

CHRIST CHURCH, NAILSWORTH

# Safeguarding Policy

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Policy and Procedures concerning safeguarding children and adults at risk in church and church based activities

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# Setting the Stage

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## **Biblical insights to safeguarding within an inclusive community**

A church's Safeguarding Policy is a document that is founded in love and care. It aims to protect all children and adults at risk from harm as well as to bring freedom and guidance to those teaching and nurturing those in their care. It is not a document that works to create or exacerbate fear but one that works to create protective boundaries for all involved.

Freedom, boundaries, care and, above all, grace are attributes of our creator. The Bible is a story of God, through clear boundaries and limitless grace, bringing freedom to his people out of his love for them.

It is grace that ensures that this document is one not created out of fear. Grace allows us to see and nurture the good in everyone. Grace pushes us to work ceaselessly towards the protection of those whom God has placed in our care. Grace is the defining element of the church and is, therefore, the defining element of all it creates and sustains.

The church has been granted the amazing privilege of working with all of God's people and we should concentrate our efforts on providing high quality, safe, grace-filled care and teaching.

This document is the starting point for this and we should feel the need and freedom to work from this to provide all we can for whole family of God.

## **Referenced documents**

These policies and procedures came from Safe to Grow (sixth edition) and Safe to Belong (first edition), Baptist Union of Great Britain.

## **POLICY STATEMENT on Safeguarding Children in the Church**

Name of church: Christ Church, Nailsworth (hereinafter referred to as 'the church' in the Policy Statement)

The Mission Statement of the church is: We worship God in our response to His love revealed in Jesus Christ. We seek to increase awareness of God's presence and help people grow and learn as Christians through fellowship and prayer and by fostering a sense of community. Our welcome is unconditional, and we invite those who join with us to share and explore what it means to live as a Christian in today's society.

In mission and service we seek to tell the good news of Jesus Christ and show caring love through our giving, practical action and concern for justice.

In our life and worship we seek to express the main features of our parent denominations and to foster good working relationships with the other local churches – St. George's (Parish) Church, the Religious Society of Friends and the Roman Catholic Church at Woodchester – through 'Churches Together in Nailsworth'.

In fulfilling this vision the church welcomes children (defined as those under the age of 18) into the life of our community

The church recognises its responsibilities for the safeguarding of all children (regardless of gender, ethnicity or ability) as set out in The Children Act 1989 and 2004, Safe from Harm (HM Government 1994) and Working Together to Safeguard Children (HM Government 2010).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

### **Prevention and reporting of abuse**

It is the duty of each church member and each member of the wider church family to prevent the abuse of children and the duty of all to respond to concerns about the well-being of children and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

### **Safe recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children.

### **Respecting children**

The church will adopt a code of behaviour for all who are appointed to work with children so that all children are shown the respect that is due to them.

### **Safe working practices**

The church is committed to providing a safe environment for activities with children and will adopt ways of working with children that promote their safety and well-being.

### **A safe community**

The church is committed to the prevention of bullying of children. The church will seek to ensure that the behaviour of any who may pose a risk to children in the community of the church is managed appropriately.

### **Safeguarding Trustee / Designated Person**

The church has appointed the Administrative Secretary, Malcolm Brown, as the Safeguarding Trustee/Designated Person to:

- Oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.
- Advise the church on any matters related to safeguarding.
- Take the appropriate action when abuse is disclosed, discovered or suspected.

### **Policy and procedures**

- A copy of the policy statement will be displayed permanently and prominently within the church
- The minister and every church volunteer will be given a full copy of the policy and procedures and will be required to follow them.
- A full copy of the policy and procedures will be made available on request to anyone who requests it.
- The policy and procedures will be monitored and reviewed annually.
- The policy statement will be read annually at the Annual General Meeting of the church together with a report on the outcome of the annual review.

## **POLICY STATEMENT**

**on**

### **Safeguarding Adults at Risk in Church**

This statement is to be agreed to adopted by the membership each year at the church's Annual General Meeting. At this meeting, any progress in putting it into practice will be reviewed.

1. As members of this church we commit ourselves to the safeguarding of adults at risk and ensuring their well-being in the life of this church.
2. It is the responsibility of each of us to do our best to prevent the physical, emotional, sexual, financial and spiritual abuse of adults at risk and to report any such abuse that we discover or suspect.
3. We are dedicated to providing pastoral care and support to those who have experienced abuse.
4. We undertake to exercise proper care in the appointment and selection of those who will work with adults at risk.
5. The church is committed to supporting, resourcing and training those who undertake this work.
6. The church adopts the guidelines of the Baptist Union of Great Britain, outlined in Safe to Belong.
7. Each person who works with adults at risk will agree to abide by these recommendations and the guidelines established by this church.

The Designated Person for Safeguarding/Safeguarding Trustee at this church is responsible for representing the concerns and views of adults at risk at our meetings and to outside bodies. They also are the person to contact for any concerns or questions regarding protecting adults at risk. Their details are:

1. Name Mr Malcolm Brown,  
Contact details: Tel. 07956657759.  
Email: [adminsecretary@nailsworthchristchurch.org.uk](mailto:adminsecretary@nailsworthchristchurch.org.uk)
2. Name Mrs Lyn Driscoll,  
Contact details: Tel. 07956657759

**Please note: If an adult is in imminent danger of harm, you should contact the police or emergency services without delay on 999.**

## **Definitions and Responsibilities**

### **Safeguarding**

We all have the same rights and expectations to independence, respect, choice, fulfillment of our ambitions, to be heard, included, and to have privacy and confidentiality. These expectations are central to the way in which we interact with each other in our life together.

Safeguarding involves a range of activities aimed at promoting the individual's fundamental right to be safe. These include making and maintaining safe environments for all, having processes to follow should something go wrong, and support for everyone involved.

### **Child**

Anyone who has not reached their 18<sup>th</sup> birthday. This classification does not change if the under 18 is living independently, in armed forces or in a young offenders institution, for example. The key defining feature of a child is their age, and that alone.

This also includes an unborn child.

### **Adult at Risk**

The term 'adult at risk' has replaced the previously used 'vulnerable adult', focusing on the situation rather than the characteristics of the adult themselves. The label 'vulnerable adult' may wrongly imply that some of the fault for any abuse lies with the abused adult.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches' Child Protection Advisory Service):

Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include (but not be limited to):

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English is not their first language

### **Church Trustees**

The trustees of the church are ultimately, and legally, responsible for ensuring that the policy is implemented and resourced in the church.

Therefore all trustees should:

- Be fully conversant with the church Safeguarding Policy.
- Have a mechanism in place for monitoring or reviewing this policy.
- Be a support to those who are working with or alongside children and adults at risk
- Ensure that the training needs of workers are met.
- Make appropriate budget provisions for this work, including the training of workers.
- Find ways to communicate the policy to all within the church.

While the work itself may be delegated as appropriate, the ultimate responsibility must always remain with the church trustees.

### **Safeguarding Trustee / Designated Person for Safeguarding Children and Adults at Risk**

Within the team of Trustees, an individual must be given the role of 'Safeguarding Trustee'. Their responsibilities are as follows:

- To ensure on behalf of the trustees that there is a proper process in place to write and update the safeguarding policy and procedures.
- To monitor the implementation of the policy and procedures on behalf of the Trustees.
- To ensure that the policy and procedures are reviewed annually and then presented to the Trustees.
- To keep the trustees informed of any safeguarding incidents **as appropriate**

It must be noted that the Safeguarding Trustee does not hold the responsibility of taking on this work and that the workload may be passed onto other appropriate people.

This individual's appointment must be confirmed by the Trustees and then reported to a church meeting.

This role can also be held by the same person who takes on the role of Designated Person for Safeguarding.

They are the key individual in helping the church to respond appropriately to any concerns that are raised about the safety or well-being of children and adults at risk. As such, they must have relevant skills and knowledge appropriate to the role and the time to put into the role's development, outworking and any regular training deemed necessary.

The role involves:

- Receiving and recording information from anyone who has safeguarding concerns.
- Assessing the information promptly and carefully, clarifying or obtaining more information when they need to.
- Consulting with outside bodies where appropriate to discuss concerns (Regional Minister, LADO, Social Services and/or the police)
- Making a formal referral to Social Services or the police if appropriate or advised.
- Making referrals as appropriate to the Independent Safeguarding Authority.
- Being the link between the church and the WEBA safeguarding liaison.

