



## Links Christian Trust - Safeguarding Policy

### Introduction

Links Christian Trust does not seek to deliver its charitable objectives directly to children (those under 18 years of age) or to vulnerable adults. However, the trustees recognise that the golf ministry delivered by the charity is operated on an 'open invitation' basis (any person may apply to attend an event) and therefore a robust Safeguarding Policy is necessary.

Links Christian Trust (LCT) is committed to ensuring that children and vulnerable adults are protected from all forms of harm and abuse, and able to live a life with dignity, respect and security. All key volunteers and representatives who work for or with LCT or one of its partners must ensure that their behaviour encourages Children and Vulnerable Adults to live free from:

- Harm and Abuse, whether physical, sexual, racial and / or emotional
- Neglect
- Exploitation and abuse
- Discrimination
- Human trafficking or slavery

LCT aims to preserve:

- A *safe and positive* environment for children and vulnerable adults to thrive.
- A *culture of openness* to enable issues and concerns about safeguarding to be raised and discussed.
- A *sense of accountability* between volunteers/representatives so that potential poor or abusive behaviour is challenged.
- The *mandatory reporting* of abusive concerns that directly relate to a child or vulnerable adult.

We strive to ensure there is equality and accessibility to the services and activities we offer to all people regardless of religious faith, gender, ethnicity, tribal grouping or social status. We take seriously our responsibility to make sure our volunteers, operations, and programmes do no harm to children or vulnerable adults that we work with, and that any concerns about the safety of children or vulnerable adults within the communities in which we work, are responded to quickly and appropriately.

This safeguarding policy is based on UK legislation<sup>1</sup> and internationally recognised good practice<sup>2</sup> which is founded on the United Nations Convention on the Rights of the Child<sup>3</sup>.

### Purpose & Scope

Safeguarding is a corporate and an individual responsibility. LCT recognises its fundamental duty towards safeguarding all children and vulnerable adults who have contact with LCT representatives. For the purposes of this document and its appendices, 'LCT representatives' incorporates volunteers, trustees, key volunteers, contractors, consultants, whether paid or voluntary, employed or otherwise.

LCT will also ensure that any partners which receive funding from LCT, agree to a commitment to keep children and vulnerable adults safe. LCT will ensure they receive training to develop, implement and monitor safeguarding processes suitable for the legal and social realities of their context.

The purpose of this document is to help LCT representatives to:

- Understand the importance of safeguarding and uphold the dignity and respect of all children and vulnerable adults .
- Know their responsibilities with regard to safeguarding and ensure compliance to legal requirements and LCT safeguarding policy obligations, within and outside their work environments at all times.
- Ensure a safe environment for children and vulnerable adults is created through implementing measures related to prevention of abuse into all LCT supported work.
- Provide guidance to those they lead or manage on safeguarding issues and good practice.
- Respond quickly and appropriately to allegations of abuse involving children or vulnerable adults.
- LCT is committed to proactively safeguarding and promoting the welfare of all our beneficiaries and key volunteers

## Part A - Key Definitions

For the purposes of this document, children and vulnerable adults will be classified according to the following definitions.

**Children:** All persons under the age of 18.

**Vulnerable adults:** Any person over the age of 18 who is, or may be in need of, care and support and is at risk of experiencing, or is experiencing, abuse or neglect and, as a result, is **unable to protect themselves** from either the risk or the experience of abuse or neglect. The support and care they are receiving, or in need of receiving, may be health care, personal care or social care

Children and vulnerable adults can be abused in many different ways depending on the context and culture. They may be abused in a family, an institution, community or faith setting, or via social media/internet. They may be harmed by an adult or adults or another child or children. There are also practices such as female genital mutilation (FGM), forced or early marriage that cause significant harm. Abuse can include, but is not limited to, the following definitions:

**PHYSICAL ABUSE:** actual or potential physical harm perpetrated by another person, adult or child, which may involve hitting, shaking, poisoning, drowning and burning. It may result from corporal punishment, which is the use of physical force intended to cause some degree of pain or discomfort for discipline, correction and control. Physical harm may be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child or vulnerable adult. It may also be caused through traditional harmful practices such as Female Genital Mutilation and cutting.

