






SAFEGUARDING HANDBOOK

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FEB 2027

FOUNDRY COMMUNITY CHURCH

CHARITY NUMBER: **1174210**
COMPANY NUMBER: **10866897**

SPEAK OUT ON BEHALF OF THE VOICELESS, AND FOR THE RIGHTS OF ALL WHO ARE VULNERABLE.

PROVERBS 31:8

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1 INTRODUCTION

As a church we are committed to creating and preserving a safe environment for all. We take safeguarding seriously, having a dedicated team in place to offer support, guidance, information and training. We work in line with legislative requirements and best practice guidelines in relation to safeguarding. In addition, we work in partnership with ThirtyOne:Eight, the only independent Christian safeguarding charity in the UK.

At FCC our mission is to become more like Jesus. As Christians we are called to be followers of Jesus and to love and care for everyone who we have contact with within our church services and activities.

We are aware that as a local church we reflect the demographic and needs of our local community, with children and adults coming together to share in all that we do. Whilst the need to safeguard children is well known and understood, we also have a responsibility to protect and keep safe adults with additional care and support needs. It is important to remember that any of us may need extra support or care during our lives, whether for a short or longer period of time.

We work hard as a team to make FCC a welcoming, caring and safe environment, where all are accepted, respected and valued. We believe that everyone has the right to live free from fear, harm and exploitation.

We are committed to continuing to develop and uphold effective safeguarding practices that keep people safe. However, safeguarding is everyone's responsibility! This policy and all additional information relating to specific activities and groups, aims to provide reassurance, support and protection for our church community, local community, volunteers and paid staff.

We are here to support you in any way we can. If you have a question, are concerned about someone or something 'just doesn't feel right', please talk to

the safeguarding leads.

This policy remains a 'live document' that will continually be under review to reflect:

+ Ongoing learning.
+ Changes in relevant legislation, procedure and practice.
+ Changes within FCC as we continue to grow and develop in response to different needs in our community.

Thank you for being part of our church mission and for taking seriously your safeguarding responsibilities.



Ste Greenow
Chair of Trustees for Foundry Community Church

> *Within our safeguarding practice we are committed to a human rights-based approach which ensures that all staff, volunteers, and people who participate in FCC are treated with kindness, dignity, fairness, equality, respect, and autonomy.*

2 DEFINITIONS

For the purpose of this policy the following definitions apply:

- **A child** is defined as "a person under the age of 18"

Children remain the responsibility of their parents or guardians. FCC's responsibility only over-rides that of the parent or guardian where we have reason to believe that a child is suffering or is at risk of significant harm. In these circumstances we have a duty to report this to the appropriate authorities through the agreed communication channels.

- **An adult** with care and support needs is defined as "an adult who is or may be in need of community care services by reason of disability, age, or illness and is or maybe unable to take care of or protect him or herself against significant harm or exploitation"

Previously the term 'vulnerable adult' was used to describe people who may need extra support or intervention. The Care Act 2014 has widened this remit to adults with care and support needs.

For **children**, we adhere to the UN Convention on the Rights of the Child and have as our starting point Article 19, which makes clear that children and young people have the basic human right to dignity. This means they have the right to be protected from violence, abuse and neglect.

For **adults** we adhere to the UN Universal Declaration of Human Rights with particular reference to Article 5, stating that no one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

In addition, procedures in relation to adults are clearly outlined within the Care Act 2014, and our policy is framed by its key principles: promoting wellbeing and putting adults with care and support needs at the centre of all adult safeguarding by making it personal to the individual person.

See **Appendix 1 for Safeguarding Adults – Additional Information**

3 WHO WE ARE

ORGANISATION STRUCTURE

FCC is protected by a team of trustees. They support the Lead Team in fulfilling the purposes of the church and have legal responsibility for the governance and administration of FCC.

- Phil Holland
- Kwesi Ackah
- Andy Holland
- Agnes Majaro (HR Trustee)
  hr@foundrycommunity.church
- Howard Kelly (Safeguarding Trustee)
  HK@foundrycommunity.church
- Ste Greenow (Chair of Board, Lead Team)
- Lois Taviner (Lead Team)
- Di Daniels (Lead Team)
- Sean Smith (Lead Team)

All trustees can be contacted via **trustees@foundrycommunity.church**

FCC is guided by a Lead Team. The Lead Team are the Pastors of Foundry Community Church, they bring vision, spiritual care and guidance to the church.

Di Daniels
di.daniels@foundrycommunity.church

Ste Greenow
ste.greenow@foundrycommunity.church

Sean Smith
sean.smith@foundrycommunity.church

Lois Taviner
lois.taviner@foundrycommunity.church

FCC is strengthened by a Safeguarding Team. They provide guidance, support and accountability.

Mandy Taviner Safeguarding Lead
SL@foundrycommunity.church

Howard Kelly Safeguarding Trustee
HK@foundrycommunity.church

Person TBC Deputy Safeguarding Lead
tbc

Di Daniels Lead Team Representative
di.daniels@foundrycommunity.church

FCC GENERAL INFORMATION & OBJECTIVES

Foundry Community Church
65 Lugsdale Road, Widnes, WA8 6DA
0151 420 8837
office@foundrycommunity.church

Charity Number: #1174210
Company Number: #10866897
Regulators: Charity Commission of England and Wales, Companies House
Insurance Company: Ansvar

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

Foundry Community Church is a Christian organisation providing:

- church services
- small and large group activities
- pastoral and practical support to church members
- pastoral and practical support to our wider community.

We come into regular contact with children through our church services, FDY (Youth provision for 11-17 year olds) and FDK (Children's provision for age 3-10).

We provide practical support to people in economic hardship and facing social isolation through our Community Projects.

During our church services, weekly groups and public events we also actively engage with and provide support to:

- Adults with learning disabilities and/or autism
- Adults with mental health needs
- Older people
- Adults who have care and support needs as defined under the Care Act 2014
- Adults with addiction issues
- Adults who have an experience of domestic abuse
- Asylum seekers and refugees

GOVERNANCE

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

The board is appointed to have independent authority and legal responsibility for how an organisation or charity is run and has 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*

Di Daniels is the lead team representative with specific responsibility for overseeing safeguarding within the church community.
di.daniels@foundrycommunity.church

Howard Kelly is the designated trustee with specific responsibility for overseeing safeguarding in relation to paid staff.
HK@foundrycommunity.church

A policy statement for the protection of children and adults with care and support needs was last reviewed in March 2026 and is clearly visible on the FCC website. **www.fndry.ch/safeguarding**

See **Appendix 2 for the Safeguarding Statement**

4 UNDERSTANDING & RESPONDING TO ABUSE

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.

