



SAFEGUARDING POLICY, PROCEDURE & PRACTICE GUIDANCE

January 2022

PREFACE

Biblical Mandate for Safeguarding

In His Word, God has entrusted to His Church the responsibility to teach, nurture and encourage children and young people in the Christian life in the hope that they will grow up trusting the Lord Jesus Christ. Motivated by the Lord's Mandate (Matthew 28:19-20), we aim to support and encourage all people to be a follower of Jesus.

Each and every person is created in God's image. After the original sin, the world has been corrupted by sin and we live in a fallen world. It is through repentance and faith in Jesus that we are reconciled with our Abba Father, and we are adopted as His beloved children. We believe the Lord our God is a merciful and gracious Father of new beginnings. The Lord welcomes all those that repent and turn to Christ. Therefore, our church family should strive to welcome and care for all - no matter their age, race, gender, background, abilities, health, or history.

We have been fearfully and wonderfully made, knitted together in their mother's womb, and loved by God who knows everything about us (Psalm 139). We are precious and have worth to God. Therefore, our church family should strive to follow the gospel, teach the Scriptures, and make disciples of Jesus among all people - no matter their age, race, gender, background, abilities, health, or history.

Jesus tells us that we are each called to love others and to treat them with the respect, dignity, and love that we would want to receive ourselves (Matthew 22:39). Therefore, our church family should always aim to offer care, compassion, and love, following the example of Jesus in the gospels.

There are many examples of Jesus bringing healing and comfort to people in pain and discomfort. At the sight of people in distress He is filled with compassion (Mark 1:41). Therefore, our church family should strive to offer healing, comfort, and hope - no matter what the cause of the suffering and sorrow.

Jesus was not afraid of challenging unrighteousness, nor of confronting false teachers. He sought out and spent time with people and he spoke passionately against hypocrisy (Matthew 23). Therefore, our church family should strive to seek righteousness, living and sharing God's amazing love - no matter how costly that may be.

Christ Church Exmouth has a vision to live and share God's amazing love. Therefore, our church family should strive to be a welcoming and caring church, as well as being a gospel and biblical church - no matter how costly that may be.

Safeguarding is the protection of children and adults from harm, abuse, or neglect. If we believe that "For God loved the world in this way: He gave his one and only Son, so that everyone who believes in him will not perish but have eternal life. For God did not send his Son into the world to condemn the world, but to save the world through him" (John 3:16-17); if we believe that as Christians we should follow the example of Jesus in his compassion and care for others; if we believe that our Church should be a sanctuary of safety and peace; and if we believe that we as Christians should speak out against injustice, then safeguarding

should be an automatic part of our church family - as we strive to protect the vulnerable from harm, abuse or neglect and to love, care and support all who have been affected by such damaging behaviour.

For this reason, we seek to follow Jesus' teaching on the subject of children as described in Matthew 18:1-14: (a) Because of their trusting nature they are prime examples of people found in the Kingdom of God (v1-5), (b) Children are so precious in God's eyes that Jesus warns of the grave penalties for those who would lead them astray (v6-7), and (c) Every single child is precious to the Lord (v10-14). Therefore, we recognise that work with children and young people is the responsibility of the whole church family. Not only is this important for the children and young people within our church and its influence, it is of equal importance that these same principles are applied to our interactions with any and all adults who may be vulnerable or at risk of being so; we are all children of God.

We commit ourselves to listen to, and empower, the children and young people God gives us, accepting that children and young people have much to give, as well as receive. We believe the Lord made it very plain that the welfare of children, young people and adults at risk is of great importance to Him. Therefore, we commit ourselves to the support, encouragement, and training of all who work with children, young people and vulnerable adults.

"By this everyone will know that you are my disciples, if you love one another"
(John 13.35)

INTRODUCTION & CONTENTS

This policy and associated procedure is based on the thirtyone:eight model policy, and references below to standards are references to thirtyone:eight's ['Ten Safeguarding Standards: A framework for creating safer places'](#). The following should be read together with the thirtyone:eight online manual to provide a comprehensive guide to safer practice.

Christ Church Exmouth holds membership with thirtyone:eight and as such will seek their advice and guidance as appropriate, including the sharing of personal and sensitive information where appropriate and necessary for the safeguarding of adults or children. The policy, procedures and practice guidance have been divided into sections covering all ten safeguarding standards as follows:

Section 1. Safeguarding Policy Creating Safer Places Standard 1

- Church Details
- Key Contacts
- Commitment to Safeguarding
- Adoption of Policy

Section 2. Safeguarding Procedure Creating Safer Places Standards 2, 3, 4 and 7

- Responding to concerns and allegations of abuse:
 - Understanding Abuse and Neglect
 - Safeguarding Awareness and Training
 - Responding to Allegations of Abuse
 - Procedures to be followed where there is a concern about a child
 - Procedures to be followed where there is a concern about an adult
- Prevention of harm and abuse:
 - Safer recruitment
 - Management of Workers
 - Codes of Conduct

Section 3. Safer Practice Guidance Creating Safer Places Standards 5, 6, 8, 9 and 10

- Creating safer environments for survivors and those affected by abuse
 - Pastoral Care and Supporting Survivors
 - Supporting those affected by abuse
 - Appropriate physical contact
 - Working with Offenders
 - Working in partnership

Appendices.

- Appendix 1. Definitions of Abuse: Abuse of a Child.
- Appendix 2. Definitions of Abuse: Abuse of an Adult.
- Appendix 3. Further Definitions of Abuse.

- Appendix 4. Signs of Possible Abuse (Child).
- Appendix 5. Signs of Possible Abuse (Adult).
- Appendix 6. Responding to a Disclosure of Abuse: Effective Listening.
- Appendix 7. Church Council Safeguarding Statement.
- Appendix 8. Maintaining a Safe Environment.
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- Appendix 11. Handling of Disclosure Information.
- Appendix 12. Taking Photographs and Video of Children.
- Appendix 13. Code of Conduct for safe working practice
- Appendix 14. Safeguarding Essentials – an initial verbal briefing
- Appendix 15. Guidance on Eligibility for a DBS check.
- Appendix 16. How to Submit a DBS (Disclosure Barring Service) Application.

Forms

SECTION 1: POLICY

Church Details

Name: Christ Church, Exmouth
Address: 29 North Street, Exmouth, Devon. EX8 1JZ
Tel No: 01395 489567
Website: www.christchurchexmouth.co.uk
Email: exmouthchristchurch@gmail.com
Minister: Josep Miquel Rosello Ferrer
Charity Number: 1141732
Insurance: Public Liability Insurance
Methodist Insurance
Policy No: 21/MPG/9121656

Key Safeguarding Contact Details

Christ Church Safeguarding Team – Church Wardens & the Minister

Phone: 07790 983679

Devon Children & Families Partnership (Multi Agency Safeguarding Hub): 0345 155 1071

Torbay & Devon Adult Safeguarding Partnership (via Care Direct): 0345 1551 007 (or 0345 6000 388 out of hours).