It must be made aware to all that if the Designated Person is the individual named in a suspicion or an allegation they must not be a part of any investigations or follow up. Instead, the allegation or suspicion should be taken straight to the Minister who then must deal with it as appropriate.

### **The Minister**

In addition to the responsibilities that the ministers share with all of the trustees, the minister will have particular responsibilities. Because of these responsibilities the minister should:

- Be made aware of any safeguarding issues within the church before a referral is made.
- Take responsibility for ensuring that appropriate pastoral support is provided in the context of any safeguarding investigation. Within this, these points should be noted:
  - The ministers need not do this themselves but just ensure that someone is offering care.
  - The same person should not provide care to both an alleged victim and an alleged perpetrator.
  - Church communities can easily become polarised in these situations and the minister may need to take a role that seeks to hold the church together.

### **Group Leaders**

Those who lead the ministries which work with and alongside children and adults at risk should:

- Know and carry out the correct process for appointing new workers.
- Know, carry out and support others in developing a ministry founded on good supervision.
- Know what to do if a worker shares with them a concern about a child or adult at risk.

### **Team Members**

Team Members are those who are part of the team which works with and alongside children and adults at risk.

All team members (without exception) should take personal responsibility for implementing the policy. They should each:

- Know and implement the guidelines for good practice.
- Follow the agreed code of behaviour when working with children and adults at risk.
- Be aware of ways in which people are harmed and possible signs of abuse.
- Know what to do if someone discloses abuse.
- Know what to do if an allegation is made about a fellow worker.
- Know who to speak to if they have any suspicions or concerns.

### **All church attendees (members and non-members)**

All church attendees have a part to play. It is the responsibility of all within the church community to ensure there is a welcome for children and adults at risk and an intolerance of all that brings them harm.

All attendees should be alert to situations where someone may be vulnerable and should know who to speak to if they suspect that someone is being harmed.

# Dealing with Abuse and Allegations of Abuse

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The aim of this section is to provide relevant and updated information to those working with children and adults at risk in our church communities. It will help workers to be more alert to indicators of abuse and to respond in a way that will protect the individuals concerned.

## Introduction

People working as volunteers or paid staff with children and adults at risk need to be very aware of the possibility that those they care for and work with can be victims of abuse. It is the duty of every Christian to be vigilant about the care of vulnerable people in the congregation and other church related activities. Church members who have direct contact with the children and adults at risk are more likely to become aware of potential problems.

**Abuse is the violation of an individual's human and civil rights by another person or persons.**

Abuse can affect children and adults at risk from any kind of background. Abuse occurs in all cultures, religions and social classes.

In the main, abuse is perpetrated by someone who is well known to the victim. Abuse may also be perpetrated by an individual or group. Those who abuse may include:

- A partner, child, relative or friend
- A paid or volunteer carer
- A health, social care or other worker
- A church worker or minister of religion

Child abuse is known to be perpetrated by children against other children, and similarly, abuse of an adult at risk can be perpetrated by another adult at risk. This is still abuse and should be handled appropriately.

Abuse can also take place in all kinds of different settings, including in a car or via electronic communication.

## Definitions of Abuse

Abuse has many forms, it is important to be aware of the breadth of possible abuse and to be able to respond appropriately. Some definitions of abuse are listed below. It is important to be aware that abuse does not have to fit solely into any one of the categories, and often more than one type of abuse may be taking place.

| Abuse     | Definition  | Includes....<br>(please note that this is not an exhaustive list)  |
|-----------|---|--|
| Physical  | To inflict pain, physical injury or suffering.  | <ul style="list-style-type: none"> <li>○ Hitting, slapping and beating</li> <li>○ Shaking, pinching and pushing</li> <li>○ Kicking, burning and hair pulling</li> <li>○ Squeezing, suffocating, poisoning and using inappropriate restraint</li> <li>○ Giving inappropriate medication or when a parent or carer feigns the symptoms of, or deliberately causes ill health to, whomever they are looking after</li> </ul>  |
| Emotional | This is the persistent emotional ill-treatment of an individual such as to cause severe and continuous adverse effects on the someone's emotional development and/or the use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component. | <ul style="list-style-type: none"> <li>○ Mocking, coercing, threatening or controlling behaviour</li> <li>○ Bullying, intimidation, harassment or humiliation</li> <li>○ The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation</li> <li>○ Making someone feel worthless, a lack of love or affection, or ignoring the person</li> <li>○ Age or developmentally inappropriate expectations being imposed on someone</li> <li>○ Causing an individual to feel frightened or in danger</li> </ul> |
| Sexual    | Any non-consenting sexual act or behaviour. No one should enter into a sexual   | <ul style="list-style-type: none"> <li>○ Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting</li> </ul>  |

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|           | relationship with someone for whom they have pastoral responsibility or hold a position of trust.  | <ul style="list-style-type: none"> <li>○ Indecent assault, incest, being forced to touch another person in a sexual manner without consent</li> <li>○ Making sexual remarks, suggestions and teasing</li> <li>○ Indecent exposure, being forced to watch pornographic material or sexual acts</li> <li>○ Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways</li> <li>○ Being spied on while a person is undertaking personal care activities.</li> </ul>   |
| Neglect   | A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are. | <ul style="list-style-type: none"> <li>○ Failing to provide access to appropriate health, social care or education services</li> <li>○ Ignoring medical or physical care needs, including not giving someone proper food or assistance with eating or drinking</li> <li>○ Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves or to others)</li> <li>○ Failing to provide a warm, safe and comfortable environment</li> <li>○ Deliberately withholding aids, such as walking sticks or hearing aids</li> <li>○ Denying social, religious or cultural contacts, or denying contact with the family</li> <li>○ Leaving alone or unsupervised</li> <li>○ It may also include neglect of, or unresponsiveness to, an individual's basic emotional needs</li> </ul> |
| Financial | The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.  | <ul style="list-style-type: none"> <li>○ Theft, fraud or embezzlement of monies, benefits or goods</li> <li>○ Exploitation or profiteering</li> <li>○ Applying pressure in connection with wills, property or inheritance, or financial transactions</li> <li>○ The abuse of influence, power or friendship to persuade a person to make gifts or change their will</li> <li>○ Being charged excessive amounts for services (such as minor building works on a property)</li> </ul>  |

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| <p>Spiritual</p>      | <p>The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister).<br/>The person experiences spiritual abuse as a deeply emotional personal attack.</p>        | <ul style="list-style-type: none"> <li>○ Forcing religious ideas or practices onto people, particularly those who may be vulnerable to such practices</li> <li>○ Extreme pastoral interference in personal matters –reducing individual choice and responsibility</li> <li>○ The misuse of scripture or power to control behaviour and pressure to conform</li> <li>○ The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position</li> <li>○ Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm</li> <li>○ The denial of the right of faith or opportunity to grow in the knowledge and love of God</li> <li>○ Exclusion of people to the full range of church life (no arrangements for gluten-free wafers or non-alcoholic wine at Communion, or fear of involving those who are HIV positive)</li> </ul> |
| <p>Discriminatory</p> | <p>The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.</p>   | <ul style="list-style-type: none"> <li>○ Ageist, racist, sexist, or abusive behaviour based on a person’s disability</li> <li>○ Abuse linked to a person’s sexuality</li> <li>○ Harassment, slurs or similar treatment</li> <li>○ Withholding services without proper justification, or lack of disabled access to services and activities</li> </ul>   |
| <p>Institutional</p>  | <p>The mistreatment or abuse of an individual by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment.<br/>The church as an institution is not exempt from perpetrating institutional abuse.</p> | <ul style="list-style-type: none"> <li>○ The inability of an institution to safeguard people from emotional or even physical harm and neglect</li> <li>○ Having fixed rules and routines by which people are controlled</li> <li>○ People being prevented from doing things that are their rights</li> <li>○ Not having access to personal possessions or personal allowance</li> </ul>   |

| Other forms of abuse              |  |
|-----------------------------------|--|
| Domestic Abuse                    | <p>Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.</p> <p>Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.</p> <p><i>For more information on domestic abuse, see the 'BUGB Guide to Domestic Abuse'</i></p> |
| Cyber Abuse                       | <p>The use of information technology (email, mobile phones, websites, social media, instant messaging, chat rooms, etc.) to repeatedly harm or harass other people in a deliberate manner.</p> <p><i>For more information on cyber abuse, see the 'BUGB Guide to Cyber Safety'(publication date:1 December 2015) or speak to the BUGB Safeguarding Team.</i></p>   |
| Self Harm / Self Neglect          | <p>Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An adult at risk may also be neglecting themselves, which can result in harm to themselves.</p> <p><i>For more information on dealing with issues of self-harm, see the 'BUGB Guide to Self-Harm'(publication date: 1 January 2016) or speak to the BUGB Safeguarding Team.</i></p>   |
| Mate Crime                        | <p>'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.</p>  |
| Modern Slavery                    | <p>Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.</p>   |
| Human Trafficking                 | <p>Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.</p>   |
| Radicalisation                    | <p>The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some adults are more vulnerable to the risk of being groomed (see glossary) into terrorism than others.</p>   |
| Honour marriage / forced marriage | <p>An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.</p>  |
| Historic abuse                    | <p>Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced</p>  |