**SEXUAL ABUSE:** forcing or enticing to take part in sexual activities that he or she does not fully understand or has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and inappropriate touching. It may also include looking at, or producing sexual images, watching sexual activities and encouraging others to behave in sexually inappropriate ways. It may specifically relate to child pornography, which is the viewing, use, abuse, trade, transmittal and transference of abusive sexual images of children engaged in real or simulated explicit sexual activity or showing of their private parts including genitals, for the purpose of sexual gratification.

**SEXUAL EXPLOITATION:** a form of sexual abuse that involves engaging in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves manipulation or coercion, which may involve befriending, grooming, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood as consensual. It could also involve profiting monetarily, socially or politically from the exploitation of a child through prostitution and trafficking of children for sexual abuse and exploitation

**NEGLECT AND NEGLIGENT TREATMENT:** allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet basic physical and/or psychological needs, which is likely to result in serious impairment of healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child or adult. It could relate to traditional harmful practices such as Child Marriage where a child (usually the female) is bound into a contract of marriage through kidnapping, coercion, or compulsion.

**EMOTIONAL ABUSE:** persistent emotional maltreatment that impacts on emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), verbal intimidation (including racist and sexist remarks) and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

**SPIRITUAL ABUSE:** occurs when someone in a position of spiritual power or authority in a faith-based environment, misuses their power and the trust placed in them, with the intention of controlling, coercing, manipulating or dominating a child or vulnerable adult. It could relate to witch-craft or ritualistic abuse, which occurs within some communities that believe strongly that children may be

possessed by evil spirits. Children or vulnerable adults may be abused through ritualistic practices and ceremonies, in the form of beating, maiming, rape and even as sacrifices.

**COMMERCIAL EXPLOITATION:** exploiting a child or vulnerable adult in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes but is not limited to child labour and child sexual exploitation.

**RADICALISATION:** Children and vulnerable adults may be at risk of being exploited by radicalizers and subsequently drawn into terrorist- related activity.

Disclosure of any kind of abuse may relate to current activity or historical abuse which occurred sometime before it is disclosed.

## Part B - Prevention

LCT is committed to a range of actions to safeguard children and vulnerable adults and prevent abuse taking place. These include procedures in the areas below. As a LCT Representative, you will be required to review documents in Appendix A and sign that you have received and understood these. If you have any queries, these can be raised with the Trustees Safeguarding Lead. Please see the procedures in Appendix B.

### APPENDIX A:

- A-1. LCT's Code of Conduct
- A-2. Process for undertaking DBS Checks
- A-3. Interviews, photographs, media and data storage
- A-4. Indicators of abuse and neglect
- A-5. Incident reporting form
- A-6. Acknowledgement of receipt

### Minimum Standards for the Protection of all Vulnerable Groups against Sexual Abuse and Exploitation:

All LCT representatives are required to understand and abide by these minimum standards when working with children or vulnerable adults. These rules are designed to both protect children and vulnerable adults as well as protect LCT key volunteers and representatives from false accusations. *The essential principle is that key volunteers and representatives should avoid actions or behaviour that could constitute poor practice or potentially abusive behaviour.*

It should be noted that any proven instances of harassment, exploitation, abuse or threat of abuse will be treated as gross misconduct.

**Key volunteers and Links Christian Trust Representatives Should:**

- Create and maintain a culture of openness and accountability to enable safeguarding issues to be raised. You should support an environment which prevents sexual exploitation and abuse and promotes the implementation of our Code of Conduct.
- Report a concern if you develop suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same organisation or not.
- Reduce the risks:
  - Do not work alone with a child or vulnerable adults away from others, behind closed doors or in a secluded area. Where possible, apply the 'two-adult' (husband and wife count as one person) rule or ensure that you and the child or vulnerable adult are visible to others.
  - Do not do things of a personal nature for a child or vulnerable adult that they could do for themselves.
  - Ensure physical contact is at all times appropriate and not an invasion of the child's or vulnerable adult's privacy. Never hit or otherwise physically assault or abuse a child or vulnerable adult.
  - Do not be intoxicated e.g. as a result of alcohol or drug usage, prior to assuming responsibility for a child or vulnerable adult.
  - Raise any concerns of inappropriate behaviour immediately.
  - Do not act in ways intended to shame, humiliate, belittle, degrade or perpetrate any form of emotional abuse.