The Social Care Institute for Excellence has a helpful definition for abuse which can be used as starting point:

> *Abuse is a violation of an individual's human and civil rights by any other person or persons and may be:*
>
> - *A single act or repeated acts*
> - *An act of neglect or a failure to act*
> - *Multiple acts – for example an adult at risk may be neglected and also financially abused*

THIRTYONE:EIGHT point out that there are four main categories of abuse detailed in government guidance in England.

(1) Physical abuse – this includes hitting, shaking, squeezing, burning, biting, administering poisonous substances, suffocating, drowning or the use of excessive force.

(2) Emotional abuse – this represents behaviours that are *"persistent emotional mistreatment of children such as to cause severe and persistent adverse effects of the child's emotional development"*

It can be very distressing for a child or an adult with additional care and support needs to experience lack of love and affection, threats, verbal attacks, taunting, being made fun of or shouting. The definition also extends to

behaviours that might make the victim feel worthless, unloved and inadequate or to be exposed to interactions that are beyond a child's developmental capability.

(3) Sexual abuse – the sexual abuse of children or young people - also called Child Sexual Abuse (CSA) - is 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. It also includes children or adults with additional care and support needs being exploited by being enticed or forced to watch, participate or contribute to the production of sexual images either in person or using digital communications.

(4) Neglect and acts of omission – represents the failure of responsible people to meet the basic essential needs of a child or adult with care and support needs.

This includes many different things like ignoring medical, emotional, or physical needs, failure to provide healthcare, support or educational services, withholding medication, adequate nutrition and heating. The failure to provide adequate supervision (including leaving a child with inadequate care-givers) or to protect a vulnerable person from physical or emotional harm also qualify in this category of abuse.

In addition to these 4 'main' forms of abuse there are many other forms of abuse that are briefly mentioned below:

- Discriminatory abuse
- Financial abuse
- Spiritual abuse
- Trafficking abuse
- Domestic abuse
- Organised abuse
- Abuse link to faith or belief
- On-line abuse
- Substance misuse abuse
- Sexual exploitation

Please note that consent and capacity must be taken into consideration for some forms of abuse concerning adults with care and support needs.

SIGNS OF ABUSE AND NEGLECT IN CHILDREN

The signs of child abuse aren't always obvious. The signs will vary depending on the type of abuse happening, and there are many. Common signs to look out for include:

- A pattern of unexplained bruises or marks. However, a child who has lots of bruises on their lower legs isn't necessarily being harmed – they could just be out having childhood fun. Accidents happen. Accidental injuries are more likely to happen on areas like knees and elbows, but consistent marks together with unusual behaviour or other physical signs can give you a fuller picture of what could be happening to that child.

- Using sexualised language you wouldn't expect a child of their age to know.

- Poor hygiene or always asking for food.

- Changes in behaviour and personality, especially if these are unexplained – for example becoming uncharacteristically aggressive, quiet or upset.

- Being withdrawn, having few or no friends.

- Being anxious or worried about things.

- Difficult relationship with parents/carers

- You might also see unusual behaviour in an adult caregiver that makes you concerned for the safety of a child.

The Care Act 2014 gives guidelines on the types of abuse associated with care and support needs.

See **Appendix 3 for Categories and indicators of abuse of adults.**
The following documents are also available in an easy read format.
See **Appendix 4 for 'What is abuse?'**
See **Appendix 5 for 'What are the types of abuse?'**
See **Appendix 6 for 'What can I do if I'm worried about abuse?'**

RESPONDING TO A CONCERN

It is important that you pass on any concern you may have about a person's safety, wellbeing or something that you have seen or heard which could be abusive. Please talk to the Safeguarding Lead as soon as possible. You may be asked to complete a **'Cause for Concern' form**.

Alternatively, you can contact the thirtyone:eight helpline available Mon - Fri, 9am - 5pm, on **0303 003 1111**.

If you are concerned that a child, young person or adult is at immediate risk please call **999**.

It is important that we maintain confidentiality and keep the 'circle of knowledge' as small as possible.

If a child or adult with care and support needs discloses a potential safeguarding issue to you, please do the following:

- Listen carefully to the information given.
- Reassure the person that they have done the right thing and have a right to be safe.
- Tell the person that you are going to speak to the Safeguarding Lead
- Ask the person if there is anything else they want you to do, or anyone they want you to contact.
- Be supportive and ensure the person knows how to contact additional support if they wish
- Complete the *Cause for Concern* form available here: **www.fndry.ch/safeguarding**

PLEASE TRY NOT TO:

- Appear frightened, panicked or unable to cope with what the person is telling you.
- Make negative comments about the alleged abuser.
- Trivialise or minimise any aspect of abusive behaviour.
- Speculate, judge, or make assumptions about the information or circumstances.
- Make promises you can't keep, such as promising that everything will be alright.
- Promise to keep the information a secret.
- Ask leading questions or probe for additional information. You are not responsible for investigating the allegation.

