

SAFEGUARDING

Who approves the policy?	Trustees
Who is responsible for updating the policy?	Director of LCSD
Classification	External
Original Issue Date	23/04/2023
Last Revision date	22/02/2024
Revised By	Beki Rogers
Next Revision Date	April 2026
Related Documents	
Where to find a copy of the policy	On request from info@lcsd.org.uk
Scope	<p>This Policy applies to all LCSD employees plus those individuals identified in paragraph 2.</p> <p>LCSD reserves the right to amend this policy at its discretion at any time. It does not form part of any employee's contract of employment with the LCSD.</p>
Extensions	None
Exclusions	None

LCSD SAFEGUARDING POLICY

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SECTION 1

Details of the organisation

Name of Organisation:	London Centre for Spiritual Direction
Business Address:	Linden House, Linden Close, Tunbridge Wells, TN4 8HH
General Email address:	info@lcsd.org.uk
Director's Name:	Rev Beki Rogers
Director's Contact Email:	beki.rogers@london.anglican.org
Charity Number:	1089883
Insurance Company:	Ecclesiastical Policy Number 9099718

The following is a brief description of our organisation and the type of activities The London Centre for Spiritual Direction (hereafter LCSD) undertakes, which may involve children and adults who have care and support needs:

The LCSD is an independent charity which offers resources, training and support for all those interested and involved in Christian spiritual direction.

Since the earliest days, many Christian people have realised their need to find someone who will walk with them on their journey of faith. At and through the Centre, LCSD celebrates and encourages this tradition by offering resources to anyone looking for a Spiritual Director or exploring their faith formation.

Alongside this, LCSD also offers training, support and development opportunities for new and established spiritual directors, including Encounter (a three-year formation course), continuing professional development, and supervision groups.

LCSD also runs a Community for Spiritual Directors, who voluntarily sign up to a code of practice, which includes awareness of the need for regular safeguarding training and supervision. LCSD does not employ the Spiritual Directors but supports and encourages them to engage in ongoing training and development.

All training and engagement is designed for adults, although it may be that some of the community may work with older teens.

It is always possible that a younger person or adult with care or support needs attends sessions or training. LCSD is aware of the importance of ensuring that all activities are safe and appropriate and have training guidelines that consider this. (Appendix D)

Our commitment

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

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

Trustees undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above;
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached;
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive;
- support the Director as Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs;
- agree not to allow the document to be copied by other organisations.

SECTION 2

Prevention

Understanding abuse and neglect

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

In order to safeguard those in organisation, the LCSD adheres to the UN Convention on the Rights of the Child and have as a starting point as a definition of abuse, Article 19:

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

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

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. (See Appendix A)

Safer recruitment

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

- There is a written job description/person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those shortlisted have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate

- A disclosure and barring check has been completed where necessary (this will comply with LCSD's Equal Opportunities Policy and Data Storage Policies which are available on request from info@lcsd.org.uk)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

More details and examples of documents can be found in our Recruitment Policy available on request from info@lcsd.org.uk.

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that there is readily accessible information available on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Management of Workers – Codes of Conduct

The Trustees are committed to supporting all workers and ensuring they receive appropriate support and supervision. Staff are expected to be aware of and comply with the Community's code of practice in any of their Spiritual Direction practice. A code of conduct for staff is available in the Staff Handbook which is available on request.

SECTION 3

Practice Guidelines

As an organisation working with adults and supporting those who are working with adults, many who may at times be vulnerable and even at risk, LCS D wishes 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 accusations.

Structure and limitations of the Organisation

The LCS D charity has a small number of employees who work remotely. Their engagement with the public is limited to training and professional engagement. There is no reason for any employee to be engaging with anyone under the age of 18. Although LCS D acknowledges that anyone can at any point be a person at risk, the roles of the employees do not require them to work in a close way with anyone who may fall into that category. Their roles also do not require them to work in high-risk environments or meet people previously unknown to them.

LCS D has a community of Spiritual Directors. These Directors voluntarily sign up to a code of practice (See Appendix B) to be part of the community and agree to their details to be held on our database, which enables people to search and access their contact details as a Spiritual Director. LCS D does not employ members of the community and as such enter into a trust relationship with them. LCS D are legally unable to perform DBS checks on them. As part of a service to the public, guidance is provided about questions to ask when searching for a Spiritual Director and the types of things to be aware of. LCS D also provides guidance to the community to keep themselves safe as a lone worker. (See our Guidelines for Lone Workers Appendix C).

