



# **Safeguarding Policy**

June 2021



# Safeguarding Policy

## Signature affirmation form

I have read and understood:

- 1) Summary of Safeguarding Policy
- 2) Principles and Practice in Safeguarding
- 3) Code of Conduct for Safeguarding Children
- 4) Code of Conduct for Safeguarding Adults at Risk of Abuse
- 5) Compliance with Codes of Conduct
- 6) Reporting Guidelines and Procedure for safeguarding
- 7) Policy Concerning Bullying and Control

I will work within all these guidelines

Signed .....

Date .....

Print name .....



# **Safeguarding Policy**

## **1. Summary of Safeguarding Policy**

## Object of Grace Baptist Mission CIO



The object of Grace Baptist Mission CIO (GBM) is to advance the Christian faith in accordance with its statement of beliefs in particular but not exclusively by spreading the Gospel of the Lord Jesus Christ throughout the world.

This includes caring for and showing God's love to the vulnerable. God cares for and calls others to care for those who cannot often care for themselves.

*"A father to the fatherless, a defender of widows, is God in his holy dwelling" Psalm 68:5.*

We believe that all people are valuable and worthy of respect and care because they are made in the image of God. We believe that God is the defender of the vulnerable and that the Lord Jesus cares for and values all people.

Children and Adults at risk of abuse are vulnerable and therefore require special care and attention to prevent them from being harmed. We recognize that harm can be physical, emotional, sexual or result from neglect. Harm may be intentional or unintentional, may come from a parent, other adult, a child, or even from a child's own actions. We believe we therefore have a responsibility as an organisation, before God, to care for all who are vulnerable under the care of our organisation and to protect them from harm.

## Objectives of Safeguarding



The objectives of this policy are to minimise the risk of harm to children and any adult at risk of abuse under the care of GBM and to minimise the risk of misconduct towards children by GBM workers. GBM expects every individual (child and adult) to be treated with dignity, care and respect. GBM recognises its responsibility to safeguard the welfare of all who are vulnerable within its care by earnestly striving to protect them from harm and seriously addressing concerns and reports of possible safeguarding issues which include physical harm, sexual harm, emotional harm, and neglect.

To achieve these objectives, GBM will implement the following safeguarding strategies, given in more detail in this Safeguarding Policy.

### PREVENTION STRATEGIES

These include safe recruitment procedures, family support, worker awareness training, worker supervision, and a Code of Conduct to provide clear expectations of GBM workers.

### RESPONSE STRATEGIES

These include guidelines for reporting and responding to safeguarding concerns, disclosures or allegations, whistleblowing and training in these for all GBM workers.

### OTHER POLICIES

This Safeguarding Policy is to be read in conjunction with all other official GBM policies especially Working Together in Mission and the Employees Handbook.

## Contacts

If you have any concerns about the well-being of a child, or adult at risk, or a situation which you feel increases the risk of harm to a vulnerable person, please contact one of GBM's Safeguarding Officers, either in person or via [safeguarding@gbm.org.uk](mailto:safeguarding@gbm.org.uk)

|                                |                        |               |
|--------------------------------|------------------------|---------------|
| <b>A. Safeguarding Officer</b> | Head of Communications | Paul Brunning |
| GBM Office number 01235 520147 |                        |               |

|                                       |         |                 |
|---------------------------------------|---------|-----------------|
| <b>B. Deputy Safeguarding Officer</b> | Trustee | Marion McDonald |
| GBM Office number 01235 520147        |         |                 |

|                                      |                                                   |             |
|--------------------------------------|---------------------------------------------------|-------------|
| <b>C. Safeguarding Administrator</b> | PA to Mission Director and Head of Communications | Janet Woods |
| GBM Office number 01235 520147       |                                                   |             |



# **Safeguarding Policy**

## **2. Principles and Practice in Safeguarding**

## Introduction



Grace Baptist Mission CIO (GBM) Principles and Practice in Safeguarding outlines the practice for safeguarding that all missionaries, associates, envisions, volunteers, trustees and staff must follow. This policy has been created with awareness of current safeguarding research, legal requirements and Biblical truths.



GBM acknowledges the importance of minimising the risk of harm to children of GBM missionaries, and to any child by a GBM missionary, staff member, or any GBM ministry or project. The focus of safeguarding is the protection of children and other vulnerable persons from being harmed or injured, whether by others or by themselves, whether or not there is intent to cause harm.

### GOVERNANCE OF SAFEGUARDING

#### Trustees

The Trustees of GBM (also titled within GBM as Mission Council) have the legal responsibility to:

*Appoint* – a safeguarding lead and deputy called “Safeguarding Officer” and “Deputy Safeguarding Officer”. The Officer will be a staff member while the deputy will be a trustee.

*Resource and support* – those appointed.

*Ensure* – a safeguarding policy is in place and is up to date meeting the needs of GBM.

*Monitor* – the effectiveness of the Safeguarding Policy.

#### Responsibility

The Safeguarding Team consists of the Safeguarding Officer, their deputy and the Safeguarding Administrator. They will work together in liaison with the Mission Director to ensure all safeguarding tasks are fulfilled.

#### *Communication with Trustees*

The Safeguarding Officer will give reports to the Trustees following meetings of the team. They will inform the Trustees on any relevant issues and what resources and support are required for safeguarding.

The Trustees will annually meet with the team and review the policy.

#### *Policy*

The Safeguarding Officer is responsible for writing the policy. For this they will consult the team and the Mission Director, compile the policy and present it to the Trustees for review and then final ratification. This will be reviewed annually as above.

*Internal audit* – any internal audit will be carried out by the Safeguarding Officer.

*Safeguarding concerns or allegations* – are to be reported to the Safeguarding Officer or the deputy.

*Complaints and whistle blowing* – are to be reported to the Trustee who is a member of the Safeguarding Team.

*Monitoring* – the Safeguarding Team with the Mission Director will monitor the effectiveness of the policy on the different fields of service.

## CONTEXT OF SAFEGUARDING

As GBM works in many differing countries and cultures each worker must be familiar with the cultural context. Each worker must understand and be sensitive to cultural norms and expectations and to do all they can to avoid causing offence while at all times following biblical guidelines and the spirit of this safeguarding policy. For example, in one country it might be culturally normal to greet one another with a kiss (even across gender) while in another country such familiarity would cause offence and the greeting might be a simple handshake or bow.

## Definitions



The following definitions of the words used in GBM's Safeguarding Policy have been agreed and adopted by GBM Trustees and are used as a common set of definitions for safeguarding practices throughout GBM.

