

Safe and Sound



The Safeguarding Policy for the
welfare of children, young people
and vulnerable adults

January 2013

The General Assembly of Unitarian and Free Christian
Churches



Forward

This updated Code of Practice, 'Safe and Sound', provides all of us, individuals, congregations and districts with the necessary information to ensure best practice in the light of current legislation.

I have nothing but praise for the structured approach of this document and must applaud the work undertaken by the General Assembly Youth Co-ordinator and the team of people engaged on this project. The safeguarding of children and vulnerable adults is of paramount importance to all who have responsibility for their care and this ultimately includes all of us. The transparency of our Unitarian values is vital. However, it is a sad fact that that potentially, every child or person who is vulnerable can be hurt, put at risk or abused, regardless of their age, gender, religion, ethnicity, ability/disability or sexual orientation. Therefore, it is crucial for all of us to understand that safeguarding means ensuring that children and those most vulnerable in society are allowed to live in circumstances consistent with the provision of safe and effective care. As Unitarians, we must undertake that role so as to enable those in our care to have optimum life chances.

'Safeguarding' is broader than child protection and organisations must ensure that safeguards are in place by providing procedures and policies to enable the protection from harm and abuse of vulnerable adults and children. Such practices must also enable volunteers to know what to do if they are concerned and must clearly demonstrate that the organisation is acting responsibly.

Having this comprehensive guide will not only protect and promote the welfare of those most vulnerable, but will also ensure the confidence of trustees, staff, volunteers, parents and the general public that we undertake our responsibilities seriously. It will also protect our Unitarian reputation as we demonstrate we have taken all reasonable steps to ensure that the welfare of those in our care is being adequately and appropriately safeguarded and protected.

I commend these guidelines to you all.

Elisabeth Dyson-Jones

(President of the General Assembly 2012/13)

Introduction to Safe and Sound

Our movement has been well served by 'Safety First', our national safeguarding policy which was published in 1999. However, a new, fully up to date policy has been long overdue and I am delighted to present this now.

All congregations are encouraged to adopt the advice and procedures contained in this general policy and create their own Safeguarding policy which is tailor made to their needs. They should follow this process regardless of whether they have children attending or not. This should include a Safeguarding statement signed by the Leadership team. 'Safe and Sound' has been based on information and advice from The CCPAS (Churches Child Protection Advisory Service). This policy has been written to protect children, young people, vulnerable adults and all those who work with them – paid workers and volunteers alike. The General Assembly is a member of CCPAS and this organisation provides a helpline (0845 120 4550) to all congregations for any questions about safeguarding. It is advised that all congregations familiarise themselves with the contents of 'Safe and Sound' whether or not they run activities for children, young people or vulnerable adults. Much of the advice in this policy is considered good practice to any organisation that opens its doors to these groups of people. Any congregation that offers specific activities for children or young people including a regular 'Sunday school' should follow some of the basic procedures in this document such as appointing a Safeguarding Coordinator, processing CRB checks for the main leaders of activities and keeping a logbook in which to record concerns and incidents (see Golden Guidelines). The General Assembly will take steps to monitor compliance by congregations with this policy. This document needs to be interpreted by congregations in Scotland according to different safeguarding procedures and laws in Scotland.

On the subject of language and terminology when the word 'church' is used it is assumed that all other types of congregation are included such as chapels, meeting houses and fellowships. The Leadership team refers to those in a leadership role within the congregation – this may include the minister, lay leader or members of the committee. The term 'worker' is used throughout this policy - this refers to voluntary and paid staff who run activities or events for the congregation. As from 1st December 2012 the CRB and the ISA will merge to become the Disclosure and Barring Service (DBS).

The safeguarding team of the General Assembly are John Harley, Linda Phillips and Derek McAuley. If you have any questions about safeguarding matters please contact one of us or ring the CCPAS helpline. John Harley is the GA's Lead Recruiter (processing CRB checks) while Derek and Linda are assistant recruiters.

On behalf of the GA I would like to express my appreciation for the dedication and leadership given to our movement by Rev Sarah Tinker (RE and Youth Officer from 1997-2003) in developing good practice in relation to safeguarding issues and her tireless support over the years in processing CRB checks. Special thanks also go to Liz Hills, Vanessa Rothwell and Cathie Masztalerz for their time and expertise helping to prepare this document.

Yours in fellowship

John Harley

GA Youth Coordinator and Lead Recruiter

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Key Documents

I. Golden safeguarding guidelines for all congregations to follow

1. Whether children or young people are regular attenders or not, most congregations have vulnerable adults and you are advised to have a designated Safeguarding Coordinator who has attended training either provided by CCPAS or the General Assembly. The Safeguarding Coordinator needs to familiarise themselves with the GA Safe and Sound Policy and be available to advise members of the community about safeguarding issues.
2. Create a specific Safeguarding Policy for your congregation or community.
3. Write a Safeguarding Statement and display it in a public place (see Form 1).
4. Any main leaders of regular children's or young people's activities should be put through an enhanced CRB check (this is available through Essex Hall) and asked to complete a Self-Declaration Form.
5. You should have a structured and transparent application process for anyone wanting to become a main leader of children's or young people's activities. The minimum requirement of this is the completion of an application form and references. References should be followed up and information supplied should be taken into consideration as part of the application.
6. A log book should be kept by the main leaders to record any incidents and accidents occurring during activities or events.
7. Regular meetings should be attended by the team of leaders to discuss safeguarding issues and main concerns passed onto the Safeguarding Coordinator.
8. The Safeguarding Coordinator should meet with the leadership team regularly to explore safeguarding matters – having full regard for confidentiality and not discussing individuals.
9. A risk assessment should be carried out for any special outings or trips for children or young people.

II. Some definitions of a child and a vulnerable adult

Definition of a child

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland similarly define a child as someone under 18. Throughout this manual when we refer to a child our meaning (unless otherwise stated) is a person under the age of 18.

Definition of vulnerable adult / adult in need of protection

An adult is someone 18 and over (unless specific legislation states otherwise). The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008) all state that adults should be free from abuse.

It follows that some adults because of circumstance or particular vulnerability or risk may be in need of protection. Vulnerable adults are also known as 'adults at risk'. Throughout this manual we will use the terms vulnerable adults and adults in need of protection interchangeably.

'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse' - Department of Health and Home Office (March 2000) states a vulnerable person is someone:

'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

A vulnerable adult for congregations of the General Assembly is anyone 18 and over who is being given a specific service to e.g. a chapel outing to a stately home or church trip to a local theatre. The driver and/or the leader of the outing has a duty of care to all the participants and has a responsibility to ensure the outing is safe and appropriate to their needs.

In Scotland, the Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as someone who is:

- unable to safeguard their own well-being, property, rights or other interests,
- at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.
- at risk of harm if another person's conduct is causing (or is likely to cause) the adult to be harmed, or the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

III. 2 Model Policies:

Policy 1: Safeguarding Policy of the General Assembly of Unitarian and Free Christian Churches

The General Assembly of Unitarian and Free Christian Churches takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the care of Unitarian and Free Christian Groups. Our Youth Department is primarily responsible for implementing this policy at national level but we recommend that all our congregations and other associated groups adopt either this policy or a policy designed to fit their particular circumstances.

- We are committed to the safeguarding of children and vulnerable adults and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise that the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures will reflect this.

- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and young people in the Youth Programme.
- In recruiting youth leaders for the Youth Programme we follow advice and proper procedures set out by the CCPAS.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as an organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Providing adequate training and support for those who work with children, young people and vulnerable adults.
- Following an official system for dealing with concerns about possible abuse.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this policy
- Keeping up to date with legislation and current good practice with regard to voluntary children's groups.

The Youth Programme will maintain close links with statutory child care authorities and with the Churches Child Protection Advisory Service which holds a copy of this policy. The Youth Coordinator will be available to discuss any concerns that someone may have about safeguarding issues. All congregations are advised to appoint a Safeguarding Coordinator.

We recognise:

- Children's Social Care in England has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

Policy 2: The General Assembly of Unitarian and Free Christian Churches Youth Programme's Safeguarding Policy

1. Location

- This policy covers all activities at the Nightingale Centre and other venues used by the Youth Programme for residential events. (Although many have their own policies e.g. YHA)

2. Procedure

- All allegations of child abuse will be referred to the Safeguarding Co-ordinator or their deputy for the specific event (e.g. Junior Weekend, Inter Weekend etc) . If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then Children's Services or the GA Youth Coordinator should be contacted in accordance with the safeguarding policy. CCPAS could also be contacted for advice.
- The Safeguarding Co-ordinator has responsibility to take action regarding all allegations or suspicions of abuse. If the suspicions in any way involve the Co-ordinator then the matter should be reported to the Deputy Co-ordinator.
- The Co-ordinator has the authority to contact either Children's Services local to the child's home, or the Police local to the centre and/or CCPAS for advice.
- If the allegation against a youth leader is reported to the police this should be to the local police close to the centre that is hosting the event. The youth leader should not be informed of the allegation. Until the worker is seen by the police they should be supervised as carefully as possible to prevent any possibility of further abuse or allegation.
- Once the youth leader has been interviewed by the police, they may well need to be asked to leave the location of the youth event until the matter has been fully investigated. They should only return to the centre or other activity if the police are satisfied that there is no case to answer. The reason for not informing the youth leader of the allegation is to prevent him/her, if guilty, covering their tracks (e.g. by silencing their victim) before police arrive, or if innocent, false assumptions being made.
- Either way, this action will help to safeguard all those on the youth event and/or an innocent worker.
- It is the expectation that all workers and helpers accept the Youth Programme Safeguarding policy and act according to it.
- Allegations will be dealt with on a 'need to know' basis.

- If allegations involve an adult from a sending congregation (e.g. adult helpers who accompany children on Junior Weekend) then the leader of that church or a nominated person (i.e. their safeguarding co-ordinator) will be informed. It is expected they will keep confidence and not investigate the matter themselves.
- Should a sending congregation have other reporting mechanisms, this will be discussed and an agreement made with that church.
- Youth leaders should be given an opportunity of meeting together before the event to discuss the programme/activities. It is also essential that workers receive supervision, to ensure a consistent approach to all work, particularly where a number of different groups have come together.

3. General Safety

- It is the responsibility of the youth leaders to know the whereabouts of every child or young person at all times, including monitoring access on and off the site.
- Safety rules should be applied as appropriate and agreed by all participants of the weekend (children, young people and youth leaders) in the ground rules established in the first session of the event. All youth leaders should keep a daily log of activities and any significant incidents recorded in the logbook.
- All those going on the holiday must complete a Personal Information form and all those below 18 years of age must not be allowed to participate in any activity without the written consent of the parent/carer.

4. Fire Safety

- The organisers should have a fire safety procedure, which should include the following:
- Fire safety exits and procedure should be established by all participants in the first session of the event. Ideally a fire drill should be practised on the first day of the event.
- In the case of an emergency, ensure measures are in place to alert children and young people taking into account those with disabilities (e.g. a child who is hard of hearing).
- One of the youth leaders should be the designated Fire Officer for the entirety of the event and formally briefed by a member of staff at the centre.

5. First Aid

- There should be at least one youth worker who holds a recognised and valid First Aid Certificate. The First Aider should ensure that at the centre:
- First Aid boxes are available and their location known.
- The First Aid kit contains those items recommended by St. John Ambulance.
- Written records are made of all accidents and injuries.

- They have the name and telephone number of the local GP practice to hand, and the distance and location of the nearest hospital with an Accident and Emergency (A&E) Department.
- They have access to medical consent forms for all those on the camp.
- Any medication being stored on a child's behalf is kept securely and is always available to the child. (e.g. don't arrange a trip away from the centre without taking the child's inhaler if they have asthma.)

6. Adventurous Activities

- No child should participate in adventurous activities without the written consent of the parent /carer. The organisers of the event should ensure that the specialist staff leading adventurous activities are properly trained and qualified and that the correct ratio of staff to children is met.

7. Food Health and Hygiene

- The Food Safety (General Food Hygiene) Regulations 1995 states that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food should possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

8. Sleeping Arrangements

- Arrangements for residential events should be considered carefully. We state that under no circumstances should youth leaders or adult volunteers share sleeping space with children or young people. Neither should individuals visit rooms where children are. Youth leaders should always enter bedrooms in pairs. Look at arrangements which are age-appropriate and provide security for the child and that would be considered safe for children and workers. Ensure parents are aware of the arrangements.

IV. Implementation of Criminal Record Bureau checks

It is the GA's policy that:

- Active Ministers, Lay Pastors and Lay Leaders who are on the Rolls must go through an enhanced CRB check as a condition of being on the Roll. This should be paid for by the congregation. 'Active' is defined as the leadership of a congregation and includes having pastoral oversight. Retired Ministers, Retired Lay Pastors and Retired Lay Leaders are not required, under GA policy, to go through a CRB check.
- Students who are training for any of these roles should also go through the CRB process before training as a condition of training. This will be paid for by the GA.
- Nominated GA staff are CRB checked. This will be paid for the GA.
- Enhanced CRB checks should be re-processed every 5 years. If congregations have any concerns with a worker or they are given a new role with a high level of contact they can be requested to apply for a renewal at any time.

The GA advises that:

- Volunteers and paid staff who work for congregations and who have regular and substantial contact with children, young people or vulnerable adults should have an enhanced CRB check carried out – this should be paid for by the congregation. This will normally include Lay People in Charge. These volunteers and paid staff should have a clause in their contract obliging them to inform the congregation of any subsequent police/social services involvement. Congregations and the Youth Department can accept enhanced CRB forms processed by other organisations such as schools and the NHS. The original document must be shown to the Safeguarding Officer or Lead Recruiter and the full name, date of birth, disclosure number and date of issue recorded.
- Where possible, congregations are encouraged to get enhanced CRB checks processed by local organisations such as charities and the local volunteering centre. This can save time as original I.D needs to be shown to the Lead Recruiter or Safeguarding Officer. The GA will process enhanced CRB checks if a local organisation cannot be found.

Part 1: Safeguarding Policy

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1.1 Why is there a need for congregations go have a policy?

Having a formal written safeguarding policy clearly demonstrates the commitment of the congregation and its leadership (e.g. ministers, lay leaders, trustees and committee members) to the safety, well-being and care of children, young people and vulnerable adults.

It also ensures that all those within the congregation who work, or have contact, with children and vulnerable adults follow the same standards of care thus minimising the risk of false allegations. More recently it has been recognised that adults with disabilities can be equally vulnerable to abuse and neglect; as well as those with mental health problems and conditions like dementia. We are also aware that adults have been abused within relationships of trust, such as counselling. As a result of our

increased understanding, it is vital congregations ensure measures are put in place to safeguard vulnerable adults as well as children and young people.

1.2 Your Safeguarding Policy

Your Safeguarding Policy should cover the following:

- Mission Statement of intent and commitment to safeguarding by Leadership e.g. committee, trustees etc.
- Expectations of conduct towards children, young people and vulnerable adults (e.g. dignity, respect, equality)
- The role of a Safeguarding Co-ordinator
- Step by step explanation of actions that will be taken by Safeguarding Co-ordinator(s) to safeguard children and vulnerable adults where there is suspicion or allegation of abuse
- Standards for appointment & supervision of all those working with children, young people and vulnerable adults, paid and voluntary
- Supervision of activities
- Support for those affected by abuse
- Supervision of offenders
- Commitment to annual review based on consultation with workers, parents/carers, children, young people and vulnerable adults

It must be:

- Clear and easily understood
- Approved, endorsed and signed by Leadership (e.g. minister, lay leader, committee or trustees member)
- Readily available for view

1.3 Policy Statement

This must be displayed in a prominent place in the premises used. It should:

- Outline the commitment to safeguarding contained in the policy
- Contain names and contact details of Safeguarding Co-ordinators
- Be signed and dated by Leadership
- The Policy Statement is part of your Safeguarding Policy.

(See Form 1: **Model Policy Statement on Safeguarding and sample poster**)

1.4 The Safeguarding Co-ordinator

Every congregation should designate a person or persons to be responsible for implementing the safeguarding policy and responding to concerns. We refer to them throughout this policy as Safeguarding Co-ordinator.

There should, ideally, be at least one Deputy Co-ordinator. Having a deputy is important for the following reasons:

- to cover in the absence of the safeguarding co-ordinator e.g. when on holiday,
- as an alternative should ever an accusation be made against the co-ordinator or someone close to them making it inappropriate for them to deal with the issue,

Consideration should also be given about having people of both gender in these positions e.g. a female child may prefer to discuss a safeguarding issue with a female co-ordinator.

The safeguarding policy and statement and all other safeguarding related documents should include the names of the individuals appointed.

The role of the Safeguarding Co-ordinator might typically include:

- The preparation and implementation of a safeguarding policy and annual review
- Ensuring safeguarding policies and procedures are followed
- Acting as an advocate on behalf of children and adults in need of protection
- Arranging and making sure workers and leaders attend relevant training
- Keeping accurate records relating to safeguarding concerns
- Regularly informing the Leadership on good practice issues
- Working in partnership with statutory and other agencies

It is useful for there to be a discussion between the leadership and the Safeguarding Co-ordinator to agree their respective roles.

1.5 The Leadership

The role of the Leadership is vital because they have key responsibilities within the organisation. These include:

- Actively supporting safeguarding principles

- Knowing what the Safeguarding Policy says and endorsing it
- Ensuring adequate support is given to the Safeguarding Co-ordinator

The relationship between the Leadership and the Safeguarding Co-ordinator is crucial. Whatever the situation, it is important the Leadership never try to deal with safeguarding issues independently and that they give the Safeguarding Co-ordinator(s) their full support.