LCS D recognises that it is possible that our community may be in situations where a Director discloses abuse to them and therefore we strongly encourage our community to undergo regular safeguarding training so as to be aware of how to react and the advice relating to reporting abuse. The following section also identifies ways of responding to allegations of abuse.

A complaints procedure has been implemented should individuals have concern about the ways in which community or staff are practising. These are available on the website and will be followed should a concern or complaint be raised. (See <https://www.lcsd.org.uk/policies>)

SECTION 4

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.

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: Rev Beki Rogers (hereafter the "Safeguarding Coordinator")

Email: beki.rogers@london.anglican.org

The above is nominated by the trustees 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 Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to:

Name: Roanna Quirke (hereafter the "Deputy")

Email: roanna.quirke@lcsd.org.uk

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

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

Tel: 0303 003 1111.

Alternatively contact your local social services (To find your local social services use: <https://www.gov.uk/find-local-council>) or the police.

- The Safeguarding Coordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.
- The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

- Suspicions 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 Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to social services, the police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Coordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- 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 Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly. LSCD hopes by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Coordinator/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 Coordinator/Deputy will:

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

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

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

Detailed procedures where there is a concern that an adult is in need of 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, the Safeguarding Coordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury, contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding **spiritual abuse**, the Safeguarding Coordinator/Deputy will:

- Identify support services for the victim, i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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 Coordinator/Deputy, in accordance with Local Safeguarding Children Board (LSCB) procedures, will:

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

Against a person who works with adults with care and support needs.

The Safeguarding Coordinator/Deputy will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

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

London Centre
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SECTION 5

Pastoral Care

Supporting those affected by abuse

LCSD is committed to assisting our Community of Spiritual Directors in the support that they often provide to those who have been affected by abuse. LCSD provides professional development for Spiritual Directors and within this, on a regular basis, offers training for those working with those who have been affected by abuse. Within LCSD's Safeguarding and Spiritual Direction seminars, statutory agencies and organisations that offer support to all those who have been affected by abuse are signposted as appropriate.

Working with offenders and those who may pose a risk

Members of our community may engage in spiritual direction with those who pose a risk. LCSD encourages the community to be in supervision with experienced spiritual direction supervisors who can provide support if difficult or delicate subject matters come up. LCSD also provides Safeguarding and Spiritual Direction seminars to help directors think through the sensitive issues around working with those who are at risk or who may pose a risk.

As stated above, community members are not employees of LCSD and as such it is illegal to perform DBS checks on them. LCSD advises those who are seeking spiritual directors to take appropriate precautions and strongly suggests they might like to ensure that directors have taken safeguarding training.

Adoption of the policy

This policy was agreed by the Leadership and will be reviewed annually on:

Signed by:  Position: Director

Signed by: Rev Karen Wellman Position Chair of Trustees
Rev Karen Wellman (Mar 27, 2024 16:56 GMT)

Date: 27/03/2024

A copy of this policy is also lodged with:



Appendix A – Recognising Abuse

Signs, indicators and types of abuse in children and adults

It is important to remember that many children and adults will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as death, or the birth of a new baby in the family, relationship problems between parents/carers etc. However, you should always report anything that causes you to suspect that abuse may be happening in order for appropriate action to be taken to ensure the welfare and safety of children and adults.

Within the relevant legislation and statutory guidance there are four known categories of abuse identified for children and ten categories of abuse noted for adults.

Children

Physical, emotional (or psychological), sexual and neglect.

Adults

Physical, emotional (or psychological), sexual, financial, discriminatory, institutional, domestic abuse, modern slavery, neglect and acts of omission and self-neglect.

An additional category of spiritual abuse is also now being identified which involves emotional or physical abuse within a Faith context.

Please note that the tabled examples and signs detailed below may also be indicators of other medical factors and may not necessarily confirm abuse and neglect. These tables are provided as a guide to help with the assessment process and the work with children, adults and their families.

PHYSICAL ABUSE

Examples include

In children this 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.