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|  | abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience. |
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## Some Signs of Abuse and/or ways in which it might be discovered

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- Injuries which:
  - are unexplained
  - are reoccurring
  - are on areas of the body not usually prone to injury
  - have not been treated
  - the explanation for seems inconsistent.
- Changes in behaviour, mood or developmental progress.
- Inappropriate sexual awareness.
- Signs of neglect, such as under-nourishment, untreated illnesses, inadequate care or inappropriate clothing for the weather or time of year.
- They tell you that something is happening to them
- There may be a history of concerns noted over a number of occasions.
- There may be indicators that parents/carers are experiencing difficulties which are having adverse and potentially damaging effects on their child.
- Observations of interactions with other adults or children.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why any of the above are occurring – **it is not your job to investigate or decide if something is abuse, only to report on what is observed.**

## What to do when someone reports an abuse

|   |   |
|---|---|
| Listen  | Take what is said seriously.<br>Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language communication skills and disability. You may need to ask the person to repeat themselves or to check that you have understood what they said.   |
| Reassure                                      | Tell them that they have done the right thing by telling you, that you believe them and that it is not their fault.   |
| Remain calm                                   | This is essential no matter how difficult it is to listen to what is disclosed; you have been chosen because the person feels able to talk to you   |
| Be honest                                     | Do not promise confidentiality or offer false reassurance.  |
| Be open                                       | Do not ask leading questions but stick to ones such as: 'tell me...', 'explain to me...' and 'describe to me...'<br>It is not your role to investigate, as soon as you have enough information to concern you, stop probing.  |
| <b>For adults at risk:</b><br>Ask and explain | Explain that you would like to share this disclosure with the Designated Person, but you do need to request their consent to do this. However, there are various circumstances (see page 21) where <b>any</b> disclosure from an adult at risk, regardless of permission, would need to be passed on to the appropriate authorities, which is why it is important to never promise confidentiality. Give them a timescale for the next step.<br>Give contact details for them to report any further details or ask any questions they may have. |
| <b>For children:</b><br>Explain               | For children: <b>any</b> disclosure of abuse (regardless of permission given or not) must be passed on to the appropriate authorities. Give them a timescale for the next step.<br>Give contact details for them to report any further details or ask any questions they may have.  |
| Write   | Document everything that has been said, in the person's own words as much as possible. You will need to record any questions you asked as well as the answers or information given. This should be done as soon as possible after the disclosure and should include the time and date.  |
| Report  | Contact the Designated Person for Safeguarding within 24 hours, or the police if the individual is in immediate danger of harm, and report the disclosure. If the police are called you still need to contact the Designated Person for Safeguarding and report your concern to them. They may have extra information to assist the police as they take the matter forward.   |
| Keep quiet                                    | The concerns you have should be kept confidential between you, the person who reported the abuse and the Designated Person for Safeguarding. This includes not mentioning or hinting at the situation in any requests for prayer.   |

**Never go and talk to the alleged abuser or try to investigate the allegations yourself.**

## Full procedure for responding to concerns -- The Worker

### Recognise

- The workers involved in the care of, or working with, children and vulnerable adults should all be trained to recognize any signs of abuse.
- With this training ask yourself: does it look right? Does it sound right? Does it feel right? Trust your gut instinct and don't wait until you are absolutely sure or have solid proof. Remember that your piece of information may help complete the picture that shows a problem is happening.

### Respond

- If a disclosure is made directly to you, or something is suspected, never ignore it but pass it on.
- If a child or adult discloses abuse:
  - don't promise confidentiality
  - listen and take what is said seriously
  - reassure them
  - remain calm
  - ask open questions (tell me about... explain to me... describe to me...)
- Remember, it is not your role to investigate, as soon as you have enough information to concern you, stop probing.

### Record

- Without delay write down what concerns you have or what was disclosed to you. This should include the four Ws:
  - Who was involved?
  - What happened?
  - Where did it happen?
  - When did it happen?
- A template that can be used for this can be found on page 38
- It is useful to also note down the context of the conversation / disclosure.
- If you transfer handwritten notes to an electronic copy then ensure you keep your handwritten notes also to pass on.

### Report

- As soon as you are able (within 24 hours) pass your concern onto the Designated Person for Safeguarding. You should then step back and let them continue the process.
- If an individual is in imminent danger of harm a referral should be made to the police or Social Services without delay.**
- It is important to remember that confidentiality beyond the Designated Person must be kept. This includes not sharing information with other workers, not even for prayer purposes.

## Full procedure for responding to concerns -- The Designated Person for Safeguarding

### Recognise

- It is the Designated Person's responsibility to collect and manage all information given to them about an individual involved in, or a situation involving, safeguarding. When this information is compiled, a suspicion or knowledge of abuse may arise.

### Respond

- It is vital that the Designated Person reassures the worker/s that have shared the concern that they have done the right thing, remind them not to investigate further and also that it will be followed up appropriately.
- In reviewing the report that is received the Designated Person:
  - Should take account of his/her own experience and expertise in assessing risk to children and young people. If needed, they may need to take advice from those with more experience.
  - Must take account of other reports that may have been received concerning the same child, adult or family.
- If you are unsure about the information you have given and what it means you are able to consult with:
  - the Regional Minister with responsibility for Safeguarding
  - Social Services (they will be willing to discuss a case without the need to divulge names but this will not allow any information known to Social Services to be taken into account.)
  - CCPAS
- Any recommendation by the professional services must be followed.
- The details of any conversations should be recorded.
- Please remember at this point that the Designated Person should not be investigating any claims of abuse.

### Record

- As with the worker's recording, without delay, record the entire situation with as much detail as possible. You can use the template on page 38 for this if you wish.
- If you do not suspect abuse at this point, keep your notes in a locked/password protected place in order to refer and add to them if needed in the future.

## Report

- **If you do not make any formal referral at this point, you might need to consider these other options:**
  - Refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
  - Refer the concern to others who work with the child or adult at risk in question asking for continued observation.
  - Speak directly to the adult about whom the concern has been raised. This should never be done if there is any question at all of possible sexual abuse or physical abuse but is more appropriate where someone might need further information/training on the church's safeguarding policies and procedures.
  
- **If a formal referral is made to the police or social services:**
  - pass on all notes and records that have been made along the way.
  - Any referral to the social services or police should be made within 24 hours.
  - You should then step back and let them continue the process.
  - reports may need to be made to the Minister
  - the Regional Minister with responsibility for Safeguarding needs to be informed immediately if the allegation is concerning someone working for, or connected to, the church.
  - It is important to remember that confidentiality must be kept throughout every bit of this process. This includes not sharing information with other workers, not even for prayer purposes.
  - The Designated Person should keep a written record of all actions taken and all original reports should be retained safely and securely by the Designated Person. The 'Incident Report Form' on page 38 can be used for this purpose.
  - All records of safeguarding allegations, concerns or disclosures should be stored in a safe and secure manner for at least 75 years.
- **The following reports should also be made if necessary:**
  - If an allegation is made against someone who works with children the allegation should be reported to the Local Authority Designated Officer (LADO), Social Services or the police (it doesn't matter which). This should be undertaken if that person has:
    - in a way that has harmed, or may have harmed, a child
    - Behaved towards an individual in a way that indicates they are unsuitable to work with children
  - If a worker has acted in a way which causes them to be removed from their post (even if they leave before they can be removed), the church has a statutory duty to report the incident to the Independent Safeguarding Authority. Referral forms can be found on their website.
  - If a worker has been accused of causing harm this would be classed as a serious incident and should be reported to the Charity Commission in the annual return.
  - A record of all safeguarding incidents should be considered in the annual review of the church's safeguarding policy.