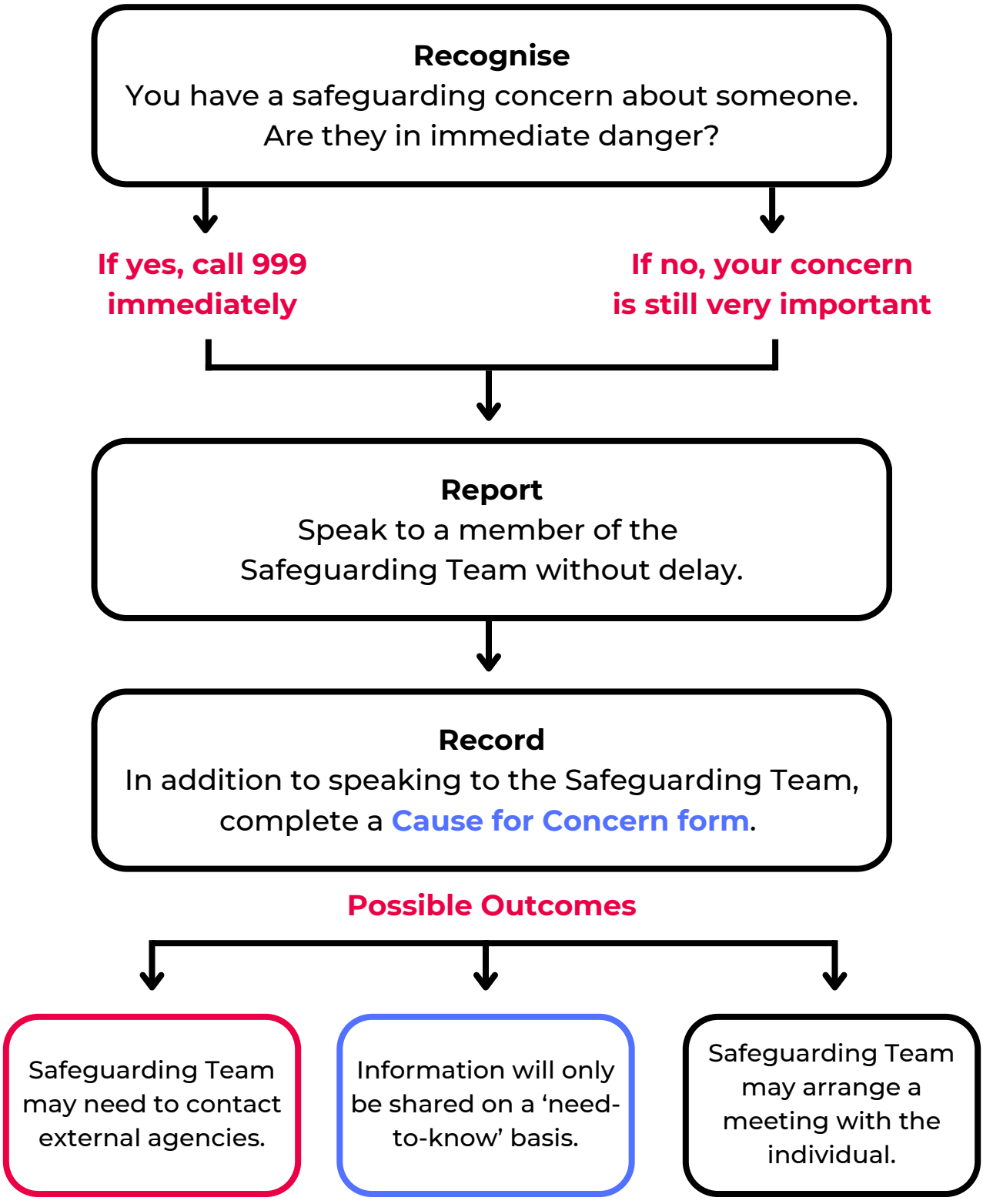
CONCERNS ABOUT VOLUNTEERS & STAFF

If you have a safeguarding concern about a volunteer or member of staff, contact the **Safeguarding Lead (Mandy Taviner)**.

If you have a safeguarding concern about a member of the Lead Team, contact the **Safeguarding trustee (Howard Kelly)**.

Alternatively, you can contact the thirtyone:eight helpline, available Monday - Friday, 9am - 5pm, on **0303 003 1111**.

CONCERN FLOW CHART



All concerns, discussions and outcomes will be securely recorded on our Church Database (ChurchSuite).

5 SAFER RECRUITMENT

The Lead Team and Board of Trustees will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

See **Appendix 7 for Safer Recruitment Procedure (paid staff).**
See **Appendix 8 for Safer Recruitment Procedure (volunteers).**

SAFEGUARDING TRAINING

The Lead 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.

See **Appendix 9 for Training Structure.**

We will keep an up-to-date records of all staff and volunteer training.

The Lead 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.

GOOD PRACTICE GUIDELINES

As a 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 good practice guidelines for the following activities:

- FDK
- FDY
- Prayer Team
- Connect Group Leaders
- Pastoral Team

In addition, the FDY Volunteer Handbook includes further guidelines, including information on safe communication, use of social media and transporting young people.

The FDK Volunteer Handbook includes information on behaviour management, toileting and personal care staff ratios.

For some activities additional consent forms and risk assessments will need to be completed. FDY activities that are off site will require parental consent to attend. Risk Assessments will be completed for offsite events, extra-curricular activities and activities deemed to have the possibility of increased risk.

6 PASTORAL CARE

SUPPORTING THOSE AFFECTED BY ABUSE

The Lead Team 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 Foundry Community Church.

SUPPORTING THOSE WHO MAY POSE A RISK

When someone attending Foundry Community Church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs, the Lead Team will 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 thorough consultation with appropriate parties.

MENTAL HEALTH

1 in 4 people will at some point in their life experience a mental health problem. This is as true for people in the church as anyone else. Most of us will know someone affected by poor mental health in our family, workplace or friendship group.

At FCC we work hard to be a welcoming and safe church, challenging stigma around mental health, encouraging people to talk more openly about their mental health and to access appropriate help from their GP, professional services, family and friends.

FCC are committed to providing appropriate and up to date information about local and national professional services that can offer support, guidance and advice.

If you are concerned about someone's mental health, please speak to the safeguarding lead.

See **Appendix 10 for Mental Health Support.**

7 LIST OF SUPPLEMENTARY DOCUMENTS

This policy should be read alongside the following policies:

- GDPR
- Health & Safety
- Lone Working
- Whistleblowing
- Under 18's Communication & Social Media

All policies can be viewed on our website: **Click here to view**

ADOPTION OF THE POLICY

This policy was agreed by the Trustees and will be reviewed annually.

Signed by: 

Name: Ste Greenow
Position: Chair of Trustees

Signed by: 

Name: Howard Kelly
Position: Safeguarding Trustee

Signed by: 

Name: Mandy Taviner
Position: Safeguarding Lead

Date: **May 2026**

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APPENDIX 1

SAFEGUARDING ADULTS - ADDITIONAL INFORMATION

It is our responsibility as a church community to ensure that all people who connect with FCC are kept safe and given appropriate support, advice and information when there is a concern. This information is about safeguarding adults, which in law is someone over the age of 18 years.

WHAT IS SAFEGUARDING?

Safeguarding refers to all work which enables an adult, deemed to be 'at risk', to retain independence, wellbeing, and choice, and to realise their human right to live a life that is free from abuse and neglect.