Signs include

Unexplained bruising, marks or injuries on any part of the body:

- Frequent visits to the GP/A&E
- An injury inconsistent with the explanation offered
- Fear of parents or carers being approached for an explanation.
- Aggressive behaviour or severe temper outbursts
- Flinching when approached
- Reluctance to get changed or wearing long sleeves in hot weather
- Depression

<p>In adults this may be:</p> <ul style="list-style-type: none"> • assault • hitting • slapping • pushing • misuse of medication restraint • inappropriate physical sanctions 	<ul style="list-style-type: none"> • Withdrawn behaviour or other behaviour change • Running away from home/residential care • Distrust of adults, particularly those with whom a close relationship would normally be expected
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EMOTIONAL/PSYCHOLOGICAL ABUSE	
Examples include	Signs include
<ul style="list-style-type: none"> • Intimidation and/or threats • Bullying • Rejection • Shouting • Indifference and the withdrawal of approval • Denial of choice • Deprivation of dignity or privacy • The denial of human and civil rights • Harassment • Being made to fear for one's well being 	<ul style="list-style-type: none"> • A failure to thrive or grow. • Sudden speech disorders • Developmental delay, either in terms of physical or emotional progress • Behaviour change • Being unable to play or socialise with others • Fear of making mistakes • Self-harm • Fear of parent or carer being approached regarding their behaviour • Confusion

SEXUAL ABUSE	
Examples include	Signs include
<ul style="list-style-type: none"> • Rape and other sexual offences • Sexual activity including sexual contact • Non-sexual contact: <ul style="list-style-type: none"> • that the person does not want, • to which they have not consented, • could not consent, • were pressured into consenting to • Being encouraged or enticed to touch the abuser • Coercing the victim into watching or participating in pornographic videos, photographs, or internet images 	<ul style="list-style-type: none"> • Pain or itching in the genital/anal areas • Bruising or bleeding near genital/anal areas • Sexually transmitted disease • Vaginal discharge or infection • Stomach pains • Discomfort when walking or sitting down • Pregnancy • Sudden or unexplained changes in behaviour, e.g., becoming aggressive or withdrawn • Nightmares

<ul style="list-style-type: none"> • Any sexual relationship that develops where one is in a position of trust, power or authority 	<ul style="list-style-type: none"> • Fear of being left with a specific person or group of people • Leaving home • Sexual knowledge beyond their age or development age • Sexual drawings or language • Bedwetting • Saying they have secrets they cannot tell anyone about • Self-harm or mutilation, sometimes leading to suicide attempts • Eating problems such as overeating or anorexia
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NEGLECT (CHILDREN)	
Examples include	Signs include
<ul style="list-style-type: none"> • Withholding help or support necessary to carry out daily living tasks • Ignoring medical and physical care needs • Failing to provide access to health, social or educational support • The withholding of medication, nutrition and heating • Keeping someone in isolation • Failure to intervene in situations that are dangerous to the person • Inadequate supervision and guidance – leaving the child to cope alone, abandoning them or leaving them with inappropriate carers and failing to provide appropriate boundaries about behaviours such as underage sex or alcohol 	<ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from others • Dirty or ‘smelly’ • Loss of weight, or being constantly underweight • Inappropriate dress for the weather • Complaining of being tired all the time • Not requesting medical assistance and/or failing to attend appointments • Having few friends • Worsening of health conditions • Pressure sores • Mentioning their being left alone or unsupervised • Sore or extreme nappy rash • Skin infections • Lack of response to stimuli or contact • Poor skin condition(s) • Frozen watchfulness • Anxiety • Distressed • Child moves away from parent under stress • Little or no distress when separated from primary carer • Inappropriate emotional responses • Language delay

SELF-NEGLECT (ADULTS)	
Can sometimes be as a result of a person's choice of lifestyle and covers a wide range of behaviour including:	
Examples include	Signs include
<ul style="list-style-type: none"> • Little or no personal care • Refusing medication or refusing to stay on medication • Disorientated or incoherent • Unsafe living conditions • Inability to manage finances and property • Isolation • Hoarding when it becomes extreme (including animal hoarding) <p>In these circumstances there is no abuser</p>	<ul style="list-style-type: none"> • Poor grooming, dirty or ragged clothes, unclean skin and fingernails • Unwilling to accept medical care. • Unable to focus, carry on normal conversation or answer basic questions about date, place, and time • Lack of food or basic utilities in the home, unclean living quarters, rodents or other vermin • Hoarding animals or trash, inability to get rid of unneeded items • Inability to manage finances and property: not paying bills, repeatedly borrowing money, giving money or property away • Little contact with family or friends, no social support • Living in grossly unsanitary conditions • Suffering from untreated illness or disease/condition • Suffering from over or under eating to the extent that if untreated the adult's physical or mental health could be impaired • Creating a hazardous situation that would likely cause serious physical harm to the adult or cause substantial loss of assets