## WORKERS, CHILDREN AND ADULTS AT RISK OF ABUSE

**Child:** Any person under the age of 18 years.

**Adult at risk of abuse:** Any person who is aged 18 years or over; and who by reason of mental or other disability, age or illness; socio economic need is or may be unable, to take care or protect themselves against harm or exploitation. Socio economic reason would include the imbalance of power or perceived imbalance of power that can leave a person indebted and so vulnerable in relation to a worker.

(See 5. Safeguarding Procedures for Adults at Risk of Abuse and 7. Bullying and Control).

**Workers:** The generic term covering all people listed below for whom GBM has some responsibility.

**Missionary** – Workers who are accepted as GBM missionaries by GBM Trustees. The length of service is usually open ended. Missionary status entitles the missionary to be known as a representative of GBM and to raise support and ministry funds in the name of GBM.

**Associate** – Associates are GBM missionaries who have retired and no longer receive full support but continue to serve on the mission field in some capacity.

**Envisionees** – Those who are part of an Envision (short term) programme.

**Volunteer** – Volunteers or Trustees who do not receive financial remuneration for the work they do with GBM.

**Staff** – Those who receive a salary from GBM and for whom GBM has employment responsibilities.

**Partners:** those working with GBM but belonging to a partner organisation as detailed in a secondment or partnership agreement.

**Visitors:** people who are temporarily spending time in the GBM office, or with a related ministry but who do not have any formal relationship with GBM. GBM's responsibility for them will vary. There is likely to be a public liability type responsibility, and there may be an expected responsibility due to the nature of the relationship.

**GBM Safeguarding Officer(s):** The person who facilitates and monitors the GBM Safeguarding Policy. See 1. Summary of Safeguarding Policy page 4.

## SAFEGUARDING CONCERNS

A safeguarding concern is a situation that has the potential of causing serious harm to children. This can include a concern for the safety of a child, unsafe organisational practice and/or misconduct of a GBM worker.

### Safety of children

A concern, question or suggestion that a child may be at risk of being seriously harmed, by either themselves or another child, or by an adult. Serious harm refers to serious impact on the child's physical, sexual or emotional well-being or their development.

It can include the concern that a child is at risk of the following types of harm or injury:

**Physical Harm:** A situation in which a child suffers or is likely to suffer significant harm from an injury or pattern of injuries inflicted by a child's parent or caregiver or any other person, including themselves (self-harm). This can include, but is not limited to, injuries that are caused by excessive discipline, severe beatings or shaking, bruising, lacerations, burns, fractures or dislocation, attempted strangulation and female genital mutilation.

**Emotional Harm:** A situation in which the behaviour of a parent or caregiver or any other person damages a child's confidence resulting in significant emotional disturbance or trauma. In general, it is the frequency, persistence and duration of the behaviour that is instrumental in defining the consequences for the child. This can include a range of behaviours such as, but is not limited to, extreme criticism, excessive demands on a child's performance, withholding affection, exposure to domestic violence, intimidation or threatening behaviour and denigration of the child's cultural identity.

**Neglect:** A situation in which a child's parent or caregiver or any other person fails to provide a child with the basic elements needed for his or her proper growth and development, such as food, clothing, shelter, education, medical and dental care and adequate supervision.

**Sexual Harm:** A situation where there is any sexual activity with a child perpetrated by another child or adult. It can include, but is not limited to, indecent exposure, obscene communication, sending sexually explicit messages, showing or providing pornography, voyeurism, solicitation to sexual activity, touching private body parts (above or underneath clothing), fondling, statutory rape, rape, oral and anal sex, or incest. This also includes producing, viewing or owning child pornography.

**Peer abuse:** Refers to a child being exposed to behaviour by another child which may cause sexual, physical, developmental or emotional harm to the child, whether or not there was intent to cause harm or whether or not the child consented to the behaviour.



If children are engaging in sexual behaviour, GBM's practice is to assess each situation on a case by case basis.

**Self-harm:** The deliberate act of harming one's body with or without the conscious intention to die. Self-harm may result in death as it is a risk factor for suicide and also for complications resulting from self-harming behaviour, e.g. infection.

## UNSAFE PRACTICES

Policies or practices that increase the risk of harm to children e.g. a lack of supervision of children on a mission property, ministry or project.

## MISCONDUCT OF GBM WORKERS

There are commonly two types of misconduct: sexual misconduct and physical harm.

### ***a) Sexual misconduct with a child:***

Conduct committed against, with, or in the presence of a child, including grooming of a child. The term 'sexual misconduct' includes sexual offences. Sexual offences include all criminal offences involving any sexual elements that are committed against, with, or in the presence of a child. The GBM definition of sexual misconduct includes behaviour that is not necessarily criminal.

GBM distinguishes three categories of sexual misconduct:

- i. Crossing professional boundaries.
- ii. Grooming behaviour.
- iii. Sexually explicit comments and other overtly sexual behaviour towards or in the presence of children.

*i. Crossing professional boundaries:* behaviour that can reasonably be construed as involving an inappropriate and overly personal or intimate relationship with, conduct towards or focus on a child, or a group of children.

*ii. Grooming behaviour:* a pattern of conduct that is consistent with preparing an intended victim for sexual activity. The types of behaviours that may lead to such a conclusion include, but are not limited to, the following:

- Persuading a child or group of children that they have a 'special' relationship, for example by spending inappropriate special time with a child, inappropriately giving gifts, inappropriately showing special favours to them but not to other children, and/or inappropriately allowing the child to overstep rules.
- Testing boundaries, for example: undressing in front of a child, encouraging inappropriate physical contact (even where it is not overtly sexual), talking about sex, and/or "accidental" intimate touching.  
Inappropriately extending a relationship outside of work. (Appropriate relationships include, for example, a pre-existing friendship with the child's family or as part of normal social interactions in the community).  
Inappropriate personal communication (including emails, telephone calls, text messaging, social media and web forums) that explores sexual feelings or intimate personal feelings with a child.

An adult requesting that a child keep any aspect of their relationship secret or using tactics to keep any aspect of the relationship secret.

*iii. Sexually explicit comments and other overtly sexual behaviour:* Sexual misconduct includes a broad range of sexual behaviour with or towards children. While it is not possible to provide a complete and definitive list of unacceptable sexual conduct involving children, the following types of behaviour are strong indicators of inappropriate behaviour:

- sexual behaviour with or towards a child (including sexual exhibitionism).
- inappropriate conversations of a sexual nature.
- comments that express a desire to act in a sexual manner.
- unwarranted and inappropriate touching involving a child.
- personal correspondence and communication (including emails, social media and web forums) with a child or young person in relation to the adult's romantic, intimate or sexual feelings for a child or young person.
- exposure of children and young people to sexual behaviour of others, including display of pornography.
- watching children undress in circumstances where supervision is not required and it is clearly inappropriate.