The Care Act 2014 (Care and Support Statutory Guidance Chapter 14) defines safeguarding as 'protecting an adult's right to live in safety, free from abuse and neglect.' The Care Act refers to people with care and support needs, something that many of us may experience at some point in our life, even if only for a short period of time.

'Adults at risk' include people who are receiving, or are eligible to receive social care services, and who are, or may be, unable to take care of themselves or protect themselves from harm.

Procedures in relation to adults have been shaped by the Care Act 2014. This provides clear guidance about how local agencies with responsibility to make enquiries about adult abuse issues, should carry out their duties.

Whilst statutory services such as adult social care, police and health have key responsibilities around safeguarding **we all have responsibility to keep people safe.**

Foundry Community Church recognises that within our regular activities and

events we will have contact with adults with care and support needs, who may be described as 'at risk'. We take our safeguarding responsibility seriously. However, having knowledge and awareness of safeguarding is not enough – we also need to help people to understand their role and responsibility if they witness abuse or are informed someone has been harmed or is at risk of being harmed.

Safeguarding duties apply to an adult who:

- Needs care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing or at risk of abuse or neglect – and -
- As a result of care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

WHAT IS ADULT ABUSE?

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances (Care Act guidance Sec 14)

The Care Act gives guidelines on the types of abuse associated with adults with care and support needs.

See **Appendix 3 for Categories and indicators of abuse of adults.**
See **Appendix 4 for 'What is abuse?' (easy read)**
See **Appendix 5 for 'What are the types of abuse?' (easy read)**

SELF-NEGLECT

Traditionally, safeguarding adults has been focused on abuse or neglect by someone other than the person themselves, so there is usually an alleged person of interest, whether that is an individual or an institution. However, the Care Act Statutory Guidance (2014) introduced Self-Neglect as a new category under Adult Safeguarding. When someone neglects themselves it may be because:

a) They are unable to understand the implications of their actions so possibly lack capacity on the risks.

b) They understand the implications but don't have the ability, knowledge or resources to take any action to prevent neglect to them self,

c) They understand the implications and have the ability, skills and resources to take action, but they nevertheless choose to live the way they do.

If you are concerned there is a serious risk to a person's health and well-being due to self-neglect, please inform the Safeguarding Lead. If appropriate they will escalate to the relevant local authority.

The local authority will have a duty of care to assess risks, needs and capacity of the person where a person is self-neglecting in-order to decide what action they might need to take.

SELF-HARM AND SUICIDAL BEHAVIOURS

In their own right, self-harming and/or suicidal behaviours do not fall under adult safeguarding procedures. However, it is acknowledged that these behaviours may be an indicator that an individual has been, or is being, abused.

MENTAL HEALTH

1 in 4 people will at some point in their life experience a mental health problem. This is as true for people in the church as anyone else. Most of us will know someone affected by poor mental health in our family, workplace or friendship group.

At FCC we work hard to be a welcoming and safe church, challenging stigma around mental health, encouraging people to talk more openly about their mental health and to access appropriate help from their GP, professional services family and friends.

FCC is committed to providing appropriate and up to date information about local and national professional services that can offer support, guidance and advice.

See **Appendix 10 for Mental Health Support.**
See **Appendix 11 for Recognising Symptoms of Declining Mental Health.**

If you are concerned about someone's mental health, please speak to the Safeguarding Lead.

WHO MIGHT BE 'AT RISK' OF ABUSE?

Some adults might be more at risk than others. The following factors could increase the risk of abuse:

- Learning, sensory or physical disability
- Old age and frailty, especially if it creates dependency on or needing help from others
- Mental health problems
- Dementia or confusion
- Severe illness
- Alcohol or illegal substance dependency

WHO MAY ABUSE?

Abuse and neglect might be carried out by anyone in contact with an adult, even people who are paid to provide care and support. An abuser often holds a level of power over the person being abused.
Abusers may include:

- A partner, child, other family member or friend
- A paid or volunteer carer
- A health, social care, police or other paid worker
- A church worker, minister or pastor
- A neighbour
- A stranger

WHERE MAY ABUSE HAPPEN?

Abuse can happen anywhere and can be caused by anyone in our communities. For example:

- In the person's own home
- In supported housing/accommodation
- At a carer's home
- Within a nursing home, hospital, residential care or day care
- At work or in educational establishments
- In places of worship, such as churches

In addition, adults may be made vulnerable by means of a permanent or temporary reduction in physical, mental or emotional capacity brought about by life events - for example an illness, bereavement, past abuse or trauma.

If someone is in immediate danger, or needs emergency medical attention, dial 999.

RESPONDING TO A DISCLOSURE

It is important that you pass on any concern you may have about a person's wellbeing or something that you have seen or heard which could be abusive. Please talk to the Safeguarding Lead as soon as possible. You may be asked to complete a **'Concern Form'**.

See **our policy for raising a concern.**

Please be aware that if a person has spoken to you about abuse, it may have been very difficult for them to have taken the risk of confiding in you. They may fear that you won't believe them, or they may have been threatened with something bad happening to themselves or someone they love, if they tell someone. If the abuser is a trusted adult, many people feel frightened of what might happen to the abuser, and yet they also want the abuse to stop. They are likely to have complicated and confusing feelings which will heighten their anxiety.

If a potential safeguarding issue is disclosed to you, **please do the following:**

- Listen carefully to the information given.
- Reassure the person that they have done the right thing and have a right to be safe.
- Tell the person that you are going to speak to the Safeguarding Lead and why – unless by doing so you are increasing the risk of harm to them or others.
- Ask the person if there is anything else they want you to do, or anyone they want you to contact.
- Be supportive and ensure the person knows how to contact additional support if they wish

Please try not to:

- Appear frightened, panicked or unable to cope with what the person is telling you.

- Make negative comments about the alleged abuser.
- Trivialise or minimise any aspect of abusive behaviour.
- Speculate, judge, or make assumptions about the information or circumstances.
- Make promises you can't keep, such as promising that everything will be alright.
- Promise to keep the information a secret.
- Ask leading questions or probe for additional information. You are not responsible for investigating the allegation.

CONFIDENTIALITY

Every effort should be made to ensure that confidentiality is preserved; although this may well be subject to what may be an overriding need to protect someone who has been, or is at risk of, abuse. Everyone working with adults must be clear that it may not be possible to keep information about suspected or actual abuse confidential. The needs of the person and any potential risk to others means that any such suspicion must be reported to the Adult Safeguarding Lead immediately.