Thirtyone:eight (The church's independent Christian safeguarding advisors): 0303 003 1111

If a child or adult is in immediate or imminent danger or at risk of harm, call 999

Christ Church Exmouth lives and shares God's amazing love through various ministries/activities to serve and encourage faith in Christ for Exmouth. Some of these activities undertaken with children and adults with care and support needs are as follows:

1. Children: Shine on Thursday, Arise on Sunday, and All-Age Services.
2. Youth: Youth Life Group, Youth Alpha, and Youth Encounter on Sunday.
3. Children and Families: Arise and Shine (parent/carers and toddlers) and Little Chefs.
4. Pastoral Care and Visiting

Our Commitment to Safeguarding

As the Church Council (acting as Trustees), 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, and emotional 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 Church Council, we have therefore adopted the procedures set out in adherence to this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding. Issues of abuse also require pastoral and, potentially, church disciplinary responses. This policy sits alongside our responsibility to pursue those responses.

The policy, procedure and attached practice guidelines are based on ['Ten Safeguarding Standards: A Framework for Creating Safer Places'](#) published by thirtyone:eight and was prepared in the light of consultations with other evangelical churches practices.

The Church Council undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action, they may need to take in order to protect children and adults.

Adoption of the Policy

This policy was agreed by the Church Council and will be reviewed annually.

Signed by: _____ Position: _____

Signed by: _____ Position: _____

Signed by: _____ Position: _____

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Signed by: _____ Position: _____

Signed by: _____ Position: _____

Signed by: _____ Position: _____

Signed by: _____ Position: _____

Date: _____

SECTION 2: PROCEDURE

Responding to allegations and concerns of abuse

(Standards 2 and 7)

Understanding Abuse and Neglect

Defining child abuse or abuse against an adult with care and support needs 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 with care and support needs.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

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

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states: “*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*”

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.

Safeguarding Awareness and Training

The Church Council is committed to on-going safeguarding training and development opportunities for all workers (paid or voluntary), and to developing a culture of awareness of safeguarding issues to help protect everyone. All our workers (both paid and voluntary) and trustees will receive the following training provided by thirtyone:eight:

Course Title (These courses are identified as best practice for each specified role listed) All course details can be found at: https://thirtyoneeight.org/training/	All Workers (Paid & Volunteers)	Ministry Leads (incl. Minister)	Trustees	Safeguarding Coordinator	Lead Recruiter (DBS)
Basic Safeguarding Awareness (Webinar only)	*	*	*	*	*
Safeguarding for Trustees (Webinar or F2F)			*		
Foundation Level - Safeguarding Training (Adults and/or Children and Young People)	*	*	*	*	*
Advanced Level - Safeguarding Training – Safeguarding Coordinators & Designated Leads				*	
Advanced Level - Safeguarding Training – Safer Recruitment		*	*	*	
Advanced Level - Safeguarding Training - Assessing & Managing Risk				*	
Specialist Level - Safeguarding Training – DBS Eligibility				*	*
Specialist Level - Safeguarding Training – Pastoral Care & Supporting Survivors		*		*	

The Church Council will also ensure that children and adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Responding to Allegations of Abuse

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

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Co-ordinator (see contact details at the start of this document) who is nominated by the Church Council to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities without delay.

In the absence of the Safeguarding Co-ordinator or if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the Deputy Safeguarding Coordinator (contact details at the start of this document). 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 (contact details at the start of this document). Alternatively contact the Devon MASH, Care Direct or the police.

Where the concern is about a child, the Safeguarding Co-ordinator (or her Deputy) should contact the Devon Multi-Agency Safeguarding Hub (MASH). Where the concern is regarding an adult at risk or in need of protection, the Safeguarding Coordinator (or her Deputy) should contact Care Direct or take advice from thirtyone:eight.

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

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

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

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek independent advice from thirtyone:eight, whilst following this procedure. If the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly. By making this statement the Church Council demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

Procedures to be followed where there is a concern about a child:

1. ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

- Contact Children's Social Services via the MASH (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- **Not** tell the parents or carers unless advised to do so, having contacted Children's Social Services via the MASH.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services

2. ALLEGATIONS OF SEXUAL ABUSE

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

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

3. ALLEGATIONS OF ABUSE AGAINST A WORKER WITH CHILDREN AND YOUNG PEOPLE

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

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

Procedure to be followed where there is a concern about an adult:

1. SUSPICIONS OR ALLEGATIONS OF ABUSE AND HARM

(Including physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse).

If an adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

- For advice contact Adult Social Care via Care Direct who have responsibility under the Care Act 2014 and the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.

2. ALLEGATIONS OF ABUSE AGAINST A WORKER WITH ADULTS

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

- Liaise with Adult Social Services (via Care Direct) in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

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

Prevention of harm and abuse (Standards 3 and 4)

Safer Recruitment

The Church Council will ensure all workers (paid and voluntary) will be appointed, trained, supported, and supervised appropriately in accordance with government guidance on safer recruitment. This includes ensuring that:

- There is a written job description (role profile for volunteers) and a person specification for the post.
- Those applying have completed an application form and a self-declaration form.
- Those short listed have been interviewed in a manner appropriate to the role.
- Safeguarding has been discussed at interview.
- Written references have been obtained prior to any conditional offer (and followed up where appropriate).
- Qualifications where relevant have been verified.
- A Disclosure and Barring Service (DBS) check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) prior to confirmation of offer.
- A suitable training programme is identified and provided for the successful applicant.
- The applicant completes 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 Church Council, we are committed to supporting all workers and ensuring they receive appropriate training and supervision. All workers (paid and volunteer) will be issued with a code of conduct towards children, young people and adults.

The Church Council undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

SECTION 3 – SAFER PRACTICE GUIDANCE

Creating safer environments for survivors and those affected by abuse (Standards 8 and 9)

Pastoral Care

When pastoral care is being offered to those who have been abused there are a number of issues to bear in mind. It is important that all pastoral carers know what abuse is, recognise possible signs and symptoms and know how to respond to concerns.

Those seeking pastoral care within an organisation are entitled to know what they can expect in terms of good conduct, that those caring for them are accountable and that the boundaries set are respected. Any code of conduct is equally applicable to volunteers and paid employees.

The pastoral carer can face difficult dilemmas including where pastoral relationships and friendships overlap. This can cause conflict of roles particularly in the area of confidentiality. For this reason, the following should be considered in any code of practice:

- Those providing pastoral care should avoid any behaviour that may give the impression of favouritism or a 'special' relationship.
- Where workers are providing mentoring and/or coaching roles this should be clearly defined.
- Pastoral workers should be aware of the pitfalls of over-dependency in pastoral relationships. This dependency can apply both ways. Ensure adequate supervision.
- Workers should be aware of the limits of their ability/ competence and seek further help when faced with situations outside their expertise.

Pastoral relationships have been known to develop into romantic attachments (both ways). If this becomes an issue, the carer should declare this to their supervisor/manager or to the minister and another carer should be appointed. This is because all pastoral relationships are ones in which the worker is in a position of power and influence by virtue of their work or nature of the activity.

Supporting those Affected by Abuse

The Church Council is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of Christ Church Exmouth.

