



## **One Church 2 locations**

*Sherborne. Milborne Port*

*Registered Charity NO. 1189530- operating as a CIO*

## **SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS' POLICY**

**September 2023**

ReBorne Sherborne  
Cabin Littlefield  
Sherborne  
DT9 3AU.

ReBorne Milborne Port  
North Street  
Milborne Port  
DT95EW

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## **Summary of safeguarding policy.**

This policy applies to the entire workforce paid or voluntary

### **ReBorne works to;**

Safeguard the welfare of young people and vulnerable adults we come into contact with by protecting them from all forms of harm.

Create an environment where young people are listened to and encouraged to talk about their lives, themselves and any concerns they may have.

### **ReBorne will endeavour to safeguard by:**

Valuing and listening to individuals and showing mutual respect.

Recruiting employees and volunteers, ensuring safer recruitment procedures are followed.

Sharing good safeguarding practices with young people, parents, staff and volunteers.

Sharing information of concerns by liaising with agencies and parents where appropriate.

Providing support and training for staff and volunteers.

### **ReBorne recognizes that abuse and harm can take place in many forms:**

Physical abuse

Sexual abuse

Emotional abuse

Neglect

Financial abuse

Child sexual exploitation /Child Criminal Exploitation

Spiritual Abuse.

Radicalisation

Modern slavery (trafficking)

FGM

Forced marriage.

### **ReBorne will respond to suspicions or allegations of abuse:**

Offering support and guidance to the young person and ensuring immediate safety

Recording incidents / concerns on right proforma and informing DSL(designated safeguarding lead)

If advice is needed this can be sought in the first instance from Thirtyone eight formerly Churches'

Child Protection Advisory service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. 030300311

alternatively contact Child or Adult safeguarding Services or the police.

Non-emergency police 101.

Emergency police 999

### **Disclosure resulting in immediate danger**

Contact DSL immediately. Yvonne Bright 07975755031. or Sally Park 07984889577

If unable to make contact with DSL - make contact with

#### **Dorset**

Emergency duty team multi agency safeguarding hub - 01202 228866

Adults -01305858250

Out of hrs emergency duty team 01202 657279 (after 5 pm)

#### **Somerset.**

Children's and Adults social care 0300 123 2224

Emergency duty team 0300 123 2327

Social care out of hours adult and mental health 01823 368244

If unable to contact these offices phone the police on 101

Reporting social media abuse and exploitation - report through CEOP - [www.ceop.police.uk](http://www.ceop.police.uk).

If the suspicions implicate both the Safeguarding Co-Ordinator and the Deputy, then the report should be made in the first instance to Thirtyone eight formerly Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. /. 030300311

Alternatively contact Social Services or the police

#### **ReBorne will maintain confidentiality in all aspects:**

Written records of any concerns will be kept securely by the leadership team, unless due to the nature of the incident this is not appropriate to involve certain members of the team.

Privacy and confidentiality will be respected at all times but if doing so leaves an individual at risk of harm then the individuals' safety will come first.

#### **Code of conduct:**

Treat all children, young people and adults with respect.

Provide an example of good conduct you wish others to follow

Ensure that wherever possible there is more than one adult present during activities with children/ young people or at least you are within sight or hearing of others.

Remember that someone else might misinterpret your actions, no matter how well intentioned.

Be aware that special caution is required when discussing sensitive issues with children or young people.

Challenge unacceptable behaviour and report all allegations and, or suspicions of abuse.

You should NOT:

Have inappropriate physical or verbal contact with children or young people

Allow yourself to be drawn into inappropriate attention- seeking behaviour, making suggestive or derogatory remarks or gestures in front of children or young people or vulnerable adults.

Act in a way that is contrary to policy and good practice.

*Signed*      *Angela Sally Park*

*Date*   *Sept 2023*

*Review date – September 2024.*

## Organisation details

Safeguarding team

DSL and Lead Recruiter - Yvonne Bright 07975856031

Trustee link and recruiter - Sally Park

The following is a brief description of our place of worship and the type of activities we undertake with children and adults.

Activities take place at the New Digby Hall Sherborne, West End Hall, The Cabin, ReBorne building Milborne Port. - they are as follows.

Sunday worship services including Childrens and youth work

Life groups

Hot Chocolate youth group.

Coffee Stop @ the Westend Community Hall and Milborne Port Venue

Toddler activities at both locations

Weekly Kidz club

Youth drop in.

Pastoral support of congregation – this may take place in coffee shops within the town.

### **Our commitment**

ReBorne is committed to the safeguarding of children and vulnerable adults and ensuring their well-being. As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual, emotional and financial abuse and neglect.

We 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”. We 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.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional and spiritual abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, spiritual, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We undertake to be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

**We are committed to:**

Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.

- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the safeguarding co-ordinator/s in their work and in any action, they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship affected by abuse.

## **We recognise:**

- Dorset Social Services has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and procedures annually.**

## **Recognising and responding appropriately to an allegation or suspicion of abuse**

### **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.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

### **Definitions of abuse**

Physical, Sexual, Emotional, Spiritual, Neglect.

#### *Behaviours indicating abuse*

withdrawn, suddenly behaves differently, anxious, clingy, depressed, aggressive, problems sleeping eating disorders, wets the bed, soils clothes, takes risks, misses school, changes in eating habits obsessive behaviour, nightmares, drugs, alcohol, self-harm, thoughts about suicide.

**Physical abuse** is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

It isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell – this is known as fabricated or induced illness (FII).

There's no excuse for physically abusing a child. It causes serious, and often long-lasting, harm – and in severe cases, death.

### *Physical signs*

*Burns shakes, bruising, bites, fractures / broken bones, other health issues.*

### **Sexual abuse**

There are 2 different types of child sexual abuse. These are contact abuse and non-contact abuse.

Contact abuse involves touching activities where an abuser makes physical contact with a child, including penetration.

It includes sexual touching of any part of the body whether the child's wearing clothes or not  
rape or penetration by putting an object or body part inside a child's mouth, vagina or anus  
forcing or encouraging a child to take part in sexual activity  
making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact abuse involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing.

It includes:

encouraging a child to watch or hear sexual acts  
not taking proper measures to prevent a child being exposed to sexual activities by others  
meeting a child following sexual grooming with the intent of abusing them  
online abuse including making, viewing or distributing child abuse images  
allowing someone else to make, view or distribute child abuse images  
showing pornography to a child  
sexually exploiting a child for money, power or status (child exploitation).

Children who are sexually abused may:

Stay away from certain people.

They might avoid being alone with people, such as family members or friends.

They could seem frightened of a person or reluctant to socialise with them.

Show sexual behaviour that's inappropriate for their age.

A child might become sexually active at a young age

They might be promiscuous.

They could use sexual language or know information that you wouldn't expect them to.

Have physical symptoms.

Anal or vaginal soreness / unusual discharge/ STI (sexually transmitted diseases) / pregnancy.

### **Safeguarding issues**

**All** staff and volunteers should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education and consensual and non-consensual sharing of nudes and semi-nudes' images and/or videos can be signs that children are at risk. Other safeguarding issues we should be aware of include:

## **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

### **Child sexual exploitation (CSE).**

Is a form of sexual abuse - Child sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. It can involve violent, humiliating and degrading sexual assaults, including oral and anal rape. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Child sexual exploitation doesn't always involve physical contact and can happen online.

Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and can be groomed online.

### **Child Criminal exploitation (CCE)**

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.



## **Neglect**

Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse.

A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.

A child may be put in danger or not protected from physical or emotional harm.

They may not get the love, care and attention they need from their parents

A child who's neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death.

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Types of neglect:

*Physical* neglect - failing to provide for a child's basic needs such as food, clothing to shelter.

Failing to adequately supervise a child or provide for their safety.

*Educational* neglect - Failing to ensure a child receives an education.

*Emotional* neglect - Failing to meet a child's needs for nurture and stimulation, perhaps by ignoring humiliating, intimidating or isolating them. It's often the most difficult to prove.

*Medical* neglect - Failing to provide appropriate health care including dental care and refusal of care, or ignoring medical appointments and advice.

## **Emotional abuse**

There often aren't any obvious physical symptoms of emotional abuse or neglect but you may spot signs in a child's actions or emotions.

Changes in emotions are a normal part of growing up, so it can be really difficult to tell if a child is being emotionally abused.

Babies and pre-school children who are being emotionally abused or neglected may:

be overly-affectionate towards strangers or people they haven't known for very long

lack confidence or become wary or anxious

not appear to have a close relationship with their parent, e.g. when being taken to or collected from nursery etc.

be aggressive or nasty towards other children and animals.

Older children may:

Use language, act in a way or know about things that you wouldn't expect them to know for their age.

Struggle to control strong emotions or have extreme outbursts.

Appear isolated from their parents.

Display lack of social skills or have few, if any, friends.

## **Child trafficking**

### **Signs**

Signs that a child has been trafficked may not be obvious but you might notice unusual behaviour or events. These include a child who:

- spends a lot of time doing household chores
- rarely leaves their house, has no freedom of movement and no time for playing
- is orphaned or living apart from their family, often in unregulated private foster care
- lives in substandard accommodation
- isn't sure which country, city or town they're in
- is unable or reluctant to give details of accommodation or personal details
- might not be registered with a school or a GP practice
- has no documents or has falsified documents
- has no access to their parents or guardians
- is seen in inappropriate places such as brothels or factories
- possesses unaccounted for money or goods
- is permanently deprived of a large part of their earnings, required to earn a minimum amount of money every day or pay off an exorbitant debt
- has injuries from workplace accidents
- gives a prepared story which is very similar to stories given by other children.