PRINCIPLES OF THE CARE ACT AND CORRELATING 'I' STATEMENTS

All adult safeguarding work should reflect the following key principles of the Care Act 2014. Please note that these are not in order of priority but are all of equal importance.

Empowerment: People being supported and encouraged to make their own decisions and informed consent.
"I am consulted about the outcomes I want from the safeguarding process and these directly inform what happens."

Prevention: It is better to take action before harm occurs.
"I am provided with easily understood information about what abuse is, how to recognise the signs and what I can do to seek help."

Proportionality: The least intrusive response appropriate to the risk presented.
"I am confident that the responses to risk will take into account my preferred outcomes or best interests."

Protection: Support and representation for those in greatest need.
"I am provided with help and support to report abuse. I am supported to take part in the safeguarding process to the extent to which I want and to which I am able."

Partnership: Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
"I am confident that information will be appropriately shared in a way that takes into account its personal and sensitive nature. I am confident that agencies will work together to find the most effective responses for my own situation."

Accountability: Accountability and transparency in delivering safeguarding.
"I am clear about the roles and responsibilities of all those involved in the solution to the problem.

INVOLVEMENT OF RELATIVES AND CARERS

Generally, families are informed of an allegation of abuse and the action being taken. However, this may not happen if;

- The adult is able to give informed consent and does not wish their family to be informed.
- The alleged perpetrator is a member of the family.
- Where a police investigation is likely and the rules of evidence apply.

WHAT IF THE ADULT DOESN'T WANT CERTAIN ACTION TAKEN?

The mental capacity of the adult is a key factor in deciding what should be done. All actions should be based on the presumption of mental capacity (Mental Capacity Act 2005) whilst bearing in mind personal choices in relation to their personal safety and well-being.

In normal circumstances, an adult has the right to follow a course of action and make decisions that others may judge unwise, including one which may lead to them being abused.

The Adult Safeguarding Lead does have a responsibility however to ensure that support and appropriate information is shared with the adult to help them understand why people are concerned about their safety, why abuse is wrong, what will happen if it is reported, and to answer any questions they may have about the safeguarding process.

Exceptions to allowing a person to make choices about their safety from abuse and neglect include:

- Where the person lacks mental capacity to make such a choice – they are unable to understand, retain or weigh up information about the risks
- Where the rights or safety of others would be compromised in allowing the person to exercise their right in making choices about their safety from abuse and neglect.
- An emergency or life threatening situation exists
- Where a serious crime has been committed
- Where staff or volunteers may be implicated
- Where a court order exists for acting without consent

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APPENDIX 2

POLICY STATEMENT ON SAFEGUARDING

POLICY STATEMENT FOR THE PROTECTION OF CHILDREN AND ADULTS WITH ADDITIONAL CARE AND SUPPORT NEEDS

The following statement was agreed by the Trustees of FCC in May 2026.

- Foundry Community Church is committed to the safeguarding of both children and adults with additional care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of children or adults with additional care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of both children and adults with additional care and support needs and will ensure that all our policies and procedures reflect this.
- We believe all adults and children should enjoy appropriate access to the life and groups of Foundry Community Church where safe to do so.
- We undertake to exercise proper care in the selection and appointment of those who will work with children and adults with additional care and support needs.
- We believe everyone should be valued and feel safe. We want to make sure that all children and adults with additional care and support needs involved in the life of Foundry Community Church know this and are empowered to tell us if they are suffering harm.

WE ARE COMMITTED TO:

- Following statutory guidelines in relation to safeguarding children and adults and Foundry Community Church will ensure that as a place of worship/organisation all workers (paid and unpaid) will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005 and all other relevant legislation including the Equality act 2010 and 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 by working in partnership with Thirtyone:eight and other organisations.
- Encouraging everyone to embrace and abide by the safeguarding policy and procedures.
- Supporting all those involved in the life of Foundry Community Church affected by abuse.

WE RECOGNISE:

- Children's Social Care 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 should 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 co-ordinators for Foundry Community Church.



Mandy Taviner
Safeguarding Lead
SL@foundrycommunity.church



Howard Kelly
Safeguarding Trustee
HK@foundrycommunity.church

LAST REVIEWED: MAY 2026

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APPENDIX 3

CATEGORIES AND INDICATORS OF ABUSE OF ADULTS

Category	Indicators
Physical Physical assault ranging from rough, inappropriate or careless handling, to direct violence – hitting, slapping, pushing or kicking.	• Unexplained bruising; bruising may be faint or severe • Non-accidental injury • Hand slap marks • Marks made by an implement • Pinch or grab marks, or grip marks • Misuse of medication • Withheld or inappropriate medication or treatment regimes • Misuse of restraint
Financial & material May include improper use of, or withholding of, a person's money or property; theft; fraud; exploitation or pressure in connection with wills, property or inheritance.	• Sudden inability to pay bills • Lack of knowledge of income • Disparity between income and satisfactory living conditions • Extraordinary interest from others in person's finances • Unauthorised disposal of property and/or possessions • Under pressure to make or alter a will
Sexual May include rape and sexual assault or sexual acts and inappropriate touching to which the adult a) has not consented b) could not consent c) was pressured into consenting or acts of a sexual nature where one of the participants is in a position of trust, power or authority	• Disclosure by means of hints and veiled comments • Torn, stained or bloody underclothes • Fear of pregnancy that may be exaggerated • Sexually transmitted infection • Difficulty in walking / sitting with no apparent explanation • Bleeding, bruising, torn issue or injury to the rectal and vaginal area • Self-mutilation
Psychological May include verbal abuse, threats, bullying, racial abuse, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, isolation or withdrawal from services or supportive networks.	• Appears scared, anxious or withdrawn • Unexplained sleep disturbances • A reluctance to accept medical attention • Not being able to do things they used to • Not being able to concentrate or focus • Too eager to do everything they are asked