**At all times, both within and outside the working environment, key volunteers and Links Christian Trust representatives must not:**

- a. *Develop a physical or sexual relationship with a child or vulnerable adult with whom they interact, engage or work.*
  - ➔ Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief of the age of a child is not a defense.
- b. *Engage in any form of exploitative behaviour.*
  - ➔ Any form of humiliating, degrading or exploitative behaviour is prohibited including behaving in a way which is sexually provocative or exchanging money, employment, goods or services for sex, including sexual favours.
- c. *Develop a sexual relationship with a beneficiary.*

Engaging in any of the above will be considered gross misconduct with zero tolerance.

If and when cases concerning sexual abuse or misconduct arise, LCT is committed to ensure that breaches of these standards are immediately reported. LCT has legal and moral obligation to report known misconduct to the appropriate authorities and partners.

## Part C - Responding to Concerns and Allegations

### 1) INDICATORS OF ABUSE

LCT representatives should be aware of the indicators of abuse and neglect, so that concerns can be raised based on observations of one or more of the indicators (see list in Appendix A-4). These signs and indicators should never be ignored, but equally they do not always mean a child / vulnerable adult has been abused, as other explanations are possible.

### 2) DUTY TO REPORT

All LCT representatives and partners have a responsibility to be aware and alert to any potential risk to the harm of children or vulnerable adults including the possibility of colleagues or members of the public posing a threat. If a LCT representative has suspicions or concerns regarding a breach of the LCT Code of Conduct, a possible abuse or any other potential safeguarding matter, they should raise these immediately with the Safeguarding Officer. The LCT Safeguarding Officer, alongside the LCT Trustee Safeguarding Lead are accountable for ensuring that procedures are in place for reporting and responding to concerns, including clear links to external sources of support where available.

Safeguarding incidents, including those that occur overseas, should be reported to the Charity Commission as a Serious Incident ([see here for how to report a serious incident](#)). The Trustees should be informed as soon as possible.

### 3) HOW TO REPORT A SAFEGUARDING INCIDENT

An allegation of abuse of a child or vulnerable adult should be taken seriously. It is paramount that you take into consideration the safety and welfare of the alleged victim and / or complainant as well as ensuring that all parties maintain confidentiality. As such, sharing of information which could identify a child or an alleged perpetrator should be purely on a 'need to know' basis. Unless abuse has actually been proven to have occurred, one must always refer to 'alleged abuse'. Names and identities are not to be disclosed outside the group designated as 'need to know'.

If you suspect abuse, or someone discloses allegations to you, you should:

- Listen to the person, allow them to say what they feel they want to say, but don't ask leading questions.
- Disclosures of historical abuse should be treated in the same way as disclosures of current abuse, particularly when there may still be a risk to children and / or vulnerable adults.
- Don't promise to keep it a secret. You may feel that you need to pass it on to someone in charge as you are concerned for their welfare. Reassure the child / vulnerable adult that they have done the right thing by disclosing and explain what will happen next and who will be told. Explain your responsibility to pass the information to Links Christian Trust's designated Safeguarding Officer. Take the allegation seriously.
- As soon as is possible, write down everything you can on an incident reporting form (see Appendices). Write down what the person said, as well as where and when the conversation took place. Include date and time of conversation(s) and any incident(s) disclosed. Reports should be factual and as accurate as possible.
- Opinions and presumptions should be avoided but, where it is felt relevant or important to include these, they should be clearly indicated as such.
- Do not attempt to investigate the allegations and do not permit your personal doubt to prevent you from making a report to the LCT Safeguarding Officer.
- Avoid gossip and making assumptions. Additionally avoid investigating, informing or confronting the Subject of Complaint or alleged perpetrator(s).

All incidents or concerns should be reported to the Safeguarding Lead on the Board of Trustees in the UK, by emailing:

[Safeguarding@linksgolf.org](mailto:Safeguarding@linksgolf.org)

<sup>1</sup> <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

<sup>2</sup> <https://www.keepingchildrensafe.org.uk>

<sup>3</sup> <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

## Appendix A-1:

### Links Christian Trust Code of Conduct

#### Scope

The Links Christian Trust expects its key volunteers to act in a professional manner and at all times act as good ambassadors for the organisation.

Contracted key volunteers, key volunteers (including Trustees) and representatives of the Links Christian Trust (hereafter referred to as key volunteers) are personally and collectively responsible for upholding and promoting the highest standards of ethical and professional conduct. It is the responsibility of all Links Christian Trust key volunteers to adhere to this Code of Conduct and refrain from acts of misconduct at all times.