**What happens if someone doesn't want help?**

Everything concern which involves a child/children should go straight to the Designated Person and beyond, even if permission is not given. This includes a pregnant woman or domestic abuse in a home where children live, even if they are not present at the time.

With adults the situation can be more complicated. Adult victims can refuse information on abuse being passed on, even if it means that they are staying in a situation of abuse. Unless you feel one of the following criteria is met:

- 1) When the person lacks the mental capacity to make such a choice
- 2) When there is a risk of harm to others
- 3) In order to prevent a crime

you should not pass on information to anyone if an adult is being abused, when permission has not been given.

The worker should, in this instance, pass on the details of the concern to the Designated Person for Safeguarding but leave out all names of the report. The Designated Person can use this report to possibly complete a picture of abuse which they may have gleaned from other sources of information. This anonymous report also allows the Designated Person to seek appropriate advice without abusing the trust of the abused. If at all unsure whether or not to pass on information about abuse without permission, the Designated Person should contact the Association Safeguarding Contact for advice who will seek advice from the BU national safeguarding advisors.

This advice and/or fuller picture may lead the Designated Person to keep the report on file but do nothing about it, or refer the concern to the statutory bodies.

**SUPPORT**

**Child/Adult at Risk**

- For the child or adult at risk involved, Social Services and other agencies may provide support and services. However the church will have a role to play in complementing that support. The Designated Person should seek to work in partnership with other agencies to clarify the best way forward in this and to ensure that consistent help and support is being offered.

**Other Family Members**

- The church may equally be in a position to offer pastoral and practical support to family members at this time.

**Church Worker/Volunteer as well those who are the subject of an allegation**

- Support and counseling should also be offered to those within the church who are involved in the incident.

**Minister**

- The minister should be encouraged to go to the Regional Minister for support, advice and help.

## **Developing a culture of safety**

It is paramount that all workers are aware of the boundaries of safeguarding as well as their duty to record and report any concerns they have regarding a fellow church member.

Due to the fluid nature of relationships and ministries within the church work, it is sometimes difficult to distinguish between those workers who have inadvertently and innocently forgotten best practice and those who seek to harm an individual. As such, all workers should:

- Be aware of all practices that are prescribed by the church as best practice.
- Work together as a team within the church structure to develop a culture of accountability. This will encourage workers to challenge each other where appropriate in order to meet best practice in all situations.
- Be held under the responsibility of their Group Leader and understand the potential need for closer supervision if a worker consistently ignores or forgets best practice.
- Know who to contact about their concerns but also be able to distinguish as much as possible between a slight lapse in judgment and a concern over a child or adult at risk's wellbeing.

### **What should trigger a report to the Designated Person?**

- All workers should feel able to report any behaviour which makes them feel uncomfortable.
- All occasions where a worker causes harm to a child or adult at risk or where the actions and behaviour of a worker poses a risk of harm to children and adult at risk.
- When a worker repeatedly breaches the code of conduct, whether or not it is thought to be willful.

All workers who are the subject of a report which is referred to the statutory authorities must withdraw from their responsibilities. Depending upon the situation, they may also be asked not to attend church during this period. This will be decided upon after discussion with the statutory agencies, the Designated Person and the Minister.



# Safe Recruitment, Support and Supervision of workers

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Any ministries which regularly work alongside or with children and adults at risk should take extra care in the recruitment of their volunteers. The following procedure should be followed in every instance, even if the prospective volunteer is well known to the church. This also needs to be completed for volunteers who are already in place but have not been recruited under these measures.

## Recruitment Procedure

There can be a certain informality when it comes to recruitment of new volunteers to help with the children and adults at risk. However, the informality must not be confused with being casual about the procedures the church must have in place.

|   |  |
|---|--|
| A role description is written   |  |
| The church seeks a new position holder  |  |
| Face to face meeting <ul style="list-style-type: none"><li>•Interview</li><li>•Application form filled out (including references)</li><li>•Self Declaration form filled out (for those working with children)</li><li>•Safeguarding Policy given</li><li>•At this point, the candidate can choose sit in on one session to trial the group.</li></ul> |  |
| References followed up on and DBS check done  |  |
| Volunteer Agreement   |  |
| Induction and Training  |  |

All steps should be made note of on the checklist attached to their file in the locked cabinet in the vestry (see page 41 for a template).

If someone who has already been recruited under these standards (and their current papers are up to date) seeks a new role within the church then they need only to meet with the new Group Leader to look through the new role’s job description and sign a volunteer agreement for that new position. The Group Leader who takes on a volunteer in this way must make themselves aware of any pertinent information from the volunteer’s application form, informal interview and references.

Any induction and training for the new role should be also provided.

**Step One – A job description is written**

The details of this document should be worked out by the appropriate group leader.

This job description should be given to anyone who is interested in the role.

A template for this form can be found on page 48.

**Step Two – The church seeks a new position holder**

While many will be involved in the search for a new volunteer, it is important that it is clear that the Group Leaders should be held responsible by the Trustees for the safe recruitment of new team members.

If a new Group Leader is to be recruited, the trustees should allocate someone the role of overseeing the process.

Various methods of recruitment can be utilised in letting the church know of a specific or general need. However, the trustees must keep in mind the fact that all Group Leaders must be Church Members and so a general call may not be appropriate at times. It is also the case that any Team Members in any ministry must always be known to the church and it is the responsibility of the Group Leaders to ensure that this is the case.

**Step Three – A face to face meeting**

Since there is a lot to cover in this meeting, the candidate and the appropriate Group Leader should be prepared to bring all the necessary papers and documentation.

At this meeting, the following points should be covered:

- The Interview
  - The purpose of the interview is not just regarding safeguarding but is about discerning with the applicant whether they are called by God to serve in this way.
  - The interview should be carried out by either a Group Leader or a trustee. While the interview can be informal, it should be structured.
  - A template for the interview can be found on page 49
  - Please note that, as a part of the interview or beforehand, the candidate should be given a copy (either hard copy or electronic) of the Safeguarding Policy. They will need to read this in order to sign agreement of it later on in the process.
  - Notes should be kept of the interview and placed in a locked cabinet with the other documents relating to that applicant.
- The application
  - Please see page 42 for a template of the application form
  - This form should come from the Safeguarding Administrator
  - After the form has been filled in, it should be returned to either the Safeguarding Administrator or the Group Leader. Both people should read and acknowledge the contents for reference and information.
  - The form is to be kept in a locked cabinet.
- The self declaration form (for those applying to work with children only)

- Please see page 44 for a copy of the Criminal Records Declaration and Self Disclosure form.
- This form should come from the Safeguarding Administrator who can talk the potential volunteer through the purpose and details of the form. Once filled in, the form should return to the Safeguarding Administrator.
- It should be made clear that the Declaration necessitates the volunteer to bring any and all potential issues to light during their period of service.
- The form is to be kept in a locked cabinet.
- Two names for references should be noted on the Application form. Please see the following rules regarding who can/should be asked for a reference:
  - At least one of the referees should be from outside the church.
  - Neither can be related by blood or marriage.
  - Both must be over 18.
  - At least one of the referees should be able to talk about the applicant's ability in working with children or adults at risk.
  - If the applicant is currently working with children or adults at risk a referral must come from the church, employer or organisation concerned.
  - If the applicant has come recently from another church, that church must always be asked for a reference.

The candidate may choose to sit in on one session of the group they are looking to join. It is essential during these sessions that they do not count as a 'leader'; neither in ratios nor in pastoral responsibility.

This trial session allows:

- The new leader/helper a chance to explore the role while providing a way out if it is not what they first envisaged.
- For the Group Leader to observe the candidate with a view to ensure that they are suitable for the role and for the specific team of which they will be a part.
- For a chance to highlight any further training necessary for the individual in question.

#### **Step Four - References followed up on and DBS Check carried out**

Reference:

- If there are any points that need clarification or expansion, the referee must be contacted and spoken to directly.
- References should be administrated by the Safeguarding Administrator but read by the appropriate Group Leader.
- A template for a reference form can be found on page 45.