1.6 The Legal Framework

The standards in this policy build on and incorporate legislation and government expectations for children and vulnerable adults. This includes the Children Acts 1989 and 2004, the government's Every Child Matters agenda as advertised in England, (and equivalents throughout the UK) and for adults in need of protection, 'No Secrets (2000)' and 'Safeguarding Adults – A National Framework of Standards for Good Practice and Outcomes in Adults Protection Work (ADSS 2005)'.

In 1993 the Home Office and other Government departments issued 'Safe from Harm - A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales' (the Welsh Assembly re-issued this in 2007) which provided 13 recommendations for voluntary organisations including places of worship on how to safeguard children. This code of practice has been adopted and adapted throughout the UK.

In 2010 HM Government issued 'Working Together to Safeguard Children'. The guidance is for statutory agencies and voluntary organisations alike and covers all the expectations of government in relation to safeguarding children in England.

1.7 Insurance

Every congregation needs to ensure that safeguarding policies, procedures and standards of working practice (e.g. reporting allegations, keeping records, travel in vehicles, residential activities, health & safety) comply with and are covered by an appropriate insurance policy, and include public liability and legal protection.

1.8 Charitable Status

Any congregation registered as a charity (England and Wales – the Charity Commission, Scotland – the Office of the Scottish Charity Regulator (OSCR), Northern Ireland – the Charities Branch of the Department for Social Development) will need to meet the safeguarding requirements of the regulators. For example organisations applying to the Charity Commission who want to work with vulnerable people will need a safeguarding policy which must be submitted with the application along with evidence that all those working with children or vulnerable adults (including trustees) have been safely recruited and undertaken an enhanced Criminal Records Bureau check. In addition the Charity Commission has the expectation that all those eligible for CRB checks renew these every three years. Charities have to declare on their annual returns that they have met these safeguarding requirements.

For those congregations that are not registered and using the “excepted” status of the General Assembly this does not exempt them from the safeguarding requirements of the regulators.

Part 2: Developing Safeguarding Awareness Training

Every congregation offering on-going activities for children, young people and vulnerable adults must develop awareness of safeguarding issues and provide appropriate training.

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Introduction

Everyone within the congregation needs to understand the importance of keeping children, young people and vulnerable adults safe. This includes the Leadership, safeguarding co-ordinator, workers, and those using the services provided.

Congregations can only do this confidently and effectively if they are aware of the issues and have workers with the necessary skills and expertise. They have a responsibility therefore to provide training and development opportunities for all key youth leaders and RE leaders. The General Assembly of Unitarian and Free Christian Churches encourages congregations and chapels with established children’s activities during the week or regular programmes for adults to seek Safeguarding training for the leaders of these sessions. The CCPAS (Churches Child-Protection Advisory Service) run courses around the country.

Developing a culture of awareness of safeguarding issues will help safeguard everyone.

2.1 The Leadership

The Leadership team need to understand and accept the principles of safeguarding in order to support the safeguarding co-ordinator and workers. They should ensure the safeguarding agenda is promoted throughout the organisation amongst those attending meetings and functions and those using the services provided.

They should lead by example by attending safeguarding training, undergoing an enhanced criminal records check where necessary, as well as meeting regularly with the safeguarding co-ordinator to discuss and agree ways of promoting safeguarding within the organisation.

2.2 The Safeguarding Co-ordinator

It is important the safeguarding co-ordinators introduce themselves to everyone who is part of the congregation at an early stage to explain their role within the community and attend activities whenever possible.

Congregations should ensure that safeguarding co-ordinators and others with responsibility for safeguarding have read Safe and Sound– the General Assembly’s Safeguarding Policy (available on the Unitarian website or hardcopy from Essex Hall) and access to details of national safeguarding agencies such as CCPAS and the NSPCC, and details of both national and local government safeguarding agencies such as the Police and Children's/Adult Social Services, who can provide information, advice and support on safeguarding issues.

As well as dealing with concerns and allegations of abuse, one of the safeguarding co-ordinator’s main tasks is to develop awareness of safeguarding amongst volunteers and everyone who is part of the church. This can be done through:

- Ensuring everyone working regularly with children and vulnerable adults (whether paid or voluntary) receive safeguarding training
- Involving workers and the Leadership in the formation of policies and practice that affect children, young people and vulnerable adults – in particular the safeguarding policy
- Co-ordinating an official launch of the safeguarding policy involving the leadership, workers, children (where it's age appropriate), adults and any parents/carers
- Ensuring a regular review of the policy by leadership, preferably on an annual basis
- Displaying information about safeguarding in a public place where it can be viewed easily. This includes the safeguarding policy statement, explaining where the safeguarding policy can be viewed, who the safeguarding co-ordinators are, where they can be contacted and what they do; stressing that safeguarding is everyone’s responsibility
- Making sure all those involved understand the key standards of good practice the congregation works to (e.g. unless otherwise agreed, only the volunteers involved in an activity should be in the part of the building where it is being held). This could be done through a display on a notice board, a media presentation and/or a leaflet that can be widely distributed
- Equality and Inclusion Training
- Displaying relevant resources and literature for children, young people and vulnerable adults, parents/carers and other adults, and promoting awareness - raising events (e.g. inviting a health visitor to speak on child health and behavioural issues). This demonstrates a positive and responsible attitude towards safeguarding

2.3 Safeguarding training for leaders/facilitators of children’s and adults’ activities

All main youth leaders and RE leaders should participate in the following training:

- Induction - a formal introduction to the (internal workings of the) congregation and in particular the policies and procedures relating to safeguarding and good working practice.

- Recognised Safeguarding training (The General Assembly and the CCPAS run day courses). This should include a copy of the congregation's safeguarding policy to follow and refer to.
- Recruitment and selection of staff (paid and voluntary) training for those with responsibilities in this area, including how to respond where information is received that suggests a person is inappropriate for working with children and vulnerable adults e.g. where a blemished disclosure issued by a government agency (CRB, Disclosure Scotland, Access NI).
- Equality and Inclusion Training
- A volunteers' training development programme, reviewed regularly to include opportunities for workers to refresh and update their skills and knowledge.

2.4 Informing Children and Vulnerable Adults

An important part of developing awareness is teaching children, young people and vulnerable adults to protect themselves. They should be helped to understand that they are not to blame for abusive behaviour directed at them and shown how they can be encouraged to ask for help if they feel frightened or worried. For example:

- Making a list of safe adults they trust and can go to if they feel scared, unsafe or if they have been hurt
- Giving them confidence to say no if, for example, they are being asked or told to do something they know is wrong, or they feel scared or unsafe
- Emphasising the difference between good and bad touches, in particular the no-go areas (i.e. those parts covered by swimwear or underwear) unless there is a legitimate reason for, say, a medical examination - in this situation we advise you to have two adults present always and one of these should be a female.
- Being able to differentiate between keeping good and bad secrets – the good being something like a surprise party, the bad when they have been told to keep quiet when they have been hurt or feel afraid.

It is important to teach children, young people and vulnerable adults how to protect themselves. One way to convey the message is to openly discuss concerns or talk about situations where they may feel uncomfortable. For example, touch or physical contact between adults and children, can be quite healthy and acceptable in public places, but discouraged in circumstances where an adult and child are on their own (except, of course, within family relationships). Storytelling is another resource that can be used, particularly with younger children. They can be helped to understand physical contact that is good and healthy, acknowledging also there are other touches that are unwelcome or wrong.

In order to promote safeguarding awareness to children and vulnerable adults it is vital that material is presented in a user-friendly way, and in a language and style which is suitable for all. For children this may mean simplifying the language, for a person with a disability this may mean presenting material using pictures, Makaton symbols, or in Braille.

We should ensure that children and vulnerable 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.

2.5 Equality and Inclusion

Abuse happens to males and females, to children and to vulnerable adults, irrespective of their social background, culture, their abilities, religious belief or any other factor. We recognise that some with disabilities are particularly vulnerable due to communication difficulties and dependency on others for personal care. Prejudice can prevent some people getting the help they need. To prevent injustice and discrimination organisations should take clear and active steps to include everyone; children and those adults in need of protection in all safeguarding measures.

Whilst equality and inclusion for all are incorporated within the ten safeguarding standards, it is important they are upheld in every area of the organisation. The following will help with this process, for developing a culture of safeguarding awareness:

- Ensure that your safeguarding policy includes statements that all volunteers will treat everybody with dignity, respect, sensitivity and fairness.
- That you have a process for dealing with complaints which are fair and open to challenge.
- Ensure that alongside safeguarding training, volunteers receive disability and equality training, or similar.
- Ensure that training is kept up-to-date by refresher training at regular intervals.
- Ensure that all staff are made aware of arrangements for safeguarding and promoting the welfare of children and their responsibilities for that.

Part 3: Safer Recruitment

Because a congregation is open to children, young people and vulnerable adults they should ideally adopt a formal recruitment policy for all workers, both paid and voluntary.

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- 3.10 Appointment
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Introduction

In recent years there has been a great deal of public concern expressed about the way in which unsuitable people, including sex offenders, have gained both voluntary and paid employment with children, young people and vulnerable adults in places of worship, voluntary/other organisations.

Safer recruitment is vital because it minimises the likelihood of vulnerable people being harmed by those in positions of trust. It follows therefore that leaders, workers and those holding positions such as trusteeships should undergo a thorough recruitment process.

This includes the completion of an application form and self-declaration form, an interview, taking up references (including an enhanced criminal records check), all of which have a part to play in the assessment of a candidate's suitability for a position.

Safer recruitment should be followed irrespective of the level of responsibility or the duration of the appointment. It is also inextricably linked to the other standards in developing a culture of safety.

Need to Know

In terms of recruitment there is no difference between a paid or voluntary position. The same process should be applied to both, particularly in relation to criminal records checks and the Independent Safeguarding Authority.

Faith Fact

Some places of worship have a haphazard approach to appointing workers including invitations to anyone in the congregation to help in the Sunday school, for fear of the work ceasing and because they think that the person's faith will mean they can be trusted. People have been recruited without any background checks and no training due to the needs at the time. Government guidance (England) in 'Working Together to Safeguard Children – A Guide to inter-agency working to safeguard and promote the welfare of children (2010)' states:

'Like other organisations that work with children, churches, other places of worship and faith-based organisations need to have appropriate arrangements in place for safeguarding and promoting the welfare of children In particular, these arrangements should include ... procedures for staff and others to report concerns ... appropriate codes of practice for staff ... recruitment procedures in accordance with Safer recruitment guidance (CWDC) ... '

3.1 Job Description and Advertisement

Foundational to safer recruitment is having a clear and up to date job description (duties and responsibilities) and person specification (experience and /or qualifications required). This is because the role of a crèche worker is going to be different from a youth worker or that of a trustee.

When advertising a post, as well as giving a description of the duties and responsibilities, it should also state that the successful applicant will be required to complete an enhanced criminal records disclosure.

Link: 3.6 Criminal Records Checks / Disclosure

3.2 Application Form

All applicants for voluntary or paid positions should complete an application (or information) form that includes:

- name, address and telephone number(s)
- qualifications and experience
- employment history
- contact details of named referees

It should also be made clear that the organisation reserves the right to make any character checks it feels are necessary. The application form is a good source of information about previous work experience and gaps in employment that may be significant. It can also be a good place to start at an interview.

An application form should be used rather than a CV because it is much easier to hide important information on a CV. This also ensures all candidates are on an equal footing and no one can be selective about the information they divulge.

The application form should include a declaration that all the information contained in it is true and that the applicant agrees to an enhanced criminal records check being carried out should the organisation wish to appoint them. The form should be signed and dated by the applicant.

Traditionally, volunteers in churches have been recruited without going through a formal process. Where written information about the applicant is lacking, it is suggested that the model application form is changed to 'information form' with the referees section deleted (if someone has been doing a job for years!).

(See Form 7: Model Job Application Form)

3.3 Self Declaration Form

Using a self-declaration form will save time in the recruitment process where someone is clearly unsuitable, enable discussion to take place in more borderline situations and is also useful to match the information given by the applicant with the returned disclosure document. This can act as a measure of the honesty and openness of the applicant, as it may be a factor to be taken into account in coming to a recruitment decision.

Where a post involves substantial contact with children and vulnerable adults, it is exempt from the Rehabilitation of Offenders Act 1974 and other similar legislation. This means special conditions apply.

Ordinarily the Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent', or ignored, after a 'rehabilitation period'. A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention their conviction when applying for a job, obtaining insurance, or if involved in other criminal or civil proceedings.

However, under the Police Act 1997, work with children and vulnerable adults is not exempt. If a criminal records check is carried out on someone applying for such work, details of cautions, reprimands or final warnings and formal convictions will be on the certificate sent to the organisation by the Criminal Records Bureau. All job applicants should therefore complete a Self Declaration Form detailing any cautions, reprimands, final warnings and convictions. The form should be signed and then returned in a separate, sealed envelope to the person in the congregation who processes criminal records checks.

Issues of confidentiality must be sensitively managed throughout the recruitment process. If the applicant reveals information that suggests they are unsuitable to work with children, the appointment process can be halted, saving the congregation and the individual considerable time and effort. Some organisations choose to read this self declaration form, once a candidate for the post is considered suitable for appointment, prior to undertaking a criminal records check. This needs to be balanced against the considerations above.

It is important that the organisation has a policy regarding the employment of those with a criminal record. Identifying those who could be a danger to children, young people and vulnerable adults is far from easy, so vigilance and good practice in this area is essential and the person who administers criminal records checks within the organisation should always compare any information revealed by the check with that supplied by the applicant.

(See Form 15: Model Self Declaration Form)

3.4 References

Obtaining references is an important part of gathering information about the applicant. Ideally at least one reference should be from the current or a previous employer if they are not currently working / volunteering. The job description and person specification / volunteer role profile should accompany the reference request. They should also be asked whether they are aware of anything that might give rise to concern. Information given by the referee can be compared with information provided by the applicant.

References can be followed up with a telephone call in order to verify their identity and it provides an opportunity to clarify any queries you may have. It also provides an opportunity to thank the referee for their time in completing the reference. At least two references should be obtained. It is good practice to inform those applying to work for you that you reserve the right to telephone referees, so that they are aware, and the rationale for this. Decisions on appointment should be made on the details given in the written reference, having sought any clarification you may therefore require a revised written reference.

Where a reference is sought from an employer, this should be completed by a manager or personnel officer rather than a colleague, and sent on headed paper.

It is also important to reserve the right to make any character enquiries you consider necessary. For example, you might want to seek a reference from a previous place of worship even though details are not supplied by the applicant.

(See Form 13: Request for Reference)

(See Form 12: Reference Form)

3.5 Interviews

Interviews should be face to face, and the interview panel comprised of at least two individuals, ideally male and female. One of the interviewers should have experience and understanding of working with children or vulnerable adults and had safeguarding training.

Questioning needs to be handled sensitively and it is therefore important the interviewer is competent and confident. Questions of a sensitive nature may best be dealt with on a one-to-one basis. Some general principles of good practice are that any questions asked should be:

RELEVANT: related to job description/person specification.

OPEN: attempting to establish how the person thinks and feels about working with children. The interviewer needs to be flexible enough to follow up any responses that need further exploration.

FAIR: any question must be asked of all candidates.

APPROPRIATE: questions about values and personal conduct are acceptable as long as they are relevant to the job. This is important within the context of the culture/value system of the church/organisation.

An essential area to explain at an interview is safeguarding within the context of the post, although it should not dominate the whole selection process.

It can be helpful to use information on the application form as a starting point. They should be asked at some stage whether there has ever been any concern regarding their conduct with children or vulnerable adults or allegations made against them that have been reported to and / or investigated by Children's or Adult Social Services and/or the Police.

Whilst it would be inappropriate to expect candidates to discuss intimate details of their past, it is relevant for the interviewer(s) to know about any personal issues that may affect their ability to carry out the job, such as past drug misuse, alcoholism or abuse, and that these have been or are being addressed. This might be significant if the successful candidate will be working with individuals where abuse is an issue. It is important to remember however, that whilst a small proportion of victims of abuse grow up to be abusers themselves, most do not. The rationale behind asking for this information is that if they haven't dealt with their own issues, they may struggle to support others who may have been abused.

You may wish to consider additional ways of assessing a person's suitability for a job such as role play, written exercises, discussing individual work place scenarios. These should, however, be proportionate to the role / post being applied for.

The congregation's policy on safeguarding, abuse of trust and expectations in relation to good practice should also be explained to the applicant at the interview.

(See Appendix 20: Sample Questions for Interviews (children and young people))

3.6 Criminal Records Checks / Disclosure

Employers and voluntary agencies, including places of worship, are able to check the suitability of an individual to work with children, young people and vulnerable adults through an enhanced criminal records check. Along with an interview and gathering references, a criminal records check is a vital part of the recruitment process.

Need to Know

A criminal records check is also known as a Disclosure.

Part V of the Police Act 1997 allowed for the formation of the Criminal Records Bureau (CRB) for England and Wales, the Scottish Criminal Records Office (SCRO) for Scotland and Access NI for Northern Ireland as agencies to administer criminal record disclosures for those working with children and vulnerable adults.

The Criminal Justice and Court Services Act 2000 state which positions satisfy the criteria for a disclosure in relation to children. It is a criminal offence to knowingly employ someone who is a banned individual under Schedule 4 of this Act.

The General Assembly is a member of the CCPAS (Churches Child Protection Advisory Council). The General Assembly will process a Criminal Records Check for any of its congregations but where possible congregations are encouraged to process CRB checks through local organisations. CRB checks can be processed using paper documents or online. Please contact the Lead Recruiter of the GA.

3.7 Applying for a Disclosure

Enhanced Disclosures

This applies to all those working with or responsible for children, young people or vulnerable adults. An enhanced check should be carried out on those whose work involves 'regularly caring for, training, supervising or being in sole charge' of children and young people, including trustees.

This typically includes ministers in places of worship, children's or youth workers and those working in nurseries and crèches.