As a church working with children, young people, and adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

Appropriate Physical Contact

It is important to take the issue of touch seriously. Due to the effects abuse may have had on a person they may be extremely uncomfortable with expressions of physical affection such as a hug or even a handshake. It is therefore vital to be sensitive and if the pastoral carer thinks the person would, for example, appreciate a hug or an arm around them they should check this out with them first and only proceed if appropriate safeguards are in place for both pastoral carer and the person.

One reason for this is if sexual abuse has been an issue they may not have a clear idea of appropriate boundaries of touch. They may be flirtatious or overtly sexual. In these circumstances the pastoral carer would need to be able to explain gently why such contact is not appropriate in this relationship.

Although wanting to physically comfort someone who is upset is a natural response, it is worth bearing in mind that unless used appropriately it may actually interrupt or detract from the person expressing what they are thinking or feeling. Consider the following:

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person or vulnerable adult's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker.
- Avoid any physical activity that may be sexually stimulating.
- All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc.), encourage the child, young person or vulnerable adult to do what they can themselves but, in their best interests giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

Working with Offenders

It is a fact that those in the community who pose a risk to, have committed, or been accused of sexual or other crimes against others, may wish to be actively involved in local

organisations or groups. Being a part of a supportive community can also mitigate against some risks associated with offending behaviour. The Church has a unique role in providing support both to those who have been harmed and abused as well as those who have caused harm.

It is vital that we ensure children, young people and vulnerable adults are safeguarded. We will explore strategies that, when implemented, mean these individuals can be managed and supported without compromising the safety of others.

We must never lose sight of the fact that although some will be looking for support to address their offending behaviour, others may be seeking contact with children, young people or vulnerable adults to abuse them. This is a very difficult thing for some to accept but it is based upon sound evidence including the testimony of offenders themselves.

REMEMBER, churches are unique organisations in having adults and children in close proximity to each other AND having an open-door policy. This makes it doubly important to have a robust policy in place for all aspects of safeguarding.

Where we are considering supporting an offender within the church, we will always approach this with effective risk assessment and management strategies in place. If we believe that we are unable to support an offender within the congregation, we will do all we can to identify other alternatives that may be more able to manage the risk presented.

Where we agree to support an offender within the church, we will under the guidance of the Safeguarding Coordinator (and where appropriate thirtyone:eight) write an agreement that stipulates how this support is to be provided and by whom. A support group will be led by the Safeguarding Coordinator and members (including the offender) will be required to sign the agreement and meet regularly to keep the agreement under review.

As well as restricting the movements of the person, it is important that the agreement makes it clear that the offender will not be placed in a position of trust (or any other public position that may indicate they are trusted) by becoming a youth worker, a door welcomer, reader, pastoral visitor etc. If the offender wishes to attend home group meetings, thought needs to be given to which home group would be most suitable as the offender shouldn't be in a home group where there are vulnerable people within the household.

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 will abide by this policy. We will make a copy available to each hirer who will sign the Letting Agreement to indicate its compliance.

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.

Appendix 1

Definitions of Abuse: Abuse of a Child

Introduction

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

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

What is abuse and neglect?

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

Physical abuse:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse:

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not

solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect:

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate caregivers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 2

Definitions of Abuse: Abuse of an Adult

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults from abuse (Department of Health 2000): *'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors: Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'*.

Physical Abuse:

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse:

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse:

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse:

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect or Act of Omission:

This is the repeated deprivation of assistance that the adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult or to others. A vulnerable person may be suffering from neglect when their general well-being or development is impaired.

Discriminatory Abuse:

This is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse:

This is the mistreatment or abuse of an adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Appendix 3

Further Definitions of Abuse

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome by Proxy)

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic Violence/Abuse

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.' (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.)

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence.

The definition of domestic violence in Working Together 2010 states: *Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence.* (Section 6.21)

Home Office (2009) *What is Domestic Violence?* London: Home Office defines domestic violence as ‘*Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality*’. Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex-partner or lover. (Section 9.17)

Investigating Complex (Organised or Multiple) Abuse

This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved. Its investigation is time-consuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role. (Working Together 2010 Sections: 6.10 – 6.11)

Child Sexual Exploitation (CSE)

Working Together to Safeguard Children’ (2006) Section 6.2 stated: *Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment. See also ‘Safeguarding Children Involved in Prostitution (2000).*

In Working Together to Safeguard Children (2010) it states: *New offences targeted at those who sexually exploit children and young people.*

The Sexual Offences Act 2003 introduced a number of new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties. They include:

- Paying for the sexual services of a child;
- Causing or inciting child prostitution;
- Arranging or facilitating child prostitution; and
- Controlling a child prostitute.

Female Genital Mutilation (FGM)

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

Working Together (2010) states: *Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.*

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. Further information about the Act can be found in Home Office Circular 10/2004 [Found at www.homeoffice.gov.uk].

FGM is much more common than most people realise, both worldwide and in the UK. It is reportedly practised in 28 African countries and in parts of the Middle and Far East but is increasingly found in Western Europe and other developed countries, primarily amongst immigrant and refugee communities. There are substantial populations from countries where FGM is endemic in London, Liverpool, Birmingham, Sheffield and Cardiff but it is likely that communities in which FGM is practised reside throughout the UK. It has been estimated that up to 24,000 girls under the age of 15 are at risk of FGM in the UK. [Available from Dorkenoo et al, 2007 FORWARD UK].

Appendix 4

Signs of Possible Abuse (Child)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc.

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Appendix 5

Signs of Possible Abuse (Adult)

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over-use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation.
- Loss of hair, loss of weight and change of appetite.
- Person flinches at physical contact &/or keeps fully covered, even in hot weather.
- Person appears frightened or subdued in the presence of a particular person or people

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars.
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation (FGM).
- Age range extended to 16 yrs

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual Intercourse.
- Unexplained change in behaviour or sexually explicit behaviour.
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting.
- Infections or sexually transmitted diseases.
- Full or partial disclosures or hints of sexual abuse.
- Self-harming.
- Emotional distress.
- Mood changes.
- Disturbed sleep patterns.

Psychological abuse

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful.
- Intimidated or subdued in the presence of a carer.
- Fearful, flinching or frightened of making choices or expressing wishes.
- Unexplained paranoia.
- Changes in mood, attitude and behaviour, excessive fear or anxiety.
- Changes in sleep pattern or persistent tiredness.
- Loss of appetite.
- Helplessness or passivity.
- Confusion or disorientation.
- Implausible stories and attention seeking behaviour.

- Low self-esteem.

Financial or material abuse

- Disparity between assets and living conditions.
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money.
- Sudden inability to pay bills, getting into debt.
- Carers or professionals fail to account for expenses incurred on a person's behalf.
- Recent changes of deeds or title to property.
- Missing personal belongings.
- Inappropriate granting and / or use of Power of Attorney.

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished.
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect.
- Poor quality or avoidance of care.
- Low self-esteem.
- Withdrawn.
- Anger.
- Person puts themselves down in terms of their gender or sexuality.
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

Institutional Abuse

- Low self-esteem.
- Withdrawn.
- Anger.
- Person puts themselves down in terms of their gender or sexuality.
- Abuse may be observed in conversations or reports by the person of how they perceive themselves.
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care.
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention.