Discriminatory May include racist or sexist remarks or comments based upon a person's impairment, origin, colour, disability, age, illness, sexual orientation or gender; and other forms of harassment, slurs or similar treatment.	• Harassment and slurs which are degrading • Being refused access to services or being excluded inappropriately • Loss of self-esteem • Resistance or refusal to access services that are required • Expressions of anger or frustration • Tendency to withdraw and isolation • Fearfulness and anxiety
Neglect & Acts of Omission Could include ignoring medical, physical or social care needs, failure to provide access to appropriate health, social care or educational services, the withholding of daily living needs, such as medication, food and drink, and heating.	• Unusual weight loss, malnutrition, dehydration • Absence of appropriate privacy and dignity • Untreated physical problems, such as bed sores, or failure to give prescribed medication • Unsanitary or unsafe living conditions – dirt, bugs, having no running water, soiled bedding and clothes • Sensory deprivation – lack of access to glasses, hearing aids etc. • Absence of a method of calling for assistance, or ignoring calls for help • Unsuitable clothing or covering for the weather • Desertion at a public place or being left alone all day without required support • A carer's refusal to arrange access for visitors • The carer has their own needs that are unmet
Modern Slavery This encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.	• Signs of physical or psychological abuse • Malnourishment or unkempt appearance • Not allowed to travel by themselves • Under the control of others • Do not interact with others and unfamiliar with their whereabouts in their local area • Living in dirty, cramped and overcrowded accommodation • Very few personal belongings • Very few clothes, and they may be unsuitable for the work they do • No passport or proof of identification • May travel to work at strange times • Frightened to speak to others, fear of seeking help, scared of being deported and/or fear of violence against themselves or their • Family
Domestic Violence This includes psychological, physical, sexual, financial and emotional abuse and so called 'honour' based violence.	• Isolation from contact with others including family or friends • Low self esteem • Mood swings – anxiety or depression • Hide facts about their life and abuse • End former relationships and stop engaging with friends and family • Quiet and passive when with a potential abuser • Bruises and injuries • Regular absence from work or cancelling appointments and outings at the last minute to hide recent injuries

Self-neglect This covers a wide range of behaviours including neglecting to care for one's personal hygiene, health or surroundings and behaviour such as hoarding.	• Little or no personal care • Dirty or ragged clothes, unclean skin and dirty fingernails • Refusing medication, medical care or personal care • Unsafe and dirty living conditions • Lack of basic utilities at home • Hoarding items or animals • Alcohol or drug dependence
Organisational This includes neglect and poor care within an institution or specific care setting such as a hospital or care home or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.	• Unacceptable practice that is encouraged, tolerated or left unchallenged • Disrespect and indignity • Lack of staff training • No or ineffective policies in place to keep staff and service users safe • Not addressing poor practice • Insufficient resources resulting in neglect or abuse

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APPENDIX 4

WHAT IS ABUSE? (EASY READ)



Safeguarding is all about keeping people safe from abuse or neglect.



Abuse is when someone hurts you or treats a person badly.



Abuse happens when someone has power or control over you, and you do not agree to what is happening to you.



You might feel too scared to speak or to stop them. It can make you feel sad, unhappy, angry, and frightened.

It is important you speak up and tell someone.



Abuse can happen anywhere

Abuse might happen where you live, spend your day or when you are out and about.



You might be abused by someone you know like a carer, family member or friend.

You might be abused by a stranger.

Abuse can happen on purpose and the person knows it is wrong.



Sometimes the person abusing you might not know that what they are doing is wrong.

Remember abuse is always wrong.



Things can get better if you tell someone.

You have the right to speak up and get help.



If you are worried you can talk to Mandy Taviner - FCC Adult Safeguarding Lead



You have the right to feel safe and keep safe.

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APPENDIX 5

WHAT ARE THE TYPES OF ABUSE? (EASY READ)



Physical abuse

This is when someone hurts or treats you roughly. They might hit, kick, push, scratch or punch you.

Someone might not give you your medication or give you too much.

Physical abuse is wrong.

Sexual abuse



This is when someone touches your body in ways you do not like or want.

They might kiss you or make you touch them in places you don't want to.

They might have sex with you when you do not want them to. It is not okay if someone makes you do something that you don't want, don't like or don't understand.

Sexual abuse is wrong.

Financial abuse



This is when someone takes or uses your money when you don't want them to.

They might steal your money or force you to pay for other people's things.

They might make you give your money away or pay for something you don't want or need.

Sometimes it might mean that you don't have a say in how your money is spent.

Financial abuse is wrong.

Emotional abuse



This is when people talk to you in unkind ways.
They might shout, threaten or swear at you.
They might tease you or call you names.

Sometimes they might treat you like a child.
Sometimes they might ignore you.

Emotional abuse is wrong.

Domestic abuse



Domestic abuse is any form of abuse from anyone you live with, including ex partners.

This can also include ex partners who do not live with you.

Domestic abuse is wrong.

Mate crime



Mate crime is when someone says they are your friend, but they do things that take advantage of you, like ask you for money a lot.

A real friend does not ask you to pay for lots of things, ask you for money, or make you feel uncomfortable.

Mate crime is wrong.

Neglect



This is when the person who is supposed to be looking after you does not support you properly.

They might not give you enough food or drink.
They might not help you to stay warm or look after yourself.

Sometimes it might mean they do things that put you in danger.

Neglect is wrong.

Discrimination



This is when someone makes fun of you or treats you unfairly because they think you are different to them, how you look, act or speak.

They might treat you unfairly because of your disability, religion, sexuality or colour of skin.

They might be unkind to you because of who you are.

Discrimination is wrong.

Cuckooing



Cuckooing is when someone you think is your friend uses your home to sell or hide drugs.

They may take over your home.

They may invite their friends to your home and eat your food. They may ask you to look after something you wouldn't want in your home. For example, this could be drugs, a knife or a gun.

A real friend would not ask you to do these things.

Cuckooing is wrong.

Modern Slavery



Modern slavery is when a person is illegally controlled by another person.

A person might be forced to do something by another person. For example they might be made to work long hours for free or forced to marry someone they don't want to.

When a person is forced, it means they do not have a choice. The person might be forced to do things by violence, lies, or threats.

Modern slavery is wrong.

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APPENDIX 6

WHAT CAN I DO IF I AM WORRIED ABOUT ABUSE? (EASY READ)



Talk to someone

It is important you tell someone you trust as soon as you can.

It is important you get the right help and support to stay safe.

You can talk to a friend, neighbour, advocate, support worker, doctor or social worker. All of these people can help you to think about what to do next.



You can also talk to the FCC Adult Safeguarding Lead.



Don't ignore what is happening.
Talk to someone.
Things can get better if you report it.