All key volunteers are responsible for their own behaviour and have a duty to report any breach of this Code of Conduct. All key volunteers are obliged to ensure and maintain an environment that prevents abuse of power and promotes these standards of behaviour.

#### Policy

**Treatment of others:** All working relationships should be characterised by respect, dignity and non-discrimination. Key volunteers' behaviour and relationships should be sensitive and respectful of cultural norms and not be in any way exploitative, abusive or corrupt.

**Attendance & conduct:** Reliable and punctual attendance at engagements and meetings is expected as it promotes effective working and the professional and purposeful reputation of the Links Christian Trust. Key volunteers must maintain appropriate confidentiality regarding the activities of the Links Christian Trust and any other information they may be aware of as a consequence of their work with the Links Christian Trust.

Key volunteers should take reasonable care to be fit and rested for tasks relating to their role and be able to fulfil their duties with concentration and attention. Key volunteers must be clean and tidy in their personal appearance (unless this is not possible for practical reasons) when engaging in work for the Links Christian Trust.

**Drugs & alcohol:** Key volunteers must not be under the influence of alcohol, intoxicants or non-prescription drugs while working on Links Christian Trust business. The misuse of drugs and other substances is not allowed and is a gross misconduct matter. It is also a gross misconduct offence to be at work (either paid or voluntary work) under the influence of alcohol, intoxicants or non-prescription drugs that have been taken outside of working hours.

While the consumption of alcohol may be appropriate when travelling or attending business events related to Links Christian Trust, care should be taken to exercise particular discipline and good judgement in this area.

Key volunteers should take particular care to be sensitive in this area to the messages that may be sent by the consumption of alcohol and must take care to always behave in a way that will promote the work of Links Christian Trust. If the key volunteers has any doubt about a particular situation, they should speak first with their line manager or a member of the Board.

**Conflict of interest:** Key volunteers must declare any financial, personal, or family interest in matters of business which may impact on the work of Links Christian Trust. Links Christian Trust accepts that key volunteers may have other forms of employment. However, key volunteers should notify the Executive Director (or the Chair, in the case of the Executive Director) if they intend to carry out any other paid or unpaid work that may impact upon their role with Links Christian Trust.

**Gifts:** Key volunteers should not accept any fee or reward whatsoever other than their proper remuneration. Any gifts given to key volunteers other than sundry items less than a total value of £20 must be declared to the Board or their line-manager.

Links Christian Trust is committed to conducting its activities with the highest degree of integrity and in full compliance with all applicable laws. This commitment includes zero tolerance towards all forms of fraud, bribery, corruption and theft. This includes paying or receiving a bribe whether directly or indirectly as well as facilitation payments.

Links Christian Trust key volunteers should not contribute to political organisations or individuals to obtain an advantage. Key volunteers should conduct themselves at all times in a manner that avoids suspicion of such behaviour. All key volunteers should avoid situations in which their personal interest may conflict, or appear to conflict, with the interests of the Links Christian Trust or its beneficiaries or clients. Key volunteers are committed to implement and enforce effective systems to counter bribery and corruption.

**Treatment of beneficiaries:** When responding to those in need, key volunteers will not discriminate based on race, gender, disability, political convictions, religion, sexual orientation or for any other reason. We proactively seek to improve their welfare regardless of family status, race, gender, religion, colour, national or ethnic origin, language, marital status, birth, age, disability or political conviction.

Key volunteers should act towards stakeholders in full respect of their human rights. Key volunteers should prioritise their safety above projects or property.

**Protection of vulnerable groups:** Key volunteers must do their utmost to protect all vulnerable groups against harassment, exploitation, and sexual abuse or threat of abuse. We strongly reject any abuse of power:

- Any form of violence including, but not limited to: bullying, verbal, physical or sexual harassment, rape, exploitation, intimidation and victimisation;
- Behaviour that shows a lack of respect for the dignity of others including breach of confidentiality;
- Behaving in a manner which leads to, or could potentially lead to injury or harm of others;
- Any attempt to commit fraud or to accept or solicit a bribe;
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading, compromising or exploitative behaviour.

Abuse of a position would include withholding goods or services that are due to beneficiaries or clients or awarding goods or services that are not due to beneficiaries or clients in order to obtain gifts, payment or sexual favour from them, or accepting gifts, goods or services so that others may act in an abusive manner. Any such abuses will be considered acts of gross misconduct and will result in dismissal.