DBS Check:

- DBS checks must be renewed every five years. A check that does not come back clear does not automatically mean that the person in question cannot work with children or adults at risk but it does mean that a discussion needs to be had with the applicant, the appropriate Group Leader and the minister.
- The DBS process is administrated by the Safeguarding Administrator and all paperwork given to them should be kept in a locked cabinet in the vestry.
- A DBS check, regarding children and adults at risk, is required under the following circumstances:

- For all adults and young people (aged 16 or over) who are named on a rota for any group which works with or alongside children. This includes parents, carers and one-off events.
- For those involved any of the following activities for adults at risk:
  - Pastoral visitors
  - Providing personal care
  - Assistance with bills, cash and/or shopping
  - Assistance in the conduct of a person's own affairs
  - Transport (this **does not** include transporting people to and from church)
  - Providing healthcare
  - Providing social care
- For any adult attending an event involving children or adults at risk staying somewhere overnight.
- For all Trustees and paid staff of the church.
- For all those engaged in managing and/or supervising those in roles involving the care of children or adults at risk, this includes those leaders who head up the running of the day centre.
- For the adult responsible for any adults at risk volunteering within their ministry (see page 28).

For those adults who are helping on a one-off (not including overnight events or multi-day event), please note that while they do not need a DBS check, they must never be left alone with any children and adults at risk and they must fill in, and sign, Part One and Part Two of the Application Form (found on page 42) as well as (for those working with children) the Criminal Records Declaration and Self-Disclosure (page 44).

If a DBS check is required but is not returned by the police within one month, the worker can begin serving in the team but they must never be left alone with any children or adults at risk.

The references must be followed up upon. If they are not returned within 4 weeks of being issued the volunteer must step down until the appropriate paperwork and checks have been returned completed.

Once the DBS check and references have been returned the volunteer can serve as a full team member, carrying out all appropriate responsibilities.

**Step Five - Volunteer Agreement is signed and Best Practices are understood and agreed to**

The leader or helper in question must then sign, on the volunteer agreement, an undertaking to work at all times within the terms of the policy as well as to attend relevant training sessions. A volunteer agreement template can be found on page 46.

### **Step Six - Induction and Training**

- By now every worker should have received a copy of the full safeguarding policy which they should have read. The Group Leader must ensure that there is a full understanding of the relevant policy points.
- As soon as is practical (and to be refreshed at least every three years), the new worker must undergo full training in to include:
  - Training specific to their role
  - Recognizing possible signs of abuse, and when and how to report any concerns
  - The contact details of the Designated Person for Safeguarding
  - A code of behaviour
- Workers may serve on the team before this training takes place, as long as they have read and understood the BU handbook 'Safeguarding Training Level 2A'. The completion of this stage should be noted on the checklist (page 41).
- For those working with children, they must also sign the Criminal Records Declaration and Self-Disclosure form (see page 44) each year.
- Team Members and Group Leaders must also be asked to annually agree with, and sign, a Volunteer Agreement (see page 46). This ensures that Safeguarding compliance is still understood as well as providing both the church and the worker with the opportunity to reassess their ministry involvement.

### **'At Risk' Leaders**

It is important that leaders who are themselves adults at risk are both given the responsibility of leadership and also cared for as vulnerable individuals. In view of this, the following guidelines should be followed:

- All leaders should be given a progressive amount of leadership which grows with their capacity, confidence and anointing.
- Under no circumstances should 'at risk' leaders be seen as 'just another pair of hands'. We have a responsibility to ensure their time is both rewarding and enjoyable as well taking extra time for them to hone their skills, attitude and experience.
- The Safeguarding Policy applies to an 'at risk' leader just as it does to any other person.
- Depending upon the capacity of the leader at risk, it may be necessary to ensure they have a carer/responsible person available to them at all times during their 'shift'. This responsible person should be trained in matters of safeguarding as well as undergoing a DBS check
- The appointment of 'at risk' leaders should follow the full guidelines stated in this policy (including the DBS check) unless they are leading within a group of which they are already a part. This includes an 18 year old leader of a peer group.

### **Paid Workers**

The appointment process for paid workers should contain all of the elements of the process described for volunteers, but will inevitably be more formal and will contain some additional elements:

- A full job description and person specification should be drawn up.
- The post will be advertised appropriately.
- There will be a need to shortlist applicants.
- The interview process will be more formal.
- It is important to ensure that there is an exploration of the candidate's understanding of and commitment to safeguarding procedures within the interview.
- It is essential that the candidate's right to work in the UK is checked.
- A contract of employment should be issued.

# Safe Practice, Safe Premises and Safe Community

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## **General Rules of Behaviour**

This code of behaviour should not only be seen as an important safeguarding measure but should also be about modeling positive patterns of Christian behaviour to children and adults at risk.

The following guidelines should be followed at all times, irrespective of circumstance:

- Treat all people with respect and dignity.
- Use appropriate language and tone of voice to all children and adults at risk. Be aware of your own body language and the effect you are having on the individual.
- Listen well to all children and adults at risk. Be careful not to assume you know what they are thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.
- Do not engage in any of the following:
  - Invading the privacy of anyone when they are using the toilet or showering.
  - Rough games involving physical contact between a leader and a young person or child.
  - Sexually provocative games or making sexually suggestive comments.
  - Scapegoating, belittling, ridiculing or rejecting a child or adult at risk.
- When it is necessary to control and discipline a child, this should be done without using physical punishment. A situation may, however, arise where a child needs to be restrained in order to protect them or a third person.
- If a child or adult at risk has soiled their clothes, the individual's parent or carer should be the one to assist with any changing of clothes.
- Do not respond to or encourage excessive attention seeking that is overtly sexual or physical in nature.
- Workers should not normally plan to be alone with any children and adults at risk where their activity cannot be seen by others.

## **Guidelines for Pastoral Relationships**

These procedures set out the boundaries for pastoral care so that all parties can understand their position and they protect those carrying out the pastoral ministry as well as those receiving it.

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.

- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers should recognize the limits of their own abilities and competencies, and they should not hesitate to get further help when working with situations outside of their expertise or role. A list of useful organizations, and their contact details, should be readily available to all who are involved in pastoral relationships.
- Those who work to provide pastoral care should be recruited in the correct manner, be appropriately trained and have this renewed every three years.
- The giving and receiving of gifts within pastoral relationships should be strongly discouraged. If a gift is offered, common sense should prevail and if it is small, it may felt it is right to accept, perhaps on behalf of the church. A note should be made of any gifts to ensure accountability and transparency.
- Pastoral visits or meetings should be recorded, noting the date, time, location, subject and any actions to be taken. The record of these meetings should stick to the facts and try to avoid opinions.
- Most information passed from adult at risk to worker should be held in confidentiality. However, this may be broken if they receive information of a person at risk of harm. There may also be times when the adult shares some information with another leader to gain insight or accountability. Everyone should be aware of all of this at the start of the relationship.
- Male-female pastoral relationships should be avoided, if possible.

## **Financial Integrity**

Any arrangement between a church worker and an adult at risk which involves money should be reported to the Leadership team to ensure that clear procedures are in place and understood by everyone involved.

These procedures should include the following:

- Receipts should be obtained for any financial transaction taken on behalf of someone else
- Workers should not seek to gain financially from their position beyond salary and expenses, and as such should not be influenced by offers of money
- Any gifts received should be reported to the Leadership team, who should decide whether or not the gift can be accepted
- Any money received by the church should be handled by two unrelated lay people
- Care should be taken not to canvas for church donations from adults at risk
- Workers should ensure that the church and personal finances are kept apart to avoid any conflict of interest
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the Leadership Team. Workers (including the Minister) should not act as Executors for someone they know through work.

- Expert legal advice should be sought when necessary to protect the financial and business affairs of adults at risk.

### **What happens if...**

#### **Someone asks for an impromptu conversation in private**

- In some instances, a second worker should be present. This depends upon the nature of the conversation expected as well as the individuals concerned.
- If possible, the conversation should occur in a corner of a room where others are present. If this is not possible, the conversation should be held in a room with a clear view in and out.
- Where possible, another adult should be in the building and both the worker and child/adult at risk should know where they are.
- If possible, this conversation should not be held in a home. If it is, see the advice below.
- All workers should be aware of these guidelines as people will approach whomever they feel most comfortable with.
- If this conversation leads to a safeguarding concern, see the advice on reporting concerns of abuse (page 17). If not, it still may be appropriate to note the conversation down and inform the appropriate Group Leader.

