



Scripture Union Ministries Trust

Safeguarding Policy & Procedures

Revised:	September 2024
Approved (date):	13 th September 2024
Approved by:	Mr R. A. Jeavons
Review date:	January 2026

More detailed practice guidance is provided within the SUMT Event Leaders' Manual and Code of Conduct (See separate document).

Table of Contents

A. Policy Statement.....	3
B Key Organisational Details.....	5
C. Statutory Compliance for Scripture Union Ministries Trust	7
D. Safer Recruitment.....	10
Update Service	11
Handling Disclosure Information	11
Management of Workers – Codes of Conduct	12
Volunteer procedures	13
1. SUMT Events Volunteer Application Procedures.....	13
2 Curriculum Event or Office-based Volunteers Application Procedure	14
3 Junior Volunteers.....	14
4. Official Visitors.....	15
5. Online Events	15
6. Participants.....	15
Responding to allegations of abuse.....	17
Documenting a concern.....	17
Detailed procedures where there is a concern about a child:.....	19
Allegations of sexual abuse.....	19
Allegations of abuse against a person who works with children/young people.....	20
Allegations of abuse against a person who works with adults with care and support needs.....	20
Adoption of the policy.....	21
APPENDIX A: Glossary.....	22
APPENDIX B: Definitions of abuse.....	23
APPENDIX C: USEFUL ADDRESSES	27

A. Policy Statement

Scripture Union Ministries Trust (SUMT) is a movement made up of volunteers and paid staff. We believe that all human beings are of equal worth in the sight of God and aim to follow Biblical principles in all that we do.

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

The Trustees are appointed to have independent authority and legal responsibility for SUMT, and they have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

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

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

Positions of Trust

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

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

As of July 2021¹ it is illegal for those in Positions of Trust settings to engage in sexual activity with a person under 18 years old or a vulnerable adult under their care or supervision.

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

- there are accountability structures with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people and there is open communication.

¹ Isle of Man Sexual Offences and Obscene Publications Act 2021

Therefore:

We commit ourselves to the nurture, protection, and safekeeping of all, especially children and vulnerable adults (see [Appendix A](#) for a definition of this and other reserved terms). Keeping children safe is of paramount importance and the need to provide adequate care for children and young people is at the forefront of our activities. The Trustees of SUMT are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

It is the responsibility of each one of us to protect children, young people, and vulnerable adults from all forms of abuse and to report any disclosures of abuse in addition to suspicions or concerns.

To achieve this, we are committed to supporting, resourcing, and training those who work with children and adults at risk of harm. We will provide appropriate supervision, recognise mutual accountability, and commit to an annual review of our safeguarding policy, procedures, and practices.

In fulfilling our commitments, we will work, in partnership, as appropriate, with parents, carers, statutory agencies and other organisations.

Scripture Union Ministries Trust has adopted the above principles; all volunteers and staff are presented with a copy and expected to follow the procedures and guidelines as set out in our safeguarding policy and procedures document.

B Key Organisational Details

Details of the organisation: Scripture Union Ministries Trust (SUMT) is a Christian charity that aims to bring 'faith within reach' of every child and young person on the Isle of Man. It has been working ecumenically across the Island for almost 40 years.

Name of the Organisation: Scripture Union Ministries Trust (SUMT)

Address: Manor Ark, Pulrose Road, Douglas, IM2 1AS

General Email addresses: hub@sumt.im

Safeguarding Trustee: David Stewart

Safeguarding Trustee email address: david.s@sumt.im

Safeguarding Lead: Kristina Reeves

Safeguarding Lead Contact Email: safeguarding@sumt.im

Volunteer Co-ordinator: Panda Dooley

Volunteer Co-ordinator Contact Email: panda.d@sumt.im

Deputy Safeguarding Lead: Andrew Shipley

Deputy Safeguarding Lead Email: admin@sumt.im

Beach Mission Event Leader: Evelyn Stewart

Team Leader Contact Email: beach@psmbm.im

Membership of Organisation: Ecumenical

Ecumenical Safeguarding Officer: Tony Connell

Charity Number: 1280

Company Number: 132863C

Regulators: Charities Registry, Isle of Man and Companies Registry, Isle of Man

Insurance Company: Ansvar

The following is a brief description of our organisation and the type of work / activities we undertake with children and young people:

We aim to bring "Faith Within Reach" of every child and young person on the Isle of Man, supporting their holistic development, while continually encouraging them to come their own conclusions.