Self-neglect

- Hoarding inside or outside a property.
- Neglecting personal hygiene or medical needs.
- Person looking unkempt or dirty and has poor personal hygiene.
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions.
- Dirt, urine or faecal smells in a person's environment.
- Home environment does not meet basic needs (for example not heating or lighting).
- Depression.

Appendix 6

Responding to a Disclosure of Abuse: Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful Responses:

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Don't Say:

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Appendix 7

Church Council Safeguarding Statement (for display)

The Church Council recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Church Council on September 2021.

Christ church Exmouth is committed to the safeguarding of children and adults and ensuring their well-being.

Specifically:

- Christ Church Exmouth is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, financial abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults 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 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.
- We believe every child should be value, safe and joyful in Christ. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing harm

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Supporting, resourcing and training those who undertake this ministry.
- Keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Christ Church Exmouth.
- Supporting all in Christ Church Exmouth affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the thirtyone:eight.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult.

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures bi-annually.

If you have any concerns for a child or an adult, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Signatures:

Safeguarding Coordinator

Deputy Safeguarding Coordinator

The Church Council:

Signed by: _____ Position: Ministers Warden

Signed by: _____ Position: People's Warden

Signed by: _____ Position: Council Member

Signed by: _____ Position: Council Member

Signed by: _____ Position: Council Member

Signed by: _____ Position: Council Member

Date: _____

A copy of the full policy and procedures is available from the Safeguarding Coordinator

Appendix 8

Maintaining a Safer Environment

Minimise the situations where there is potential for abuse, or allegations of abuse, to occur.

All of our work with children and young people needs to be open, honest and accountable. Activities should not be kept secret.

Keep to staff ratios

We will try to follow the staff ratios and advised them for all children's and youth work:

0 – 2's	1 adult to 3 children
2 – 3's	1 adult to 4 children
3 – 8's	1 adult to 8 children
8+	1 adult to 10 children

It is recommended, wherever possible, that an adult should have at least a helper (aged 16 or above) when working with a group.

Maintain good communication and, if necessary, use consent forms

Parents and other leaders should be kept aware of any activities involving children and young people. There should be good communication between leaders and between leaders and parent/carers.

In certain circumstances consent forms should be given to parents to allow them time to decide whether they want their son/daughter to take part in an activity. Consent forms should be used for activities that:

- take place in a different place than usual. (See Forms 9 & 10)
- are potentially hazardous
- may be controversial

Keep a register

A register of all activities should be kept. This should include a record of children/young people and adults present. A record should be made of the time of arrival and departure of any child not attending the whole session. In case of fire, if possible, this register should be used to ensure that everybody is safely accounted for.

Keep a log of situations causing concern

- Should you encounter any situation involving a child which gives you cause for concern; make a written note of the conversation, observation, dates, times, names etc. Pass on this information immediately to the Safeguarding Co-ordinator or Deputy.
- A record should also be kept of children who display challenging behaviour including the date of the incident and any action that was taken.

- A young person who constantly makes throw-away comments about a leader/helper may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context.
- Where several children/young people make similar comments about someone, this should warn the leadership that they might have a problem with that person.
- Logbooks can protect both children and adults. Accusations of abuse may be made many years later, so records should be kept for as long as possible.

Minimise one-to-one situations with children and young people

- Wherever possible avoid being alone with a child/young person. In rare situations where this may be necessary, other people should be made aware of the situation. We strongly recommend that the door is left open. Prayer for children should take place in an open area with other children and leaders around. (See Appendix 6 for more details.)
- Any home visit or one to one activity should be with parental agreement and with the knowledge of the other leaders.
- Where children/young people are transported by leaders to or from an event or home, agreement should have been sought from their parents. Ask the children to travel in the rear seat of the car.

Be aware of the appropriate boundaries of physical contact

- All leaders and carers should be aware of what is considered to be appropriate 'physical contact' when working with children/young people. i.e. personal care of children, comfort
- The level of personal care, e.g. toileting, must be appropriate and related to the age and the sex of the child, whilst also accepting that some children have special needs.
- Guidance on touch – e.g. physical contact between adults and children. This can be quite healthy and acceptable in public places but discouraged in circumstances where an adult/child is on his/her own.
- Adults should treat all children/young people with dignity and respect in attitude, language used and actions.
- Respect the privacy of children and avoid questionable activities. e.g. rough and/or sexual provocative games and comments.
- Make sure that the only people allowed into a children's activity are the adults assigned to that group.

Make sure that the location is safe

- Keep an eye open for any faults or damage to internal and external parts of the building, fixtures, fittings and equipment and notify the site supervisor of any problems with the premises.
- Ensure that potentially dangerous activities are properly supervised.

- Ensure that the activity area is as safe and clear as possible, especially for games and activities involving movement. Ensure that children/young people are not expected to run towards protruding objects and that there is no equipment left around which is likely to cause injury.
- All workers should be aware of where to find First Aid equipment and the name of a First Aider.
- All workers should be familiar with the Fire procedures as displayed.
- Make sure that when food is being prepared hygiene requirements are observed.
- Have an annual safety review to consider all aspects of safety for children and young people. It is desirable that at least one member of the team holds a current First Aid certificate.

Take additional care on external visits

- Check that all drivers carry a full driving licence and valid insurance and that seat belt rules, requirements for minibuses etc. are complied with.
- Leaders should act wisely and use their own discretion when transporting young people. It is preferable to have another adult in the vehicle. If this is not possible then the group should travel in convoy so that assistance is close at hand.
- Adult/Child ratios may need to be increased for external activities.
- Be especially vigilant and aware when using unfamiliar buildings and outdoor spaces. A careful assessment of the location should be made, preferably with an advance visit.
- Consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. Workers should not share sleeping accommodation with children or young people of the opposite gender.

Let children talk

- Children and young people should be made aware that they can talk with church leaders about concerns they have.

Appendix 9

Discipline

What is discipline?

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement.

Why discipline?

It brings security, produces character, prepares for life, is evidence of love, and is God's heart. Hebrews 12: 5-12, Proverbs 22: 6

Do's and Don'ts of Discipline in Children's Work

- We need to be insistent, consistent, and persistent.
- Never smack or hit a child.
- Discipline out of love, never anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Do not shout in anger or put down a child.
- Lay down ground rules, e.g. no swearing, racism or calling each other names; respect for property.
- Keep the rules simple and clear and make sure the children understand what procedures will be taken if they are not kept.
- Talk to a child away from the group, not publicly. (Explain what they have done wrong, encourage remorse and leave them on a positive note.)
- Never reject a child, just the behaviour. (Encourage the child that they are loved and accepted but it's their behaviour you do not accept.)
- If you have disciplined a child, you must make the parents aware of your actions.
- Each child is unique, special and individual and each child needs a different method of being dealt with. We, therefore, need to ask ourselves, "Why is the child behaving like that?"