#### **I am a meeting an adult at risk on a one-to-one basis**

Unless it is agreed by the minister, no church volunteer should be meeting with a child on a one-to-one basis. If it is agreed, clear boundaries and rules will need to be put in place and agreed to by all those involved, including parents. This should never happen with a child aged 11 and under.

Meeting with an adult at risk is a far more likely scenario and the following guidelines need to be taken into consideration:

- If it is part of a church ministry, someone else should know that the visit is happening and a note made of who is being visited, how often it is taking place and who is doing the visiting.
- Depending on the individuals concerned, it may be appropriate to suggest meeting outside a home environment. This provides a higher level of transparency and accountability.
- If this conversation leads to a safeguarding concern, see the advice on reporting concerns of abuse (page 17).
- Confidentiality should be respected at all times (even for the purposes of prayer) unless harm is suspected or disclosed, in which case only the Designated Person should be informed. If in doubt, speak to the Designated Person (with all names omitted) for clarification.
- The notes on Pastoral Relationships should be read, understood and abided by.

#### **I am giving an adult at risk a lift**

*Giving lifts is one of the areas where boundaries can become blurred in the life of a church community so extra care needs to be taken.*

*If the arrangements are informal private arrangements made between family and friends the following procedures need not apply.*

- Please note that lifts should never be given to a child except in extreme emergencies.
- The giving of lifts to adults at risk should be avoided at all times. However, in the case of emergencies the following guidelines should be followed:
  - Lifts as part of church activities should only be given by appointed youth and children's workers. Other adults may end up giving lifts but it must be made clear to both drivers and passengers that they are not doing so at the behest or under the supervision of the church.
  - All drivers should be aware of the church's code of behavior.
  - The driver should have fully comprehensive insurance which covers voluntary work (or in the case of a paid worker, insurance that covers them for transporting others in the course of their employment).
  - The church should not use people as drivers when their criminal record shows a record of driving offences that suggests that the person may not be a safe driver.
  - Seat belts should always be used. All mini-buses or coaches should be fitted with seat belts.
  - Adults should not prolong the time spent alone with the adults at risk with long conversations or diversions.
  - Care should be taken regarding who is giving lifts to those adults who are particularly vulnerable.

### **Someone 'needs a hug'**

It is important for all workers to be aware of the following guidelines. This is in part to ensure safe working practices but also to make it known that they are, when appropriate, able to allow physical contact between themselves and an adult at risk or child. However, due to the easily misconstrued nature of physical contact as well as the differing manners in which it can be taken and received, utmost care must be taken at all times.

- The question must be asked: for whose benefit is this taking place? It must always be for the benefit of the child or adult at risk rather than the worker.
- If no one else is present, it is always best to avoid physical contact.
- Be careful about what physical contact you have. For example, an arm around the shoulder may be less likely to be misconstrued than a full hug.
- Remember that not all people will receive or express friendship in the same way. Be aware of how the child or adult at risk is receiving the contact and back away if necessary.
- Workers must be willing to be accountable to each other for their use of touch and physical contact.

### **I use social media/a mobile/email/etc?**

Electronic communication has become enormously important and popular over the past ten years. However, there are dangers associated with electronic communication that call for vigilance:

- Electronic communication is often an extremely informal mode of communication which can create the potential for communication to be misunderstood.
- Because of the informal style of electronic communication, workers can easily cross appropriate boundaries in their relationships with those they work alongside and with.
- Some adults who are intent on harming vulnerable people choose to use electronic communication as a way to meet and 'groom' children in particular.

Because of the issues surrounding electronic communication, we have taken the following guidelines to be enforced by all youth leaders.

- All electronic communications should generally be used for information sharing purposes only.
- The church's Facebook page should be the main source of information sharing on social media.
- No workers or church leaders should be 'friends' with or 'follow' any children on any social media format. Special care also needs to be taken when 'friending' or 'following' adults at risk.
- Use clear and unambiguous language. Avoid using unnecessary abbreviations.
- Electronic communication should only be used between the hours of 8am and 10pm.
- Text conversations (via any of the forms of electronic communication) should be avoided.
- Workers should not keep any photos of children or adults at risk on their mobile phone or social media pages.
- All these forms of communication should not be a substitute for face-to-face contact.

### **Abuse of Trust**

A relationship between a worker and an adult at risk or child is a 'relationship of trust'. As such, the relationship is not one of equal partners and there is potential for the trust to be abused by the leader.

It is important for all workers to be aware of this issue and for extra vigilance against abuse of such a relationship.

It is always wrong for a worker to enter into a sexual, or otherwise romantic, relationship with an adult at risk or child. This is even true if the relationship is consensual as the element of inequality in the relationship ensures that there is more power held by one side of the pair.

### **Health and Safety**

The church's named Health and Safety Officer should work together with the other leaders of the church in order to ensure that the church's Health and Safety Policy and Procedures are implemented with children and adults at risk in mind.

All workers should be given clear instruction on what to do in the event of issues of Health and Safety, Fire and First Aid emergencies.

### **Risk Assessments**

A risk assessment must be done annually, and checked, updated and initialed six months in, for each activity or group run by the church. A template for risk assessment can be found on page 47.

The risk assessment should be done by the Group Leader.

The method outlined in the template is dependent on identifying potential 'hazards' and then assessing the 'risk' that those hazards could pose.

- A hazard is anything that could cause harm
- The risk is the likelihood (whether high or low) that someone will be harmed by the hazard.

It may be that while a general risk assessment done at the beginning of the year will cover most activities, a specific risk assessment is needed for any activities that are out of the ordinary.

### **Premises**

The church should strive to exceed the minimum standards for accessibility at all times. This should be overseen (but not necessarily done) by the Accessibility Champion.

### **Language and accessibility**

The language used at church services and church events should be adjusted appropriately for those attending. This includes thinking through the level of understanding for those present as well as taking into account more personal issues (for example, referring to God as 'Father' can be difficult for some). This does not preclude drawing people out of what they currently know, but does require some sensitivity, awareness and wisdom.

### **Outings**

For all events when adults at risk are taken off church premises:

- A special risk assessment must be carried out.
- Where possible, travel arrangements should be made where workers take the same group to and from an activity. This will reduce the chance of someone being left behind.
- Special note must be taken of emergency procedures and all workers should be aware of them.
- Any special needs, dietary requirements, medical alerts, etc should be noted.
- A qualified first-aider should be on the team.
- If the event covers 24 hours plus, the person responsible for catering should ideally hold a Basic Food Hygiene Certificate.

### **Welcoming Children into an All-Age Community**

If the church was to start any children's groups/crèche facilities, these procedures will need to be altered immediately.

#### **General points:**

- The whole church membership needs to be as aware as possible of the importance of safeguarding.
- Parents and carers remain responsible for their children during all services.

- When children are on the premises, the church is held responsible for the issues of Health and Safety.
- The Duty Steward should thoroughly check the building before locking up in order to ensure that no child is left in the church.

## **Photography and Video Recording**

- Consent from the individual should also be gained by anyone seeking to take photos and recordings of adults at risk.
- No photos of children should be taken by the church for church use.
- Photos taken at externally organized events (e.g. PSALMS) involving children can be used with the permission of that organization, but only within the remit of the permission gained by them from parents.
- Those taking photographs on behalf of the church at a church event should be approved by the activity leader, be a church member and be identified as such by a badge or something similar.
- Photos taken at church events should be taken with the permission of those present, and not displayed in places where permission has not been given.
- Photographs and videos must only be stored on the computers of up to two individuals agreed to by the Leadership Team. One of these may be the minister. These computers should be password protected.

## **Other User Groups**

- Any group using the church should have their own Safeguarding Policy if relevant. This needs to be stipulated on the letting policy.
- It is not the church's responsibility to ensure that the group is following their policy but if they are found in serious breach of their policy (decided by the Trustees), the church should consider terminating their rental agreement.
- One-off private hirers need not have a policy but should be encouraged to show due care and attention.

## **Maintenance Personnel**

In some situations, outside contractors may need to be on the premises when there are groups meeting. This should be avoided if at all possible; general maintenance should never be scheduled for a time when children and adults at risk are on the premises. However, if it is necessary (for unanticipated works) the following guidelines should be met:

- The personnel should be accompanied at all times by someone who has a DBS check for the church.
- It should be made clear to the leaders of the service/activity beforehand about the presence of the personnel and the impact upon the working of the group.