We engage with many Primary and Secondary schools on the Isle of Man for assemblies, curriculum days, Religious Education (RE) and PSHE lessons. Our curriculum events are for children of all abilities to attend and relate to the RE curriculum for

ages 8–11-year-olds and the PSHE curriculum for 11–18-year-olds. Outside of schools we run after school clubs and residential weekends.

All our events are enabled by volunteers from local churches across the denominations on the Isle of Man. We offer help, support, and training to those who are involved in children's and youth work whether through our work in schools or in the local church.

C. Statutory Compliance for Scripture Union Ministries Trust

The standards in this policy build on and incorporate legislation and government expectations for children and adults at risk, also termed 'vulnerable adults' in the Isle of Man. There is an expectation that the standards will apply to the Isle of Man, unless there is specific local legislation in the jurisdiction that would prevent adoption. This includes 'Safeguarding Together'² by the Isle of Man Government and new safeguarding duties under the Safeguarding Act 2018. The guidance is for

- a) The Chief Secretary;
- b) Chief Executive Officers of Government Departments;
- c) Senior leaders and managers in all relevant safeguarding bodies;
- d) The Independent Chair of the Safeguarding Board; and
- e) Senior managers within organisations who commission and provide services for children and vulnerable adults, including:
 - i. Children and adult social workers;
 - ii. Professionals from health services;
 - iii. The Police;
 - iv. Schools and colleges; and
 - v. The voluntary, community and private sector organisations which have contact with children, families, and vulnerable adults.

For staff and volunteers, who are in a position of trust the Sexual Offences and Obscene Publications Act 2021 applies and it is an offence to have sexual activity with anyone under 18.

SUMT is a voluntary, community and private sector organisation. All relevant professionals should read and follow the statutory guidance so that they can respond to the needs of children and adults at risk of harm appropriately.

We commit to the following standards:

1. **Adopt a policy statement on safeguarding the welfare of children, young people and adults at risk of harm.**

The policy statement included in this document has been adopted following approval by the Trustees of Scripture Union Ministries Trust. It is reviewed annually and is available on request for public scrutiny.

2. **Plan the work of the organisation to minimise situations where the abuse of children may occur.**

² GD 2019/0013. Safeguarding Together. Guidance for collective working to safeguard children and vulnerable adults in the Isle of Man

We have established, and will maintain and review, clear procedures to fulfil this policy. They are set out in detail in this document and are under constant review, with any updates necessary given in writing at least annually.

3. Introduce a system whereby children may talk with an independent person.

Our procedures discourage the formation of exclusive relationships, and our activities are organised in such a way that children have access to a number of people. We are, though, committed to listening to children and giving them the opportunity to talk about any worries or concerns that they may have. We publicise relevant contact numbers of independent organisations. See [Appendix C](#).

4. Apply agreed procedures for protecting children to all paid staff and volunteers.

We have established minimum procedures for all workers and comprehensive procedures for workers in direct contact with children. All workers are required to comply with this policy.

5. Give all staff and volunteers clear roles.

All paid staff have a written job description, and all volunteers are given a clear written outline of their task.

6. Use supervision as a means of creating a safeguarding culture across the organisation.

All workers plan and review their work with the person to whom they are accountable. The Safeguarding Officer is available for further support in handling safeguarding cases, if required.

7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.

We have comprehensive application and selection procedures for all workers.