Adults may experience several other types of abuse as detailed below:

FINANCIAL ABUSE (Adults)	
Examples include	Signs include
<ul style="list-style-type: none"> • Being overcharged for services • Theft • Deception 	<ul style="list-style-type: none"> • Lack of basic requirements e.g. food, clothes, shelter • Inability to pay bills

<ul style="list-style-type: none"> • Being tricked into receiving goods or services that they do not want or need. • Inappropriate use, exploitation, or misappropriation of property and/or utilities • Fraud • Exploitation or pressure in connection with wills 	<ul style="list-style-type: none"> • Unexplained withdrawals from accounts • Inconsistency between standard of living and income • Reluctance to take up assistance which is needed • Unusual interest by family and other people in the person's assets • Recent changes in deeds • Power of Attorney obtained when a person lacks capacity to make the decision.
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DISCRIMINATORY

Examples include	Signs include
<ul style="list-style-type: none"> • Use of inappropriate "nicknames" • Use of derogatory language or terminology • Enforcing rules or procedures which undermine the individual's well being • Denial to follow one's religion • Lack of appropriate food • Denial of opportunity to develop relationships • Denial of health care 	<ul style="list-style-type: none"> • Being treated unequally from other users in terms of the provision of care, treatment or services • Being isolated • Derogatory language and attitude by carers • Dismissive language by staff • Hate campaigns by neighbours or others • Deteriorating health • Indicators of other forms of abuse

ORGANISATIONAL ABUSE

Examples include	Signs include
<ul style="list-style-type: none"> • Service users required to 'fit in' excessively to the routine of the service • More than one individual is being neglected • Everyone is treated in the same way • Other forms of abuse on an institutional scale 	<ul style="list-style-type: none"> • Inflexible daily routines, for example: set bedtimes and/or deliberate waking • Dirty clothing and bed linen • Lack of personal clothing and possessions • Inappropriate use of nursing and medical procedures • Lack of individualised care plans and failure to comply with care plans • Inappropriate use of power, control, restriction or confinement • Failure to access health care, dentistry services etc • Inappropriate use of medication

	<ul style="list-style-type: none"> • Misuse of residents' finances or communal finances • Dangerous moving and handling practices • Failure to record incidents or concerns
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DOMESTIC ABUSE (CHILDREN)	
Examples include	Signs include
<ul style="list-style-type: none"> • Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship • It can seriously harm children and young people and witnessing domestic abuse is child abuse <p>It's important to remember domestic abuse:</p> <ul style="list-style-type: none"> • Can happen inside and outside the home • Can happen over the phone, on the internet and on social networking sites • Can happen in any relationship and can continue even after the relationship has ended • Both males and females can be abused or abusers 	<p>The Domestic Abuse Act 2021 now recognises that children are victims of domestic abuse as well as their parents. It may be harder to detect in children, but signs you might see include:</p> <ul style="list-style-type: none"> • Aggression or bullying • Anti-social behaviour, like vandalism anxiety, depression or suicidal thoughts • Attention seeking • Bed-wetting, • Nightmares or insomnia • Constant or regular sickness, like colds, headaches and mouth ulcers • Drug or alcohol use • Eating disorders • Problems in school or trouble learning • Tantrums • Withdrawal • Limited access to money

DOMESTIC ABUSE (ADULTS)	
Examples include	Signs include
<ul style="list-style-type: none"> • Any type of controlling, bullying, threatening or violent behaviour between people in a relationship. • Can happen inside and outside the home. • Can happen over the phone, on the internet and on social networking sites. • Can happen in any relationship and can continue even after the relationship has ended 	<p>Productivity signs:</p> <ul style="list-style-type: none"> • Change in the person's working patterns: for example, frequent absence, lateness or needing to leave work early • Reduced quality and quantity of work: missing deadlines, a drop in usual performance standards • Change in the use of the phone/email: for example, a large number of personal calls/texts,