Then:

- Ask God for wisdom, discernment and understanding, and pray for and with the children.
- Identify the best method for disciplining and encouraging that child.
- Work on each child's positives; do not compare them with each other but encourage and build them up.
- Work on relationships.
- Be a good role model and set a good example. (Don't expect children to do what you don't do and vice versa.)

- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.

Some practical ideas for the classroom and bad behaviour

- Change voice and tone but try not to shout!
- Separate children who have a tendency to be disruptive when together. These children are often friends; give them a chance – perhaps warn them and only separate if they continue to be disruptive.
- Have the child sit right in front of you.
- Get a helper to sit next to the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenging them to change, whilst encouraging them on their strengths.
- Warn a child that you will speak to their parents; do so if necessary. (With some non-churched children, we need to be wise, as speaking to parents may incur their wrath and ban the child from attending.)
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.
- Don't be afraid of discipline.
- Warn them and send them outside the room (take care regarding supervision) back into the service or ban them for a week. Red (children are taken back to their parent and advised about their child's behaviour) & Yellow cards (as a warning) may be a helpful tool to use.
- Encourage good behaviour.
- Remember each child is individual and unique. We need God's wisdom and love to encourage each one to reach their potential and needs.
- Pray before you meet.

Appendix 10

Equal Opportunities Statement

We affirm that every person is made in the image of God and has a unique contribution to make to society and the world. We seek to share God's love with each person as created by God, and we recognise that in Christ 'there is neither Jew nor Gentile, slave nor free, neither male nor female' (Galatians 3:28). We need each other if we are to grow fully to become the people of God (Hebrews 11:40).

We reject all unlawful discrimination on the ground of sex, race, ethnicity, nationality, colour, religion, belief, age, gender, sexual orientation, gender reassignment, marital or family status, pregnancy or maternity or disability (Protected Characteristics). We also reject all unlawful discrimination on the ground of culture, class, political affiliation or moral choice.

The Church Council is committed to promoting equal opportunities in employment and all staff will receive equal treatment regardless of any Protected Characteristics that may apply to them. However, in order to ensure the centrality of Christ in our teachings and deeds, there will be circumstances justifying different treatment which is not immoral or unlawful, and the Christ Church Exmouth affirms its right to appoint people who have chosen a Christian faith commitment (and are living this out in a way commensurate with the understanding of the trust deeds and the Church Council) to positions of responsibility within the church family, and to use its buildings in a way that is consistent with trust deeds and user policy.

This policy applies to all aspects of employment with Christ Church Exmouth, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures and termination of employment.

Part-time and fixed-term employees will be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Christ Church Exmouth will take positive measures to combat unlawful discrimination (whether direct or indirect) against any employee, worker, volunteer, or against any user of any service that we offer. In practice, this will mean that, in so far as our user policy permits, we will:

- Take steps to ensure that our church buildings are accessible and usable by all;
- Seek to encourage to reach the community to participate in our church life; and
- Ensure particular care is taken to properly deal with any complaints of discrimination.

In addition to the above policy the following applies to appointments and employment of staff:

1. Entry to employment and promotion or change of post is determined by personal merit and ability relevant to the Church Vision.
2. Christ Church Exmouth aims to ensure that people with disabilities are given equal opportunity to enter employment. In doing so, it will fully consider reasonable

adjustments to working practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, if staff members become disabled in the course of their employment, every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in the church employment.

3. Christ Church Exmouth is an evangelical church committed to advance the gospel of Jesus Christ, assisting in God's work of His Kingdom on earth, and living and sharing God's amazing love. Accordingly, there are posts which can only be filled by Christians. Whilst the church is committed to adopting non-discriminatory practices to all employees, job applicants, and others whom we come into contact with, the nature of these posts, or the context in which they are carried out and their link to the church ethos give rise to an Occupational Requirement for the post holders to be Christians who are living this out in a way commensurate with the church understanding. All staff in these posts need to demonstrate a clear, personal commitment to the Christian faith and the Basis of Faith affirmed as members of the Evangelical Alliance.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Appendix 11

Handling of Disclosure Information

Christ Church Exmouth abides by the following requirements of the DBS (Disclosure and Barring Service) regarding disclosure information.

Storage and Access

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the registered/umbrella body and/or the DBS/SCRO. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Disposal

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

Appendix 12

Taking Photographs and Video

Since the introduction of the Data Protection Act in 1998, churches must be careful when using photographs, videos and web cams of clearly identifiable people. The Data Protection Act was subsequently revised in 2018 enforcing even stricter controls regarding collection and use of data, consents etc.

There are several issues to be aware of:

- Permission must be obtained of the people (children and adults) who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded. (See notes - the onus can be placed on people to opt out rather than to opt in.)
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- If photographs or recordings of children's/ youth groups are made and individual children can be easily identified, children's / youth leaders must find out whether any parents do not want their children to be in the photograph.
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- Obtain written and specific consent from parents or carers before using photographs on a website.

Applying these guidelines

The following additional notes may help in applying these guidelines.

1. There are no current instances on record of inappropriate images of children being recorded in a church setting. Any such illegal images are readily available on the web for those who want to find them. Therefore, these guidelines have more to do with the Data Protection Act 2018 and respect for individual's rights than with Child Protection.
2. It is not necessary to have an "opt-in" clause for children/young people. It is quite acceptable to have an "opt-out" clause so that any child or parent who wishes for their child not to be photographed or filmed notifies the church.
3. Opting out may also take place verbally at an event, or by moving out of shot. A general invitation may be made to the whole of a group to be filmed or photographed.

Individuals are then at liberty to opt out by moving out of shot or to request that any image of them or their children that may be captured is not used.

4. Where images are taken at a public event permission from a crowd is not necessary. Footage of a Picnic falls into this category. However, where individuals become the main focus of the shot it is appropriate to seek permission before any public use of it is made, as was done in this case.
5. When filming takes place in many churches it is possible to use a general statement regarding filming and give people the option of sitting in certain seats (usually below the balcony) where they can be sure that they will not be visible on camera.
6. It is customary for filming and photography to take place at weddings and guests know this and can choose not to attend if this is an issue. The main focus of such filming is the Bride and Groom along with their family. Guests can choose to opt out of photographs / video in the customary fashion by alerting those filming or by just staying out of shot. Their wishes should be respected.

Appendix 13

Code of Conduct

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for [name of group/organisation]. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Concealing evidence or allegations of abuse
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches [name of group/organisation] social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave your role. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

Appendix 14

Safeguarding Essentials

This is a guideline for an initial briefing on the essentials of safeguarding for a new worker. This information is to be communicated verbally by a Ministry Leader to the person concerned in a 10-to-15-minute conversation, early in the recruitment process.

Safeguarding children/young people/adults with care and support needs is a legal requirement for the church, but it is also something that we want to do because we care for people. It's consistent with our ethos and message.