8. Gain two references for every applicant.

Of the two references, at least one reference will be from a person who has experience of the applicant's paid work or volunteering with children. We also require a reference from at least one person (a church leader or equivalent) for each applicant, seeking information which includes character and relationship assessment. We inform referees if work involves direct contact with children. Volunteers who work with children annually for short periods only are required to fill in a form each year and to name one referee on each occasion. We appreciate that some of our volunteers are young adults wanting to begin work with children, and therefore it may not be possible to gain references which relate to relevant experience, however they can gain a good character reference from a teacher etc.

9. Explore all applicants' experience of working or contact with children in an interview before appointment.

All staff, and volunteers for leadership positions, are interviewed prior to appointment. General team members on short-term placements are not normally interviewed but see (11) below.

10. Find out whether an applicant has any conviction for criminal offences against children.

All workers are required to sign a declaration disclosing criminal conviction or caution. Annual short-term volunteers with children are required to do so annually. This includes disclosing convictions which for other purposes are 'spent', as posts involving direct work with children are exempt from the provision of Article 5 (1) (a)(ii) of the Rehabilitation of Offenders Act 2001 (Exceptions) Order 2018. Successful applicants for roles involving unsupervised charge of children are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.

While the short-term nature of much of our volunteer work makes probationary periods inappropriate, we are aware that many volunteers will have limited experience. Appropriate support is provided for each circumstance. In practice, this may mean sharing of responsibility, rather than having unsupervised responsibility, for children. The CEO, Volunteer Co-ordinator or Event leaders have the authority to ask team members to leave an event if it is in the best interest of the children. We have a system of specific and general induction for staff, leading into a six-monthly interim work review, and an on-going review process. The on-going review process applies to all workers with children, young people and adults at risk.

12. Issue guidelines on how to deal with the disclosure and discovery of abuse.

Comprehensive guidelines are established and reviewed regularly.

13. Train paid staff and volunteers, their line managers or supervisors, and policy makers.

We give access to training for the safe care of children including increasing understanding of the prevalence of abuse, along with the signs and indicators of abuse.

D. Safer Recruitment

Note: Throughout this section Enhanced Disclosures are only undertaken in respect of the vulnerable adult workforce, when it is known that individuals will be entering into Regulated Activity³ with such adults.

- The standards listed above are applied to our safer recruitment procedures, specifically standards 4, 5, 7, 8, 9,10,11 and 13. SUMT is committed to undertaking careful recruitment and selection procedures as stated in this policy. Applicants are appointed (or excluded from service) at the discretion of the Person Responsible (see Appendix A).
- All potential employees or interns will be interviewed by their prospective line manager and at least one other person.
- Two references will be required for each new applicant. If there are concerns about either or both references, additional reference(s) will also be taken up.
- All those who anticipate employment with Scripture Union Ministries Trust as paid staff or volunteers and whose work is likely to involve unsupervised access with children and vulnerable adults (adults at risk) are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), unless they are registered with the update service (see below).
- All Charity Trustees of Scripture Union Ministries Trust are required to complete an Enhanced Disclosure from the DBS, unless they are registered with the update service (see below).
- Some staff in key managerial positions (where there is a responsibility for the selection or supervision of those working with children, young people and vulnerable adults (adults at risk)) are also required to apply for an Enhanced Disclosure from the DBS, unless they are registered with the update service (see below).
- Those with criminal convictions, cautions, cases pending, reprimands or 'bind overs' are not necessarily unable to take up positions with Scripture Union Ministries Trust, which abides by its policy on 'Employing People with a Criminal Record'.
- Individual cases will be considered on merit, but for general guidance, convictions or cautions in the categories listed below exclude an applicant from an appointment that requires work with children and vulnerable adults (adults at risk of harm):
 - Any form of abuse involving children and vulnerable adults (adults at risk of harm);
 - Any types of serious violence; and
 - Recent offences involving misuse of substances such as drugs or alcohol.
- Scripture Union Ministries Trust utilises the organisation thirtyone:eight for all its DBS checks. Scripture Union Ministries Trust abides by the Code of Practice established by the DBS

³ Protection of Freedoms Act, 2012, an Act of Parliament.