***b) Physical misconduct with a child:***

This includes any act of unjustified physical force against a child, or if a person causes a child to reasonably fear that unjustified physical force will be used against him/her. Even if a person who inflicts, or causes the fear of, physical harm does not intend to inflict harm or cause fear, he/she may still have committed harm if he/she acted recklessly or neglectfully (i.e. the person ought to have known that his/her actions would cause physical harm or the fear of such harm).

Actions that could cause physical harm include hitting, pushing, shoving, throwing objects, or making threats to physically harm a child.

***c) Procedural misconduct***

Action or inaction of any GBM worker which causes a child or children to suffer or be at risk of significant harm.

Serious or persistent breach of the GBM Safeguarding Policy.

Failure to report a safeguarding concern.

Failure to co-operate with a safeguarding inquiry.

Serious breach of confidentiality related to a safeguarding issue.

Knowingly misleading a safeguarding inquiry team.

Lying or withholding information during a safeguarding inquiry.

## SAFEGUARDING INQUIRY

A safeguarding inquiry is an organisational internal inquiry coordinated by GBM to determine:

- whether a child is at risk of or has suffered significant harm.
- whether a policy or practice of GBM is placing children at risk.
- whether any GBM worker has engaged in misconduct (as defined by GBM).

Every safeguarding inquiry will include an initial assessment and may result in other assessments, as required.

## Prevention Strategies



A prevention strategy is a programmed activity that aims to prevent harm or abuse to children within the organisation. Due to the various factors that contribute to increased risk to children, this programme will use multifaceted prevention strategies to promote safeguarding within GBM.

### SAFE RECRUITMENT AND TRAINING



**Recruitment/interview procedures** will include several means of assessing any safeguarding concerns.

**Self-disclosure.** Prospective workers are requested to self-declare whether they have been investigated for any safeguarding issues, either by an organisation or by legal authorities.

**Criminal background check.** A criminal background (DBS) check for all GBM workers including Envisionees will be conducted by GBM, prior to acceptance, and updated as necessary.

**Reference checks.** People who provide references will be requested to comment on the suitability of prospective GBM workers to work with children.



**Awareness training.** GBM provides instruction on general safeguarding principles, the safeguarding expectations of its workers and any regional-specific safeguarding issues, such as legal reporting requirements and specific risks to children.



**Code of Conduct.** As well as the Safeguarding Policy GBM has a Code of Conduct contained in Working Together in Mission. This states GBM's expectations of the behaviour of all its workers. All workers are required to sign their agreement with this Code of Conduct annually as a condition of their association with GBM.

### SAFE PROGRAMMES AND MINISTRIES



**Ongoing assessment of programmes.** GBM assesses every programme, project and activity for its risk to children. This includes Envision, Athelington and Root Hill camps. This occurs at the beginning of a new programme, project and activity, and annually in the case of ongoing programmes, projects and activities.



**Child Care Guidelines.** GBM provides safeguarding guidelines designed to reduce risk through minimizing isolation, increasing accountability, and balancing power and control during organised childcare and supervision of children when childcare is provided during GBM events and meetings.

### SAFE FAMILIES



**Monitoring of children's wellbeing.** For all GBM missionaries who have children, GBM incorporates questions regarding their children's well-being into the regular reviews with the sending church. These questions address areas such as the state of each child's mental, emotional and physical health and educational needs.

## SAFE PLACES



**Facilities.** GBM will do regular risk assessments of GBM premises and location of events such as Athelington and Root Hill camps to determine health and safety requirements.

## Response Strategies

### REPORTING OF SAFEGUARDING CONCERNS



In order to determine appropriate administrative responses to safeguarding concerns, GBM is committed to the reporting and assessment of all safeguarding concerns. This relies upon the cooperation of all GBM workers to recognize and respond to safeguarding concerns.



All GBM workers are mandated to inform GBM of any safeguarding concerns. The Safeguarding Officer or their deputy is to be contacted using their mobile numbers or email [safeguarding@gbm.org.uk](mailto:safeguarding@gbm.org.uk). The full reporting guidelines and procedures are outlined in 4. Reporting Procedures for Safeguarding.

### RESPONDING TO SAFEGUARDING CONCERNS

**Initial Assessment.** An initial assessment of each safeguarding concern is conducted by GBM in order to determine an appropriate response. If deemed necessary, the following assessments may be conducted:

**Safeguarding Assessment.** An assessment of a child's and/or family's safety needs to guide the development of a Safety Plan that will aim to meet safety needs for the child or family. A Safety Plan stipulates the interventions needed to provide a family and child with appropriate safety.

**Misconduct Assessment.** An assessment in response to concerns and/or allegations that a GBM worker may have engaged in misconduct or serious misconduct involving a child or adult at risk. The purpose of the assessment is to determine if the allegations of misconduct are to be substantiated or not. This assessment will be conducted according to relevant legal requirements.

**Historical Safeguarding Assessment.** An assessment responding to concerns and/or allegations that an adult may have been harmed during childhood while their parents were members of GBM or that they may have been harmed by a GBM worker, or by a GBM ministry, activity, project or programme.

**Safeguarding Impact Assessment.** An assessment of the impact of a safeguarding concern and a safeguarding inquiry on an individual, or community. The purpose is to assist GBM to provide informed and compassionate responses to individuals and communities who have been adversely impacted.

**Crisis Management Team.** This can be formed if the entities involved need to devote significant resources to responding to the incident, whilst maintaining their ministry. In any case, a communications plan needs to be put in place in case the issue receives media attention.

**Implementation of inquiry outcomes.** The development and implementation of appropriate administrative actions in response to safeguarding inquiries will be determined and administered by the GBM Safeguarding Team and as necessary the Trustees in consultation with the Mission Director. A missionary care plan will be considered for all parties involved in a safeguarding inquiry. For dismissals and appeals policy and procedures, refer to GBM's Working Together in Mission and Employee Handbook.

The appropriate legal authorities will be informed as required of actions that are taken.

**Christian Safeguarding Services (CSS).** GBM is a member of CSS and can ring their helpline at any time for advice in responding to a safeguarding incident. The GBM Safeguarding Team will ensure GBM policies and procedures are followed, and will liaise between entities; CSS will be used to ensure compliance with UK law and best practice.