1. The recruitment process may seem to be bureaucratic, but it does enable us to recruit workers and helpers as safely as possible and is reassuring to people who entrust their children/young people to us.
2. All workers should be familiar with our Safeguarding Policy, put it into practice, and make use of the appendices and forms which can be downloaded from our website.
3. Safeguarding issues should be raised with either the Safeguarding Co-ordinator or a Deputy.
4. If a situation arises in which you are concerned about potential abuse taking place, inform the Safeguarding Co-ordinator or a Deputy straightaway.
5. Refer to the Safeguarding Policy if you need to clarify your understanding of what the different forms of abuse and neglect are.
6. Remember that most abusive situations occur at the hands of someone who is known to the child.
7. If a child or young person starts to open up to you revealing a possibly abusive situation, allow them to talk but don't conduct your own investigation. It is not your place to do this. If you investigate you may jeopardise a future investigation by Children's Services or Police.
8. Allow a child to talk by listening well. Reflect back to the child what they have told you. Do not make any suggestions or lead the child to any speculative conclusions.
9. Keep a confidential record of the conversation and report it to the Safeguarding Co-ordinator or a Deputy at the earliest opportunity.
10. Do not talk to anyone else about this situation.
11. Remember that while it is important to be vigilant and aware, there is no need to become paranoid!

ANY QUESTIONS? The Recruiter will do their best to answer any questions. If in doubt, check the policy or ask the Safeguarding Co-ordinator or a Deputy.

Appendix 15

Guidance on Eligibility for a DBS check

Recruitment

Staff and volunteers are recruited by following the procedures and practices established in our Safeguarding Policy.

Leaders will follow the usual checklist (Form 1) in appointing workers with vulnerable adults. This includes talking through our code of conduct (Appendix 13) and what to do if abuse is suspected.

One reference is required as is standard good practice in the recruitment of leaders of ministries working with vulnerable people, whether young or old.

With regard to having a DBS check made, we have to be careful in making the decision whether or not to apply for this check. It is illegal for an organisation to apply for a check when it doesn't have a clear requirement to do so. We cannot apply for checks "just in case". The following guidance is offered to help leaders make a correct decision whether an application for a DBS check is required and therefore legal, and also whether it should be made for "regulated activity" or not.

Legal Responsibilities

Before an organisation considers asking a person to apply for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. This means that if you are a countersigning officer you must satisfy yourself that the position is eligible under the current legal provisions before you countersign each application form.

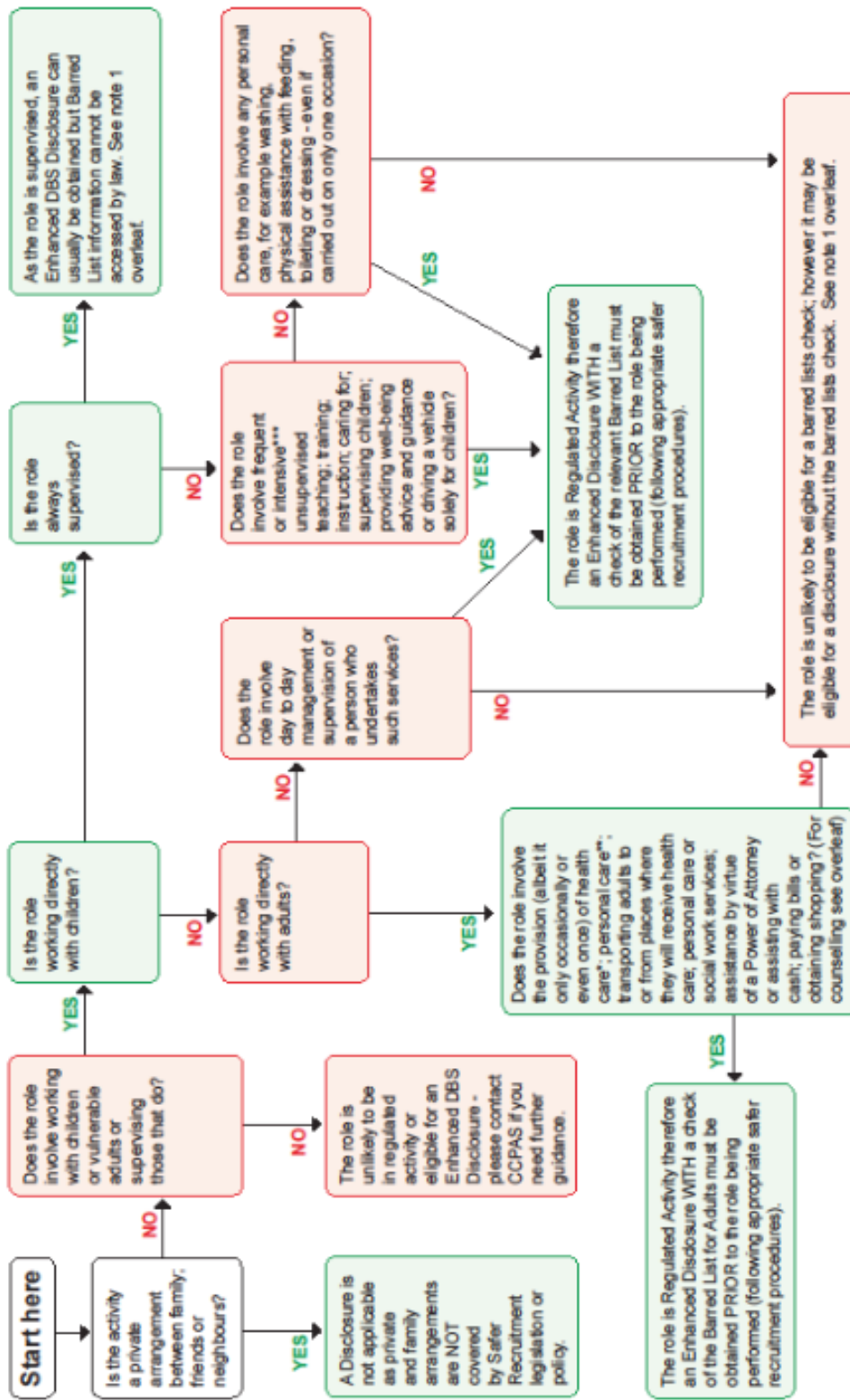
Guidance on Eligibility for a DBS check

There are two decisions to be made.

1. Does the volunteer/employee require a DBS check? If so, because it involves working with children and/or vulnerable adults, it will automatically be an "enhanced" check. Leaders are asked to use the Guide to determine whether a role requires a DBS check and what the role description should be.
2. Does the volunteer/employee require a DBS check for Regulated Activity (RA)? Please use the flowchart to answer this question.

If a DBS check is not required, then a note of this should be made on Form 1. The normal process of recruitment using Form 1 can then be completed.

Regulated Activity Decision Making Flowchart



Appendix 16

How to Submit a DBS Application

Will you need a DBS Check?

We will look at your role and let you know if you require a DBS (Disclosure and Barring Services) check. Most roles involving work with children always require a DBS check. Some roles involving work with Adults with care and support needs may not. Legally, we must not apply for a DBS check unless it is required by the nature of the role, we are inviting you to take on.

If a DBS check is required, then the following explains what you need to do. If not, then you can ignore this form.