- Verification of identity and processing of Charity Trustees, staff and volunteer applications for Enhanced Disclosures is carried out by the Lead Verifier (or another specifically assigned Verifier).
- Job applicants are advised of the need for an Enhanced Disclosure before an application is submitted.
- Some forms of physical, emotional or mental illness may make an applicant unsuitable for service.
- Applicants from overseas or those living in the British Isles for a short time may not be eligible for a Disclosure from the DBS. Every effort will be made to take whatever measures are available according to the comparative methods in their own country, but where there is any doubt as to the availability of a thorough check the application will be refused.

Update Service

- Those requiring Disclosures for work with Scripture Union Ministries Trust are required to apply to the DBS via thirtyone:eight.
- Where an individual has registered a disclosure certificate with the DBS update service, Scripture Union Ministries Trust will accept registered disclosure certificates that comply with the following criteria:
 - the disclosure is for the 'child workforce' category and
 - It is an 'Enhanced Disclosure' and
 - There is a barred list check if the individual is expected to be in regulated activity.
- Where the online disclosure check contains information about cautions, convictions, reprimands or warnings or other relevant information the procedure below on handling disclosure information will be followed.
- For disclosures that are registered with the update service these will also be checked on a rolling 3-year basis.

Handling Disclosure Information

- Disclosures must be seen by the Charity Trustee designated as Safeguarding Trustee (Specified Charity Trustee).
- If the Disclosure is not clear, advice on how to proceed is sought by the Safeguarding Trustee from a representative of thirtyone:eight or the CAiM Safeguarding Officer.
- Information recorded on the Disclosure may be shared by the Safeguarding Trustee only with those directly involved in the employment decision.

- Information recorded on the Disclosure is only shared if it is likely to affect the employment decision, which is then made in accordance with Scripture Union Ministries Trust's policy on Employing People with a Criminal Record.
- The date and disclosure number of all checks are recorded.
- Disclosures are normally renewed on a rolling three-year basis.
- If in the intervening years the update service check completed for those working with children reveals the certificate is no longer current, a new Enhanced Disclosure is requested.
- If volunteers have had a break of service of more than a year, they are treated as new applicants and required to apply again for an Enhanced Disclosure, unless they have remained in close contact with the event leader during that year.
- If volunteers have had a break of service of two years, they are treated as new applicants and required to apply again for an Enhanced Disclosure.

Management of Workers – Codes of Conduct

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

Whistleblowing statement – SUMT is committed to the highest possible standards of openness, integrity and accountability. Instilling these standards and creating an environment where all staff and volunteers have the confidence to speak out and raise concerns without comeback or reprisal, are the foundations of an open and transparent organisation. If you have concerns then raise these with the event leader, the Chief Executive or a Trustee.

Volunteer procedures

1. SUMT Events Volunteer Application Procedures

(This includes:

- volunteers on residential;
- volunteers for Port St Mary Beach Mission; and
- volunteers who meet with the same group of young people at least twice a month over at least two months, without a teacher present e.g. lunchtime and after school clubs or a curriculum lesson programme.

(See separate safeguarding guidelines documents for specific events))

- Scripture Union Ministries Trust will undergo careful recruitment and selection procedures as stated in this policy. Applicants are appointed (or excluded from service) at the discretion of the Person Responsible and, where appropriate, in communication with other members of the Trust.
- A new applicant is one who has not worked on an event before. Volunteers who have had a break in service of more than an academic year will be treated as new applicants unless the event leader has remained in enough contact to be assured that their personal circumstances remain unchanged. A break of two academic years would mean they would be treated as new applicants without exception.
- All new volunteers must complete a volunteer application form, which will include questions on the following:
 - Details of previous and relevant experience and qualifications;
 - Details of a recent (within the past 12 months preferably) church leader who can provide a reference for you, including their contact details;
 - Details of a referee for a character reference (not a family member).