The checks made for an enhanced disclosure give details of all convictions held on the police national computer, including current and 'spent' convictions, as well as details of any cautions, reprimands or final warnings.

The disclosure certificate also includes checks against the Independent Safeguarding Authority lists of those barred from working with children and vulnerable adults.

An enhanced disclosure also includes information held by local police forces; this information will be disclosed at the discretion of the police where it is felt to be relevant for the post the person has applied for, and contains non-conviction data. Where the police have been involved in a safeguarding matter concerning an individual, a disclosure at enhanced level may also include information released by the

police concerning Children's Social Services or Adult Social Services e.g. where following a police investigation a child has been made subject to a child protection plan.

Once the check has been carried out the Criminal Records Bureau issues a Disclosure certificate. The original is sent to the applicant and a copy is sent to the CCPAS who will then send it on to the General Assembly. It will contain any information that has come to light as a result of the check.

3.8 Blemished Disclosure

In order to comply with the Rehabilitation of Offenders Act 1974 an organisation must ensure that all those applying to work whether in a paid or voluntary position are treated fairly. This means that having a criminal record should not necessarily mean an individual cannot work for the organisation.

However, some offences automatically bar an individual from being able to work with children or vulnerable adults, as will being on any of the government lists (see above) though not everyone on List 99 are deemed unsuitable. Other offences will have a bearing on a person's suitability e.g. certain driving offences where part of the post involves transporting people. Offences of a violent or sexual nature give rise to the greatest concern.

CCPAS (Churches Child Protection Advisory Service) will assist organisations and places of worship when they receive a blemished disclosure for an individual. The Lead Recruiter of the GA will help you make this inquiry.

Faith Fact

Confidentiality in places of worship

Ordinarily where a candidate is unsuccessful in obtaining a position in an organisation that is the end of the involvement between the two parties. Where places of worship are concerned the individual may remain part of it. Occasionally this can create a dilemma where information revealed on a criminal records disclosure indicates an individual could be a danger to vulnerable people, which was not known about beforehand. A criminal records disclosure can only be used for the purpose of the suitability for appointment. It is illegal to reveal information obtained through a criminal records check. A place of worship may then have concerns that the individual is coming into contact with vulnerable people but are unable to place any restrictions and boundaries on them, due to the source of the information. CCPAS can offer advice in such situations or the matter can be referred to the GA's safeguarding coordinator.

3.9 Charity Commission Requirements

The Charity Commission for England and Wales requires that where an organisation working with children or vulnerable adults applies to register as a charity, they confirm that any trustee who is either legally required, or allowed to apply for An enhanced CRB disclosure have done so. This will need to be carried out before the Charity Commission will register the organisation.

The Charity Commission believe that CRB checks are currently the best way for trustees to check whether a fellow trustee is disqualified from working with vulnerable beneficiaries.

The Charity Commission states:

“All charity trustees have a duty of care, and a duty to act solely in the interests of the charity. The Commission believes that charity trustees risk being in breach of these duties if they fail, without good reason, to carry out appropriate CRB checks when they are entitled to do so. In some circumstances such failures may be viewed as evidence of misconduct and/or mismanagement in the administration of the charity.”

The Charity Commission also recommends that charities should obtain a criminal record check on workers and trustees every three years.

It is now a requirement for trustees to report what are known as ‘Serious Incidents’ to the Charity Commission. A ‘Serious Incident’ would include an allegation of abuse.

3.10 Appointment

Appointments should be made on the basis of a person's experience, ability and suitability to perform the tasks and roles of the post. The recruitment process should assist in determining the person's attitude towards, and motives for wanting to work with, children, young people and /or vulnerable adults, and therefore help in the recruitment decision. All appointments should be based on these criteria and not on the urgency of need or the availability of the applicant at the time, or any other factor.

If there are any doubts about the suitability of a candidate, whether for a paid or voluntary position, then it is best not to appoint. This minimises the risk of placing children, young people and vulnerable adults at risk of significant harm. No one has an automatic right to work with children or vulnerable adults.

If you decide not to appoint

All applicants should be notified in writing of a decision not to appoint. If an unsuccessful candidate asks for the reasons why they have not been appointed and/or are seeking honest feedback about their application and interview, it should be given. Obviously this requires sensitivity and tact on the part of the person giving the feedback. Rarely police information can be given in addition to that on a disclosure certificate where for operational reasons the police do not wish the applicant to know. In such cases, it will not be possible to reveal this information and if this is the reason for declining the applicant, you may wish to take advice from CCPAS on how to handle the situation.

The reasons for non-appointment are particularly important where past offences have come to light which were not disclosed on their application form.

Consideration not to appoint should also be given where:

- Non-conviction information provided by the police or information given by referees raises concerns about an individual's suitability
- The applicant has had a child removed from their care by the courts
- Social services have been involved because of a child protection inquiry, or adult protection concern.

Written Agreement

Good practice requires the successful applicant (as well as all existing workers) have a written agreement /contract explaining what their job entails and in addition the support, supervision and resources the worker can expect from the organisation.

3.11 Probationary Period

A probationary period (say 6 months) can be written into the contract. At the end of the probationary period there should be a discussion between the worker and his/her supervisor to review the job specification and how they are fulfilling the role. This means any adjustments can be made early on to more suitably match worker and tasks. It is the responsibility of the organisation to arrange appropriate supervision and support to allow for this.

Unsatisfactory Probationary Period

If serious concerns about the worker/volunteer's suitability for the position come to light during the probationary period, such concerns should be addressed by the organisation and a remedy sought, including the provision of training where appropriate. This must be done before a decision is made to terminate the contract or extend the probationary period to give the worker/volunteer the opportunity to improve their performance.

Part 4: Management of Workers

Every church or chapel that offers activities for children, young people and vulnerable adults should offer support to all workers, paid and voluntary. All workers, paid or voluntary, should be provided with appropriate training and given the opportunity to develop their skills as well as feel supported and valued by the organisation for which they work. When this happens workers will be more inclined to express concerns over issues that arise and it will also help to ensure a high level of care, professionalism and expertise towards those being cared for. Workers should be given a copy of the congregation's safeguarding policy. They should receive regular supervision either on a one to one basis or in a group setting. Advice on how a congregation handles allegations about its workers and disciplinary procedures can be accessed from the CCPAS.

Part 5: Working Safely

All chapels/churches/fellowships involved with children, young people or vulnerable adults must ensure they adopt safe working practice in every area.

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- 5.2 First Aid
- 5.3 Safeguarding Principles for Group or Activity
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- 5.14 Filming and taking photographs

Introduction

All congregations working with children, young people and vulnerable adults should operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation. It will also help to safeguard children, young people and vulnerable adults not only when they are participating in activities run by the organisation but also in their day-to-day lives.

Faith Fact

Places of worship are often involved in a variety of different activities and they can operate from different locations (e.g. crèche, Sunday school, detached youth work, internet café, lunch club for adults with learning disabilities). This makes it even more important to have guidelines in place for specific activities as well as be working to general standards of good working practice.

5.3 Risk Assessments

Taking care of children, young people and vulnerable adults involves taking responsibility for their well-being at all times, being prepared for unforeseen eventualities, anticipating situations where they could be harmed and taking steps to minimise the risks.

Congregations have a responsibility to assess the risk involved in the activities that are provided. This can include an informal check before the start of an activity that the building is safe and that the planned activities have been assessed for any risks.

It is advisable to appoint someone specifically for carrying out risk assessments. An easy and effective way of doing this is to compile a checklist for the activity, identifying any risks that could be encountered, the action required, the person responsible to carry this out and when any action has been completed.

The following are some areas that should be considered:

- Identification of hazards.
- Consider who might be harmed and how this might happen.
- Assess the risks and take action to remove or reduce them as far as possible.
- Record details of the action taken.

In a building the following may be considered hazardous: loose-fitting carpets, uneven floors, over-filled cupboards, very high shelves, blocked fire exits, glass doors, missing light bulbs, overloaded power points, trailing electrical cables, loose window fastenings.

(See Appendix 2: Carrying out a Risk Assessment)

5.2 First Aid

Provision should be made for an appropriately qualified first-aider to be available at all activities together with an adequate First Aid kit.

Under the Health & Safety (First Aid) regulations it is the duty of every employer to provide at least one first aid container for each work site. Its contents should be stored in a waterproof container and the designated worker should regularly check the contents.

(See Appendix 6: First Aid Kit)

Useful Contacts

St. John Ambulance, 27 St. Johns Lane, London, EC1M 4BU. Tel: 08700 104950 Web: www.sja.org.uk

St. Andrew's Ambulance Association, 48 Milton Street, Glasgow, G4 0HR. Web: www.firstaid.uk

British Red Cross, 44 Moorfields, London EC2Y 9AL. Tel: 0844 871 11 11 Web: www.redcross.org.uk

NI First Aid Services, 102 Craighil, Antrim, BT41 1QQ, N. Ireland. Tel: 028 9446 6126 Email: info@nifas.com

5.3 Safeguarding Principles for Group or Activity

Some general principles for running a club, activity or service include:

- Ensuring that everyone is treated with dignity and respect in attitude, language and actions.
- It is recommended that a group of children always has more than one leader, ideally one of each sex. In practice we know that this can be hard to achieve in small congregations with a small number of children but it should be aimed for. Workers should never be alone with children –

others workers should be within sight and shouting distance for safeguarding purposes and for those of First Aid. Leaving doors open, having other congregation members drop in and see how things are going, ensuring that workers are well trained and supervised, are all ways that can help ensure that children are safe.

- A clear strategy for summoning additional help (if needed) in situations where a worker is working alone with a child, young person or vulnerable adult.
- The level of personal care (e.g. toileting) required appropriate to the needs of the individual.
- Clear guidelines on personal privacy e.g. when working with children avoiding questionable activity such as rough or sexually provocative games and comments.
- Not allowing anyone under 16 years of age to be left in charge of children of any age or those attending the group being left unsupervised.
- Only workers assigned to the group being allowed to participate in the activity. Other adults should not be allowed free access.
- Making a note of other people in the building during the activity and any other events taking place at the same time.

5.4 Adult to Child Ratios

In order to supervise children's activities safely it is necessary to have sufficient adult leaders and helpers. In the past CCPAS has relied on OFSTED recommendations but since the introduction of the statutory framework for the Early Years Foundation Stage the following ratios should be applied:

- For Sunday schools, congregational activities with children and Youth Programme events we recommend: Under 2s: the parent should be with the child, under 5s: ratio 1:3, aged 5-7: ratio 1:8, aged 7-11: ratio 1:12, aged 11-16 ratio: 1:16 (see 5.8)

For nurseries and early years groups run by congregations:

- Children under 2 in any early years group setting. There needs to be at least one member of staff for every 3 children. There are a number of additional provisos in regard to the qualifications for these staff and the experience of those staff, but in terms of children aged 2 in an early years setting there needs to be at least one member of staff for every 4 children.
- Children aged 3 and over in a registered early years provision. There needs to be at least one member of staff for every 13 children. Again there are a number of provisos, namely that this is between the hours of 8.00 am and 4.00 pm, and the provisos relate to the qualifications of those staff members. At other times outside of the hours of 8.00 am – 4.00 pm, and where it is within those hours but people have less qualification then the ratio alters to one staff member for every 8 children.
- Children aged 3 and over in independent schools, including reception classes, the ratio is one member of staff for every 13 children, again with a number of provisos. Children aged 3 and over in maintained schools and nursery schools where the provision is led by a school teacher, then the ratio is one member of staff for every 13 children.

- The Early Years Foundation Stage does not place ratio and qualification requirements on reception classes in maintained schools because they fall within the legal definition of an infant class. These classes fall within the legislation of an infant class and must not contain more than 30 pupils. There are also specific requirements in regard to child minders and maximum number of children they can have.
- Some children with special needs may need individual attention and specialist knowledge and a range of strategies from the worker.

A risk assessment should be carried out for activities and especially where it is:

- outdoors
- high risk or dangerous
- when catering for people with disabilities or special needs

The results of the risk assessment may mean ratios need to be increased. The most important thing is to be specific in written guidance and expectations.

5.5 Registration

When a child becomes a member or becomes involved in an activity run by an organisation, it is important at the outset that a general information and consent form is completed and returned giving contact details of parents/carers, plus medical and other details such as allergies or special dietary requirements. This form should be renewed annually.

A register of those attending a club or activity should also be maintained, together with a register of workers. This should include a record of arrival and departure times, particularly if the participant does not attend the whole session. It is also good practice to keep parents/carers informed of the nature of activities.

Faith Fact

Parents/carers may or may not attend a place of worship even though a child, young person does. It is important that they are given information about the group and activities including contact telephone numbers.

5.6 Keeping Records

A logbook should be maintained for all activities where workers can write down unusual events or conversations that they witnessed. This may be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about workers that may, at a later date, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context.

Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious - for example, bruising noted on a regular basis or a number of young people making similar

comments about one worker that raises concerns. Other information might include records of incidents such as fights and the action taken. Logbooks safeguard both children and workers.

Every child, young person, vulnerable adult, parent or carer should be able to view what is recorded about them in the logbook. This information would need to be kept in a way that does not breach the confidentiality of an individual. Whilst it is important to observe data protection requirements, remember safeguarding is always the priority. Information about the prevention and detection of crime is exempt from data Protection requirements. It may, therefore, be inappropriate to release information to a parent, that has been disclosed by a young person, without first consulting the statutory agencies.

Information of a sensitive nature (e.g. a child disclosing abuse) will need to be kept separately in a secure place. However, a cross reference could be recorded in the logbook along the lines of "Jenny spoke to Bill tonight - see separate note in her file". In certain circumstances this information would need to be cross referenced between records. The experience of CCPAS is that concerns can be raised many years after an event and therefore records should be kept indefinitely as advised by insurance companies.

5.7 Accidents

All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the accident book. Whether a vulnerable adult can sign the book will depend on the nature and extent of their disability.

If the child, young person or vulnerable adult is not collected at the end of a session, a letter should be sent to the parent or carer explaining what has happened in much the same way a school would respond.

(See Form 2: Accident and Incident Form)

5.8 Parents/Carers Staying With Children's Groups

There may be occasions where parents ask if they can stay to watch the children's group's activity. It is important not to appear guarded but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake enhanced Criminal Records Bureau and other checks.

Organisations should therefore consider the following:

- Parents can be permitted to observe groups but not take part. A distinction should be made.
- It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a helper/worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.
- Whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.
- Organise an open evening from time to time as part of the on-going children's programme to build relationships and encourage parents to take an active role in supporting the group.

- Be aware that for some children with special needs, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

5.9 Anti- bullying Policy and practice (children, young people and adults)

Bullying is the use of aggression with the intention of hurting another person. Children can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within any congregation. Some common forms of bullying can be:

- Verbal -name-calling, sarcasm, spreading rumours, teasing including via emails or text messaging
- Emotional - being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts
- Physical - pushing, kicking, hitting, punching or any use of violence
- Sexual - sexually abusive comments or gestures
- Racial - any of the above because of, or focusing on the issue of racial differences
- Homophobic - any of the above because of, or focusing on the issue of sexual orientation
- Unofficial activities such as initiation ceremonies and practical jokes which may cause children physical or emotional harm even though this may not be intended
- E-bullying – this appears to be a growing phenomenon faced by our young people. It is valuable to encourage discussions about young people’s experience of Facebook etc. and good advice for safe and boundaried communication such as security settings

There should be a known zero tolerance to bullying so if it does occur children and leaders are able to report the matter and it can be dealt with promptly and effectively. There should be an expectation that anyone who knows that bullying is happening will report it.

Whilst the child being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways.

All worshipping communities and societies of the General Assembly have a clear responsibility to respond appropriately to this issue and one way is operate a clear anti-bullying policy.

Useful Organisation:

Kidscape,

2 Grosvenor Gardens, London, SW1W 0DH.

Phone: 020 7730 3300 Helpline: 08451 205 204

Web: www.kidscape.org.uk Email: webinfo@kidscape.org.uk

5.10 Special Needs and Disabilities

Workers should be aware that any child, young person or vulnerable adult attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). They may behave in a non-age appropriate way. For example, a young person of 17 might behave more like a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. So it is important to set appropriate boundaries that take their needs into account, but also protect workers from false accusation.

The congregation should:

- Ask the child, young person or vulnerable adult attending the activity, and parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury. Some of these needs may be more easily met than others, so be realistic. A family may ask for changes to enable easier access to the building (ensure you meet the requirements of the Disability Discrimination Act). Listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why.
- Ideally ensure that a worker of the same gender assists if they need help with toileting, but again discuss with the person, their family or carer to discuss their preference and your ability to provide this. For example you may have a Sunday School with only female workers, so is a male child happy for a female to provide personal care - are the parents comfortable with this? Generally these issues once discussed can be agreed upon. One worker should have an enhanced CRB and should stay with the children at all time. Children should not be left in the care of adults none of which has had a CRB done.
- Make buildings accessible (e.g. ramps, toilets for the disabled and hearing loop system) and encourage integration within the group.
- Developing appropriate disability awareness including the use of different forms of communication (e.g. sign language) and language etiquette.

5.11 Outings

If the organisation arranges day trips or visits for children and young people under 18, parents or carers should complete and sign a consent form for the activity. The organisation should also carry out a risk assessment of the activity to ensure all eventualities are covered and all adults in the team know what to do in the event of an accident or emergency.

On the day it is important to remember to take a fully charged mobile phone, all essential records and equipment and allocate named children to named pairs of adults.

(See Appendix 15: Organising an Outing)

5.12 Transportation

Where children, young people or vulnerable adults are being transported by mini-bus the congregation needs to ensure there are guidelines in place and that these apply to all drivers and journeys carried out on behalf of and with the knowledge of the organisation. This does not apply to private arrangements for transportation made, for example, between adults with parental responsibility.