## Communication



In order to achieve compliance with this programme, effective communication to all GBM workers must be facilitated.



GBM will communicate the Safeguarding Policy to all GBM workers. The information will be provided in an appropriate format and relevant language as needed to ensure that it is accessible to members from culturally and linguistically diverse communities.

## Contact Details



The following people and authorities may need to be contacted in a safeguarding matter, and this information will be updated regularly.

### Email communication

[safeguarding@gbm.org.uk](mailto:safeguarding@gbm.org.uk)

#### Grace Baptist Mission Safeguarding Officer

Head of Communications – Paul Brunning

Phone – 01235 520147

#### Grace Baptist Mission Deputy Safeguarding Officer

Trustee – Marion McDonald

Phone – 01235 520147

#### Grace Baptist Mission Safeguarding Administrator

PA to Mission Director and Head of Communications – Janet Woods

Phone – 01235 520147

#### Christian Safeguarding Services

Paul and Sue Harrison

Email - [contact@thecss.co.uk](mailto:contact@thecss.co.uk)

Phone – 0116 218 4420

#### Local Children and Young People's Services

Oxfordshire County Council Local Designated Officers, can be contacted via email on [Lado.safeguardingchildren@oxfordshire.gov.uk](mailto:Lado.safeguardingchildren@oxfordshire.gov.uk) or using the Local Authority Designated Officers (LADO) central telephone number 01865 810603 for advice and consultation.

#### Local Law enforcement

All reports should be made in the first place to the LADO, who will then contact the police if necessary. If a child's life is immediately under threat and the LADO is unavailable, then the police should be called.

#### Charity Commission

See <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Email [RSI@charitycommission.qsi.gov.uk](mailto:RSI@charitycommission.qsi.gov.uk)

## Review of Policy



Regular policy evaluation and review are essential to ensure that the policy is implemented as intended and revised as necessary due to changes in legal requirements or other circumstances.



Grace Baptist Mission will review its Safeguarding Policy annually. This will be the responsibility of the Safeguarding Team who will report to the Trustees.



# **Safeguarding Policy**

## **3. Code of Conduct for Safeguarding Children**

This Safeguarding Code of Conduct applies to all situations where you are representing Grace Baptist Mission in the UK or overseas. It is also good practice in any situation.

## Conduct with Children

### SITUATIONAL CONTACT WITH CHILDREN

- Eliminating or reducing one-adult to one-child situations is wise as that lowers the risk for sexual abuse of children. If at all possible one-adult to one-child situations will be avoided with children other than their own.
- If confidentiality is important and a young person is being seen on their own then others should know the interview is taking place and someone else is to be close by.
- Unaccompanied children will not be invited to a home without the knowledge and consent of their parents.
- Particular care is to be taken of the needs of children with disabilities and other vulnerable children.
- The Safeguarding Team will periodically and randomly enquire and if necessary inspect places where children and adults are together.

### PHYSICAL CONTACT WITH CHILDREN

I understand that healthy touch is valuable to children, and I will abide by the following guidelines for appropriate touch with children.

- Touch will be open rather than secretive. A hug in the context of a group is very different from a hug behind closed doors with a child not your own.
- Touch will be in response to the need of the child, and not the need of the adult.
- Touch will be age-appropriate and generally initiated by the child rather than the adult.
- Touch will be with the child's permission and any resistance from the child is to be respected.
- Touch will communicate respect for the child.
- Appropriate interactions include verbal praise, side hugs, shoulder-to-shoulder hugs, and pats on the shoulder, back, or head, depending on the cultural setting.
- For smaller children, touching their hands, faces, shoulders and arms, arms around their shoulders, hugs, and holding them when others are present are considered generally appropriate, depending on the cultural setting.
- Words can also be used to support and encourage a child; for instance, praise, positive reinforcement, and appropriate jokes.
- Team members should monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted.

### PROVIDING CARE FOR CHILDREN

- I understand and acknowledge that I will not wilfully allow any child in my care to suffer harm.
- I will work in accordance with the *GBM Principles and Practice in Safeguarding* and relevant risk assessments.
- I will notify the GBM Safeguarding Officer if I need to take responsibility for the care of any child.

## COMMUNICATION WITH CHILDREN

- I will not participate in activities or ongoing communication with any child without the knowledge and consent of their parents.
- I will not use language or behaviour towards children that is inappropriate, that is harassing, abusive, sexually provocative, demeaning, or culturally inappropriate.

## DISCIPLINE OF CHILDREN

Corporal punishment of a child in the context of Christian ministry is forbidden.

Parents must only use appropriate forms of discipline that support corrective instruction. The GBM Safeguarding Officer can provide advice if required.

## FAVOURITISM/SPECIAL RELATIONSHIPS

On-going relationships with children outside of formal programmes will be in the context of the wider family, with the parent(s) full knowledge and permission and following this code of conduct.

Behaviour will be avoided that may give the impression to one or more children in a group of children (other than my own family) that they have a 'special' relationship with me. The following examples will be avoided for all children not my own:

- spending inappropriate special time with a child.
- inappropriately giving gifts.
- inappropriately showing special favours to one child, but not to other children.
- inappropriately allowing the child to overstep rules.
- asking the child to keep the relationship secret.

It will be the aim that all relationships will be transparent to all and with full accountability to the parents and GBM through this policy.

## PERCEPTIONS AND APPEARANCES

Situations will be avoided that may give the perception or appearance that misconduct has occurred with a child.

## CULTURAL SENSITIVITY

The cultural background of children will be respected and no child will be discriminated or disadvantaged because of ethnic background.

## SOCIAL MEDIA CONTACT

- Private or personal communication on social media with children not in my family will be avoided.
- Children will not be exposed to adult content on social media.

- Technology is to be used appropriately to protect children or young people from abuse and exploitation, for example, using family safe filter/parental control programmes to prevent downloading pornographic material from the Internet, access to inappropriate emails, chat rooms, or films.  
(See also the GBM Employee Handbook section on Social Media)

## USE OF PHOTOGRAPHY AND VIDEO

If taking photos that include children then:

- Individual children will not be photographed.
- Groups of children should only be photographed.
- If a worker is in the same photograph then the context of that photograph must be evident (e.g. it can be seen why that worker is there).
- Only fully clothed children can be photographed.
- All photos must be evidently in public.
- Close up photographs are to be avoided.

No photos of children will be posted online without parental consent.

## PEER ABUSE

This can be physical, sexual or emotional behaviour from one child to another, this includes bullying, sexual harassment, exploitation and inappropriate advances.

Children and young people have always been curious about each other this can be to the same or the opposite sex - and/or can include sexual experimentation.