Report it

Adult Social Care (Halton Borough Council)
They will listen to you and help you get the right support.



Safeguarding services will help to keep you safe.
0303 333 4301 (weekdays between 8:30am and 5pm)

0345 050 0148 (after 5pm, bank holidays and weekends)



Police

They will listen to you and help you.

999 (in an emergency)

Adult Social Care (Warrington Borough Council)
They will listen to you and help you get the right support.

Safeguarding services will help to keep you safe.
01925 44 33 22 (weekdays between 8:30am and 5pm)

01925 44 44 00 (after 5pm, bank holidays and weekends)

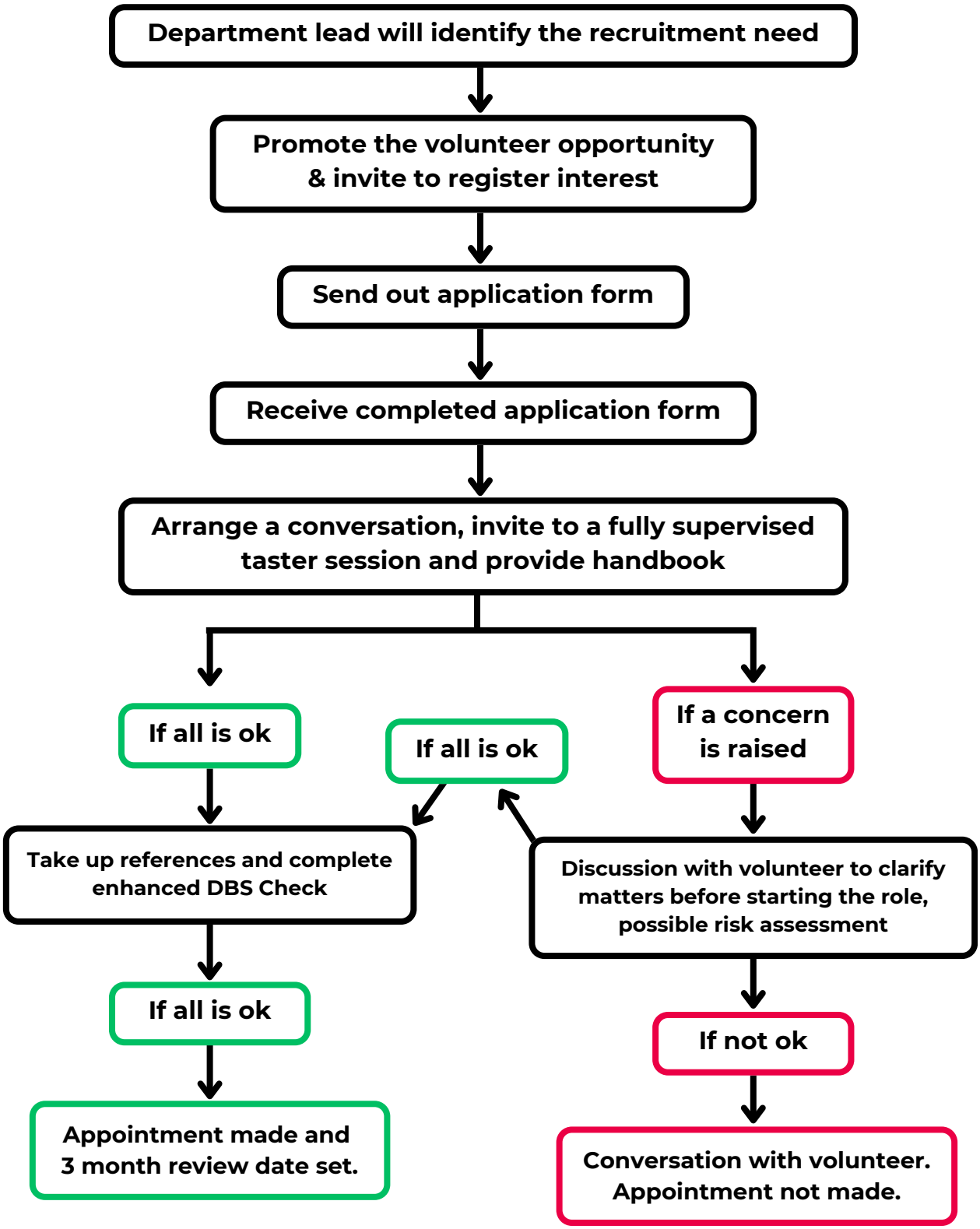
Adult Social Care (St Helens Borough Council)
They will listen to you and help you get the right support.

Safeguarding services will help to keep you safe.
01744 676 767 (weekdays between 9am and 5pm)