Advice for transporting children, young people or vulnerable adults is as follows:

- Driving should be restricted to those who have gone through the organisation's recruitment procedures for workers.
- If a child, young person or vulnerable adult requests a lift home or to a train station the driver should let colleagues know where they are going and give an estimate of the time the driver will return. The driver should also exchange mobile phone numbers with their colleague and agree to inform them on their return. Any arrangement should be made in a transparent, open way.
- All drivers must have read the safeguarding policy of the organisation and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form (or include it in the General Information and Consent Form).
- The driver should hold a full driving licence, the vehicle must be adequately insured and the vehicle road worthy.
- Having checked drivers, it is reasonable to expect that they may be alone with a child for short periods. Consideration should therefore be given to dropping off the least vulnerable last and plan routes accordingly. Two workers in a vehicle does not in itself guarantee safety - there have been incidents where workers have acted abusively together.
- Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.
- At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to a vulnerable adult, depending on the nature of their vulnerability and/or disability.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or they have romantic feelings for a driver.
- If parents or carers do some transporting, ensure they are made aware that such arrangements are their own responsibility and not the organisation's.

(See Form 4: Consent form for transporting children)

(See Appendix 24: Tick List for Transportation)

(See Appendix 17: Regulations for transportation)

5.13 Residential holidays

If using an established residential centre, checks should be made that it operates a safeguarding policy and carries out Disclosure checks on workers. Congregations providing residential holidays should also carry out full risk and health and safety assessments. On a campsite or in the open countryside the hazards may be guy ropes and other fastenings, fires, calor gas and other flammable substances, access to fields where animals graze.

It is easy to assume that workers automatically know how to organise and run activities, and that children, young people and vulnerable adults have been taught personal safety. This is not necessarily the case so it is doubly important the congregation's expectations are clear and are communicated effectively.

(See 5.13: Residential Holidays)

(See 5.1: Risk Assessments)

5.14 Filming and taking photographs

Since the introduction of the Data Protection Act in 1998, organisations must be careful if they want to take photographs or film footage of people, and how images are used. This does not mean that photographs should not be taken or filming prohibited but there are certain protocols that must be followed to comply with data protection legislation as well as safeguard children, young people and vulnerable adults.

Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. However, it is perfectly acceptable to ask parents/carers to let the organisation know if they do NOT want their child photographed or filmed. The worker should write to parents or carers to explain what is happening and leave the onus on the parent/ carer to contact them if they have any objections. In addition to this:

- It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.
- When using photographs of children and young people, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- Obtain written and specific consent from parents or carers before using photographs on a website.

Part 6: Communicating Effectively

The congregation should ensure that all those involved with children, young people and vulnerable adults know how to communicate effectively and relate to those with whom they come in contact.

- 6.1 Communicating the Safeguarding Message
- 6.2 Developing Listening Skills
- 6.3 Communicating with those with Special Needs and Disabilities
- 6.4 Responding to a Disclosure of Abuse
- 6.5 Communicating and Involving Children, Young People and Vulnerable Adults in the Development and Delivery of Services
- 6.6 Feedback Procedures

Introduction

Being able to relate and communicate effectively is essential for all those working with children, young people and vulnerable adults. It helps develop positive and trusting relationships, build self esteem and create an environment of acceptance where those being cared for gain confidence to speak out.

Good communication skills will encourage both workers and the leadership to adopt and embrace good sense safeguarding policies, procedures and working practice as well as build helpful links with outside agencies such as Children's and Adult Social Services, the police and probation service.

It also promotes a safer and more respectful environment for all those associated with the congregation.

6.1 Communicating the safeguarding message

Within the context of safeguarding, good communication is not solely about listening, talking and responding to people. It should also be about the way in which organisations promote the safeguarding message, such as information sharing and letting people know they have a fundamental right to be protected from abuse.

Information about the organisation's commitment to keeping people safe should be openly displayed and available to everyone.

The congregation could, for example, display the following on notice boards:

- Childline contact details

- CCPAS's safeguarding poster with names and contact details of the safeguarding officer(s)
- Other helpline numbers such as the Ann Craft Trust or Action on Elder Abuse
- Children and Adults Services contact details

This material should be made available in other formats and languages where needed. There should be trained individuals within the organisation who possess the relevant skills to communicate effectively with those with disabilities and / or those working in specialist areas or exceptional circumstances, such as children or vulnerable adults affected by H.I.V.

In this way everyone in the congregation is made aware of who has responsibility for safeguarding and how to contact them.

6.2 Developing Listening Skills

All workers should be trained how to listen effectively to those in their care, whether they are approached about a general matter or, more seriously, a disclosure of abuse.

Whilst many organisations appoint people to act as advocates, to listen and respond to children and vulnerable adults, it must be remembered that children in particular will often decide themselves who they want to talk to. A child might test an adult out in some way before they are prepared to talk.

When promoting these roles, not everyone will understand jargon, such as "advocate" or "independent listener". What is important is for the organisation to identify ways it can communicate effectively that everyone is valued, that what they say is important and that there are people who are happy to listen to them. This might be achieved through the production of a poster or leaflet promoting the role of any advocate, listener or similar person.

It must be remembered however all those working with these groups need to understand the importance of listening and responding appropriately.

If a child, young person or vulnerable adult wants to talk:

- Bear in mind, they may not be wanting to talk about abuse
- Suggest where you might meet
- Offer privacy but do this applying good working practice e.g. letting another worker know where you are and what you are doing. Another adult should be present- s/he should not say anything – just be a witness.
- Reassure them you will respect confidentiality as far as you can but if you do need to pass on what they have shared to someone else (for their own or others' safety or well-being) you will discuss this with them and keep them informed
- Issues of touch may arise, particularly if they are upset, so it is important to respect personal boundaries and apply good sense to any physical contact
- Know how to respond should anyone disclose abuse

Need to Know

Adults retain their right to confidentiality except where others are at risk, particularly a child.

6.3 Communicating with those with special needs and disabilities

Children, young people and vulnerable adults who have a disability may find communication difficult due to a wide variety of physical and mental impairments. They may have difficulty understanding what is said to them or they may not be able to express themselves in ways that can be easily understood.

These factors mean they are more vulnerable to abuse and make it harder to recognise when it is happening. Attitudes can play a part when, for example, there is a belief that someone with a disability can't be sexually abused because they are seen as asexual.

The organisation can have a pivotal role in empowering those with special needs or disabilities by:

- Ensuring there are workers who possess the appropriate personal communication skills (e.g. specialised spoken and non-verbal communication such as Makaton signs and symbols or British Sign Language)
- Teaching personal safety skills to those with disabilities, such as handling feelings; that some parts of our body are private and to differentiate between good and bad touches.

(See Appendix 23: Touching)

6.4 Responding to a Disclosure of Abuse

When someone discloses they have been or are in fear of being abused, the first step is to actively listen and then be prepared to take the appropriate action.

In addition to this, it is important:

- To emphasise they have done the right thing in telling you
- To tell them you are treating what they have said to you seriously
- To reassure them that what has happened was not their fault
- Not to push for information because they may have been threatened or bribed not to speak
- Not to promise to keep the information a secret. Explain clearly (and gently!) that you may have to share what they tell you with others, including the person responsible for safeguarding, but this will only be done on a need to know basis.
- To ensure the immediate safety of the person and contact the Safeguarding Co-ordinator or an agency such as CCPAS for advice. Alternatively go directly to Children's or Adult Social Services / Police.

- As soon as possible, to write down what has been shared

(See Appendix 5: Effective Listening)

6.5 Communicating and involving Children, Young People and Vulnerable Adults in the development and delivery of services

We have already said that good communication builds positive working relationships. An important way of developing this further is to encourage those using the facilities to be involved in decision making and improving the services provided. This can be done by:

- Appointing a named individual to act in an advocacy role and making their contact details readily available
- Setting up processes for children, young people and vulnerable adults' views to be heard and, where appropriate, acted upon
- Involving children, young people and vulnerable adults in drawing up protocols and procedures that affect them especially in relation to bullying, codes of behaviour, etc
- Encouraging the involvement of parents/carers/children/vulnerable adults in all aspects of the work of the organisation, e.g. through membership on committees, attendance at Annual General Meetings and any other strategic groups and meetings.
- Ensuring parents / carers are kept informed of any of the above, consent being obtained where necessary

Effective communication is empowering. The UN Convention on the Rights of the Child (UN CRC) Articles 12 and 13 gives children the right to express an opinion; similarly the European Convention on Human Rights recognises adults' rights to self autonomy. Children and adults can be better safeguarded where organisations provide an open empowering environment.

6.6 Feedback Procedures

On occasions people may have comments, suggestions and/or complaints about an activity the organisation provides. Making provision for this demonstrates an openness and commitment to safeguarding in wanting to improve services where possible. In order to facilitate this, the congregation could consider:

- Finding ways to collect and collate feedback from children, vulnerable adults, parents and carers about the various activities
- How the work of the organisation is communicated, e.g. through leaflets, website and other related technologies.
- Devise a complaints procedure and ensure that it is publicised

Part 7: Responding to Concerns

Every congregation that is in contact with, or provides services for children, young people or vulnerable adults must be able to respond appropriately to concerns or allegations of abuse.

- 7.1 Initial Response to a Concern or Allegation of Abuse
- 7.2 Involving Children's Social Services or the Police where there is Concern for a Child
- 7.3 Physical Injury or Symptom of Neglect
- 7.4 Concerns or Allegations of Sexual Abuse
- 7.5 Contacting Children's Social Services
- 7.6 Action by Children's Social Services
- 7.7 Reasons for Not Contacting the Parent/Carer or Alleged Abuser
- 7.8 Allegations Against Workers (Paid or Voluntary)
- 7.9 False Allegations
- 7.10 Allegations Against Children and Young People
- 7.11 Bullying

Introduction

Where children, young people or vulnerable adults participate in activities or are in receipt of services provided by a congregation, it is vital those working with them develop awareness of the issues surrounding abuse, be able to recognise possible signs and symptoms and respond appropriately.

Information suggesting that abuse may have occurred can come from a variety of sources. It may have resulted from a direct disclosure on the part of the child or vulnerable adult, a change in their behaviour, or a concern raised by a relative, friend or others within the organisation.

(See 2.3 Safeguarding training for leaders/facilitators of children and activities for adults)

(See Appendix 22: Definitions of Abuse)

(See Appendix 21: Signs of Possible Abuse (children & young people))

7.1 Initial Response to a Concern or Allegation of Abuse

If there is a concern that a child, young person or vulnerable adult may have been abused or a direct allegation of abuse is been made, it is important the person receiving this information does the following:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body.

- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.

These notes should be passed on to the safeguarding co-ordinator to assist them should the matter need to be referred to Adult or Children's Social Services or the police. Any referral should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it.

All documents should be signed, dated and kept for an indefinite period in a secure place. Consideration should be given to any procedures that have already been adopted by the organisation and it is important that the conditions laid down by organisation's insurers are followed to ensure there is appropriate cover against any claims. There is also a requirement for some allegations to be reported to both the Charity Commission (if the place of worship or organisation has charitable status) and the Independent Safeguarding Authority – see In Focus' 'Reporting a 'Serious Incident' to the Charity Commission' and 'Referrals to the Independent Safeguarding Authority (ISA)' below.

CCPAS can also offer independent advice that will be followed by written confirmation of the advice given.

If the safeguarding co-ordinator, or deputy, is not contactable or they are subject of the concerns, the statutory agencies should be contacted as outlined below.

(See Appendix 5: Effective Listening)

(See Appendix 18: Reporting a 'Serious Incident' to the Charity Commission)

7.2 Involving Children's Social Services or the police where there is concern for a child

It is known that families who find themselves caught up in the child protection system often experience many other disadvantages. Intervention at an early stage will help families tackle their problems before parenting difficulties escalate into abuse. Local authorities are being urged by the government to promote a more positive image of the child protection system to encourage and enable people to gain access to the help and advice they need.

The guidelines also suggest that, where appropriate, a referral for further support should follow Children's Social Services initial assessment of the needs of the child and the family. It may be clear from this assessment that it should not be treated as a child protection issue, but that the local authority should consider the support that can be provided for the family. Some cases, however, will need to continue as a formal child protection investigation.

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Differences exist not only between ethnic groups but also within the same ethnic group and between neighbourhoods and social classes. Whilst different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child-rearing do not justify child abuse.

7.3 Physical Injury or Symptom of Neglect

Where there is a physical injury or symptoms of neglect the safeguarding co-ordinator should do the following:

- Contact Children's Social Services if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents/carers in such circumstances. It may also be helpful to have the contact number for the police child protection team.
- If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.
- If the concerns for the child centre round poor parenting it may be appropriate to speak to the parent/carer, offer practical domestic help and suggest, for example, a chat with the health visitor, doctor or Children's Social Services.
- If a parent/carer is unwilling or frightened to seek help, then offer to accompany them. If they still fail to acknowledge the need for action it is possible to informally discuss the situation with Children's Social Services without divulging their personal details (such as names and addresses) unless, of course, Children's Social Services consider the situation to be serious enough to do so. In these circumstances it is important to realise there may be a bigger picture. Information may have come to light that might be a vital missing piece in the jigsaw. The Churches' Child Protection Advisory Service is available to give advice in these situations.
- It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

7.4 Concerns or Allegations of sexual abuse:

Where the concern or allegation of abuse is sexual the safeguarding co-ordinator should do the following:

- Contact Children's Services (Out-of hours, the Emergency Duty Team). DO NOT try to investigate the matter. The important thing is to relay the information to Children's Social Services and/or the Police so they can carry out any investigation and take appropriate action under Section 47 of the Children Act 1989.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, contact the police. Remember to make a note of what the child alleges and the circumstances surrounding the allegation because of the possibility of being called to give evidence at court. Do not touch or tamper with any evidence, such as clothing and dissuade the child from cleansing themselves.
- DO NOT tell the parents/ carers, as they could be involved. It is also important no one else who might be involved is inadvertently alerted to the situation because this might lead to the child

being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the child's welfare must be the first consideration at all times.

- Keep information confidential and share on a need to know basis only so that any alleged perpetrator is not warned or 'tipped off'. The child or young person also has a right for their privacy to be respected as much as is possible.

Should the safeguarding co-ordinator not feel it necessary to refer the matter to Children's Social Services but the worker (or anyone else) has serious concerns for the child's safety, then they should contact the relevant authorities themselves. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is made against someone who has responsibility for implementing the safeguarding policy, the referral should be made direct to Children's Social Services or appropriate professional advice sought, e.g. from CCPAS.

7.5 Contacting Children's Social Care in England

When contacting Children's Social Care in England regarding a concern or allegation of abuse, unless it is a situation described above where immediate intervention is necessary, we would suggest the following:

- Ask for an appointment to discuss a child protection issue
- Explain the situation to the social worker without feeling obliged at this stage to give names and addresses
- Act in accordance with their advice - they may already have concerns of which you are not aware. We recommend that you confirm the referral in writing to the Children's Social Care Department within 48 hours. Government guidance 'What to do if you're worried about a child being abused' states that if you have not heard from Children's Social Care within 3 working days of a written referral, then contact them again. They have a duty to respond to your written referral.

7.6 Action by Children's Social Care in England

Children's Social Care will normally make enquiries of local agencies (e.g. health, school etc). As mentioned above, guidance to local authorities encourages them to provide help and support to a family as "a child in need" rather than mounting a formal child protection investigation wherever this is appropriate. Government guidelines expect there to be an early strategy discussion between statutory agencies to plan the child protection investigation, particularly where there is to be a joint investigation between the Police and the Children's Social Care Department.

The organisation and/or person(s) involved in the referral should act on the advice of Children's Social Care concerning their role during any investigations e.g. support to the individual or family.

Following enquiries, there will be a further discussion and, if appropriate, a child protection conference will be convened. The leader/worker may be invited to attend this meeting, either to contribute to the meeting or as a support to the parent or child.

(See Appendix 7: Flow chart for Action (children and young people))

7.7 Reasons for Not Contacting the Parent/Carer or Alleged Abuser

A child, young person or vulnerable adult might make a direct allegation of abuse naming the person who did it. Because of fear, confusion or other reasons the allegation might not be wholly accurate.

Informing a parent/carers of the allegation could damage any subsequent investigation by the statutory authorities if their reaction inadvertently alerts the person under suspicion e.g. the parent/carers going to see them to sort the matter out. It is vital no one from the congregation or event informs the parent/carers of the allegations at this stage. This decision should be left to the statutory authorities.

Another very important reason the alleged abuser is not contacted is that they could try to silence their victim with bribery or threats. Also, they could dispose of any incriminating material such as books, videos, DVDs, photos, computer files or text messages.

7.8 Allegations Against Workers (paid or voluntary)

If the alleged perpetrator comes into contact with, or has a role within the organisation amongst children, young people or vulnerable adults, it is important to seek the advice of the statutory authorities before taking any action such as suspension of employment. During the initial steps of an enquiry where a worker is unaware of the allegation, it will be necessary to supervise them as closely as possible without raising suspicion. The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children, young people and vulnerable adults from possible further abuse or from being influenced in any way by the alleged perpetrator.

7.9 False Allegations

False allegations rarely happen as it is unlikely someone would invent a story and go through the process of making statements if there is no basis of truth because pursuing an allegation is likely to be both emotionally and physically demanding. A retraction of an allegation does not mean that it is untrue. Younger children rarely make allegations unless they have been exposed to inappropriate behaviour.

A minority of disturbed/damaged young people will make malicious allegations. It can be particularly distressing if false allegations are made against workers or carers. A careful log should therefore be maintained if a young person makes frequent comments about workers, and concerns should be discussed as a staff group to ensure safe working practice in relation to this young person.

7.10 Allegations against Children and Young People

Children and young people have always been curious about the opposite sex and/or experimented sexually. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through engaging in sexual activity, this is likely to be regarded as abusive. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations should be taken as seriously as if an adult were involved, because the effects on the child victim can be as great. Approximately one third of sexual offences are committed by children and young people.