However, where a child is in a position of power, has responsibility over another child and abuses that trust through engaging in sexual activity or physical coercion, that is to be regarded as abusive.

And even if the behaviour might be deemed to be developmental curiosity this will be discussed in the context of openness and concern as such behaviour can also lead to unhealthy activity.

The following points are to be considered:

- Child-to-child sexually inappropriate behaviour includes all types of abuse defined in these guidelines.
- Other factors considered in evaluating whether sexually inappropriate behaviour has occurred include differences in responsibility, trust, power, development, awareness and understanding, coercion, and threats, whether implied or verbal.
- In addition, the following actions are inappropriate behaviour of one child to another and should be prohibited: bullying, derogatory name-calling, ridicule or humiliation, or singling out a child for negative treatment or exclusion.
- In normal circumstances GBM does not allow anyone under 16 to be left formally in charge of any children of any age. However, some local/national legislation may require this to be 18 years of age.
- GBM will take any disclosure of harm from a child about another child seriously and follow the safeguarding procedures in the same way as for any other disclosure.
- GBM will engage with other professionals and statutory agencies that have expert knowledge in this area.

- GBM will offer on-going pastoral care and support, including counselling if necessary to the victim, both families and the perpetrator.

#### GANGS AND CRIMINAL ACTIVITY

Children can be pressurised or enticed to join gangs that are involved in criminal activity.

The influence of older children and adults upon younger that might seek to bring them into their gang will be closely watched.

If it is discovered that a child has joined a gang then the relevant authorities will be consulted.

GBM will support action taken to protect that child and if possible to take them to safe place away from the gang.



## **Safeguarding Policy**

### **4. Code of conduct for adults at risk of abuse**

This adults at risk of abuse safeguarding policy applies to all situations where you are representing Grace Baptist Mission in the UK or overseas.

It is good practice in any situation.

## Introduction

### WORTH OF ALL HUMAN BEINGS

GBM will make all its workers aware of good practice as outlined in the policy below, and will require its workers to sign their agreement to this policy.

GBM recognises that in different contexts different groups of people may be vulnerable to abuse. GBM emphasises the dignity and value of all human beings. We expect those serving with GBM whether in the UK or overseas to treat all adults including those at risk of abuse with respect, taking responsibility where this is appropriate and demonstrating awareness and sensitivity in situations where others have responsibility. All workers should consider all safeguarding issues as they act wisely towards all other adults whether of the same or opposite sex.

## Definitions

### DEFINITION

**Adult at risk of abuse:** Any person who is aged 18 years or over; and who by reason of disability, age, illness or learning difficulty; is or may be unable, to take care or protect themselves against harm or exploitation. These adults are vulnerable.

An adult at risk of abuse is described as a “vulnerable adult” in this document

## Conduct with adults

### ACCOUNTABILITY THROUGH VISIBILITY

- There is to be accountability to others regarding interactions with vulnerable adults.
- Colleagues or another adult are to be informed beforehand of any activities with vulnerable adults.
- All work with adults will be carried out in a way that minimises risks as far as possible. This will mean there will be visibility when working or talking with vulnerable adults. As far as possible activities will be planned in areas where other adults are present and at a time when other activities are occurring.
- The amount of time spent alone with vulnerable adults will be minimal. If in doubt colleagues or the GBM Safeguarding Officer will be consulted.
- Where confidentiality is important then, others will be informed that a meeting is taking place and they will be close by.
- Vulnerable adults will not be invited to meet a worker in their home, or stay overnight, where they will be alone with them.
- The best practice is for more than one adult to be present in working with vulnerable adults. If this is not possible, then another worker will be informed of the situation, and the meeting will occur during a time and/or in a location where interaction with the adult is visible to others.

### SUPERVISION

- The Safeguarding Team will periodically and randomly enquire and if necessary inspect places where there is ministry with vulnerable adults.

## TECHNOLOGY

- Technology will be used appropriately to protect vulnerable adults from abuse and exploitation.
- Instant messaging, texting and other forms of social media will be used appropriately with vulnerable adults.
- The guidelines which have been provided in relation to communication via all social media, social networking, and related technologies will be followed.

## TOUCH

Healthy, caring touch is valuable to all adults whether at risk or not, unhealthy touch is abusive, and touch needs to be used in a culturally appropriate way.

These guidelines are to be followed:

- Touch should always communicate respect for the adult.
- Touch should be in response to the need of the adult, and not the need of the worker.
- Touch should be open rather than secretive. A hug in the context of a group is very different from a hug in secret.
- Workers should avoid doing things of a personal nature for vulnerable adults that they are able to do for themselves, including dressing, bathing, etc.
- The following signs of affection are generally appropriate within specific contexts: verbal praise and culturally appropriate affirming touch.
- Colleagues should monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted.

## INAPPROPRIATE ACTIONS

It is inappropriate for anyone to:

- Hit or otherwise physically assault any adult.
- Develop relationships with vulnerable adults which could in any way be deemed exploitative or abusive.
- Engage in behaviours which could be regarded as grooming or controlling.
- Act in ways intended to shame, humiliate, belittle or degrade vulnerable adults, or otherwise perpetrate any form of emotional abuse, discrimination, differential treatment, or favour particular vulnerable adults to the exclusion of others.

## Reporting procedure

### REPORTING A SAFEGUARDING CONCERN

#### Listening to the vulnerable adult

- Listen seriously to the vulnerable adult.
- Reassure the person that they were right to tell you.
- Never make false promises of confidentiality.
- Let the person know what you are going to do next and that you will let them know what happens.

#### Reporting process

- Make sure the person is safe.
- Contact the Safeguarding Officer immediately.
- Record dates and times of events and when you made the record.
- Make notes as soon as possible.
- Do not let other adults question the vulnerable adult at risk (protect the person from unnecessary intrusion).
- Do not discuss your concerns with anyone other than the person to whom you report the incident.
- If needed seek pastoral support via the Safeguarding Team.

*Note: If the Safeguarding Officer is the alleged perpetrator, report to another member of the Safeguarding Team or to the Mission Director.*

- If members of the Safeguarding Team are not available, are in any way implicated in allegations or suspicions, or fail to act on the allegations, then the Mission Director or one of the Trustees should be contacted.

### SAFEGUARDING RESPONSE

The Safeguarding Team will follow the same procedure as set out in the Safeguarding Policy Reporting Procedure.



## **Safeguarding Policy**

### **5. Compliance with GBM Safeguarding Codes of Conduct**

## COMPLIANCE WITH THE CODES OF CONDUCT

I agree to comply with the *GBM Code of Conduct for Safeguarding Children and the Code of Conduct for Adults at Risk of Abuse*.

