complete form later**

If the adult is NOT in immediate danger:

Call Adult Protection on 01383 602200 **and** complete and email this form to:

[sw.contactctr@fife.gov.uk](mailto:sw.contactctr@fife.gov.uk)

# Appendix 1 - The Safeguarding Coordinator

## Context

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church should be a safe place for everyone involved. We recognise and give thanks for the time and devotion given by anyone carrying out this role.

## Purpose of the role:

- To coordinate safeguarding policy and procedure in the church
- To be the first point of contact for safeguarding issues
- To be an advocate for good safeguarding practice in the church

## Responsibilities

i. To coordinate safeguarding policy and procedure in the church

- To familiarise themselves with church policies and procedures good practice guidelines in safeguarding and to keep abreast of any changes and developments
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose
- To make others in the church aware of the church safeguarding policies and procedures
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Protecting Vulnerable Groups scheme (PVG) checks

ii. To be the first point of contact for safeguarding issues

- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding
- To be aware of the names and telephone numbers of appropriate contacts within the Local Authority and the Police in the event of a referral needing to be made
- To be aware of when to seek advice, and when it is necessary to inform the Local Authority or Police Scotland
- To take appropriate action in relation to any safeguarding concerns which arise within the church
- To cooperate with the Local Authority or the Police in safeguarding investigations relating to people within the church
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely

iii. To be an advocate for good safeguarding practice in the church

- To promote sensitivity within the church towards all those affected by the impact of abuse
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team and congregation, including both paid staff and volunteers
- To update their own safeguarding training every three years
- To seek appropriate support and advice in carrying out this role
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements

## **Appendix 2 - Code of Conduct for working with children or young people (to be signed by all workers and volunteers)**

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children or young people. Therefore, all workers should agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model within the Church.

All workers should agree to the following code of conduct when working with children and young people:

- Do treat all people with dignity and respect
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo)
- Do act inclusively, seeking to make everyone feel welcome and valued
- Don't exclude other children or workers from conversations and activities unless there is a good reason
- Do treat people with equal care and concern
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from a particular child (e.g. gifts)
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- Don't threaten or use sanctions which have not been agreed, or make empty threats
- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences
- Don't feel you have to deal with every problem on your own
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Don't use physical restraint except as a last resort to prevent injury. This should use minimum force
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- Don't spend time alone with children out of sight of other people
- Do make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies
- Don't keep communication with children secret, while still respecting appropriate confidences
- Do have a designated photographer to take, store and share photos of your group's activities
- Don't take photos or videos without consent, store them in a safe place designated by the church and only use them in the ways agreed

- Do use physical contact wisely; it should be:
  - in public
  - appropriate to the situation and to the age, gender and culture of the child
  - in response to the needs of the child, not the adult
  - respectful of the child's privacy, feelings and dignity
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual
- Do respect children's privacy
- Don't assume that children should tell you anything you ask just because you are a worker
- Do respect the right of children to wash, change and use the toilet in private
- Don't walk in unnecessarily or unannounced
- Do listen to children and tell the church Safeguarding Coordinator if you have any concerns about a child's welfare
- Don't promise to keep something secret if it is about a child being harmed or at risk of harm, but only tell those who need to know
- Do respect and promote the rights of children to make their own decisions and choices
- Don't work in ways that put your needs and interests before those of the children you work with
- Do encourage respect for difference, diversity, beliefs and culture
- Don't discriminate or leave discrimination or bullying unchallenged

I agree to abide by the above code of conduct while working with children and young people.

Worker/ volunteer name:	
Signed:	
Date:	

## Appendix 3 - What is abuse and neglect of children?

The below definitions are taken from National Guidance for Child Protection in Scotland 2014.

### **What is child abuse and child neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Assessments will need to consider whether abuse has occurred or is likely to occur.

While it is not necessary to identify specific areas of concern when adding a child's name to the Child Protection Register it is still helpful to consider and understand the different ways in which children can be abused. The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child.

### **Physical abuse**

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after. For further information, see the section on Fabricated or induced illness.

### **Emotional abuse**

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age - or developmentally - inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

### **Sexual abuse**

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child 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 or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a child 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

## **Appendix 4 - What is abuse of adults at risk?**

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

### **Physical abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

### **Psychological or emotional abuse**

These are acts or behaviour, which cause mental distress or anguish or negate the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

### **Sexual abuse**

This is the involvement 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.

### **Neglect or Act of Omission**

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

### **Financial or material abuse**

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

### **Discriminatory abuse**

This is the inappropriate treatment of an adult at risk 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 links to all other forms of abuse.