<ul style="list-style-type: none"> • Can happen between husbands and wives, parents and children, siblings, non-related adults and either party can be the abuser • Both men and women can be abused or abusers 	<p>avoiding calls or a strong reaction to calls/texts/emails</p> <ul style="list-style-type: none"> • Spending an increased amount of hours at work for no reason • Changes in behaviour or demeanour • Conduct out of character with previous employment history or social engagement • Changes in behaviour: for example, becoming very quiet, anxious, frightened, tearful, aggressive, distracted, depressed • Isolating themselves from colleagues or friends • Obsession with timekeeping • Secretive regarding home life • Worried about leaving children at home <p>Physical signs:</p> <ul style="list-style-type: none"> • Visible bruising or single or repeated injury with unlikely explanations • Change in the pattern or amount of make-up used
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<p>SPIRITUAL ABUSE (children and adults) This is a form of emotional and psychological abuse</p>	
<p>Examples include</p>	<p>Signs include</p>
<p>Characterised by a systematic pattern of coercive and controlling behaviour in a religious context. It can have a deeply damaging impact on those who experience it and can be experienced in a variety of different relationships. This abuse may include:</p> <ul style="list-style-type: none"> • Manipulation and exploitation • Enforced accountability • Requirements for secrecy and silence • Coercion to conform, for example, seeking to enforce rather than encourage behavioural changes; failing to allow an individual 	<ul style="list-style-type: none"> • Use of scripture to justify abusive behaviour • Use of scripture to manipulate or force a person into acts they would not wish to consent to • Prophetic ministry is an important part of the work of the Church, and this is affirmed. However, a warning sign of spiritual abuse can be exercising control through invoking fear of spiritual consequences for disobedience. To be clear the issue is not the discussion of spiritual consequences as provided in the Bible, but the exercise of control over another person through instrumentalising their fear

<p>autonomy to make their own choices</p> <ul style="list-style-type: none"> • Exercising control through using sacred texts or teaching to coerce behaviour • Requirement of obedience to the abuser • The suggestion that the abuser has a 'divine' position • Isolation as a means of punishment • Superiority and elitism <p>Spiritual abuse may occur on its own, or alongside other forms of abuse, such as physical or sexual abuse. It may be used to 'legitimise' or facilitate other forms of abuse</p>	<ul style="list-style-type: none"> • Exercising control through the suggestion that obedience to the abuser is equivalent to obedience to God. • Emotional manipulation in the guise of righteousness • Being manipulated or feeling pressured into service or conformity • Feeling unable to say no to increasing demands for time, service and obedience • Pressure to conform to expectations and believe exactly the same as others in the church context • Forcing or requiring a person to share every aspect of their life for scrutiny under the guise of accountability • Censorship, including inability to ask questions, raise concerns or disagree • Isolation or rejection of those who will not conform • The misuse of a pastoral or mentoring relationship in such a way the individual experiences coercion and control justified by theology, scripture or Divine position <p>Note that there may be long periods of time in which the victim of spiritual abuse experiences positive moments, before the spiritually abusive behaviour occurs or reoccurs. This may lead to self-doubt that the behaviour is harmful</p>
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For more information see

<https://thirtyoneeight.org/dashboard/knowledge-hub/responding-to-concerns/recognise/types-of-abuse/>

or

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

Appendix B – Code of Practice for Community



LCSD offers resources and support for those interested in Christian Spiritual Direction. As part of that, we uphold a *Code of Practice* and invite those who accept that Code to join the Centre's Community of Spiritual Directors and adhere to these guidelines.

The Community Of Spiritual Directors Code Of Practice

The ministry of spiritual direction is a privilege. It seeks to enable an engaged and dynamic interaction between life, spirituality, and theology in the context of the directee's life, lived in relationship to God, creation, the world, the local community, and the community of faith.

The director has significant potential power and responsibility that should be exercised with care to ensure the intention of the relationship is not undermined. Such care needs to be practised in the use of language, in the expression of moral judgements and in the handling of decision-making so that the autonomy of the directee is not undermined. To this end:

A member of the Community of Spiritual Directors is required to:

- Have an ongoing relationship with God and a commitment to deepening that relationship by maintaining an appropriate spiritual life, e.g. Personal prayer, worship, retreats etc.;
- Have an understanding of and be in sympathy with our Christian tradition;
- Be rooted in a widely-trusted faith tradition and transparent about religious influences in the spiritual direction relationship;
- Receive regular spiritual direction e.g. every 6 – 8 weeks;
- Receive regular supervision (sufficient for their own practice and workload) to reflect on and develop their practice and to be accountable;
- Engage in ongoing training and development, e.g. by attending courses or day events, reading appropriate books, etc.;
- Explain and agree the role of spiritual direction with enquirers;