## REPORTING SAFEGUARDING CONCERNS

I understand that I have a responsibility to report any and all suspicions of safeguarding concerns through GBM, and in some instances, to local government authorities and/or law enforcement – referring to the *GBM Reporting Guidelines and Procedures*.

## COMPLIANCE WITH SAFETY PLANS

I agree to comply with any GBM Safeguarding Plan.

## COOPERATION WITH SAFEGUARDING INQUIRIES

I agree to cooperate fully with any safeguarding inquiry conducted by GBM.

## UNDERSTANDING OF POSSIBLE ADMINISTRATIVE OUTCOMES

- I understand that if any allegation of misconduct/action causing harm is made against me or a family member, I/we may be required to cease contact with indicated people until an appropriate assessment is made.
- I understand that GBM may report any safeguarding or criminal concerns to law enforcement and child protection authorities locally and/or in my country of citizenship.
- I understand that if an allegation of misconduct is sufficiently confirmed, the outcome may result in a disciplinary process.
- I understand that if an allegation of misconduct or violation of the safeguarding policies is sufficiently confirmed, persons or entities internal or external to GBM may be informed for safeguarding reasons.

## CONFIDENTIALITY

I will not disclose personal information about a child, vulnerable adult or anyone else given in confidence, unless it is appropriate in the course of acting out my normal duties or reporting concerns of safety and/or misconduct, or complying with a court order.

## RESPONSIBILITY REGARDING VISITORS

I understand that I am responsible for my visitors to my country of service, and am aware that if they engage in a GBM ministry, they must comply with all GBM's policies including the codes of conduct in this Safeguarding Policy.



# **Safeguarding Policy**

## **6. Reporting Guidelines and Procedures**

## INTRODUCTION

*GBM expects you to report any situation where you can see the potential for risk of harm to a child or vulnerable adult involving GBM workers or work.*

*You don't need to have evidence that harm is happening, just a concern that harm would be possible/could be happening. A safeguarding plan can address potential harmful situations or potentially harmful relationships.*

*These reporting guidelines are to be followed on receiving a report directly from anyone connected with GBM (e.g. missionaries, associates, envisions, staff, volunteers and visitors) about a situation they observe in GBM's work.*

## SAFEGUARDING OFFICER

GBM's Safeguarding Officer is Paul Brunning, Head of Communications.

You can contact him on 01235 520147 or via [safeguarding@gbm.org.uk](mailto:safeguarding@gbm.org.uk)

The Trustee appointed as the Deputy Safeguarding Officer is Marion McDonald who can be contacted via 01235 520147 or [safeguarding@gbm.org.uk](mailto:safeguarding@gbm.org.uk)

The Safeguarding Administration Officer is Janet Woods who can be contacted on 01235 520147.

## REPORTING POSSIBLE HARM

The following procedures are to be followed by any GBM worker who is concerned about the risks of harm to a child or vulnerable adult in the course of their work that includes concerns about their safety, or concerns about practice or allegations against someone who has access to children or vulnerable adults.

*Note: If the Safeguarding Officer is the alleged perpetrator, report to the Deputy Safeguarding Officer, or the Mission Director or one of the GBM Council Officers as appropriate.*

### Your response

- a) Respond seriously to what the individual(s) tell you and/or what you see.
- b) Act to ensure the immediate safety of the child or vulnerable adult concerned if you think there is any risk of them being harmed again.
- c) Act on your concerns and be prepared to make a report. Ideally you will make a verbal report to the *Safeguarding Officer* who will assist you in filling in an Incident Report Form. The document if possible should be password protected and that password should be communicated via another means (e.g. text or WhatsApp). If it's not easy to make contact in person, you can email [safeguarding@gbm.org.uk](mailto:safeguarding@gbm.org.uk) or be in touch by phone using the numbers above. All concerns should be reported to the *Safeguarding Officer*, within 1 working day. This information will be treated confidentially and only shared with those responsible for investigating and responding to your concerns.
- d) Do not discuss your concerns with anyone other than the *Safeguarding Officer*/person you report to. Consider your own feelings and seek pastoral support if needed.

## RESPONSE PROCEDURE BY SAFEGUARDING TEAM

### 1. Immediate response

- a) Ring Christian Safeguarding Services for advice 0116 218 4420
- b) Ensure any children or vulnerable adults concerned are safe
  - Where emergency medical attention is necessary it will be sought immediately. The Safeguarding Officer will inform a doctor of any suspicions of abuse.
  - If criminal activity is evident then the police should be contacted
- c) If not already completed, the Safeguarding Officer will complete an Incident Report Form.
- d) The Safeguarding Officer, with the help and advice of CCS, should together make an initial assessment and as appropriate, refer the safeguarding concerns to the appropriate authorities.
- e) The Safeguarding Officer, will discuss with CSS (and/or LADO or Children's social care) about when and how to inform the child or vulnerable adult's parents.

### 2. Suspension from duties

- f) During the initial steps of an enquiry where a worker is unaware of the allegation, it will be necessary to supervise them as closely as possible without raising suspicion.
- g) A worker must not be automatically suspended without careful thought and consideration of the circumstances of the allegation. In making the decision, the Mission Director must consider whether the person should be suspended from contact with children or vulnerable adults for the duration of the investigation, or until resolution has been reached. In any case, alternatives to suspension should be explored and advice sought from CSS (and/or the LADO) whenever possible. If the allegation has been referred and a meeting is to be convened, it will be a task of the meeting to consider the facts of the allegation, and although the Mission Director cannot be directed to suspend, they will be supported in making the decision.
- h) During any period of investigation, those involved will be kept informed of the process and the time each stage is expected to take.
- i) If allegations prove to be unsubstantiated but not unfounded, further consideration as to follow-up needs is to be given by GBM. If the Code of Conduct has been broken, then disciplinary action may still be appropriate. If those involved choose to move location, what information is passed on during the transfer process (internally or externally) needs to be carefully (and legally) considered following the advice and guidance from LADO.

### 3. Support for all concerned

- j) Children, vulnerable adults, family, workers and others involved in an investigation of suspected harm will have the support of GBM. This may include follow-up counselling or family therapy if necessary.
- k) The Trustees and Mission Director of GBM will support the Safeguarding Team in their role, and accept that any information will be shared in a strictly limited way on a 'need to know' basis.