**E-Safety:** Digital media will be used properly: key volunteers will not visit pornographic, racist, discriminating, or abusive internet sites and/or chat rooms, download offensive material or visit sites whose content is unlawful, unethical or threatening. Key volunteers will also refrain from posting any such material.

Pictures taken by mobile phone or camera of the Links Christian Trust work in-country should be reviewed by key volunteers before being distributed. Under no circumstance should images be taken, stored or distributed of children or adults which are in any way provocative or where the subject is not fully dressed.

#### **Minimum Standards for the Protection of all Vulnerable Groups against Sexual Abuse and Exploitation**

The Links Christian Trust recognises that all key volunteers, beneficiaries and clients have a right to be treated with dignity and respect. Links Christian Trust key volunteers have a particular duty of care towards vulnerable adults, women and children. Therefore, any proven instances of harassment, exploitation, abuse or threat of abuse will be treated as gross misconduct and, as such, will result in appropriate disciplinary action being taken, up to and including dismissal.

All Links Christian Trust key volunteers shall adhere to the following principles<sup>1</sup>:

- a. Sexual exploitation and abuse by key volunteers constitutes acts of gross misconduct and is therefore grounds for termination of employment.
- b. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief of the age of a child is not a defence.
- c. Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited.
- d. Sexual relationships between key volunteers and beneficiaries will be considered gross misconduct with zero tolerance. Such relationships undermine Links Christian Trust credibility and the integrity of the wider church and development sector.
- e. Where a key volunteer develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same organisation or not, s/he must report such concern as outlined in Links Christian Trust 's safeguarding policy.
- f. Links Christian Trust key volunteers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of our code of conduct. Managers have a particular responsibility to support and develop systems which maintain this environment.

If and when such cases concerning sexual abuse or misconduct arise, we are committed to ensure that breaches of these standards are immediately reported. Links Christian Trust has legal and moral obligation to report known misconduct to the appropriate authorities and partners.

#### **Duty to report:**

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<sup>1</sup> [JASC Six Core Principles](#)

It is the duty of all key volunteers who become aware of any breach of this Code to report it immediately to a line manager, or Chair of Trustees, either through the established reporting mechanism or, if not appropriate, to another senior member of of the Links Team. Failure to report concerns of sexual abuse and exploitation will constitute misconduct and be considered grounds for disciplinary measures.

Key volunteers are committed to always report and/or document any suspicions of non-compliance with this Code.

Links Christian Trust Management (key volunteers and Trustees) must ensure that all information regarding breaches of this Code is handled with the utmost discretion. Any concerns or suspicions about a suspected incident of exploitation, harassment or bullying of beneficiaries, clients or colleagues, whether major or minor, should be properly investigated and documented and appropriate action taken.

No action will be taken against a key volunteers reporting concerns in good faith. Disciplinary measures will be taken against key volunteers for retaliating against a colleague who reports concerns or cooperates with an investigation. Disciplinary measures will also be taken for maliciously and falsely reporting misconduct, and for not cooperating with an investigation.

Key volunteers can use the grievance or whistle-blowing procedure to report any breach of the Code.

#### **Consequences of engaging in misconduct**

Misconduct will lead to disciplinary measures, which could lead to dismissal. If a claim is substantiated against Links Christian Trust Team. The organisation at its discretion may:

- a. Issue a written warning and/or place the key volunteers on probation
- b. Demote the individual
- c. Terminate the employment contract with immediate effect in accordance with the applicable key volunteers regulations
- d. Take any other action as appropriate

If the claim is deemed unfounded the key volunteer's record will be cleared.

I have read and understand the Links Christian Trust Code of Conduct and agree to abide by its precepts.

NAME:

SIGNED:

DATE:

  

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## Appendix A-2: Process for undertaking DBS Checks

LCT currently use ThiryOne:Eight to facilitate the DBS process.

LCT will require all relevant LCT representatives to complete the Disclosure and Barring Service (DBS) application process detailed below:

1. Completion of a self-disclosure form.
2. Complete the online application form, selecting a minimum of three separate identity documents as requested and submit.
3. The LCT Trustee Safeguarding Lead will organise to check the applicants three separate identity documents.
4. Applicants will receive their DBS certificate through the post, they will be required to take a scan and send it to the LCT Trustee Safeguarding Lead via email.
5. LCT representatives will be required to take their DBS certificate with them when travelling overseas.