The application form will also contain three statements:

- A volunteer statement outlining the principals under which SUMT volunteers must agree to operate;
 - an explanation that applicants will be required to request an Enhanced Disclosure from the Disclosure and Barring Service;
 - the fact that Scripture Union Ministries Trust has a policy on Employing People with a Criminal Record and that the existence of a criminal conviction does not necessarily rule out acceptance of an applicant.
- A church leader reference will be required from volunteer applicants who are not previously known to either an SUMT staff member or trustee in line with the statements contained in the application form.
 - Once an application form has been received and the person deemed suitable for placing on a team a Disclosure will be requested from the DBS or an Update Service verification will be undertaken for DBS Enhanced Disclosure certificates for 'child workforce'.

- If a new application for a DBS Disclosure is required, the process will be initiated by the SUMT Lead Recruiter or SUMT Volunteer Coordinator, who will need to check an applicants ID documents.
- Once the Disclosure has been received and deemed satisfactory, the applicant's place as a volunteer is confirmed.
- It is acknowledged that some team members may have little or no experience of working with children, young people and adults at risk, while others may have plenty. An agreed set of safety guidelines and expectations of team behaviour will be communicated by the leader prior to the event.
- Scripture Union Ministries Trust's safeguarding policy will be outlined to all team members by the leader or delegated team member. All volunteers either attend a safeguarding training session or show the event leader an in date (3 years or less) safeguarding certificate from their church or work relating to children.

2 Curriculum Event or Office-based Volunteers Application Procedure (for one off events e.g. Life Path, Stars, Life Matters; where volunteers only see the children for a school day or less and teachers or SUMT staff are present)

- Every volunteer is either known by a SUMT staff member or trustee.
- All volunteers have completed and signed a volunteer application form (as outline above, but a DBS check is not necessary).
- All volunteers attend a training session specific to the event, and either attend a safeguarding training session, or show the event leader an in date (3 years or less) safeguarding certificate from their church or work relating to children.

3 Junior Volunteers

(Young people, normally under the age of 18, who help on an event).

- A parental permission form, including medical consent, and volunteer application form should be completed for all junior volunteers.
- Those under 18 are not permitted to have unsupervised responsibility for the care of young people on an event.
- If a volunteer is not known to either a SUMT staff member or trustee, a church leader reference will be requested.
- All volunteers attend a training session specific to the event, and either attend a safeguarding training session, or show the event leader an in date (3 years or less) safeguarding certificate from their church or work relating to children.

4. Official Visitors

- At no time is an ad-hoc volunteer (e.g. parent, visitor) to be given unsupervised responsibility for a group of young people.
- They are asked to sign a visitors' register and any volunteers or visitors staying on site more than 24 hours will be expected to follow the guidelines under 'SUMT Events Volunteer team application procedures' (Para 1 above).
- Official visitors will be issued with a lanyard displaying that they are visitors along with a card displaying safeguarding information.
- Event Leaders are responsible for the safety and well-being of visitors (including staff).
- Signing in and out forms will be produced for each event which should be completed by those official visitors in attendance.
- The event leader must be satisfied that no one has been left in the venue being used when an event has ended.

5. Online Events

- Leaders for online events should be recruited under the same safer recruitment policy as for face-to-face events.
- Session leaders should work from an appropriate space in a home and ask the children and young people to do the same. On a video call, the background should be appropriate to the meeting.
- For any contacts made by email, Teams or Zoom, a Scripture Union Ministries Trust account should always be used.
- Manage all sessions actively with two adults running the session; similarly, two adult team members must always be present in any breakout room and if this is not possible then do not have breakout sessions.