Instances such as these would be investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and the congregation or youth weekend will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

7.11 Bullying

Bullying is another way in which children or adults abuse other children or vulnerable adults. It can be verbal or physical and can include teasing, making unkind comments, demanding money, ganging up on another person or physical assault. One might see evidence of torn clothes, bruising, burns, or scratches. A child, for instance, might be afraid to attend school or other activities if they think the bully will be present.

Bullying may also include threats through email, texts, 'happy slapping' (filming assaults on mobile phones), abusive remarks on internet chat or community sites (cyber bullying).

The effect of bullying on the victim can be profound, both emotionally and physically. Most educational institutions now have policies for dealing with bullying, and this is an issue organisations should also be aware of.

Part 8: Information and Guidance for Youth Leaders on the Youth Programme

8.1: Guidance for Youth Leaders

- All youth leaders should have a copy of Safe and Sound and should become familiar with the procedures and advice.
- At every Youth Programme event there should be a designated Safeguarding Coordinator who will apply the procedures on safeguarding should an issue or incident arise and be a good role model for other youth leaders in following correct practice. This person will have received some training on Safeguarding issues.

- Every youth event should be planned carefully preferably with a face to face meeting before the event attended by the youth leaders. The timetable should be created, risk assessments carried out for specific activities where there may be potential dangers and a letter sent out to parents and carers with 'things to bring list' and an outline of activities.
- Personal Information Forms should be read through carefully before the youth event so that any special medical or educational needs can be prepared for before the event. A set of PIFs for all the participants of the event should be kept by the Safeguarding Coordinator and taken to every activity.
- The Nightingale Centre or venue of the event should be notified of any special requirements i.e. accommodation, mealtimes etc. in good time before the event.
- Youth leaders should try and timetable a short meeting each day (often after the bedtime of participants) to discuss any concerns, safeguarding issues, and changes in the programme in the light of how the youth event is going. This should also be a good opportunity for youth leaders to do a 'check in' in order to share their own sense of well-being and to encourage good team work.
- It is good practice to create and negotiate ground rules (or group agreements) with the participants during the first session of the youth event and to stress to the community that this list can be updated throughout the event.
- Lights out and checking that participants are in their own rooms and settling down to sleep should always be carried out by two youth leaders, preferably one of each sex, including one female.
- A log book should be written up for each youth event and returned to the Youth Coordinator.
- In some cases parent or carers ask if they can stay in the same accommodation as the youth event in order to encourage their child or so that they can be on holiday in the area. This arrangement is not considered good practice and they should be advised to seek alternative accommodation.

8.2 Recruitment of new youth leaders on the Youth Programme

It is good practice to follow the following process:

- The Youth Coordinator supplies a candidate with a job description of youth leader (see Appendix 25: Unitarian Youth Programme Youth Leader – description of role)
- A potential new youth leader completes an application form and supplies references.
- The Youth Coordinator considers their suitability for becoming a youth leader on the Youth Programme by taking up references and talking to the team of youth leaders they will potentially be working with
- If the individual is considered potentially suitable they are invited to a youth weekend to shadow and observe the youth activities. They are not given any leadership responsibility at this stage.

- If the team of youth leaders are happy with their suitability then a CRB check is carried out on the individual.
- When the CRB check is processed and the result is satisfactory the individual is invited to join a youth weekend as one of the main leaders.
- A probationary period is usually agreed for the first year of involvement.
- Training is offered by the GA in safeguarding and in general youth work issues.
- An annual Induction Day for new youth leaders is run by the Youth Programme

Appendices

Appendix 1: Anti Bullying Policy

Objectives of this policy

- All children, workers, parents and carers should be aware of the anti-bullying policy within the organisation and what they should do if bullying arises
- All workers should have an understanding of what bullying is, be aware of possible signs it is happening and follow the policy when it is reported
- Children and parent/carers should be assured that they will be supported when bullying is reported

Prevention

Strategies can be adopted to prevent bullying. As and when appropriate, these may include:

- Writing a set of group rules
- Signing a behaviour contract
- Having discussions about bullying and why it matters

Procedures

- Report the bullying incident to children's leaders
- Ensure that details are carefully checked before action is taken
- In all cases of bullying, the incidents should be recorded by the worker
- Consideration should be given to informing the parents/carers of the bully, but this should only be done if workers are satisfied there is no bullying/abuse going on at home that might exacerbate the situation

- If it is thought that an offence has been committed, consideration should be given to contacting the police
- The bullying behaviour or threats of bullying must be investigated and stopped quickly
- Help should be offered to help the bully address his/her behaviour

Outcomes

- The children's worker involved in dealing with the incident should issue a warning to the child concerned
- An apology should be given by the child who has bullied another
- If possible, those involved will be reconciled
- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place
- After the incident/incidents have been investigated parents/carers should be informed of the action taken
- All incidents must be recorded in the log book

Appendix 2: Carrying out a Risk Assessment

In carrying out a risk assessment you need to be able to show that:

- A reasonable and proper check was made.
- You asked who might be affected.
- You dealt with the obvious hazards and took into account the number of people who might be affected.
- The precautions are reasonable and the remaining risk is low.

The chief responsibility for checking out a building rests with the building owner or landlord; however, this doesn't absolve you from all responsibility. For example, if you discover a light fitting hanging by a thread or a broken window or a damaged stair tread then you have a responsibility to report that to the building owner – you may even have to consider cancelling your activity or group until the matter is put right.

How to Carry Out a Risk Assessment

The five steps of assessing risk that the Health and Safety Executive suggest are as follows:

Step 1 – Look for the hazards and write them down

Hazard means anything that can cause harm (e.g. slipping/tripping hazards, fire, chemicals, moving parts of machinery, working at heights, lifting and carrying, storage, electricity, gas, water pipes, cables, flooring and lighting, cleaning chemicals, stairs/ladders). Check them by walking around the building and look for hazards that could cause serious harm or affect a number of people.

Step 2 – Decide who might be harmed and how and then write this down

If people with special needs will be using the building then attention needs to be paid to their particular requirements, such as access and emergency evacuation assistance.

Step 3 – Evaluate the risks and decide whether the existing precautions are adequate. Write this down too.

Risk is the chance, high or low, that someone will be harmed by some kind of hazard. Think about who visits your premises and which groups operate from there (e.g. youth club, toddler group). The risks may be different for different groups of people.

How likely is it that each hazard could cause harm? A worn or frayed carpet on a step or on a dark corner, a cable running across a walkway, are higher hazard than say, cleaning materials locked in the cleaner's cupboard.

There are some legal requirements which need to be met, like fire exits and extinguishers - are you complying in these areas? Chemicals such as bleach and other cleaning materials need to be recorded and stored safely.

Risk can be measured by the likelihood of incidence/injury (i.e. 1 = Improbable, 2 = Possible, 3 = Likely, 4 = Very Likely, 5 = Certain) and severity of the consequences (i.e. 1 = Trivial (grazing, soreness), 2 = Minor (small cuts, bruising), 3 = Severe (broken bones), 4 = Major, 5 = Fatal).

By multiplying these two together risk can be quantified and assist in prioritising the action that needs to be taken.

Example

A loose carpet in an open area gives to a very likely hazard or tripping (4) with the likely consequence of soreness or grazing (1)... The risk is therefore 4.

The same loose carpet but this time at the top of the stairs however may still be very likely (4) but the consequences could be severe (3). The risk is therefore 12. This should have greater priority than the previous situation but both need attention to remedy the hazard.

As a result of the risk assessment you should then draw up an action list and prioritise those risks which are high or could affect the most people.

In terms of what action to take, question whether it is possible to remove the hazard altogether (e.g. replacing worn carpet). If it is not possible to remove the hazard then ask how you can control the risk it presents. Preventing access is one way or organising your work in a different way is another. The aim of any risk assessment should be to eliminate the hazard altogether, where reasonably practical. If this is not possible then steps should be taken to reduce the hazard to a low risk.

Step 4 – Record your findings

In law, if there are fewer than five employees it is not a requirement to write anything down. It is nevertheless good practice. If there are more than five employees a written record must be kept and all workers informed of them.

Risk assessments need to be 'suitable and sufficient'. This means you need to show that a proper check was made, you identified who might be affected, you dealt with the obvious hazards, took reasonable precautions and that the remaining risk is low.

Step 5 – Review your assessment and revise it if necessary.

If you bring in new equipment or change the way you work or the people who use the building then you will need to go through the procedure again, identifying hazards, assessing risk and taking action. Add any of these findings to your original record and it will ensure that it stays up to date.

It is good practice to review your assessment from time to time to ensure that precautions are still working effectively so set a date for review and keep to it!

Appendix 3: Checklist for Building Safety

This checklist is aimed at children's activities rather than those involving vulnerable adults but the principles of checking the building and equipment is equally applicable for all groups.

Windows

- Low-level windows are made from material which prevent accidental breakage or are made safe

- Windows are protected from accidental breakage or vandalism from people outside the building
- Windows above the ground floor are secured so that children cannot climb through them

Doors

- Take precautions to prevent children's fingers from being trapped in doors

Floors

- Check all surfaces before an activity to ensure they are clean, dry and not uneven or damaged

Kitchen

- Children do not have unsupervised access to the kitchen
- All surfaces are clean and non-porous
- There are separate facilities for hand-washing and washing-up
- Cleaning materials and other dangerous materials are stored out of children's reach
- When children take part in cooking activities they:
 - Are supervised at all times
 - Are kept away from hot surfaces and hot water
 - Do not have unsupervised access to electrical equipment

Electrical/gas equipment

- All electrical equipment conforms to safety requirements and is checked regularly
- The boiler/electrical switch gear/meter cupboard is not accessible to the children
- Fires, heaters, electric sockets, wire and leads are properly guarded and the children are taught not to touch them
- Storage heaters are checked before an activity to make sure they are not covered
- There are sufficient sockets to prevent overloading
- The temperature of hot water is controlled to prevent scalds
- Lighting and ventilation is adequate in all areas including storage areas
- All electrical equipment is regularly PAT-tested

Storage

- All resources and materials which children use are stored safely

- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing

Outdoor area

- Any outdoor area is securely fenced if used by children
- Any outdoor area is checked for safety and cleared of rubbish before it is used for a children's activity
- Adults and children are alerted to the dangers or poisonous plants, herbicides and pesticides
- Any pool/pond is securely covered or otherwise guarded
- Where water can form a pool on equipment, it is emptied before children start playing outside
- An outdoor sand pit is covered when not in use
- All outdoor activities are supervised at all times

Fire and safety

- Fire doors are clearly marked, never obstructed and easily opened from inside
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer
- Emergency evacuation procedures are approved by the Fire Safety Officer and are:
- Clearly displayed in the premises
- Explained to children's workers and to the children
- Practised regularly
- Records are kept of fire drills and the servicing of the safety equipment

Safety of equipment

- When planning any children's activity, consider the following safety factors in the equipment used for the activity.
- Before purchase or loan, equipment and resources should be checked to ensure that they are safe for the ages and stages of the children using the equipment
- The layout of play equipment allows adults and children to move safely and freely between activities
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded
- All materials – including paint and glue – are non-toxic

- Physical play is constantly supervised
- Children are taught to handle and store tools safely

Appendix 4: Definition of Child and Vulnerable Adult

Definition of a child

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland similarly define a child as someone under 18. Throughout this manual when we refer to a child our meaning (unless otherwise stated) is a person under the age of 18.

Definition of vulnerable adult / adult in need of protection

An adult is someone over 18 (unless specific legislation states otherwise). The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008) all state that adults should be free from abuse.

It follows that some adults because of circumstance or particular vulnerability or risk may be in need of protection. Vulnerable adults are also known as 'adults at risk'. Throughout this policy we will use the terms vulnerable adults and adults in need of protection interchangeably.

Another way of defining vulnerable adults is that this term refers to any adults who are receiving a specific service from a congregation or community – ie a church outing with use of a mini bus or an organised theatre trip. A random visit by a member of the congregation to another member's house to give flowers would not make the receiver of the flowers a vulnerable adult, legally, although they may come across as vulnerable in some ways.

'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse' - Department of Health and Home Office (March 2000) states a vulnerable person is someone:

'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

In Scotland, the Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as someone who is:

- unable to safeguard their own well-being, property, rights or other interests,
- at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.
- at risk of harm if another person's conduct is causing (or is likely to cause) the adult to be harmed, or the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

Appendix 5: Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable 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 6: First Aid Kit

These items are recommended for a general purpose First Aid kit. Please seek advice as to the specific suitability for your organisation or activity.

4 x HSE Medium (12x12cm) dressing in sterile plastic wrapping

1 x HSE Large (18x18cm) dressing in sterile plastic wrapping

2 x Non-woven Disposable Triangular Bandage (90x90x127cm)

2 x No. 16 Eye Pad in sterile plastic wrapping

4 x Assorted pack of ten wash proof plasters

1 x pack of ten individually wrapped antibacterial wipes impregnated with Cetrimide (Alcohol free)

1 x Microporous Tape (1.25cm x 10m)

6 x SJS Nitrile Powder Free examination gloves

2 x Finger Dressings (3.5x3.5cm) in sterile plastic wrapping.

1 x Revive Aid face shield with a one-way valve.

1 x small (35.5 x 45.5cm) clinical waste Bag

1 x Disposable Heat Retaining Blanket - metalised polyester film (210 x 160cm)

4 x Pack of (25 x 20ml) Eye Wash Phials

1 x Burnshield dressings (10x10cm) each containing Hydrogel which is non toxic and non irritant.

1 x Heavy duty Tuff-Kut scissors.

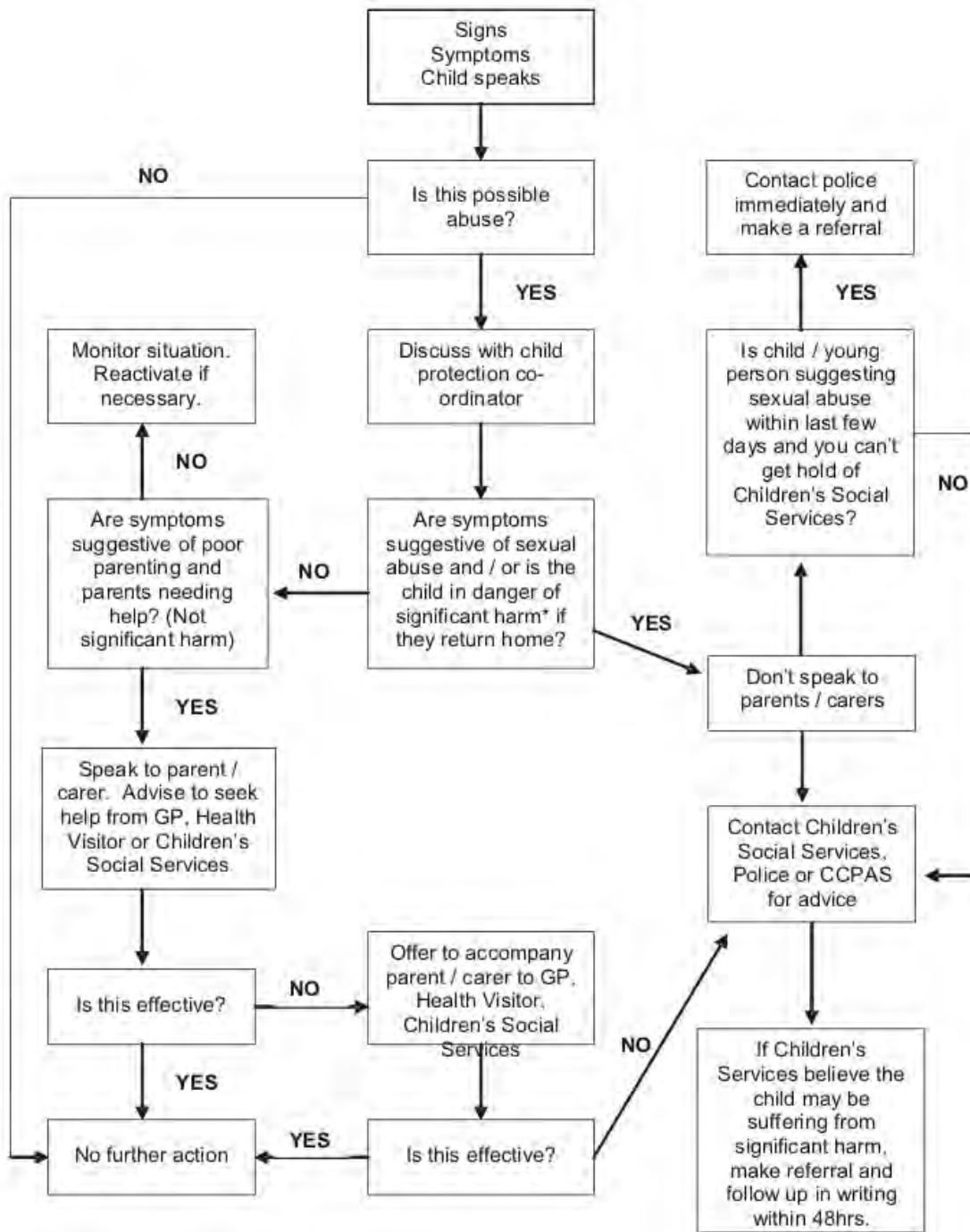
An accident report book with forms

HIV /AIDS

Good hygiene should always be practised. Disposable latex gloves and an apron should be used when dealing with broken skin, bodily fluids or faeces.

Should you use any items in the First Aid kit, please ensure that you re-stock immediately. The First Aid kit should be checked periodically.