Note: For Ex-Offenders and Storage of DBS checks, LCT adheres to processes stated in the Policy Statement on Recruitment of Ex-Offenders and Policy Statement on Storage and Securing Handling of Disclosures.

## Appendix A-3: Interviews, Photographs, Media & Data Storage

### Interviews

LCT is committed to ensuring that all case studies and interviews of children and vulnerable adults are undertaken with sensitivity in order to safeguard the child and vulnerable adult's right to dignity, confidentiality and privacy. When interviewing children and vulnerable adults, they should be encouraged to give their own accounts as much as possible, rather than letting others speak on their behalf. Where possible, children and vulnerable adults should be prepared for interviews prior to being interviewed. Portrayals of children and vulnerable adults should be accurate and balanced, with emphasis upon their dignity.

### Photographs & digital media including videos

Images and video footage of children and vulnerable adults should always be decent and respectful. Storage of any image or video which could be considered indecent constitutes an act of gross misconduct and is therefore grounds for termination of employment, contract, position or voluntary work.

### Consent

Consent to use information obtained in interviews and/or images of children and vulnerable adults who have been interviewed should ideally be obtained by the individuals themselves (if they are of an age, understanding and possess the maturity to do so) and from their parents and/or guardians.

### Public use of interviews, photographs and digital media

Data gathered by LCT representatives for use in public communications material including posting on social media will be assessed against the following prior to being used:

**Level 1 – Low risk of harm or stigma:** Faces, first names and geographical location may be used.

**Level 2 – Medium risk of harm or stigma:** Faces, pseudonyms and vague geographical location may be used.

**Level 3 – High risk of harm or stigma:** Faces and visuals to be concealed, pseudonyms to be used and locations will be changed.

### Use by third parties

Individuals or organisations requesting the use of any of LCT's resources depicting or providing information about children or vulnerable adults, such as personal information, videos or photographs, will be required to sign an agreement with LCT as to the proper use of such materials. Failure to adhere to the terms would result in the termination of permission.

### Data storage and disposal

LCT recognises its responsibility to ensure that all personal information is properly and securely managed in accordance with legal obligations. Further details can be found in LCT Data Protection Policy.

## Appendix A-4: Indicators of Abuse or Neglect

Type	Physical Observations	Behavioural Observations
PHYSICAL	Bruising, burns and scalds, bite marks, fractures, swelling, serious injuries with no explanation or conflicting explanations, untreated injuries.	Children who are unusually fearful of adults or unnaturally compliant to parents, refusal to discuss injuries, fear of medical help, aggression towards others, covers-up with clothing. Signs of under or overuse of medication. Change in personality.
SEXUAL	Damage to genitalia, anus or mouth, sexually transmitted disease, unexpected pregnancy especially in very young girls, soreness in genital area, anus or mouth, unexplained recurrent urinary tract infections and discharges or abdominal pain. Torn or bloody underwear.	Hinting at sexual abuse. Sexual knowledge inappropriate for age, sexualised behaviour in young children, sexually provocative behaviour/promiscuity, hinting at sexual activity, inexplicable falling off school performance, sudden apparent changes in personality, lack of concentration, restlessness, aimlessness, socially withdrawn, overly compliant behaviour, acting out, aggressive behaviour, poor trust in significant adults, regressive behaviour, onset of wetting day or night, insecure and clinging behaviour, arriving early at school, leaving late, running away from home, suicide attempts, self-mutilations, self-disgust, eating disorders, hysteria attacks in adolescents.
EMOTIONAL	Highly anxious, showing delayed speech, low self-esteem, self-harming behaviour, drug or alcohol abuse.	<u>Physical</u> , mental and emotional development lags, acceptance of punishment which appears excessive, over-reaction to mistakes, continual self-deprecation, sudden speech disorders, fear of new situations, inappropriate emotional responses to painful situations, neurotic behaviour (such as rocking, hair-twisting, thumb sucking), self-harming or mutilation, fear of parents being contacted, extremes of passivity or aggression, drug/solvent abuse, running away, compulsive stealing/scavenging.
NEGLECT	Poor personal hygiene, poor state of clothing, dressed inappropriately for the season or the weather, inadequately supervised.	Constant hunger, constant tiredness, frequent lateness or non-attendance at school, destructive tendencies, low self-esteem, neurotic behaviour, no social relationships, running away, compulsive stealing or scavenging.