- Where possible the work should not be done in the areas where people are meeting, and doors should be shut to prevent easy access.

## Bullying

All workers should be aware of the issue of bullying and should work to follow the procedures outlined below:

- Individuals should know how they can report any incidents of bullying.
- All allegations of bullying should be treated seriously and details checked before any action is taken.
- If children are involved, the parents of the bully and the bullied should be informed of the incident(s).
- An attempt should be made to help bullies change their behavior.
- All allegations and incidents of bullying should be recorded, together with any actions taken.

## Working with alleged or known offenders

If it becomes known that within your congregation there is an offender or someone against whom a serious allegation has been made, your local association should be contacted without delay. There are several processes which will need to be followed, but each one is dealt with on a case by case basis, and the Association Safeguarding Contact will have the expertise to help your church at each step.

### The Processes

Your Association Safeguarding Contact will support and advise you through these processes and will have all the information you will need – **please do not attempt to address this issue without contacting them.**

A small group of people is set up to work with the alleged or known offender. This should include the minister, and it may be an existing church safeguarding group. This group will liaise with the local association and statutory authorities where necessary.

A risk assessment is carried out to determine the level of risk that the alleged or known offender poses.

A formal agreement is written and then agreed by the alleged or known offender. This lays out the conditions under which they can attend church services and various other activities organised by the church.

The formal agreement is reviewed at regular intervals (not less than annually and when circumstances change) by all parties.

A press statement is prepared and written in advance, where appropriate.

**It is important that no information about the alleged or known offender or the formal agreement is shared with anyone outside of the small group without the individual's knowledge, and that confidentiality is maintained.**

**Safeguarding Incident Form**

(use separate sheet for further detail if needed)

|   |  |
|---|--|
| <b>Name of church / organisation</b>            |  |
| <b>Contact details of church / organisation</b> |  |

|  |  |
|--|--|
| <b>Name of Designated Person for Safeguarding (DPS)</b>      |  |
| <b>Contact details of Designated Person for Safeguarding</b> |  |

|   |  |
|---|--|
| <b>Name of concerned person or to whom disclosure was given</b>         |  |
| <b>Contact details of concerned person or whom disclosure was given</b> |  |

**INDIVIDUAL OF CONCERN - CONTACT DETAILS**

|                      |  |
|----------------------|--|
| Name                 |  |
| Date of birth        |  |
| Address              |  |
| Phone number / Email |  |

**THE INCIDENT**

- What happened? (Nature of concern / disclosure made - use the person's own words if known)
  
- When did it happen? (date, time)
  
- Where did it happen? (specific location)
  
- Who was allegedly involved and in what way? (includes witnesses)

**ANY ACTION THAT HAS BEEN TAKEN**

- Have the carers or parents / guardians been informed? 

|  |     |  |  |    |
|--|-----|--|--|----|
|  | Yes |  |  | No |
|--|-----|--|--|----|
- If so, when and by whom?
  
- Have the statutory authorities been informed? 

|  |     |  |  |    |
|--|-----|--|--|----|
|  | Yes |  |  | No |
|--|-----|--|--|----|
- If so, please complete the table:

*Example:*

|                                   |                     |  |  |  |  |
|-----------------------------------|---------------------|--|--|--|--|
| <b>Authority</b>                  | Police              |  |  |  |  |
| <b>Name</b>                       | Bobby               |  |  |  |  |
| <b>Position</b>                   | Child abuse officer |  |  |  |  |
| <b>Email contact</b>              | bobby@police.com    |  |  |  |  |
| <b>Phone contact</b>              | 077999              |  |  |  |  |
| <b>Contacted by</b>               | Minister            |  |  |  |  |
| <b>Date &amp; time of contact</b> | 1.30pm<br>1/4/15    |  |  |  |  |

- Has the Local Association been informed?  
*(Please do so if the statutory authorities are involved)* 

|  |     |  |  |    |
|--|-----|--|--|----|
|  | Yes |  |  | No |
|--|-----|--|--|----|
- If so, when and by whom?
  
- Any other action taken:

**FUTURE ACTION TO BE TAKEN**

- What action needs to be taken?
  
- Who is responsible for this?

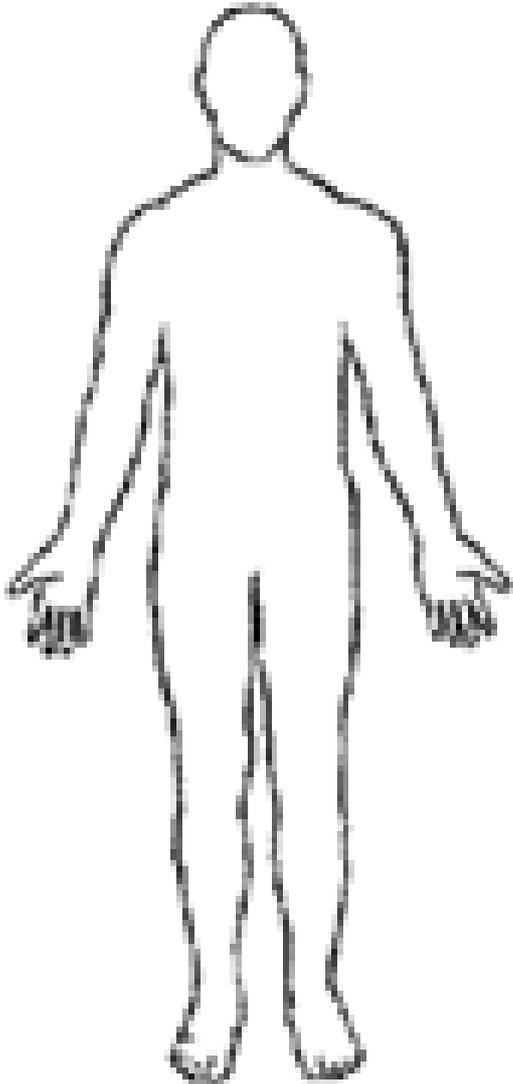
**SIGNATURES**

|   |  |   |  |
|---|--|---|--|
| SIGNATURE OF DESIGNATED SAFEGUARDING PERSON |  | SIGNATURE OF MINISTER, OR CHURCH SAFEGUARDING TEAM MEMBER |  |
| DATE & TIME                                 |  | DATE & TIME   |  |

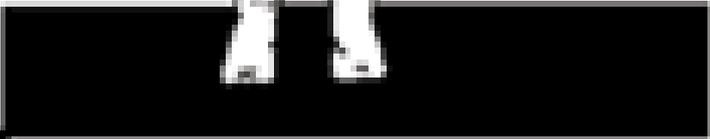
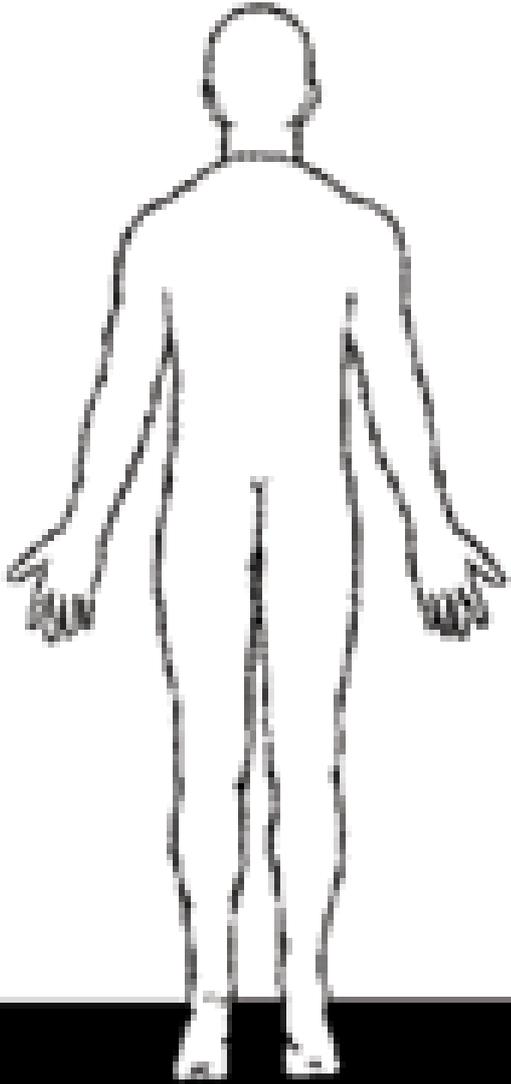
**BODY MAP**