An Outline of E-bulk Online Checks with Thirtyone:eight

E-bulk is the Thirtyone:eight online DBS (previously named CRB) application system used by Christ Church. Thirtyone:eight is an approved body with the Disclosure and Barring Service . The many benefits of this fully secure system include:

- Much faster recruitment decisions – E-bulk reduces total processing time by at least two weeks
- Manual administration greatly reduced - saves time and aggravation
- Error rates much diminished due to self-validating mandatory fields – no more forms returned in the post for re-submission
- Electronic Disclosure Certificates provided for all clear applications
- Absolutely no postage costs whatsoever

To use E-bulk, you, the applicant, will complete an online disclosure application form via the Thirtyone:eight fully secure system and forward it to the Recruiter electronically. The Recruiter, in turn, will send it to Thirtyone:eight, once he or she has verified certain sections of the form and your identity documents. Thirtyone:eight then send it straight to the DBS.

Often the entire process, from the applicant completing their form to its arrival at the DBS, takes less than one working day.

The DBS then processes the form and sends back either a secure electronic notification (if the certificate is clear) or a paper copy, if there is information disclosed. Under E-bulk applicants will still always receive their own paper copies of the DBS Certificate.

What happens next?

1. The church recruiter (also known as the ID checker) needs to have your consent to undergo an ID verification check. The check will appear on your credit file as an ID check but will not affect your ability to obtain credit in any way.
2. You must complete the Self-Declaration Form 5 in your Recruitment Pack and give it to the Recruiter in a sealed envelope.

3. The church recruiter will invite you to complete an online form in a secure area of the Thirtyone:eight website. At this point, please follow these instructions:
 - a. Go online to: <https://disclosure.capitarvs.co.uk/thirtyoneeight/> This is where you start your DBS clearance. You will need to type in the organisation reference: 868, and the organisation's password for applicants to access online application forms:
 - b. Click on the Start Application box. That should open up an online form for you to complete.
4. Once this is completed, the Church Recruiter will need to meet with you to do the ID Check and complete the rest of the online form. A list of required ID is given at the end of this form. Please bring as much as possible to make sure we get it completed successfully! Preferably:
 - a. Current Passport (if you have one)
 - b. Current Driving Licence
 - c. Birth Certificate (preferably from time of birth but a later copy will be acceptable) d) Marriage certificate (especially relevant for women re surname change)
 - d. A couple of other official documents with your name and current address showing. e.g. Mortgage statement, credit card statement, P45/P60 statement (dates must be within 3 months), Council Tax statement.
5. Once the process is completed, the Christ Church Recruiter will receive the result as a "pass" or "fail" along with the ID Check reference number. You will receive a certificate which you will need to show to the Christ Church Recruiter.

What Identity Documents are acceptable?

You must show three documents, one from Group 1, plus any two others from Groups 1, 2a, or 2b, with at least one verifying your address.

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Photo Driving Licence (UK) (Full or provisional) Isle of Man / Channel Islands; (a photocard is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (this can be used up to 12 months from the date the applicant entered the UK).
- Birth Certificate (UK and Channel Islands) -

(issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).

- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Financial Statement ** - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement **(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). **
- Work Permit/Visa (UK) (UK Residence Permit) - valid up to the expiry date.
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)* – Not Mobile Telephone.
- Benefit Statement* - e.g. Child Allowance, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/19 year olds in full time education UK only – to be used in exceptional circumstances when all other documents have been exhausted).

Please note: If a document in the List of valid identity documents (above) is: Denoted with * - it should be less than three months old.

Denoted with ** - it should be issued within the past 12 months.

Not denoted – it can be more than 12 months old.

FORMS

Form 1. Recruiting Checklist

- Stage 1 Checklist initiated by Ministry Leader (Children, Youth, Elderly)
- Stage 10 Application Form given to Ministry Leader to take up Reference(s)
- Stage 12 Checklist and completed forms passed to Child Protection Recruiter
- Stage 19 Checklist and all documents/forms returned to Ministry Leader
- Stage 20 Checklist and all documents shown to Ministry Leader for final verification
- Stage 24 Checklist stapled on top of documents and filed securely in a safe at Christ Church.

NAME OF VOLUNTEER:-			
NAME OF MINISTRY GROUP LEADER:-			
STAGES	ACTION	DATE	
Initial Approach			
1	Initial verbal approach to, or by, Volunteer		
2	Leader gives single page job description or outline to Volunteer (JD written by Group Leader)		
Volunteer Acceptance			
3	Volunteer agrees to role. A trial period may be offered.	✓ or ✗ for trial	Duration
4	Leader gives initial explanation of the following stages that will be followed for safeguarding children/adults/legal reasons and tells them that a Recruitment Pack will be provided.		
Safeguarding Basics and the Recruitment Process			
5	Safeguarding basics with Volunteer: Leader gives 15 min verbal summary of Appendix 11		
6	Leader uses Appendix 12 to check if a role with adults requires DBS check. Informs Volunteer		
7	Leader keeps Form 1 so that progress of the application can be tracked. Leader gives the Volunteer the rest of this Recruitment Pack. It includes the following documents:		
	SAFEGUARDING POLICY, CODE OF CONDUCT (Appendix 10), SAFEGUARDING ESSENTIALS (Appendix 11), CONTRACT (Form 3), APPLICATION FORM (Form 4), SELF-DECLARATION FORM (Form 5), DBS ID INFORMATION (IF A DBS CHECK IS REQUIRED) (Appendix 13)		
Completion of Forms			
8	Volunteer returns completed forms to Leader (Application (Form 4), Contract (Form 3) (Contract signed by Volunteer – not signed by pastor until all checks completed)		
9	Volunteer keeps the Safeguarding Policy, and Appendices 10 & 11 for future reference.		
10	Leader gives Application (Form 4) to a Pastor or the Administrator to take up reference(s).		
DBS Check (when required)			
11	Volunteer returns a completed Self-Declaration form (Form 5) in a sealed envelope.		
12	Leader gives all documentation and this Checklist (Form 1) to a Recruiter for the ID Check		
13	Leader asks Volunteer to start Online DBS Application (instructions in Appendix 13) and gives them contact details of the Recruiter who will be processing this.		
14	Volunteer fills in the online application and notifies Recruiter when completed.		
15	Recruiter checks Self-Declaration Form and arranges and completes an ID check (online) with the Volunteer.		
16	Recruiter shreds Self- Declaration form (Form 5) asap and within 6 months		
Clearance and Record Keeping			
17	DBS clearance received by Recruiter who notifies the Leader of clearance.		
18	Recruiter records the certificate number and date of issue here and on Dropbox.		
DBS CERTIFICATE NUMBER: -		DATE OF ISSUE:-	
19	Recruiter returns this Checklist (Form 1) and all other documentation to the Leader.		
Filing and Future Training			
20	All documentation given to Pastor who countersigns and dates the Contract		
21	Satisfactory reference(s) received by Pastor and stapled to Application Form (Form 4)		
22	Volunteer notified that all required checks have been completed (verbal or by letter)		
23	Volunteer asked to attend the next Safeguarding Training Course		
24	Completed checklist stapled to Application form and reference(s) and filed securely		
Safeguarding Training Record	In-house detail/dates:		
	External detail/dates:		

Continue training record on reverse of this checklist

Form 2. Responding to Abuse – Workers Action Sheet

Confidential

Name of Group _____

Name of Child/Young Person _____

Address _____

Date of Birth ____ / ____ / ____

Name of Person Reporting Incident _____

Date ____ / ____ / ____ Time of incident _____

Sequence of Events/Actual Words Used/Observations

Action Taken (including person(s) contacted)

Date ____ / ____ / ____ Time _____

Notes: _____

Form 3. Application Form

Add Application Form

Form 4. Declaration of Suitability

Declaration of Suitability

Only to be used by applicants to roles not eligible for an Enhanced Disclosure check.