Appendix 7: Flow Chart for Action (children & young people)



Children' Services:

- Social Work Department
- Children's Social Care

Police:

- Police Child Protection Team

Appendix 8: Guidelines for discipline

- Every group needs clear ground rules. It works well if these ground rules are offered and negotiated by the whole group – participants and leaders – not merely applied by the leaders.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well behaved attention and resist allowing the demanding individuals 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.
- Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- If children and young people in particular are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit anyone and don't shout. Change voice tone if necessary.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.
- Changing the seating arrangements can make a difference. Seating troublesome ones away from each other or having someone who needs lots of attention sitting close to you may make life easier.
- Talking to a child away from the group can be effective
- Children like to be given clear responsibilities.

For those who are continuously disruptive:

- Have them sit right in front of you or get a helper to sit next to them.
- Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Challenge them to change their behaviour whilst encouraging their strengths.
- Warn them you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), be banned from attending the group for a period of time.

Appendix 9: Insurance and safeguarding

The consequences of failing to implement and maintain effective child protection procedures means that it is easier for a child to become the victim of abuse and/or it may continue undetected. Resultant injury or harm could lead to a civil action on grounds of negligence against those who could have taken steps to prevent it. Lack of effective procedures also increases the difficulty of proving innocence against a false accusation.

When an allegation of abuse is made it is essential to follow the guidance contained in this manual. Where children may be in danger of further abuse the need to protect them is paramount though pastoral care for an alleged perpetrator is important also. No one pretends that money cures the physical, psychological and spiritual problems of a victim, nor does it guarantee obtaining proof of innocence when a false accusation is made.

In cases of alleged or actual abuse a church or a church worker could incur substantial cost, either as damages awarded to a victim or in legal and other costs arising out of the actual or alleged abuse. Insurance policies issued to churches invariably include Public Liability cover and, more recently but exclusively Legal Protection cover. In many circumstances (but not all) this will protect the church and its officers and workers against the financial costs.

Having said this, some insurance companies now place limitations on public liability insurance to exclude claims involving abuse. The Royal Sun Alliance, for example have stated they have had to pay out more than £30 million in claims against churches. Churches are considered 'high risk' and though they will offer abuse cover, this will only be granted on completion of a questionnaire and risk assessment by the RSA, who will then add an appropriate additional premium to the insurance policy.

ANSVAR (part of the Ecclesiastical family) and Congregational & General both confirm that they do not have such exclusions but have expectations that a church will have an up to date working child protection policy and expects the Church Leadership to follow safer recruitment practices etc. Churches need to be aware that most policies say that the insured need to take 'reasonable precautions' (hence the need for effective policies, criminal records checks, training etc). It is therefore possible that if an insurance company consider a church has been 'reckless', then even if a payment is made on behalf of the policy holder to a third party, the insurance company could instigate proceedings to recover these monies from the church in question. We would advise all churches to check their cover, and if unsure, to talk to their insurance broker about possible exclusions to public liability. Brokers have a responsibility to point out any major exclusions to a policy.

This issue also raises concerns in regard to churches who have made significant changes to the CCPAS model policy. Some companies stipulate that churches follow our policy or those of their denomination. If changes have been made that do not carry the support of CCPAS (or the denomination) it is possible the policy may not cover child protection issues.

The following paragraphs are based on the cover provided by Congregational and General Insurance plc in their Church Choice Policy. Other insurance companies' policies may not offer exactly the same cover, or their intentions and interpretation may not be the same. You should consult with your own insurance company if you are at all unclear about the cover it provides. Insurance companies generally support the advice and guidance for the safeguarding of children contained in this booklet.

Reasonable care

Most insurance policies include a clause requiring policyholders to exercise a duty of "reasonable care" in, amongst other things:

- Preventing injury to other persons
- Complying with laws and regulations imposed by any authority
- Exercising care in the selection of employees

This clause identifies the common law requirement, (and in some areas statutory law), for a variety of different people in all sorts of situations to take reasonable care to prevent injury to others. Where children are involved the law recognises that a higher standard of care exist. It follows that the use of "best practice" in the management of child protection and care is essential. In this context "reasonable care" means that a church should create and maintain a preventative framework which reduces or removes the chance of abuse occurring, both for the protection of a potential victim and of an accused children's worker.

Public Liability (Third Party) Insurance

Typically, cover is worded like this:

"we (the insurance company) will indemnify you (the Policyholder) subject to the limit of indemnity against all sums which you become legally liable to pay as damages and all other costs and expenses as a result of accidental bodily injury to persons other than employees, subject to the Policy terms and conditions".

The jargon needs clarifying:

Policyholder -

Usually the governing body of the church and, on request, employees and voluntary workers while acting on church business.

Indemnify -

You are responsible to pay but the insurance company repays you for insured financial loss.

Limit of indemnity -

The most we will pay, usually up to £5m for damages plus legal costs and expenses.

In addition there are two other key words which need to be understood:

Legally liable -

You have to be responsible in law (common or statute) before we will pay.

Accidental -

The injury has to be accidental so far as the other person is concerned.

Generally speaking, cover is provided to policy holders if, through their negligence, something happens which they are legally liable for that leads to accidental injury or illness as a result of abuse. Establishing negligence is often the key, which is why implementation of "best practice" is so important. It is feasible that abuse actually occurs but you are not held legally liable because you had done everything you reasonably could have done to prevent it. In the absence of legal precedent it is impossible to predict the outcome of any individual circumstance. There are many complex issues arising from allegations of, or actual, abuse and each case needs careful enquiry and consideration. In cases where it transpires that

there is no legal liability to pay damages the policy will still provide indemnity for legal costs incurred, with the insurers consent, up to the point of the decision being reached.

The duty of care condition is important for another reason. If you totally or flagrantly failed to implement and maintain proper procedures for the safeguarding of children then you might be deemed to be in breach of the condition and we could refuse to provide indemnity.

Legal Protection Insurance

As described above, Public Liability provides protection for legal liability for accidental injury. However, there are circumstances - notably where a false allegation is made - where there is no actual injury and no legal liability attaching. When this happens a church, or one of its employees or voluntary workers, can become involved in significant expense incurred in defending, and proving innocence though this can be difficult and may be impossible. Legal Protection Insurance, subject to its terms and conditions, is available to meet these expenses.

Congregational & General and Ansvar include this cover free, up to £100,000 per occurrence. Other insurers may or may not offer similar cover and you should check with your insurance company accordingly.

It is important to understand that Legal Protection cover only provides protection for incidents, or alleged incidents, which themselves occur after the start of the cover. There is no cover for incidents which took place, or incidents alleged to have taken place, prior to the commencement of cover even if the incident comes to light or the allegation is made after the commencement of cover.

Unfortunately, abuse or alleged abuse can go back many years, but Legal Protection cover is new and cannot cover retrospectively. As time goes by the value of Legal Protection insurance for individual churches will increase, the longer it is maintained.

What you must do if an allegation is made

If there is a concern or allegation of child abuse involving the church (eg relating to church premises or personnel) you must tell your insurance company immediately as well as following the other procedures outlined in this booklet. Failure to do so might affect the protection afforded by the policy. It is important also that you do not communicate or correspond on the matter with anyone else, other than to the statutory authorities involved or in relation to seeking appropriate advice and support from an appropriately qualified organisation such as the Churches' Child Protection Advisory Service.

Keeping records

It is well known it can be many years before incidents of abuse come to light.

Retention of all documents relating to those people working in a church, whether paid or unpaid, employees or voluntary workers, whose work involves children is vital. Arrangements must be made for long term secure storage of records on an indefinite basis.

Summary

Implementation of complex procedures designed to safeguard the well-being of children can be difficult and may be costly. However, failure to do so could have grave consequences for victims, the accused and the church itself irrespective of the financial aspects being covered by insurance. The personal cost to individuals simply cannot be measured in terms of money.

These days people are quick to seek "compensation" and to resort to litigation particularly where the injured person perceives a lack of care or failure to implement best practice. In view of the existence of this safeguarding manual, other publications and the Children Act 1989, failure to implement "best practice" is likely to become a major factor in a Court deciding on legal liability.

Currently, most insurers offer Public Liability and Legal Protection without undue restriction. Inevitably, if insurers are required to pay out under their policies too often, they will begin to select only those churches who do exercise "reasonable care" and implement "best practice" to try to prevent child abuse. Those churches who fail in their duty may find it difficult, or eventually impossible, to obtain insurance to protect their financial obligations arising from incidents, or alleged incidents, of child abuse.

Some insurance companies do place limitations on public liability insurance to exclude claims involving abuse, as churches are regarded as 'high risk'. Some will only provide such cover after the completion of a questionnaire and risk assessment, with an addition to their premium. We would advise all churches to check their cover, and if unsure, to talk to their insurance broker about possible exclusions to public liability. Brokers have a responsibility to point out any major exclusions to a policy.

Be aware that some insurance companies stipulate that churches follow the CCPAS model policy or that of their denomination. If changes have been made to the policy which do not carry the support of CCPAS (or their denomination) it is possible this could invalidate insurance cover in relation to child protection issues. We therefore advise that where using the CCPAS model policy to formulate your church's policy, a copy be sent to CCPAS for approval and to be lodged with us.

If the place of worship meets on home premises, it is vital the leadership ensures there is appropriate insurance cover.

Appendix 10: Issues to consider in a Risk Assessment

Answering the following questions will give an indication of the organisations ability to meet the needs of someone known to pose a risk.

Physical environment

- Are there separate toilet facilities for children and adults?
- Is the building open plan?
- Is the building open to all during the day?
- Or just at specific times for designated key holders?

Personnel in the organisation with training and experience

- Have the leadership and workers undertaken safeguarding training?
- Have leaders and workers undertaken specific training on working with sex offenders?
- Has Police or Probation provided any guidance, support or training?

Likely physical contact with children, young people or vulnerable adults

- What are the arrangements for children's and youth activities?

- For faith communities what is the style of worship e.g. are there greeting times where people hug and embrace?
- Do children and young people come to specific services and activities?
- Are there alternative services and activities for adults?

Availability of workers in the organisation to offer support

- Are there personnel available in the organisation who would be able to provide pastoral care and support to the offender?

In reviewing these considerations the organisation is better placed to give a realistic assessment of how best they can meet the needs of an offender, and what actions they may need to take e.g. receive specialist training to achieve this.

Appendix 11: Key Concepts and Government Expectations

The United Nations Convention on the Rights of the Child. (UN CRC)

The Convention on the Rights of the Child is legally binding and incorporates the full range of human rights - civil, cultural, economic, political and social.

In 1989, world leaders decided that there should be a convention specifically for children, because people under 18 years old often need extra care and protection. The leaders also wanted to make sure the world recognised that children have the same human rights as adults. In addition the Convention states that children everywhere have the right to:

- survival
- develop to the fullest
- protection from harmful influences, abuse and exploitation
- participate fully in family, cultural and social life

Child Protection

This refers to the activity which is undertaken to protect specific children who are at risk of suffering 'significant harm'. The following two terms elaborate on this.

Safeguarding

- Protecting children from maltreatment
- Preventing impairment of a child's health and development

Promoting Welfare

- Ensuring children are growing up in environments consistent with the provision of safe and effective care,
- Creating opportunities for children to have optimum life chances such that they enter adulthood successfully.

Safeguarding Adults

‘Safeguarding Adults’ procedures refer to the local area-based, multi-agency response which is made to every adult “who is or may be eligible for community care services” (National Health Service & Community Care Act 1990) and whose independence and wellbeing is at risk due to abuse or neglect.

The definition means all work which enables an adult ‘who is or may be eligible for community care services’ to retain independence, wellbeing and choice and to access their human right to live a life that is free from abuse and neglect. This definition specifically includes those people who are assessed as being able to purchase all or part of their community care services, as well as those who are eligible for community care services but whose need – in relation to safeguarding – is for access to mainstream services such as the police.

Equality and Human Rights Commission

The Equality and Human Rights Commission is a statutory body that has responsibility to protect, enforce and promote equality across the seven “protected” grounds age, disability, gender, race, religion and belief, sexual orientation and gender reassignment.

Part of the Commission’s remit is to tackle disability discrimination and promote disability equality and ensure that the recommendations in the Disability Act 1995 Disability Discrimination Act 2005 - An Act to amend the Disability Act 1995 are implemented.

The Disability Act aims to end the discrimination and prejudice which many disabled people and people with long term health conditions face in their everyday lives. The Disability Duty (DED) was introduced in 2006

What is the Disability Equality Duty?

All public authorities have a general duty which means they have to do the following:

When carrying out their functions, public authorities must have due regard to the need to:

- Eliminate unlawful discrimination
- Promote equal opportunities
- Eliminate disability related harassment
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life

There is an underlying principle that authorities must take steps to take account of disabled person’s disabilities even where that involves treating disabled persons more favourably than other persons.

For more information look at www.equalityhumanrights.com

Appendix 12: Managing allegations against children's workers (summary)

The following principles underpin managing allegations against workers:

- The welfare of the child is the paramount consideration
- The worker should not be informed of the allegation until advice has been sought from the authorities e.g. Police or from Children's Social Care. CCPAS is available to contact for advice also.
- Workers should be informed of allegations against them as soon as possible but with due regard to protecting evidence and disclosure of information .
- It is not up to the recipient of the allegation to determine its validity so it is not your job to judge if the allegation is true or not
- All allegations should be treated in the same way – historical or current
- An investigation against a worker may have three related, but independent strands:
 - (i) Child protection enquiries, relating to the safety and welfare of any children who are or who may have been involved
 - (ii) A police investigation into a possible offence against a child
 - (iii) Disciplinary procedures where it appears that the allegations may amount to misconduct or gross misconduct on the part of the worker including suspension as a neutral act
- Even if no legal action is taken, an assessment may still be needed in relation to safeguarding children or worker discipline.
- The decision to suspend a worker will rest with the organisation or place of worship based on the kind of allegation made.

Faith Fact

Within a faith community consideration should also be given to whether and how the child and worker be kept separate, e.g. it may be necessary for the worker to attend another place of worship whilst the investigation is proceeding.

An internal investigation should not normally take place while the police are investigating allegations. However, where a place of worship wishes to do this for the purposes of possible disciplinary action, agreement from the police must be sought beforehand.

If the allegation is substantiated and where an organisation dismisses the person or ceases to use their services, or the person ceases to provide his/her services, the leadership should consult with both the Local Authority Designated Officer (LADO) and refer the matter to the Independent Safeguarding Authority (ISA) for consideration of the individual to be included on the ISA barred lists.

Appendix 14: Multi Agency Public Protection Arrangements (MAPPA), Guidance – Offenders and Places of Worship

It is essential that we assist religious communities to put in place effective arrangements, which allows them to ensure they are able to protect their community whilst allowing the offender to maintain their right to worship but in a safe way. The place of worship and religious leader should be provided with sufficient information to protect their congregation.

Where an RSO [Registered Sexual Offender], who has committed offences against children, or other offenders who present a risk of harm to children and/or other identified victims wishes to continue to practice their religion, through attending services and/or being part of their faith community the offender/case manager must ensure that they have fully assessed the potential risk of harm this could present. There should always be a discussion with the offender regarding the need to protect children/identified victims (unless this places the victim at greater risk) who may also be present, at services and/or events from harm. The offender needs to be aware that information will be disclosed to the religious organisation and that they (the offender) will be required to agree to and sign a 'contract' of behaviour. Where an offender is unwilling to give this undertaking, the OM and police should consider whether to seek a restrictive condition on a licence or in a Sexual Offences Prevention Order (SOPO) to prevent the offender being in a place of worship. The outcome of this decision must be recorded on ViSOR and the case management record.

Any breaches of the 'contract' with the offender must be reported to the Safeguarding coordinator or to the GA Safeguarding coordinators.

Appendix 15: Organising an Outing

When organising an outing or visit it is important to do the following:

- Visit proposed venue beforehand if possible to assess any risks
- Consider the individual needs of the children or adults.
- Ensure Parent/carer signs consent forms including consent for photographs/videos to be taken of their child, before major outings and are informed of the itinerary.
- Ensure parent/carer completes and signs a medical form and provides emergency contact numbers.
- Ensure the supervision ratios are adequate for the size of the group, the age of the children and the activities planned.
- Ensure children are appropriately supervised so that no child gets lost and there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover
- If a minibus is used for transport, ensure that the Approved Minibus Policy is adhered to and it is roadworthy.
- If a coach is hired for the outing, ensure: the coach company has appropriate public liability insurance and is willing to work to safeguarding standards.
 - the coach driver is suitable
 - the coach has appropriate seatbelts fitted and that children wear them for the duration of the journey.
 - gangways, aisles and emergency exits are kept clear.
- Carry out a Risk assessment paying particular attention to:
 - potential dangers posed by strangers (adults and children)
 - A child's eye view of the outing in terms of possible dangers
 - Risks that may occur as a result of a special activity
 - additional help required for a particular activity (e.g. lifeguard for swimming)

Appendix 16: Online grooming

Concerns that a child may be groomed online could include:

- Spending increasing amounts of time on the internet.
- Becoming increasingly secretive – particularly around their use of the new technology.
- Shutting the door and hiding what they have on screen when someone enters the room.
- Not being able to talk openly about their activity online.
- Becoming possessive of their mobile phone and concerned if someone else picks it up and wants to look at it.
- Agitated behaviour when answering their mobile and needing to take the call in private.
- Developing a pattern of leaving the family home for periods of time with no explanation about where they are going.
- Spending increasing amounts of time taking secretly with the new friend online and vague talk of a new friend but offering no further information.
- Not wanting to be alone with a particular adult or young person.
- Sudden, unexplained personality changed and mood swings.
- Outbursts of anger and irritation.
- Self harm

Concerns that an adult may be grooming a child online could include:

- Start to spend increasing amounts of time on the internet and become preoccupied with it.
- Need to be online so frequently that it starts to impact on their family and/or work life.
- Become emotionally distant and less available.
- Withdrawal from usual family and social activities.
- Become secretive about their online activity, shutting the door of the room where they are using the computer and changing the screen if someone enters the room.
- Regularly make plausible excuses for needing to work online.
- Increase their viewing of adult pornography.
- Regularly use the internet late at night.