#### 4. Official notifications

- l) The Safeguarding Officer may be required to ask the Finance Manager to contact GBM's insurance company depending on the terms and conditions of the policy.
- m) Charities are required to report to the Charity Commission any incident that has resulted, or could result, in a significant loss of funds or a significant risk to the charity's property, work, beneficiaries, or reputation. Suspicions, allegations and incidents of abuse or mistreatment of beneficiaries include incidents whilst under the care of the charity or by someone connected with the charity. Such concerns must be reported if there are grounds to suspect that an incident may have occurred, whether or not the matter has been proved. Such matters would always be given immediate attention by the Charity Commission. The role of the Charity Commission is to assist the trustees where possible in restoring confidence in the charity and other charities within the same sector. Reports should be made by emailing [RSI@charitycommission.gsi.gov.uk](mailto:RSI@charitycommission.gsi.gov.uk)

When making a serious incident report, you should provide details of:

- who you are and your connection to the charity.
- the authority you have to report on behalf of the charity's trustees.
- who in the trustee body is aware of the incident.
- what happened and when the charity first became aware of it.
- action being taken to deal with the incident and prevent future problems.
- whether and when it was reported to the police or another regulator/ statutory agency (including official reference numbers).
- media handling lines you may have prepared.

The full guidelines are at:

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

### 1. Offences committed outside the UK

#### **TITLE CRIMINAL JUSTICE AND IMMIGRATION ACT 2008**

##### **Section 72: Offences committed outside the United Kingdom**

63. Section 72 amends section 72 of the Sexual Offences Act 2003, which allows for the prosecution of sexual offences against children committed abroad.

64. The existing law allows for the prosecution of a British national or resident of the UK for sexual offences against children under the age of 16 committed overseas, provided that the offence constituted an offence under the law in force in that country, and was considered a sexual offence in England and Wales or in Northern Ireland. Currently these provisions only extend to offences against children under 16, even where the UK offence applies to victims under 18.

65. Following commencement of section 72 it will be possible to prosecute a British national or a resident of the UK who travels abroad to commit sexual offences against children, regardless of whether their actions amount to a criminal offence in the country concerned. In addition, the new offence will apply to sexual offences committed against anyone under 18. The exception to this would be those age specific offences where the victim must be under 16 or under 13 in order for the offence to be committed.

Also provision 3 states that if—

- (a) a person does an act in a country outside the United Kingdom at a time when the person was not a United Kingdom national or a United Kingdom resident,
  - (b) the act constituted an offence under the law in force in that country,
  - (c) the act, if done in England and Wales or Northern Ireland, would have constituted a sexual offence to which this section applies, and
  - (d) the person meets the residence or nationality condition at the relevant time,
- proceedings may be brought against the person in that part of the United Kingdom for that sexual offence as if the person had done the act there.

All concerns or allegations of abuse happening overseas, involving GBM workers, GBM children or others, should be reported to the Safeguarding Officer.

The GBM Safeguarding Officer will inform the Trustees, to jointly monitor the situation and decide on

- necessary communication, e.g. with the sending church, on a 'need to know' basis
- pastoral needs of those involved and how they might best be met
- whether/when to notify LADO – this will usually be only if a UK citizen has committed a sexual offence
- whether to inform the Charity Commission (see guidance in point 13 above)
- any other follow-up

If someone who was a GBM worker and is strongly suspected by the GBM Trustees of sexual abuse, returns to the UK and has (or works with) children or works with vulnerable adults then:

- a report must be made to the LADO in his/her usual area of residence

- If any allegations of abuse made overseas are substantiated and the worker is removed from GBM as a result the LADO needs to be contacted for advice. There may be necessary police or DBS follow-up within the UK.
- If a person resigned before an investigation was carried out then this should be passed to DBS.
- The outcome of any safeguarding investigation should be noted on the personal file of those concerned and kept for 10 years after the person's retirement or death whichever is sooner.

## **2. Allegations made against workers who are sent through GBM but are not British Citizens**

All workers sent through GBM whether they are British citizens or not are to adhere to all the policies of GBM including the Safeguarding Policy and the regulations in their own country.

### **WHISTLEBLOWING**

Concerns about the culture or practice within GBM should be raised with the Mission Director. Those concerns will be carefully considered, and a formal response will be provided to the individual.

If the complainant is not satisfied with the response, they should formally raise the matter with the Trustees, explaining their concerns about the initial response. Details of how this can be done will be communicated at the same time as the initial response.

Once the Trustees have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision.

Details of how to raise the complaint externally will also be provided as part of the response

- This will include contacting the Charity Commission and any other measures that the trustees wish to offer.
- Christian Safeguarding Services can also be contacted for advice.

### **'HISTORIC' ALLEGATIONS**

#### **Allegations of past ('historic') abuse while serving with GBM**

GBM will take such allegations seriously and will follow them up with a similar level of commitment as those which may have happened more recently. For instance, if a child is now an adult, they will need to decide whether to make a formal complaint to the police. This is particularly important if the alleged abuser is alive and could still pose a risk to children or vulnerable adults.

Even if those alleging abuse decide not to make a formal statement, action can still be taken which would help to protect children and vulnerable adults. If the person is unable or unwilling to make a formal complaint to the police, then the Safeguarding Officer should speak to an officer in the Abuse Investigation Team.

GBM will take appropriate steps to assist those who have suffered abuse.

## ORGANISATIONAL LESSONS

The Trustees with the Safeguarding Team and Mission Director will assess what lessons GBM should learn from all incidents and the subsequent process.



# **Safeguarding Policy**

## **7. Bullying and Control**

(previously called spiritual abuse)

## INTRODUCTION

The biblical basis, upon which any GBM worker must operate, whatever the cross-cultural setting, is outlined in 1 Corinthians 3:5-17 (*v7 Neither he who plants or he who waters is anything but only God gives the growth*) and 1 Corinthians 4:1-4 (*“servants of Christ”*).

The missionary is a servant and steward of Christ’s Church. Having our redemption through the blood of Christ we are made one in Him (Romans 12:5; Ephesians 3:28). Therefore, no worker should ever behave in a way, or exhibit superiority over anyone they are ministering to, teaching or working with. We are all answerable to the Lord.

Recent high-profile cases in the UK have shown that **church leaders or para-church leaders and** others in local church leadership, can behave in ways that, whilst not always being illegal, do fall short of the biblical standards expected of a person with leadership responsibility. These behaviours range from serious misconduct (including coercion, control or criminal activity) to simply being unwise in relating to others.

## DEFINITION

It is difficult to exactly define the term spiritual abuse. One safeguarding organization defines it as follows:

*“Spiritual abuse is the coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the appearance that the abuser has a ‘divine’ position, isolation from others, especially those external to the abusive context.”*  
(Oakley, 2013 in Oakley & Kinmond, 2013 p21).