N.B. This declaration can be used in all four nations of the United Kingdom.

There are certain roles in a variety of settings working with vulnerable groups where an Enhanced Disclosure Check is not possible, but it might be desirable/necessary for the person to support the expectations of the church/organisation. This document can be processed by the Lead Recruiter for anyone undertaking a Basic Disclosure Check. Whilst not mandatory, there are some roles in a church/organisation where it is important to know that the person who has a level of responsibility and/or is regarded as being in a position of trust is suitable and supports the expectations of the organisation in relation to safe conduct.

This form needs to be used with care and should not be used as a 'phishing' exercise. If the applicant is eligible for an Enhanced Disclosure Check, this form must not be used. Please speak to your Lead recruiter/Safeguarding Coordinator for clarification.

STRICTLY CONFIDENTIAL

As an organisation, we undertake to meet the requirements of the General Data Protection Regulations which became effective on May 25th 2018, and all other relevant legislation, and comply with the expectations of the Information Commissioners Office relating to the privacy and management of data about individuals.

You are asked to complete this form, and return it, **to the Lead Recruiter detailed below, in a separate sealed envelope**

To:

(Name of Recruiter/responsible person in place of worship/organisation requesting the Basic Disclosure Check)

Address:

Position/Role applied for:

The expectations of this role are that you; have no relevant unspent convictions, are not currently the subject of any criminal investigation or pending prosecution, and that there is no cause for concern regarding your conduct with children, young people or adults at risk in the context in the role for which you are applying.

It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the relevant person in the organisation. You should also be in agreement with any Code of Conduct applied to your role and agree to abide by it. If you have any concerns regarding your suitability for the post that you have applied for, you should discuss this with an appropriate person and NOT sign this form.

Declaration

I (full name),

of (address)

Understand the expectations of this church/organisation (as detailed above), agree to uphold them and will inform the relevant person if this situation changes.

Signed: _____ **Date:** _____

For roles where an enhanced DBS check is required, the alternative Self-Declaration Form should be used and not this Declaration of Suitability form.

Form 5. Request for Reference

Name of Worker/Volunteer:

Date

Dear _____,

The above named person has applied to be a worker/volunteer with the children/young people/vulnerable adults (delete as appropriate) for (name of activity) _____ at Christ Church Exmouth.

As I am sure you are aware, before we can accept anyone to work with children/young people/vulnerable adults, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible. (if internal - use pigeonholes at Church)

A copy of the job/role description is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent".

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information, please do not hesitate to contact:

(name) _____ on (tel. no.) _____

May I take this opportunity to thank you for your help in this matter.

Yours sincerely in Christ,

REFERENCE FORM FOR PERSONS WORKING WITH CHILDREN / YOUNG PEOPLE /VULNERABLE ADULTS

All the information contained on this form will remain absolutely confidential and will only be shared with the applicant’s leader should they be offered a position.

Name: _____

Address:

Post

Code

The above-named person has expressed an interest in working/volunteering within New Day Church. This involves substantial access to children /young people / vulnerable adults. As a church committed to the welfare and protection of children/young people/vulnerable adults, we would like you to tell us if you have any reason at all to be concerned about this applicant being in contact with children/young people/vulnerable adults.

Yes / No

If you have answered ‘YES’, we will contact you in confidence.

We would appreciate you being extremely candid in your evaluation of this person.

1. How long have you known this person?

2. In what capacity?

3. What attributes does this person have that make them a suitable applicant?

4. How would you describe their personality?

5. Please rate this person on the following. (Please tick one box on each line)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Christian Conduct					
Commitment					
Teachable					
Trustworthiness					
Reliability					

Name of Referee: _____

Signature: _____

Contact No. _____ Date: _____

Please return to:

Form 6. Sample Letter of Appointment

Date _____

Dear _____,

I am delighted that you have accepted the role of _____ as part of the _____ (ministry/group). The role is subject to a satisfactory DBS (Disclosure and Barring Service) check and references. It is also subject to Safeguarding Policy and procedures for work with children, young people and vulnerable adults, which are designed to provide both adults and children/young people with a safe and supportive environment. Please make sure that you are familiar with the current version of our policy.

Your appointment is therefore probationary for six months during which time your involvement will be reviewed by _____. This will also give you a direct means of clarifying any questions or issues you wish to raise. Your appointment will be confirmed at the completion of a satisfactory probationary period.

Christ Church Exmouth is committed to providing a loving, nurturing and safe environment to enable protection and healthy growth of our children, young people and vulnerable adults. You will be provided with information and training for the role and on how to play your part in creating a safe environment through enacting policy and procedures.

We wish you God's direction and blessings in this chosen work.

Signed _____
Ministry Leader

Form 7. Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with a ministry leader what follow up action is necessary.

Day, date and time of the incident

Names, addresses and ages of those involved in the incident

Where did this incident take place?

Name of church: Christ Church Exmouth

Name of the ministry/group:

Who is normally responsible for this group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above?
(name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names,
addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under
16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical
treatment given)

Have you retained any defective equipment? YES NO NONE INVOLVED (Please circle)

If so, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use YES NO (Please circle)

Is the equipment still safe for your group to use? YES NO (Please circle)

Who else do you need to inform?

Have they been informed? YES NO (Please circle)

If so, when and by whom?

Signature of person in charge of group at time of accident/incident

Signed: _____ Date: ____ / ____ / ____

Form seen by Minister / Leader

Signed: _____ Date: ____ / ____ / ____

Form 8. Consent Form

Place of Worship/Organisation:

Group:

Full name of child/young person

Date of Birth: ____ / ____ / ____

Address:

Name of GP:

Tel No:

Address:

NHS No:

Date of last anti-tetanus injection:

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or additional needs/impairment which may affect activity:

Name of parent/carer:

Tel no: Daytime

Evening

Mobile:

Additional contact (grandparent etc or other holding parental responsibility)

Name

Tel no:

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s):

Tel no:

Address: _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the place of worship/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance, the following from the parent/carer:

1. All necessary information concerning the child/young person's health, allergies, medication etc.
2. Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

Communicating with children & young people

Children and young people communicate via telephone, mobile, email and the internet. Do you give permission for children/youth workers to communicate via these methods to your child? E.g, contact via email with changes to the youth meeting times: Yes No

I give permission for my child and the youth/children's workers to communicate using

Telephone mobile email internet

for the purpose of arranging children/youth activities.

(Please delete forms of communication you don't want your child contacted by)

Signed: (parent/adult with parental responsibility) _____

Date: _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer). If you would like to withdraw consent or have any further questions about the information we hold about you, please contact _____ [name and designation] on _____ [contact email] or _____ [phone number].