- Use the new technologies with children whilst excluding other adults.
- Make promises not to go online so frequently, then break them.
- Change their sexual attitudes and preferences.
- Hide traces of their online activity and storage of files.
- Meet up with children, young people and/or adults in real life whom they have initially met online.

Appendix 17: Regulations for transport

- Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all mini buses used to carry between 6 and 16 passengers. All minibuses used to transport children should therefore have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If an organisation uses a mini-bus and the children/young people are asked to make a contribution towards the trip, there is a legal requirement to obtain a Section 9 permit from the Department of the Environment, Transport & The Regions.
- The law no longer permits car drivers who passed their test after 1st January 1997 to drive mini-buses without passing a Public Service Vehicle (PSV) driving test or unless they are driving under a section 19 permit. This does not apply to licence holders who were over 21 years of age in 1997. Check what categories a worker is entitled to drive by examining their driving licence. Whilst there is no law forbidding young or inexperienced drivers from transporting young people, some churches stipulate that they will use legislation relating to minibuses as a guide ie the driver should be 21 or over and have held a full driving licence for at least two years.
- If travelling in convoy with cars and minibuses, please note that the maximum speed for a minibus is 50 mph on single carriageway roads, 60 mph on dual carriageways, and 70 mph on motorways.
- CCPAS recommends that when using minibuses for transporting children, seatbelts should be fitted for all passengers. This is compulsory for vehicles registered on or after 1/10/2001.
- It is advisable that all drivers of a minibus have taken a MIDAS assessment. This can be done by contacting your local 'community transport' organisation.
- If a volunteer is asked by a child, young person or vulnerable adult for a lift to, say, the train station in their own private vehicle this is acceptable but it is good practice for the volunteer to check that their car insurance covers this journey and for the volunteer to inform a colleague about the journey and give a rough idea of timings and to inform colleagues when they arrive back again.

Appendix 18: Reporting a 'Serious Incident' to the Charity Commission

Under Charity Commission regulations a Serious Incident occurs where a result has, or could, entail '...a significant loss of funds or a significant risk to the charity's property, work, beneficiaries or reputation. They should be reported as soon as possible.

As far as allegations of abuse are concerned Charity Commission guidance states:

'You (the place of worship or organisation) should report this if any one or more of the following occur:

- There has been an incident where the beneficiaries of your charity have been or are being abused or mistreated while under the care of your charity or by someone connected with your charity such as a trustee, member of staff or volunteer
- There has been an incident where someone has been abused or mistreated and this is connected with the activities of the charity.
- Allegations have been made that such an incident may have happened regardless of when the alleged abuse or mistreatment took place
- You have grounds to suspect that such an incident may have occurred.'

The Charity Commission states that these are 'zero tolerance' issues which would always be investigated by them. Serious incidents also include not having adequate safeguarding policies in place and failure to carry out criminal records checks on workers and trustees (where legally possible); in summary, anything that could affect the good reputation of the charity.

Those charities whose incomes exceed £25,000 must declare all Serious Incidents as part of their Annual Returns. Failure in the latter respect also signifies failure regarding the charity's legal obligations. Charities can make a report in the following ways:

- Writing to Charity Commission Direct, P O Box 1227, Liverpool L69 3UG
- Telephoning 0845 300 0218
- E-mailing
- RSI@charitycommission.gsi.gov.uk

The guidance and further information can be found on the charity Commission website: www.charitycommission.gov.uk

Appendix 19: Safe from Harm Principles (England, Wales, Scotland & Northern Ireland)

ENGLAND: Safe from Harm (1993, Home Office) Summary of Recommendations

1. Adopt a policy statement on safeguarding the welfare of children.
2. Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
3. Introduce a system whereby children may talk with an independent person.
4. Apply agreed procedures for protecting children to all paid staff and volunteers.
5. Give all paid staff and volunteers clear roles.
6. Use supervision as a means for protecting children.
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
8. Gain at least one reference from a person who has experience of the applicant's paid or voluntary work with children.
9. Explore applicant's experience of working or contact with children in an interview before appointment.
10. Find out whether an applicant has any conviction for criminal offences against children.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their line managers or supervisors, and policy makers in the prevention of child abuse.

WALES: A Code of Practice for Safeguarding the Welfare of Children in Voluntary and Community Organisations (Welsh Assembly 2007)

Summary of Guidelines

1. All staff (whether paid, unpaid, full time or part time) volunteers and applicants for any position involving contact with children, should be subject to the principles of best recruitment and retention practice.
2. Gain at least two written references from persons who have experience of the applicant's work or volunteering with children. Preferably references from the last employer and from any previous employer where the individual worked with children.
3. Explore all applicants' experience of working or contact with children in an interview before appointment.

4. Make all appointments conditional on the successful completion of a probationary period.
5. Adopt a policy statement on safeguarding and promoting the welfare of children.
6. Train all staff and volunteers, their line managers or supervisors, and policy makers in child protection.
7. Apply agreed procedures for protecting children to all staff and volunteers.
8. Give all staff and volunteers clear roles and job descriptions.
9. Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
10. Use supervision as a means of protecting children
11. Issue guidelines on how to deal with the disclosure or discovery of abuse.
12. Introduce a system whereby children may talk with an independent person.

SCOTLAND: Protecting Children – A Code of Practice for Voluntary Organisations in Scotland Working with Children and Young People

1. Adopt a policy statement on safeguarding the welfare of children.
2. Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
3. Introduce a system whereby children may talk with an independent person.
4. Apply agreed procedures for protecting children to all paid staff and volunteers.
5. Give all paid staff and volunteers clear roles.
6. Use supervision as a means for protecting children.
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
8. Gain at least one reference from a person who has experience of the applicant's paid work of volunteering with children.
9. Explore applicant's experience of working or contact with children in an interview before appointment.
10. Find out whether an applicant has any conviction for criminal offences against children.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their line managers or supervisors, and policy makers in the prevention of child abuse.

NORTHERN IRELAND: Duty to Care principles of good practice for the protection of children and young people (1995) Principles of good practice:

All voluntary organisations working with children should:

1. Promote the general welfare, health and full development of children and protect them from harm of all kinds.
2. Recognise that children have rights as individuals and treat them with dignity and respect.
3. Raise awareness about what children are entitled to be protected from.
4. Adopt and consistently apply a thorough and clearly defined method of recruiting and selecting staff and volunteers.
5. Plan the work of the organisation so as to minimise opportunities for children to suffer harm.
6. Develop effective procedures in responding to accidents and complaints and to alleged or suspected incidents of abuse.

Appendix 20: Sample questions for interviews (children and young people)

NB. This list of questions is not conclusive, but a sample that could be asked depending on the situation and circumstances. Please do add more general questions in the interview such as "why do you want to volunteer / work with children?" These questions below are designed to explore boundaries and attitudes of those wanting to work with children and young people.

1. How would you handle a child or young person who was being aggressive and challenging towards you personally?
2. Could you tell us about experiences working with children or young people that have been difficult or unpleasant and how did you handle these?
3. What would be your views on a youth worker having a sexual relationship with a girl (over 16) who attends the youth club?
4. What areas would concern you when considering the suitability of a young person to work as a helper in a youth event you were responsible for?
5. How would you respond to a youth asking for advice about embarking on a sexual relationship with a 15 year old girlfriend/boyfriend?
6. Because you are going to be working with children and young people who face problems in the area of drug and alcohol misuse or child abuse, have you any experience which would be relevant in dealing with these issues?
7. Have you ever had any concerns expressed to you about your conduct with children and young people?
8. Have you ever offered to work with children and young people and had your offer declined?
9. Have you ever been involved with police or Children's Social Care in regard to children, either in this country or abroad?
10. Have you ever been involved in court proceedings concerning a child?
11. If you were offered employment, is there anything else we should know in terms of your previous work or relationships with children?
12. What would you do if a young person showed you sexually suggestive text messages sent to her by another youth worker?

Appendix 21: Signs of Possible Abuse (children & young people)

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 22: Statutory Definitions of Abuse (Children)

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. They may be abused by an adult or adults or another child or children.

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.

ENGLAND

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

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 care-givers); or
- ensure access to appropriate medical care or treatment.

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

WALES

The following definitions of child abuse are recommended as criteria throughout Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, Working Together to Safeguard and Promote the Welfare of Children (2000).

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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy'.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment 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, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

SCOTLAND

In 1998 and 2000 The Scottish Office, now the Scottish Executive, published a guide to inter-agency co-operation 'Protecting Children – A Shared Responsibility'. This publication set out a framework for collaboration between Social Work Departments and other agencies.

Categories of Abuse

For recording all cases, the following are standard categories of abuse. Although these are represented as discrete definitions, in practice there may be overlap between categories. In such cases local authorities should enter the name on the Child Protection Register under one main category of abuse although for the purposes of individual case management, the case conference may identify combinations of abuse which the child protection plan will need to address. It may also become necessary to change the category of abuse under which a child is registered as the case progresses.

Physical Injury

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Sexual Abuse

Any child may be deemed to have been sexually abused when any person(s) by design or neglect exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or no the child is said to have initiated, or consented, to the behaviour.

Non Organic Failure to Thrive

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

Emotional Abuse

Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

Physical Neglect

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which will endanger the child.

NORTHERN IRELAND

The following definitions of child abuse are recommended as criteria in Northern Ireland by the Department of Health, Social Services and Public Safety in the document 'Co-operating to Safeguard Children (2003).

Types of Abuse

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional setting by those known to them or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them.

Physical Abuse

Physical Abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous 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 involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways*.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include non-organic failure to thrive.

Significant Harm

The legislation defining the circumstances in which compulsory intervention in family life is justified in the best interests of children is based on the concept of 'significant harm'. The relevant Articles in the Children Order are Articles 2(2) and 50(3). There are no absolute criteria for judging what constitutes significant harm. However, they may include the degree, extent, duration and frequency of harm. Sometimes a single traumatic event may constitute significant harm e.g. violent assault, sexual assault, suffocating or poisoning. More often, significant harm is a series of events, both acute and longstanding, which interrupt, change or damage the child's physical and/or psychological development. Some children live in family and social circumstances where health and development are neglected. For them, it is the corrosiveness of long term emotional, physical and/or sexual abuse that causes impairment, sometimes to the extent of constituting significant harm.

*Sexual activity involving a child who is capable of giving informed consent on a matter, while illegal, may not necessarily constitute sexual abuse as defined for the purposes of this guide. One example, which would fall into this category is a sexual relationship between a 16 year old and her 18 year old boyfriend. The decision to initiate child protection action in such cases is a matter for professional judgement and each case should be considered individually. The criminal aspects will, of course, be dealt with by the police.

Appendix 23: Touching

- 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 adults 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.

Appendix 24: Tick list for transport

Transporting children in a car

- Drivers should hold a current full driving licence.
- Insurance covers voluntary work (domestic, pleasure and business)
- Parental agreement obtained.
- Pick-up and drop-off times arranged.
- Agreement as to how many adults in the car.
- Agreement as to where children are seated – (front or rear of car, only transport for the recommended number of passengers.)
- Seatbelts used.
- Risk assessment completed if journey is part of an organised trip.
- Correct child seat restraints used for under 12s or children under the height of 135cm.

Transporting children in a minibus

- Driver has current full driving licence and is entitled to drive a minibus.
- Driver is over 25 years of age and entitled to drive a minibus (check their driving licence).
- Driver has completed any approved training (may be a condition of hire from Local Authorities)
- Minibus log book is available to record the journey.
- Trained passenger escort is accompanying the driver.
- Accompanying adults are distributed throughout the minibus
- Passenger list completed.
- No children sitting in the front.
- All passengers using seatbelts.
- Every passenger has access to two emergency exits.
- All luggage stowed away securely without blocking any gangways or exits or luggage transported separately.
- Mobile phone available for emergency contact.
- Any defects or incidents recorded.

Appendix 25: Youth Leader description of role

Unitarian Youth Programme Youth Leader

Description of role:

- To work with a team of voluntary youth leaders to deliver two weekends a year to Unitarian young people
- To be aware of good practice at all times when working with children and young people – and follow the advice of Safety First (The General Assembly’s Safeguarding Policy) and health and safety issues
- To be willing to undergo an Enhanced Criminal Records Bureau check if the individual fulfils a role for the Youth Programme
- To attend relevant training as appropriate
- To be prepared to offer time between weekends to communicate with other youth leaders in planning and coordinating the weekends – this may involve meetings, emails and phone calls
- To pass on concerns and questions to the Youth Coordinator and the Youth Panel
- To be open to helping to run other youth events such as Family Fundays, FDA, youth activities at the Annual Meetings
- To lead and co-lead workshops and activities to children and young people on the Youth Programme
- To support children and young people pastorally and to empower them to grow and develop emotionally, socially and spiritually.

Sample Forms

Form 1: Model Policy Statement on Safeguarding and sample poster

To be displayed in a prominent place

PROTECTION OF CHILDREN AND VULNERABLE ADULTS POLICY STATEMENT

Name of Place of worship: _____

The following statement was agreed by the leadership of the congregation on:

- This place of worship is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise that the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and vulnerable adults.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are 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 this place of worship.
- Supporting all in the place of worship affected by abuse.

We recognise:

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

We will review this statement and our policy annually.

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

_____ Safeguarding Co-Ordinator

_____ Deputy Safeguarding Co-Ordinator

A copy of this place of worship’s policy can be seen _____

Signed by leadership team

Signed _____

Date _____

*delete as appropriate

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership in this place of worship/organisation to respond to any safeguarding concerns.

Signed _____ Date _____
Leadership of place of worship/organisation

CHURCHES
Child Protection
ADVISORY SERVICE

The Churches' Child Protection Advisory Service is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact CCPAS' 24 hour helpline on:

0845 120 45 50

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Kidscape
0845 120 5204

Stop it Now
0808 1000 900

MindinfoLine
0845 766 0163

Through the Roof
01732 737041

Action on Elder Abuse
0808 808 8141



Form 2: Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity 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 place of worship: _____

Name of the group: _____

Who is normally responsible for 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 tick)

If yes, 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 tick)

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

Who else do you need to inform? _____

Have they been informed? YES NO (Please tick)

If so, when and by whom? _____

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

Signed: _____ Print Name: _____

Date: ____/____/____

Form seen by: _____

(state role eg. Minister, RE leader etc.)

Signed: _____ Print Name: _____

Date: ____/____/____

Form 3: Activities and Day Visits

Name of Place of Worship/Group _____

Proposed Visit or Activity _____

Design your own form to include the following:

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

Include the reply slip below in your form

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the place of worship/organisation.

Reply Slip

One form per person

Full name of child/young person _____

Address _____

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Telephone number for emergencies Day: _____ Evening: _____

I have read the above information and I give permission for _____ to take part in this 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 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.

I enclose a cheque or cash to the sum of£____:____

Signed (parent/or 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).

Form 4: Consent For Transporting Children

This place of worship is able to provide transport for children to and from their homes and/or for specific activities. This transport will be in a minibus/car/other(state all modes of transport) and the following principles will be adhered to:

All drivers will be safely recruited following national government guidelines and our safeguarding policy.

Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.

All mini bus drivers are over _____ years of age and have held a full driving licence for at least _____ years.

Seat belts will be worn at all times by all occupants of the vehicle.

I give permission for my child(ren) to be transported to and from the activity/I understand that my child(ren) will be transported to/from the address on this form (delete where appropriate).

Name of Child: _____ Date of Birth: _____

Address: _____

Form 5: General Information and Consent Form (for children and young people)

Place of Worship: _____

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 disability which may affect normal activity:

Name of parent/carer _____

Tel no: Day _____ Eve _____ 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 from the parent/carer:

3. All necessary information concerning the child/young person's health, allergies, medication etc.
4. 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.

I give permission for my child and the youth/children's workers to communicate using telephone, mobile, email, or internet for the purpose of arranging children/youth activities.
(Please delete forms of communication you don't want your child contacted by)

Signed: (parent/or 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).

Form 6: Using Images of Children

Consent form for _____
(name of church commissioning photography)

To: _____
Name of parent/carer* (*person with parental responsibility)

Name of child: _____

Church / Club child attends: _____

Location of photograph: _____

This Church/chapel/fellowship (name) _____ would like to take
photograph(s) / make a

video/webcam recording of _____ (name of child/ren).

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate).

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown. Please return the completed form to:

(Insert the name of the worker commissioning the photography and the return address.)

To the parent (Delete as appropriate)

1. May we use your child's image in our printed promotional publications? YES/NO

2. May we use your child's image on our website? YES/NO

Signed: (parent/adult with parental responsibility) _____

Date: ____/____/____

Youth/Children's Worker

3. I have checked which parents are happy for their child/ren's images to be used in the (churches/
organisation's) _____ printed publications or on its website or both. YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's worker) _____

Date: ____/____/____

Print name _____

Conditions of use

1. This form is valid for _____ (length of time in years) from the date of signing / *for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images *after this time / *after the project is completed.
3. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
5. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

(*Please delete the option that does not apply.)

NB This form can be adapted to include video if required.

Form 7: Job Application Form

APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Name of place of worship: _____

We ask all prospective workers with children, young people and vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the place of worship/organisation*, unless requested by an appropriate authority.

1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name: _____

Maiden/Former Name(s): _____

Date and place of birth ___/___/___ _____

Address : _____

_____ Postcode: _____

Daytime Tel No: _____ Mobile Tel No: _____

Evening Tel: _____

Email address: _____

How long have you lived at the above address? _____ Years _____ Months

If less than 5 years, please give previous address(es) with dates:

From/To ___/___/___ ___/___/___ From/To ___/___/___ ___/___/___

Previous Address _____ Previous Address _____

Post Code _____ Post Code _____

Please tell us about your Christian experience/experience* in the church(es)/organisation(s)* you have been involved in, including names, dates and detail of the areas of your involvement.