### **Upskirting**

Typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. This is a criminal offence

### **FGM (female genital mutilation)**

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about, or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt.

A girl or woman who's had female genital mutilation (FGM) may:

- have difficulty walking, standing or sitting, spend longer in the bathroom or toilet, appear withdrawn, anxious or depressed, have unusual behaviour after an absence from school or college, be particularly reluctant to undergo normal medical examinations, ask for help, but may not be explicit about the problem due to embarrassment or fear.

The physical effects of FGM

FGM can be extremely painful and dangerous. It can cause:

severe pain, shock, bleeding, infection such as tetanus, HIV and hepatitis B and C, organ damage, blood loss and infections that can cause death in some cases.

## **Radicalisation**

### **"Prevent"**

Protecting children from the risk of radicalisation should be seen as part of our wider safeguarding duties... Radicalisation refers to the process by which a person comes to support terrorism and other forms of extremism... There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology... As with managing other safeguarding risks, we should be alert to changes in children's behaviour that could indicate that they are in need of protection.

Personnel should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. This may include making a referral to the Channel programme" (Keeping Children Safe in Education, Department for Education, July 2015) Full detail can be found here: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)

### ***Serious crime***

There is a need to recognise signs that young people are involved in serious violent crime. These may include increased absence from activities, changes in friendships or relationships with older individuals or groups. Significant decline in performance, signs of self-harm, or significant change in wellbeing, signs of assault or unexplained injuries. Unexplained gifts or new possessions. All can be signs that young people have been approached by, or are involved with individuals associated with criminal networks or gangs,

### ***Cybercrime***

Children with particular skills and interest in computing and technology may inadvertently or deliberately stray into cyber-dependant crime- this is a criminal activity using computers and/or the internet. This can be unauthorized access to computers/ denial of service attacks or 'booting'/making or supplying malicious software. Support is available to help young people with this that a DSL can access.

### **Child on Child abuse**

**All** staff should be aware that children can abuse other children (often referred to as peer-on-peer abuse). And that it can happen both inside and outside of school or college and online. It is important that all staff recognise the indicators and signs of peer-on-peer abuse and know how to identify it and respond to reports.

All staff should understand, that even if there are no reports in their schools or colleges it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have **any** concerns regarding peer on peer abuse, they should speak to their designated safeguarding lead (or deputy).

It is essential that **all understand** the importance of challenging inappropriate behaviours between peers, many of which are listed below, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence,<sup>11</sup> such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment,<sup>12</sup> such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;  
.causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nudes and semi nudes images and or videos<sup>13</sup> (also known as sexting or youth produced sexual imagery);
- upskirting,<sup>14</sup> which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

## **Spiritual Abuse**

Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. However, holding a theological position is not in itself inherently spiritually abusive, but misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour.

### **How to respond to a child wishing to disclose abuse:**

Remain calm, accessible and receptive.

Listen carefully without interrupting.

Make it clear you take the allegations seriously.

Reassure they have a right to tell.

Let them know what you are going to do everything you can to help them and what might happen as a result.

Do not probe for more information than is offered

Do not make promises that everything will be alright

Do not agree to keep it a secret

ensure they understand who you will have to share the information with.

Never delay getting emergency help if needed

As soon as possible using their own words, record in writing what was said- note the date and the time. Names mentioned, ensure all reordered dated and signed by you, and the DSL

Follow the procedures outlined in the summary policy.

#### **REMEMBER**

If the disclosure is unclear, it is ok to discuss further in a non-leading way. Try sentences which start with;

Tell me....

Explain....

Describe....

#### **Allegations of abuse against a person who works with children/young people or vulnerable adults**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (DO). Or if appropriate Adult social services

#### **Safer recruitment**

The Leadership will ensure all workers will be 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 short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check have been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- 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.

### **Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs. - see summary of policy

### **Pastoral Care**

#### **Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting those who have been affected by abuse who have contact with or are part of the place of worship / organisation. The effects of all types of abuse can be seen years later and require pastoral support.

#### **Working with offenders**

When someone attending the place of worship is known to have abused children or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

#### **Children with family members in prison**

The National Information Centre on Children of Offenders (NICCO) provides information to support professionals working with offenders and their children to help mitigate negative consequences for those children

#### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises as part of the letting agreement will either abide by this policy or have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

**Signed:            Angela Sally Park**\_\_\_\_\_ **Trustee**

**Signed:            Adrian Bright**\_\_\_\_\_ **Minister**

**Date:** **September 2023** \_\_\_\_\_

Source: Thirtyone eight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. 030300311