01744 676 767 (after 5pm, bank holidays and weekends)
Option 2 0345 0500 148

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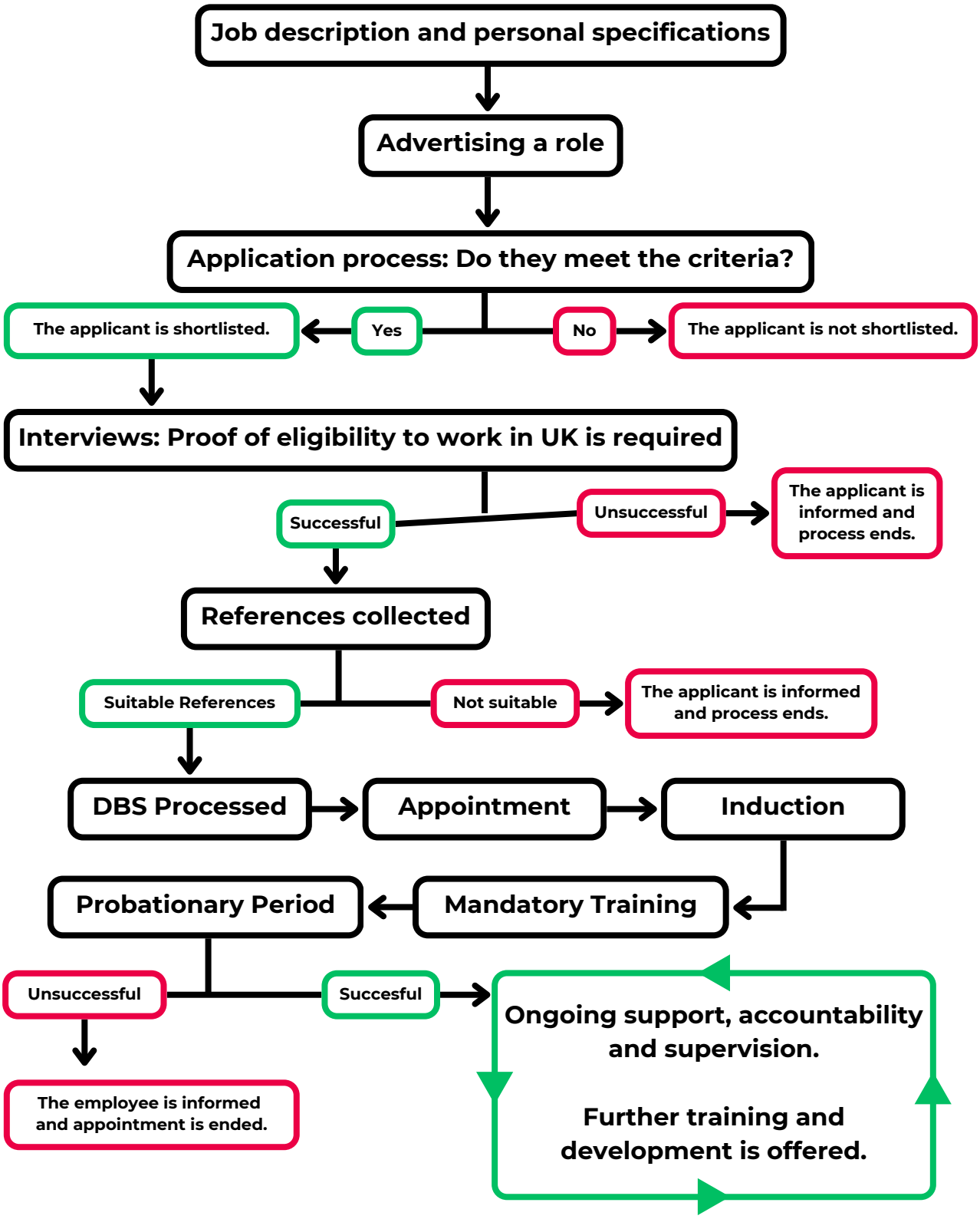
APPENDIX 7
SAFER RECRUITMENT PROCEDURE (VOLUNTEERS)



A8

APPENDIX 8

SAFER RECRUITMENT PROCEDURE (PAID STAFF)



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APPENDIX 9

TRAINING STRUCTURE

Tier 1	Tier 2	Tier 3	Tier 4
Training Required: All volunteers are required to read and sign a volunteer agreement, which includes safeguarding.	**Training Required:** An online course, provided by TES providing more in depth understanding of the issues around safeguarding. 'Safeguarding Adults' course is designed for volunteers working with vulnerable adults age 18+. 'Child Protection' course is for leaders working with children under 18 years.	**Training Required:** Additional online training to supplement Tier 2 focussing on targeted areas of knowledge such as 'Safeguarding Children with Special Needs', 'Dealing with a Disclosure' and 'Safer Recruitment'	**Training Required:** Additional training to Tier 2 & 3 providing advanced level information for Safeguarding Leads.
Who? All FCC volunteers and Community Group Leaders.	**Who?** All volunteers and staff working with under 18s or adults with care and support needs.	**Who?** Children's and Youth Department Leads to complete every 3 years.	**Who?** Safeguarding Lead, deputy and trustee.

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APPENDIX 10

MENTAL HEALTH CRISIS SUPPORT

Please click on logos to take you to individual websites:

SAMARITANS

Tel: 116 123
Operates a 24-hour service available every day of the year.
Or you can email jo@samaritans.org

CAMPAIGN AGAINST LIVING MISERABLY

Tel: 0800 58 58 58
CALM is a leading movement against suicide. It runs a UK helpline and webchat from 5pm to midnight 365 days a year.

PANDAS
PND Awareness & Support

Tel: 0808 1961 776
Free helpline and support service for people (or family members) who may be suffering with perinatal mental illness, including prenatal and postnatal depression.

childline
ONLINE, ON THE PHONE, ANYTIME
childline.org.uk | 0800 1111

Tel: 0800 1111
Helpline for children and young people in the UK. Calls are free and the number won't show up on your phone bill.

PAPYRUS
PREVENTION OF YOUNG SUICIDE

Tel: 0800 068 41 41
Support for teenagers and young adults who are feeling suicidal.

STUDENTS AGAINST DEPRESSION .ORG

A website for students who are depressed, have a low mood or are having suicidal thoughts.

Happy? Ok? Sad?

A website containing a comprehensive list of mental health resources for the people of Warrington.

Hub of Hope

A comprehensive national mental health support database. Download the free app, or text HOPE to 85258 to find relevant services near you.

Please click on logos to take you to individual websites:

The stay alive app is a suicide prevention resource for the UK. Download via your chosen app store.

Tel: 0300 123 3393
Provides advice and support to empower anyone experiencing a mental health problem.

Tel: 0300 0030396
Relate are the UK's largest provider of relationship support.

Tel: 0808 8020133
Support for anyone affected by gambling problems across Great Britain.

A website for both children and adults affected by bullying.

Tel: 0300 088 9255
Provides emotional and practical support for anyone who has been affected by a suicide.

A free, confidential, 24/7 text messaging support service for anyone who is struggling to cope.



Tel: 0800 051 1508 (freephone)
Dedicated 24/7 urgent mental health crisis helplines, covers Warrington, St Helens, Knowsley and Halton.

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APPENDIX 11

RECOGNISING SYMPTOMS OF DECLINING MENTAL HEALTH

Everyone faces challenges in life that can affect our mental health, but recent times have really impacted how we cope day to day - the pressures we face can take a toll on our mental wellbeing, and it's crucial to spot the signs early on. Regular self-checks help identify symptoms and ensure we take the necessary steps to manage our mental health effectively.

Some Key Symptoms of Low Mood



Some Key Symptoms of Worsening Anxiety



Some Key Symptoms of Worsening Anxiety continued



Some Key Symptoms of Stress



Remember to try and listen to yourself and how you are feeling. Identifying triggers can help you to manage and speak to your GP if you are seeing changes in your mood.

Samaritans self-help app can help you to track your mood.

You can download the app here:

Please do not struggle on your own.

There is HOPE.
There is HELP.

#itsgoodtotalk