However, while this sets out the action of spiritual abuse there is an unhelpful implication that this is something that only occurs in a faith/mission context. It is evident that this type of abuse can occur in many other contexts where the future, opportunities or possible success of another is dependent on one who has power or authority over them. (For example sport with a coach)

Therefore, the title used in this document is “Bullying and Control” rather than “spiritual abuse”.

## WHOM?

In a mission context it is probable that the perpetrator of bullying and control is a leader, however, it must be recognised that anyone can perpetrate this type and, indeed any other kind of abuse. A leader(s) can also be bullied and controlled by others in the same way as those without any position can be abusive.

## EFFECT

It is important to understand that bullying and control is a form of psychological and emotional abuse. In the context of the work of GBM sufferers might be reluctant to speak of this as they experience the abuse in a setting in which they feel called and where they love to serve.

Care is therefore needed and accountability established, to ensure that the drive for “gospel success”, or the actual “success”, does not spill over into abuse of any position of authority. With that in mind it should be recognised that those who bully and control do not necessarily intend to harm others. These unhelpful ways of behaviour might develop unwittingly and continue once a pattern is established.

In determining whether bullying and control has occurred not only must the behaviour of the abuser be considered but also the effect on the abused. In a mission context the number of victims can potentially be larger, for example a whole congregation or groups of congregations could be affected.

In a mission context actions of bullying and control might go undetected for a time as the abuser may appeal to a higher authority, for instance using phrases like: “I am called by God”, “God has placed me here” with the implication of “who are you to question me?” In mission based organisations a “closed shop” environment can develop with little monitoring as people are taken on trust.

Furthermore, where there is a socio-economic dependence and/or gratitude for the work of a missionary or agency there could be a fear of loss of economic support or a charge of disloyalty if a complaint is made.

## KEY CHARACTERISTICS

Some of the key characteristics of bullying and control are summarised as follows:

### **a) *Blame***

In an abusive situation, workers often find that it is not possible to raise concerns or to ask questions without being accused of either threatening unity or being a trouble maker. They can be blamed for any issues or problems they identify. This culture of blame means that workers feel pressurised to be silent.

### **b) *Forced accountability***

Plural accountability is encouraged by GBM as it is essential for good teamwork. However, bullying and control can occur when a worker becomes personally accountable to another and they are then required, forced or coerced to share personal details of their life and/or to include that person in their everyday decision-making.

### **c) *Damage***

Bullying and control damages individuals, as it is a behaviour that occurs through manipulation, fear and shame. Manipulation makes a worker feel pressured to perform actions or behaviours against their will. They may also be expected to be totally committed to the work or style of the work, even if this means they are unable to fulfil other commitments. As a result, workers feel scared of the consequences of not conforming and if they do not conform and this is made public in the group, then shame results. This has the potential for “performance anxiety” to develop, leading to damage in mental health.

### **d) *Inability to work with others***

A bullying, controlling individual will often find it difficult to work with others and accept alternative opinions. In an abusive culture there is often an absence of team work and

corporate decision-making. The Biblical way is always to engage with the sending church and where possible the local church on the field.

GBM must be alert to the reality that the abuser could be the one controlling the local church. The person being bullied or controlled also may not be part of any mission, they could be a local believer who is isolated as the worker is controlling their local church.

#### ***e) Scripture***

A right understanding of scripture is extremely important and is to be encouraged as the Bible is central to the work of GBM. However, in an abusive situation scripture might be used out of context to pressurise individuals to behave in a particular way or to make a particular decision. If passages of scripture are used to control or manipulate behaviour this can be very difficult to argue against and will be damaging. A warning sign of bullying and control is when scripture is used to support an individual's personal agenda. Instead, the focus should be on the needs of others and is to encourage people to consider and choose responses for themselves.

#### ***f) Status***

When a worker has over a period of time, established a respected and recognised ministry, (including the mission agency and sending church) then it is possible for controlling attitudes and behaviour to be overlooked. However, in reality the worker is exhibiting theological or ethnic/educational superiority/control over others. This may be unwitting and undetected, yet it is nonetheless real.

### **PREVENTION**

These are good practices that build a healthy culture and help prevent bullying and control:

#### ***a) Empowerment***

GBM encourages workers to develop as individuals who can think for themselves and are able to express concern and/or disagreement in a biblical way. At the same time GBM affirms the need for biblical teamwork (see Teamwork Policy WTIM).

#### ***b) Accountability***

Accountability should be encouraged whereby helpful and unhelpful behaviours can be openly discussed. However, in an atmosphere of fear this may not be easily achieved. Wise and careful pastoral care is therefore needed, possibly over a period of time. In a mission context plurality of relationships are important.

GBM therefore encourages missionaries to be accountable to both their sending church and GBM along with any existing leaders on the field.

Ongoing annual reviews, reports and regular visits by GBM and the sending church encourage such positive accountability.

#### ***c) Training and Monitoring***

Training ensures that individuals keep developing and operating safe practices. An important element of training should be to highlight the need for plural accountability as this is a protective factor against bullying and control.

GBM will ensure that all workers are aware of the Safeguarding Policy and will provide up to date training.

#### **d) Awareness**

##### *i. Preparation*

All workers, along with the sending church must understand what bullying and control is, what its characteristics are and how it must be avoided through good biblical practice. This should form part of the GBM orientation process before leaving for the mission field.

##### *ii. Trustees*

Issues of bullying and control and this policy is to be an item that is discussed by the Trustees when reviewing the Safeguarding Policy.

##### *iii. Churches*

This policy also needs to be discussed with the sending church, both at the beginning of a process or in any subsequent review. Individuals may be unaware of the impact of their behaviour on others, or of alternative ways of behaving. This must be a matter for consideration at all review meetings along with all other GBM policies.

## SUMMARY

### **a) Summary definition**

Spiritual abuse is an unhelpful and unclear term and so the title used in this document is "Bullying and Control".

### **b) Summary of good practice to avoid bullying and control**

- a) inclusion in Safeguarding Policy and all ongoing reviews of the Safeguarding Policy.
- b) all workers must know and understand GBM's Safeguarding Policies.
- c) ongoing training of all workers in safeguarding.
- d) the subject of bullying and control must be included in reviews with the missionary and their sending church and must be raised in visits by the sending church and GBM.
- e) fostering a culture of mutual openness and accountability together throughout GBM including missionaries, office-based staff, Trustees, volunteers and churches.