### **Institutional abuse**

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

## Appendix 5 - Signs of possible abuse in children

### Physical abuse

*Physical signs include:*

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or fingertip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures, especially spiral
- Swelling and lack of normal use of limbs
- Serious injury with lack of / inconsistent explanation
- Untreated injuries

*Psychological/emotional signs include:*

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing

*Factitious illness by proxy*

- This is a psychiatric illness, whereby a parent or carer deliberately inflicts harm onto a child, normally the child's mother. The child has commonly had genuine serious illness in the first year of life and a dependency on medical attention has developed in the mother. It is very difficult to diagnose/evidence.

*Female Genital Mutilation*

- A cultural (not religious) procedure whereby parts of female genitalia are removed – also referred to as female circumcision. This is normally undertaken on pre pubescent girls who are either taken abroad for procedure or “practitioners” come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

### Emotional abuse

The classic description of emotional abuse is a “Low Warmth, High Criticism” style of parenting.

*Signs include:*

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive
- Over reaction to mistakes
- Continual self-depreciation

- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
- Self harm
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

## **Neglect**

*Physical signs include:*

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

*Psychological/emotional signs include:*

- Constant hunger
- Constant tiredness
- Frequent lateness/non attendance at school
- Destructive tendencies
- Low self esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

## **Sexual abuse**

*Physical signs include:*

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy, especially in very young girls
- Soreness to genitalia area, anus or mouth
- Repeated stomach aches
- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

*Psychological/emotional signs include:*

- Sexual knowledge inappropriate for the child's age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self mutilation, self disgust
- Eating disorders

## Appendix 6 - Signs of possible abuse in adults

### Physical

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

### Psychological

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

### Sexual

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

### Neglect or Omission

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

### Financial or Material

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

### Discriminatory

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

### Institutional

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

## Appendix 7 – Safeguarding Incident Form

<b>Basic information</b>	
<b>Full name</b> of child, young person or adult concerned	
<b>Address</b> (including postcode)	
<b>Email address</b>	
<b>Telephone number</b>	
<b>Date of birth</b>	
Date and time of incident	
Location of incident	
Other people present (witnesses)	
<b>Record of incident</b>	
<p>Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.</p> <p>Include details such as tone of voice, facial expression and body language.</p> <p>Record what you said as well as what the child, young person or adult said.</p> <p>If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.</p>	

**Who has been spoken to about the incident?**

<b>Position/Organisation</b>	<b>Name</b>	<b>Email</b>	<b>Telephone number</b>
Church Safeguarding Coordinator			
Local Authority Children's Services			
Local Authority Adult Services			
Police Scotland			
Parent/Carer			
Other (please state role and organisation)			

**Feedback and follow up actions  
(continue on a separate sheet if necessary)**

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Name: (person completing this report)	
Position held in the church:	
Signed:	
Date:	

# Appendix 8 – Fife Child Protection Notification Form



## FIFE CHILD CONCERN NOTIFICATION FORM (MULTI-AGENCY)

This form can be completed by anyone concerned about a child and should be used to follow up a telephone notification (See guidance for details)

Do you consider the child(ren) to be in IMMEDIATE danger		Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If no complete form and send to <a href="mailto:sw.contactctr@fife.gov.uk">sw.contactctr@fife.gov.uk</a> )			
If Yes, DO NOT wait, call 999 Fife Police, Tel. 0845 600 5702			
If Yes, please provide the name & office of Police Officer spoken to:			
Time:	Date:	Name:	Address

### SECTION 1 - CORE DETAILS (Please complete what you can)

<b>NOTIFIED BY:</b>					
Name and job title:					
Agency/Dept:					
Contact Details:	Address				
	Tel. No.	E-mail address			
Contact person for feedback or further enquiry (if different from above):	Address				
	Tel. No.	E-mail address			
Line Manager / CP Lead (if appropriate)					Tel. No.:

Full Name(s) of the child(ren) you are concerned about	Address & Tel. No.	DOB	Gender (M/F)	Ethnicity	School (If known)

Full name(s) of other child(ren) in the household (enter "unknown" if information not available)	DOB	Gender (M/F)	Ethnicity	Relationship to the child	School (If known)

Full names of ALL adults in the household (Include all known names i.e. maiden names, aliases, etc.)	DOB	Gender (M/F)	Ethnicity	Relationship to the child	Has Parental Rights & Responsibilities Y/N/not known

Name of any PARENT who does not reside with the child (Include all known names)	Address & telephone number	DOB	Gender (M/F)	Ethnicity	Has Parental Rights & Responsibilities Y/N/not known

<i>Others:</i>	<i>Name</i>	<i>Contact Details</i>			<i>Name</i>	<i>Contact Details</i>		
<i>Midwife</i>				School				
<i>Health Visitor/PHN</i>				GP				
<i>Nursery/Childcare</i>				Other Professionals				
<b>Is this child:</b>								
<b>Looked after?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Unknown</b> <input type="checkbox"/>	<b>on the Child Protection Register?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Unknown</b> <input type="checkbox"/>	

## SECTION 2 - CONCERNS

Describe the issues which give you cause for concern, and why (you may wish to consider the SHANARRI indicators – Safe, Healthy, Achieving, Nurtured, Active, Respected and Responsible, Included). Include parental behaviour that is a concern (e.g. substance misuse, domestic abuse, mental ill health etc)

Include how many occasions or how long this has been happening, and the possible impact on the child and/or any other children in the same family/household.