6. Participants

- All participants are expected to comply with the event's behaviour policy. These expectations must be clearly communicated to all participants at the outset of the event.
- If a child's behaviour necessitates them being prevented from taking part in an activity, this will be done in a way which considers their welfare.

- The behaviour policy is to ensure the safety and wellbeing of all participants and team members and should be set by the event leaders, in consultation with the designated safeguarding lead, having considered this policy and the Event Leaders' Manual and code of conduct and having undertaken a risk assessment for their event.

Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow the procedures as below:

Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

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

Name: Kristina Reeves (hereafter the "Safeguarding Co-ordinator")

Tel: 07624 344633

Email: safeguarding@sumt.im

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

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Andrew Shipley (hereafter the "Deputy")

Email: admin@sumt.im

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

- David Stewart, the designated SUMT Safeguarding Trustee – david.s@sumt.im

Alternatively:

- thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.
Tel: 0303 003 1111. Option 2

or,

- contact the Safeguarding Board or the police. For the Safeguarding Board if you have any safeguarding concerns in relation to children please contact:

+44 01624 686179 during office hours

+44 1624 631212 out of office hours

The Safeguarding Co-ordinator should contact the appropriate agency, or they may ring Tony Connell, the ecumenical safeguarding officer, or the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

For children:

Name of authority: Isle of Man

Manx Care Children and Families Team

Tel: +44 1624 686179

Out of hours Tel: +44 1624 631212

Website Address: [Isle of Man Government - Children and Families](#)

For adults:

Name of authority: Isle of Man

Adult Protection Team

Tel: +44 1624 685969

Out of hours Tel: +44 1624 631212

Website Address: [Isle of Man Government - Adult protection](#)

Multi Agency Public Protection Unit: 01624 631212

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern the Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity registries to report a serious incident.

Suspicious must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Manx Care Children and Families team, the Safeguarding Board, the Police or taking advice from Thirtyone:eight.

The Trustees will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Trustees hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Trustees demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

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

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

Contact Manx Care Children and Families team (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.

Not tell the parents or carers unless advised to do so, having contacted Manx Care Children and Families team.

Seek medical help if needed urgently, informing the doctor of any suspicions.

For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Manx Care Children and Families team direct for advice.

Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Manx Care Children and Families team.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

Contact the Manx Care Children and Families Duty Social Worker for children and families or Multi Agency Public Protection Unit direct. They will NOT speak to the parent/carer or anyone else.

Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult needs protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

Contact the Adult Protection Team who have responsibility under the Safeguarding Act 2018 to investigate allegations of abuse. Alternatively, Thirtyone:eight can be contacted for advice.

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

If there is a concern regarding spiritual abuse, the Safeguarding Co-ordinator will:
Identify support services for the victim i.e., counselling or other pastoral support
Contact the ecumenical safeguarding officer or Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Safeguarding Board procedures will:

- Liaise with Manx Care Children and Families team regarding the suspension of the worker
- Make a referral to a designated officer, previously called a Local Authority Designated Officer (LADO), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

Liaise with Adult Social Services in regards the suspension of the worker

Make a referral to the DBS following the advice of Adult Social Services

The Safeguarding Act 2018 places the duty upon the Adult Protection team to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the SUMT.

Adoption of the policy

This policy was agreed by the Trustees and will be reviewed annually on: 31st January 2026

Signed by:			
Trustees.	<<signature>>		
	R. A. Jeavons	Position:	Chair of Scripture Union Ministries Trust
	<<signature>>		
	K Reeves	Position:	Trustee and Chief Executive Officer

Date: 13th September 2024

A copy of this policy is also lodged with: David Stewart, SUMT Safeguarding Trustee