- Contract the terms of confidentiality and maintain clear professional boundaries, e.g. will not (ordinarily) relate to the directee in a separate context (for example as a friend, colleague or supervisor);
- Act in a way that respects the integrity (including sexual orientation, ethnicity, religion, disability, or gender) and wellbeing of the directee;
- In matters relating to the wellbeing of a directee, act solely in the interests of the directee;
- Encourage directees to seek further support where necessary, e.g. counselling, medical attention, etc.;
- Have knowledge of, and abide by, legal and ethical guidelines, including in relation to safeguarding (see the safeguarding policy attached); receive safeguarding training every three years;
- Comply, where appropriate, with GDPR, e.g. any personal data held about the directee will be kept in a safe and secure place, available for inspection and destroyed at the end of the relationship.

All members of the Community of Spiritual Directors will be expected to show evidence of attending a Safeguarding Training Day and to refresh that training within a three-year period.

Whilst we can't insist you have a DBS; it can be requested by directees or organisations. We recommend that if it is possible, you obtain one and may like to mention that in your Directory entry.

Appendix C - Lone Working Guidelines for Spiritual Directors

LCSD recognises that the ministry of Spiritual Direction by its nature involves working one on one with the directee. It is, however, important to be aware of the risk of working alone, and useful to consider things that might mitigate any issue.

Things that might need to be considered:

- The environment – location, security, access
 - How secure is your venue?
 - How easy is it to get additional help, should you need it?
 - Is the venue one where the conversation could be overheard or disturbed?
- The context
 - Nature of the task, any special circumstances
- The individuals concerned
 - Is there anything that has caused you to be concerned about the directee?
 - Are they acting in a way that is different from normal?
- Any other special circumstances
 - Are you feeling well?
 - Does someone else know where you are meeting and with whom?
 - Will somebody act if you do not return when you intend to, what will they do?
 - If you are relying on your mobile phone for emergencies, is it charged?
- If you decide that you would not be wise to meet the directee, do you know how to contact them, have you thought of a way to explain to them the reason?

Other things to consider

- What would you do if the individual becomes ill whilst you are with them?
- Do you have access to any emergency numbers that you might need?
- If you are concerned about a directee, do you bring your concerns to supervision for help?

Appendix D - Guidelines for Training

LCSD runs training for Spiritual Directors who sign up and pay through the website. The training is intended and promoted as being for those who are developed or developing Spiritual Directors. However, since no reference is required, anyone can attend if they are willing to pay. Since LCSD is in limited control of the attendance it is important that the training is delivered with an awareness of this, so the following guidance has been created for those hosting and leading the training.

1. Introduce all members of the team running the event, giving a name and what their role is at the training.
2. At the beginning of the session, give the standard Zoom room guidelines:
 - a. People are asked, if possible, to keep their screens on whilst the presenter is giving their talk, as it is encouraging to those who have taken time to prepare to have faces to speak to.
 - b. If you need to move around, then turn your screen off so as not to distract others.
 - c. Please keep your microphones off, unless indicated otherwise.
 - d. Unless asked to by the presenter, please wait until the appropriate time to ask questions. Then use the raise hand technique or put a question in chat.
 - e. Please do not record or photograph the screen.
 - f. If you have any difficulties, please put a comment in the chat for the administrator to see.
 - g. Please treat everything shared in the session as confidential.
 - h. Please treat everyone with respect and remember that we are often unaware of people's personal situations and vulnerabilities.
 - i. Please keep comments and questions succinct so that we can keep to our timings.
 - j. If you have any particular needs or requirements, please let the administrator know in a private comment.
3. Remember that you may not be aware of the issues relating to people in the room, especially if the topic is a sensitive one. Think in advance about whether there is a need to make an announcement regarding any 'trigger warnings'.
4. If you become concerned about a participant, either that they are not coping or that they are being inappropriate or the session is not suitable to them, take appropriate action. This could include private messaging them on chat, putting them in a breakout room with an admin to discuss an issue or, in an extreme case, removing them from the session.






LCSD Safeguarding Policy

Final Audit Report

2024-03-27

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