If you think anyone poses a specific risk to children, please include their name(s) below:

Date of concern: \_\_\_\_\_ Time of concern: \_\_\_\_\_

Nature of concern:

Does it involve any of the following (tick all that apply)

Parental Substance Misuse  Domestic Abuse  Mental Health Issues

Describe any discussions and/or actions that have already taken place regarding this concern.

Are there any additional support needs for the family, e.g. interpreter?

### Information Sharing.

Have you made the parent/carer aware that information may be shared? Yes  No

Have you made the child/young person aware that information may be shared? Yes  No

**FOR RECEIVING AGENCY PURPOSES ONLY:** Please ensure that other professionals working with the child are aware of this concern and any outcome following notification.

Notification received by:

Outcome fed back to notifier:

Date:

By Whom:

## Appendix 9 – Fife Adult Protection Notification Form



### Fife Adult Cause for Concern Form (Multi-agency)

**Is the adult in immediate danger  
or  
in need of immediate medical attention?**

**Call 999 immediately and complete form later**

**If the adult is NOT in immediate danger:  
Call Adult Protection on 01383 602200  
AND  
Complete and email this form to:**

**[sw.contactctr@fife.gov.uk](mailto:sw.contactctr@fife.gov.uk)**

**This form should be completed by anyone with cause for concern about an adult at risk of harm**

- Complete as much as you know
- Do not delay reporting harm, even if you do not have access to all information
- The field boxes will expand as required

**The Adult Support and Protection (Scotland) Act 2007 defines “adults at risk” as individuals, aged 16 years or over, who:**

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

REFERRED BY	
Name and job title: (including any relevant reference no.)	
Agency/Dept:	
<b>Contact details</b>	
Address:	
Tel. No:	
E-mail address:	

Details of Adult at Risk [Complete as much as you know]							
Name & address	Tel. No.	D.O.B.	Gender	Ethnicity	Known Disability	Religion	Language

Do you believe the adult at risk is capable of understanding what has happened to them? (select appropriate answer) [You may need to use your own judgement to answer this]
YES/NO/UNSURE

Have you (or any other person) told the adult at risk that this information will be shared with other relevant agencies? (select appropriate answer) [You should tell the adult that you are making a referral and explain why. If this is not possible, make the referral anyway]
YES/NO

Details of Nearest Relative/Next of Kin [Complete as much as you know]				
Name & address	Tel. No.	D.O.B.	Gender	Relationship to adult at risk

Name and contact details of any other persons involved (where known) [Complete as much as you know]				
GP			Community Nurse	
Social Worker			Housing Support Worker	
Residential Care Worker			Police	
Welfare Attorney/Guardian			Other	

Details of concerns leading to this referral [What are your concerns? Make clear what is first-hand information and what you have been told by others. Identify the source of the information.]
Provide details of the situation where the adult is/was considered to be at risk. Include time, date, location, own observations and information from witnesses. Detail the nature of your concerns.

Type of harm you are concerned about [tick relevant box(es)]			
Financial		Self-injury	
Neglect		Self-neglect	
Physical		Self-poisoning (including overdose)	
Psychological/emotional		Sexual	

**Details of other adults/children in the setting** [There may be others at risk so supply as much information as you can. If you have concerns about others, this will require reporting/action too, e.g. 'Child Notification of Concern' form]

Full name	Address	D.O.B.	Gender	Ethnicity	Relationship to adult at risk

**Details of person(s) alleged to be causing harm (where known)** [Supply as much information as you can]

Name	Address	Tel. No.	D.O.B.	Gender	Ethnicity	Nature of relationship to adult

**What action, other than this referral, have you taken to ensure the adult at risk is now safe?** [Indicate what you have done to reduce the risk and to safeguard the adult]

**Additional information and comments (include any known risks and identified warning markers for information of Partner Agencies, etc.)** [This is information/intelligence that may be important for Social Work Services to be aware of prior to visit/assessment]

**Next steps**  
 Acknowledgement will be sent to the referring agency within **5 days** of receipt of this form.  
 The Local Authority (Fife Council) will decide whether an investigation under the Adult Support and Protection (Scotland) Act 2007 is required.  
 You can get further advice about how and when to complete this form from your line manager or on our website at [www.fifedirect.org.uk/adultprotection](http://www.fifedirect.org.uk/adultprotection)