APPENDIX A: Glossary

Child	Anyone under the age of 18
DBS	Disclosure and Barring Service
Designated Safeguarding Officer	The appropriately trained person who is the designated officer for safeguarding on events
Event	Any event where Scripture Union Ministries Trust takes responsibility for participants who are under the age of 18 years.
First Aider	Person with current, appropriate qualification to administer first aid.
Junior Volunteers	Those younger than 18 who may assist on an event but who will not have unsupervised responsibility for, or unsupervised access to, anyone under the age of 18 years.
Leaders	People who have been given overall responsibility for an event through an appointment procedure, known as safer recruitment.
Participants	Those who attend an event.
Person Designated for Emergencies	The person on duty for emergency cover (including outside normal office hours), who will usually be someone in a senior management role in the organisation
Person Responsible	Normally this will be one of the following, the nature and leadership of the event determining which: CEO, Volunteer Co-ordinator or specific Event Leader
Regulated Activity	'Regulated Activity' (as defined by the Protection of Freedoms Act, 2012) involving a substantial degree of contact with children including unsupervised activities such as teaching, supervising, training or providing advice/guidance on well-being.
Team	Leaders, team members and junior volunteers
Team members	Others over the age of 18 who are involved in the event.
Vulnerable Adult	A person who is aged 18 or over and who has care and support needs as defined by the Safeguarding Act 2018
Workers	Anyone engaged in Scripture Union Ministries Trust's ministries, either as employees or volunteers.

APPENDIX B: Definitions of abuse

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

1. Abuse and Neglect (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- **Spiritual abuse** is a form of emotional abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. The means of coercion and control may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of the Bible or teaching, requirements of obedience to the abuser, the suggestion that the abuser has a "divine position", isolation as a means of punishment, and superiority and elitism. (Dr L Oakley)
- **Peer-on-peer abuse** is any form of physical, sexual, emotional abuse, and coercive control between children. It is an issue of serious concern throughout England and Wales and is a significant risk facing children.
- **Bullying** is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through online platforms.

2. Vulnerable Adult (Adult at risk of harm)

A person who is aged 18 or over and who has care and support needs as defined by the Safeguarding Act 2018 (Care Act 2014 (England)⁴). The Safeguarding duties apply to an adult who;

- has need for care and support (whether the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. ^[SEP] Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be

⁴ Whilst The Care Act 2014 is English Law and, therefore, not law on the Isle of Man, the above definitions have been accepted as informing [the Adult Protection Policy and Procedures](#), as well as practice on the Isle of Man.

advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

^[1]_{SEP} <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery – 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.
- Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, 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 because of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or

educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

- Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple and affect one person or more. 

(For further information see [safeguarding-adults-policy-and-adult-protection-procedures-final-version-policy-nov-18.pdf \(gov.im\)](#))

APPENDIX C: USEFUL ADDRESSES

SUMT Safeguarding Officer safeguarding@sumt.im

(Kristina Reeves) Tel: 07624 344633

SUMT Safeguarding Trustee david.s@sumt.im

(David Stewart)

Deputy Safeguarding Lead: [Andrew Shipley](#)

Deputy Safeguarding Lead Email: admin@sumt.im

CAiM Safeguarding Officer, safeguarding@sodorandman.im

Isle of Man (Tony Connell) Tel: 07624 235970

Thirtyone:eight helpline: Tel: 0845120 4551

(SUMT safeguarding advisors)

SU National Office Trinity House, Opal Court, Opal Drive, Milton Keynes MK15 ODF

Tel: 01908 856000

Emergency number: 0845 273 3060 or 01908 856035

Childline: Tel: 0800 1111

www.childline.org.uk

National Whistleblowing Advice Line Tel: 0800 028 0285

Safeguarding Board +44 01624 686179 during office hours

+44 1624 631212 out of office hours

For children:

Manx Care Children and Families Team Tel: +44 1624 686179

Out of hours Tel: +44 1624 631212

Website Address: [Isle of Man Government - Children and Families](#)

For adults:

Adult Protection Team

Tel: +44 1624 685969

Out of hours Tel: +44 1624 631212

Website Address: [Isle of Man Government - Adult protection](#)

Multi Agency Public Protection Unit:

01624 631212