Note: most forms of abuse have a combination of the above indicators and observations and sometimes cannot be put in a specific category

Deleted: Physical ,

## Appendix A-5 – Links Christian Trust Incident Reporting Form

TO THE DESIGNATED TRUSTEE SAFEGUARDING LEAD, LINKS CHRISTIAN TRUST :

THE INFORMATION IN THIS FORM IS CONFIDENTIAL. IT SHOULD BE USED TO REPORT CONCERNS IN ACCORDANCE WITH HEALTH & HOPE UK'S SAFEGUARDING POLICY AND GUIDELINES. IT SHOULD ONLY BE SENT TO LINKS CHRISTIAN TRUST'S 'S DESIGNATED TRUSTEE SAFEGUARDING LEAD. IT WILL BE HELD IN A SAFE AND SECURE PLACE IN ACCORDANCE LCT'S DATA PROTECTION POLICY.

You should attempt to fill in as much of the form as possible. Leave blank those areas for which you have no knowledge. If you are raising a general concern about behaviour that you have observed then please make this clear. Distinguish between what you know personally and what you have observed and what was told to you by someone else (ie hearsay).

### PART 1 – ABOUT YOU

Your name:

Your position with Links Christian Trust's :

Your contact details (address, telephone & email):

Your relationship with the child /vulnerable adult:

### PART 2 – ABOUT THE CHILD / VULNERABLE ADULT INVOLVED

(If there is more than one child / vulnerable adult involved, add details on separate pages)

Child / Vulnerable adult's details (name, gender, ethnicity, nationality, faith, birthdate/age if known):

Child / Vulnerable adult's address / family details (e.g. Who does the child / vulnerable adult live with? Where do they live?):

Where is the child /vulnerable adult now?

Is s/he in a place of safety?

Are there any immediate medical or safety issues?

Does the child / vulnerable adult have a disability or learning difficulty?

**PART 3 – YOUR CONCERN**

Who is the alleged perpetrator? (please tick)

- Category 1: Key Volunteer or Representative of Links Christian Trust
- Category 2: Someone in the community

Nature of concern/allegation:

*Please include the following: Who disclosed the abuse? What were the circumstances? What is alleged to have happened?*

Date, time and location of incident:

Was the abuse observed by you? Suspected by you? or observed or suspected by someone else?

If you have spoken to the child or vulnerable adult, exactly what did they say (in his/her own words) and what did you say?

Please document which external agencies have been contacted (if any) including date and time, name of person and any advice received.

Have any other actions been taken?

Your signature:

Date:

Please send the original to the designated Trustee Safeguarding Lead. [Should this need posting from outside the UK send a copy by email \(XXXXXXX\) and forward the physical copy by whatever means is most efficient.](#)

## Appendix A-6 - Acknowledgement of Receipt

I have received a copy of Links Christian Trust's Safeguarding Policy and have read and understood its contents. I am aware of the definitions of abuse and indicators to look out for which may require me to raise a safeguarding concern. To clarify my role and responsibilities in this area I am aware that I can consult with:

..... (LCT Trustee Safeguarding Lead)

I agree to abide to this policy and the LCT Code of Conduct and the principles therein.

I understand that it is my duty to raise any concerns I may have about safeguarding during my role as a:

key volunteer/visitor/volunteer/consultant with the designated Trustee Safeguarding Lead: **Michael**

**Harding**

### Declaration:

I will not be alone with a child or vulnerable adult, whether in the home or elsewhere, nor engage in any inappropriate/unwanted physical conduct with children or vulnerable adults, but demonstrate compassion and care both in action and speech.

I will not share any of my contact details with a child or vulnerable adult or their family, nor disclose any of their personal information (names, addresses, or locations) to any other party without the prior permission of Links Christian Trust's .

I will not collect any photos, video or stories without the prior authorisation of Links Christian Trust's , and the consent of the child or vulnerable adult. Photos or video can only be taken when the child or vulnerable adult is appropriately dressed. Material gathered must respect the subject's dignity and their right to privacy.

Name: .....

Signature: .....

Date: .....

Please note, an electronic copy of this record will be kept by Links Christian Trust.