Name of Individual of Concern \_\_\_\_\_  
Name of person completing this form \_\_\_\_\_

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, record and pass it on.**



**Front**



**Back**

Signature \_\_\_\_\_  
Date and time \_\_\_\_\_

**Volunteer Checklist**

POSTS HELD:

NAME OF CANDIDATE:

|   | <b>By whom</b> | <b>Date</b> |
|---|----------------|-------------|
| <b>Given copy of the job description</b>  |                |             |
| <b>Received signed application form (by Group Leader)</b>                           |                |             |
| <b>Interview</b>  |                |             |
| <b>Reference 1 received</b>   |                |             |
| <b>Reference 2 received</b>   |                |             |
| <b>DBS Enhanced Disclosure</b>  |                |             |
| <b>Volunteer Agreement Signed (including acceptance of the Safeguarding Policy)</b> |                |             |
| <b>Safeguarding Training Level 2A</b>   |                |             |
| <b>Any training completed</b>   |                |             |
| <b>Any training completed</b>   |                |             |

**Application for Voluntary Work with Children or Adults at Risk**

We ask all prospective workers with children and adults at risk to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority.

**PART ONE: Personal Details**

Full name .....

Other names by which known in past .....

Address .....

.....

Postcode .....

How long have you lived at the above address? ..... Years

If less than 3 years, please give previous address(es) with dates

From ...../...../..... To ...../...../.....

From ...../...../..... To ...../...../.....

Address .....

Address .....

.....

.....

Postcode .....

Postcode .....

Telephone Number (landline and mobile if possible) .....

**PART TWO: Experience and skills**

Please tell us about your Christian experience (i.e. how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

.....

.....

.....

.....

.....

.....

Please give details of previous experience of looking after or working with children and/or adults at risk. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

.....

.....

.....

.....

.....

.....

.....

Do you suffer, or have you suffered any illness which may directly affect your work with children or adults at risk?

Yes  No

If yes, please give details:

.....  
.....

**PART THREE: References**

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. Neither of these can be related to you in any way. At least one referee should be external to the church. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name .....  
Address .....  
.....  
.....  
Postcode .....  
Connection  
with you .....

Name .....  
Address .....  
.....  
.....  
Postcode .....  
Connection  
With you .....

**Criminal Records Declaration and Self Disclosure**

To be completed every year.

Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and / or young people within the church.

By signing this form, you are also agreeing to inform the church should any of these answers change throughout your time of service for the church within, in any capacity, their youth or children's ministries.

Because of the nature of the duties the postholder would be expected to undertake, the successful candidate will be required either to make a full declaration of their past criminal record or will be asked to co-operate in obtaining a Standard or Enhanced Disclosure from the Disclosure and Barring Service. If considered suitable for the post, do you agree either to make a full declaration of your criminal record or to co-operate in obtaining a check from the Disclosure and Barring Service at the Standard or Enhanced level?

Yes  No

Have you ever been convicted of an offence in any criminal proceeding, in any court, in any country? (For motoring offences, please only answer YES if it resulted in disqualification.)

Yes  No  If YES, please give details:

.....  
.....

Has your conduct ever caused mental or physical harm to a child or young person or put any child at risk? To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Yes  No  If YES, please give details:

.....  
.....

FAILURE TO DISCLOSE INFORMATION, WHICH SUBSEQUENTLY COMES TO LIGHT, COULD RESULT IN YOUR IMMEDIATELY BEING ASKED TO LEAVE A PROJECT OR EVENT.

**Declaration**

I agree to abide by the procedures and guidelines laid down in the church's Safeguarding Policy. I certify that the information contained in this application is accurate and complete to the best of my knowledge. I also consent to further checks being made to the relevant authorities if necessary.

Signed .....

Date .....

**Reference Form**

*Private and Confidential*

**Section 1 (To be completed by church)**

Name of volunteer .....

has applied to work with children/adults at risk for Christ Church, Nailsworth.

His/her responsibilities will include: .....  
.....

**Section 2 (To be completed by the referee)**

Name of referee .....

What is your relationship/connection with the volunteer? .....  
How long have you known the volunteer? .....

What personal experience do you have of the volunteer's ability to work with/relate to children and/or adults at risk? .....  
.....  
.....

What are the gifts and experience the volunteer will bring to the role? .....  
.....  
.....

Please comment on the volunteer's honesty and reliability .....  
.....

To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives you any cause for concern about their suitability to work with children and/or adults at risk?  
.....  
.....

Are there any other comments you would like to make about the volunteer?  
.....  
.....

*(Please continue any of your answers over the page if necessary.)*

Signed ..... Date .....

**Volunteer Agreement Form**

**Name of worker** .....

**Name of group** .....

We welcome you as .....

You are joining a team which, together with the whole church, commits itself to the care and nurture of children and adults at risk. On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

The person who will give you primary support is: .....  
She/he is there to discuss any matters of concern you may have.

The responsibilities of your role are: .....  
.....  
.....  
.....

You would be responsible to .....  
You would be responsible for .....

Once a year you will have the opportunity to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate.

Working with children and adults at risk is a responsibility, but it also brings great rewards. We hope you will enjoy your work.

Signed ..... (Group Leader)

Date .....

**Declaration** (to be completed by the worker)

I understand the nature of the work I am to do. I have read the church’s guidelines for safeguarding. I understand that it is my duty to protect the people with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children and adults at risk.

Signed ..... Date .....

If the person is appointed to a new role, or if the job description changes a new form should be completed.

**Risk Assessment**

Name of group: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Date: \_\_\_\_\_

| <b>Hazard</b> | <b>Likelihood</b> | <b>Who might be harmed and how?</b> | <b>Precautions taken</b> |
|---------------|-------------------|-------------------------------------|--------------------------|
|               |                   |                                     |                          |
|               |                   |                                     |                          |
|               |                   |                                     |                          |
|               |                   |                                     |                          |
|               |                   |                                     |                          |
|               |                   |                                     |                          |
|               |                   |                                     |                          |

Date to be reviewed: \_\_\_\_\_

Please keep one copy of this for the group's files and send another to be kept in the vestry.

Other forms of Risk Assessment agreed by the Health and Safety Officer are acceptable.

**Job Description for Voluntary Post**

Ministry Area: \_\_\_\_\_

Job Title: \_\_\_\_\_

The aims of the group are:

---

---

---

Summary of the responsibilities involved in the role:

---

---

---

What time commitment is expected:

---

---

---

If applicable, what time for arrival and departure can be reasonably expected on a regular basis:

---

Please note, as you have signed on the Application form, you will be expected to work within the procedures and guidelines outlined in the Safeguarding Policy you have been given. You may also be required to apply for a DBS check as well as attend any relevant safeguarding training.

**Informal Interview with Prospective Group Leaders/Team Members**

Name of Group Leader: \_\_\_\_\_  
Name of Leader being interviewed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Venue: \_\_\_\_\_

|   |  |
|---|--|
| Do they feel called to this ministry?<br>Why or why not?  |  |
| What are their gifts, abilities and<br>motivation for working with children<br>or adults at risk?   |  |
| Do they fully understand the role to<br>which they feel called? (This is a good<br>time to ensure that the Volunteer<br>Agreement form and Job Description<br>form have been seen, understood and<br>signed.) |  |
| Any relevant past experience?   |  |
| If relevant, any particular reasons for<br>moving on from any previous work in<br>a similar area?   |  |
| If there is anything that requires<br>clarification in the individual's<br>behaviour, past, application form or<br>anything else?   |  |

|  |  |
|--|--|
| <p>Have they been given a copy of the Safeguarding Policy?<br/>Are they aware of the safeguarding policy? Have they read it and understood it?</p>           |  |
| <p>Do they have any specific areas in which they would appreciate training or any particular areas of the ministry in which they would enjoy trying out?</p> |  |
| <p>Any other questions? This is a time for the leader to ask any questions they may have about the position, the activity or the church.</p>                 |  |
| <p>Any other notes</p>   |  |

Signed: \_\_\_\_\_ (Group Leader)

Signed: \_\_\_\_\_