Please give details of previous experience of looking after or working with children, young people or vulnerable adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children, young people or vulnerable adults declined?

YES NO (Please tick)

If yes, please give details

Do you have an illness, disability or condition that may affect your work with children and/or vulnerable adults?

YES NO (Please tick)

If yes, please give details. (Answering 'yes' to this question does not mean you will not be considered for this post. As an employer we are committed to meeting the requirements of the Disability Discrimination Act 1995 and 2004, and all other similar legislation).

2. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving

3 Are you currently working in any other care position in either a voluntary or paid capacity?

If yes please give details:

Name of the organisation: _____ Contact person: _____

Address: _____

_____ Tel no: _____

Details of duties: _____

4. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. You should also provide details of your leader of place of worship/line manager*. We reserve the right to take up character references from any other individuals deemed necessary.

Name _____ Name _____

Address _____ Address _____

Post Code _____ Post Code _____

Tel No _____ Tel No _____

Relationship _____ Relationship _____

Place of worship leader/ group*

Name _____ Address _____

_____ Tel no: _____

Please would you complete the attached self-declaration form, place it in a sealed envelope and address it to _____ (the person responsible for processing Disclosure Checks) with whom you are welcome to discuss any aspects of this procedure. Disclosure Check: please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with vulnerable adults.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the self-declaration form to the recruiter in a separate, sealed envelope.

Signed: _____ Date _____

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form). **delete as appropriate*

Form 8: Junior Helper Form

Name of Place of Worship _____

Group _____

Full Name of Junior Helper _____ D.O.B _____

Address _____ Phone number _____

Thank you for agreeing to be a junior helper in _____ (name of group). We very much value and appreciate your willingness to serve the community in this way. You will be expected to help _____ (leader) with _____ (please state tasks). Above all to **help** the children to have **lots of fun** but not forgetting to have **fun yourself**.

Never be aggressive, angry or unfriendly towards the children. Try and have a happy smile and be gentle with them during games. Give praise for their achievements but help and encourage them with consideration when they find things difficult.

You will be assigned a named leader (please state) _____ who will give you care, personal supervision and guidance. You can talk to them at any time on any topic, even if it's not related to _____ (name of group) and even outside _____ (name of group) time. Also feel free to contact them if you can't attend _____ (name of group).

During _____ (name of group) other leaders may ask you to assist them when children are separated into different groups: please take your supervision from them for that period.

Finally, avoid too much close physical contact, children may wish to cling to you or constantly sit on your lap or jump on you whilst rolling around on the floor. Instead just encourage them to take part in what has been organised for them. To support you in the great work you will be doing as a helper we will ensure that you are NEVER alone with the children. We will ensure that you will only be involved in activities where you are under direct supervision and eye contact of the leader.

I _____ commit regularly to attend and help at _____ (name of group) for the agreed period of time with the exception of sickness, school outings, exams and study leave.

Signed _____ Age _____ Date _____

Travel arrangements getting home: I have made travel arrangements after _____ (name of group) particularly during the dark evenings, and these are as follows:

Approved by: Parent/Carer (person with parental responsibility)

Sign: _____ please keep a copy and return the other.

Agreed period: _____ months. Expires _____

You can arrange to renew this commitment at this date.

Appointment approved by: _____ (name of leader of group)

Named Leader: _____ **Contact Number:** _____

Form 9: Model Contract for RE leader or youth leader

Name of Worker _____

Welcome to _____

Job Title _____

Job Description

Specific Responsibilities

Person to Whom You Are Responsible (e.g. Youth Group Coordinator)

We are committed to helping you give the best possible service to the children you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

Signed _____ Date _____
(place of worship leader)

To be read & signed by the Worker with Children/Young People

I understand my employment is for a probationary period of _____ months after which there will be a review and by agreement of the places of worship leader my appointment will be confirmed.

I confirm that I have read the _____ (name of place of worship/organisation) safeguarding policy.

I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.

I will follow guidelines on safe working practice and the code on discipline.

Signed _____ Date _____

Form 10: Model Risk Assessment Form

Risk Assessment Form						
Risk assessment for (name of place of worship/organisation): _____						
Address _____						
_____ Postcode _____						
Assessment by (print name) : _____						
Assessment date: _____ Signed _____						
Significant Hazard	Potential injury	People at risk	Existing controls	Action needed	Priority	Review date

Form 11: Place of Worship/group Web Site child and adult Protection Statement

_____ **[Place of Worship/group title]** regards the protection and safeguarding of children, young people and vulnerable adults and good working practice as a priority. In the interests of the safety and well being of all it has developed and operates a formal safeguarding policy, which is registered with the Churches' Child Protection Advisory Service.

The place of worship/group is committed to ensuring that everyone working with children or young people:

- has been safely recruited,
- is adequately trained and supervised,
- understands and follows the place of worship/organisations safeguarding policy.

The safeguarding policy may be viewed and/or a copy obtained from the office at _____

[details of the place of worship/organisation address].

As part of this place of worship's/organisation's commitment to children, young people and vulnerable adults it has appointed _____ **[name]** as Safeguarding Co-ordinator and _____ **[name]** as Deputy Safeguarding Co-ordinator. All the children and young people and vulnerable adults involved in activities within the church know who they are and how they can be contacted.

Should the place of worship have any safeguarding concerns it will seek the advice of the Churches' Child Protection Advisory Service and if appropriate contact the statutory authorities.

_____ **[Place of Worship's name]**

- This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise that the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and vulnerable adults.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are 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 this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

We recognise:

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

We will review this statement and our policy annually.

If you have any concerns for a child or vulnerable adult or in relation to any safeguarding matter then please speak to one of the Safeguarding Co-ordinators.

Further details about safeguarding policies, training and our Disclosure Service can be obtained from the Churches Child Protection Advisory Service, P O Box 133, Swanley, Kent BR8 7UQ telephone 0845 120 4550. Email info@ccpas.co.uk Web: www.ccpas.co.uk

Form 12: Reference Forms

(Paid and Volunteer Workers with Children/Vulnerable Adults)

Private and Confidential.

REFERENCE FOR (name): _____

POSITION APPLIED FOR: _____

Your name: _____

Occupation: _____

How long have you known this person? _____

In what capacity? _____

COMMENTS ON SUITABILITY OF WORKER. (Please attach)

(In considering whether the person is fit to work with vulnerable adults please consider the following alongside the job description/person specification/volunteer role profile:

Places of worship and organisations could add what criteria they are looking for in an applicant, which could include the following:

- Previous experience of looking after or working with children/vulnerable adults
- Ability to provide warm and consistent care.
- Commitment to treat all people as individuals and with equal concern.

You may also wish to ask if the referee is aware of any health problems, mental or physical, which might affect the person's work with children/vulnerable adults.

The position for which this person is being considered gives substantial access to children/vulnerable adults. To your knowledge, is there any reason why this person should not be entrusted with care of children/vulnerable adults? If so, please provide details.

Signed: _____ Date: ___ / ___ / ___

* children/vulnerable adult delete as appropriate

Form 13: Request for a Reference

(Paid/Volunteer Worker with Children/Vulnerable Adults)*

Name of Worker: _____

Dear

The above named person has applied to be a worker with the children/vulnerable adults for (name of place of worship) _____.

As I am sure you are aware, before we can accept anyone to work with children/ 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.

A copy of the job description/person specification/volunteer role profile is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). 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 do not hesitate to contact (name) _____
telephone number _____.

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

Yours sincerely,

Form 14: Responding to Abuse – Workers Action Sheet

CONFIDENTIAL

Name of Places of Worship/Organisation _____

Name of Child/Young Person/Vulnerable Adult _____

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 15: Self Declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: _____
(name of person in place of worship/organisation processing Criminal Records Disclosure checks)

Address:

Appointment applied for: _____

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?
Yes No

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick) if yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

Confirm that I am not barred from working with children/vulnerable adults from engaging in regulated or controlled activity.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I understand that a check will be made with the Independent Safeguarding Authority and that it is an offence for any person to commence Regulated Activity without first being ISA-registered.

I agree to inform the person within the place of worship/organisation* responsible for processing applications for Criminal Records Bureau/SCRO/Access NI Service checks if I am convicted of an offence after I take up any post within the place of worship/organisation*. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation* responsible for processing applications for Criminal Records Bureau/SCRO/Access NI Service if I become the subject of a police and/or a social services/(Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____

Date: _____

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Criminal Records Bureau (CRB) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. 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 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the CRB/SCRO/ACCESS NI Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or vulnerable adults. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

* delete where appropriate

Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Safeguarding Vulnerable Groups Act 2006 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists under the Independent Safeguarding Authority Vetting and Barring Scheme.

Note: The ISA Barred Lists replace the Protection of Children Act (PoCA) List, List 99 and the Protection of Vulnerable Adults (PoVA) List in England and Wales, and the Disqualification from Working with Children (DWC) List, the Unsuitable Persons List (UP List) and the Disqualification from Working with Vulnerable Adults (DWVA) List In Northern Ireland as well as the system of Disqualification Orders, which was operated by the Criminal Justice System.

Definition of regulated activity: Any activity of a specified nature that involves contact with children or vulnerable adults frequently, intensively and/or overnight. (Such activities include teaching, training, care, supervision, advice, treatment and transportation.)

- Any activity allowing contact with children or vulnerable adults that is in a specified place frequently or intensively. (Such places include schools and care homes.)
- Fostering and childcare.
- Any activity that involves people in certain defined positions of responsibility. (Such positions include school governor, director of children's services and director of adult social services, and trustee of certain charities.)

'Regulated activity' is when the activity is frequent (once a week or more), 'intensive' (takes place on four or more days in a 30-day period) or overnight.

Notes for Scotland Only - Children and Young People

Under the Protection of Children (Scotland) Act 2003 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the List (outlined in Section 1 of the Act) or:

- Those included (other than provisionally) in the Disqualified from Working with Children List established under Section 1 (1) of the Protection of Children (Scotland) Act 2003;
- Individuals considered unsuitable to work with children in the List kept under the Protection of Children Act 1999;
- Individuals prohibited from teaching under Section 142 of the Education Act 2002, held on the DfES List 99.
- Individuals subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.

Under the Protection of Children (Scotland) Act 2003 (Section 11) it is an offence for an individual who is disqualified from working with children (as outlined above) from applying for, offering to do, or accepting any work in a child care position.

Towards the end of 2010, the Scottish Government is introducing a new membership scheme that will replace and improve upon the current disclosure arrangements for people who work with vulnerable groups.

The Protecting Vulnerable Groups Scheme (PVG Scheme), which delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 will:

- help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour,
- be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required,
- strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

Form 16: Swimming Consent Form

Church Group/Organisation: _____

Full name of child/young person _____

Date of Birth: ____/____/____

Address: _____

Details of any regular medication, medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect the swimming activity and/or activity where being able to swim is essential:

_____ Date of last anti-tetanus injection ____/____/____

Name of parent/carer _____

Tel no: Day: _____ Eve: _____ 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: _____

SWIMMING ABILITY (delete as appropriate)

Is your child able to swim 50 metres? YES/NO

Is your child water-confident in a pool? YES/NO

Is your child confident in the sea or in open inland water? YES/NO

Is your child safety conscious in water? YES/NO

I give permission for _____ to take part in the specified visit and, having read the information provided, agree to him/her taking part in the activities described. 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 church/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. I confirm that my child is in good health and I consider him/her fit to participate.

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/ hospital or dental treatment including an anaesthetic (please tick) YES NO

Signed (parent/or adult with parental responsibility) _____

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 foster carer). This form should be taken by the group leader on the visit. A copy should be retained by the church contact person.

Useful Organisations (alphabetical)

Adullam Ministries (Eating Disorders)

PO Box 4101
Rugby
CV21 9BF
Email: adullam@adullam-ministries.co.uk
Web: <http://www.adullam-ministries.org.uk>

Action on Elder Abuse

Astral House
Norbury
London
SW16 4ER
UK Helpline: 0808 808 8141
Email: enquiries@elderabuse.org.uk
Web: <http://www.elderabuse.org.uk>

Adventure Activities Licensing Authority,

Tourism Quality Services Ltd
17 Lambourne Crescent
Llanishen
Cardiff CF4 5GG
Tel: 01222 755715
Fax: 01222 755757
Web: www.aala.org

Africans Unite Against Child Abuse (AFRUCA)

Unit 3D/F Leroy House
436 Essex Road
London N1 3QP
Tel: 020 7704 2261
Email: via website
Web: www.afruca.org

Afro-Caribbean Evangelical Alliance (ACEA)

186 Kennington Park Road
London, SE1 4BT
Tel: 020 7735 7373
Email: acea@eauk.org
Web: www.acea-uk.org

Ann Craft Trust

Centre for Social Work
University of Nottingham
University Park
Nottingham
NG7 2RD
Tel: 0115 9515400
Email: ann-craft-trust@nottingham.ac.uk
Web: www.anncrafttrust.org

Anorexia and Bulimia Care

Providence House
Wedmore.
Somerset.
BS28 4EG,
Tel: 01934 713780
Sufferers Helpline: 01934 710679
Parent helpline: 01934 710645
Email: mail@anorexiabulimiacare.co.uk
Web: www.anorexiabulimiacare.co.uk

Association of Christian Counsellors

29 Momus Boulevard
Coventry
CV2 5NA
Tel: 0845 124 9569 / 0845 124 9570
Email: office@acc-uk.org
Web: www.acc-uk.org

British Association of Counselling and Psychotherapy

BACP House
15 St John's Business Park
Lutterworth
Leicestershire LE17 4HB
Tel: 01455 883300
Email: bacp@bacp.co.uk
Website: www.bacp.co.uk

British Red Cross

9 Grosvenor Crescent
London
SW1X 7EJ
Tel: 0207 235 5454
Web: www.redcross.org.uk

British Safety Council

National Safety Centre
70 Chancellors Road
Hammersmith
London
W6 9RS
Tel: 0208 741 1231

Charity Commission (England and Wales)

PO Box 1227
LIVERPOOL

L69 3UG
Tel: 0845 3000 218 - General Enquiries
Tel: 0845 3000 219 - Textbox service for hearing
and speech impaired callers
Fax: 0151 703 1555
Web: <http://www.charity-commission.gov.uk>

**Child Exploitation and Online Protection
(CEOP) Centre**

33 Vauxhall Bridge Road
London
SW1 2WG
Tel: 0870 000 3344
Email: enquiries@ceop.gov.uk
Web: www.ceop.gov.uk

Childline

Helpline: 0800 1111
Website: www.childline.org.uk

Childnet International

Studio 14
Brockley Cross Business Centre
96 Endwell Road
London
SE4 2PD
Tel: 020 7639 6967
Email: info@childnet-int.org
Web: www.childnet-int.org
www.chatdanger.com

Circles of Support and Accountability

Circles UK
1 St Giles Court
Southampton Street
Reading
Berkshire
RG1 2QL
Telephone: 0118 950 0068
Fax: 0118 950 0064
Email: info@circles-uk.org.uk
Web www.circles-uk.org.uk

Criminal Records Bureau

CRB Customer Services
PO Box 110
Liverpool
L69 3EF
General Enquiries 0870 90 90 811
www.crb.gov.uk

Department for Education

Sanctuary Buildings
Great Smith Street

London
SW1P 3BT
Tel 0870 000 2288
Email: info@dfes.gov.uk
Web: www.dfes.gov.uk

**Department for Social Development (Northern
Ireland)**

Charities Branch Voluntary and Community
Unit
3rd Floor
Lighthouse Building
1 Cromac Place
Gasworks Business Park
Ormeau Road
Belfast
BT7 2JB
Tel: 028 90829 414

Every Disabled Child Matters

c/o Council for Disabled Children
National Children's Bureau
8 Wakely Street
London
EC1V 7QE.
Tel: 020 7843 6448
Email: info@edcm.org.uk
Web: www.edcm.org.uk

Independent Safeguarding Authority

Tel: 0300 123 1111 (Lo-call rate)
Email: scheme.info@homeoffice.gsi.gov.uk
Website: www.isa.gov.org.uk

Information Commissioner

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Information Line: 01625 545 745
Switchboard: 01625 545 700
Email: data@dataprotection.gov.uk
Web: www.dataprotection.gov.uk

Institute for Outdoor Learning

The Barn
Plumpton Old Hall
Plumpton
Penrith
Cumbria
CA11 9NP

Tel: 01768 885 800
Web: www.outdoor-learning.org

BT41 1QQ
N. Ireland
Tel: 028 9446 6126
Email: info@nifas.com

Internet Watch Foundation

East View
5 Coles Lane
Oakington
Cambridge
CB24 3BA
Tel: 08456 00 88 44
Email information@iwf.org.uk
Web: www.iwf.org.uk

Kidscape

2 Grosvenor Gardens
London
SW1W 0DH.
Phone: 020 7730 3300
Helpline: 08451 205 204
Web: www.kidscape.org.uk
Email: webinfo@kidscape.org.uk

Lucy Faithfull Foundation

The Wolvercote Centre
Nightingale House
46 - 48 East Street
Epsom
KT17 1HB
Tel: 0870 774 6354
Fax: 01372 847162
Email: wolvercote@lucyfaithfull.org
Web: www.lucyfaithfull.co.uk

Referrals, training or consultancy:
The Lucy Faithfull Foundation
Bordesley Hall
The Holloway
Alvechurch
Birmingham
B48 7QA
Tel: 01527 591922
Fax: 01527 591924
Email: bordesley@lucyfaithfull.org

NI First Aid Services

102 Craighill
Antrim

NSPCC

42 Curtain Road
London
EC2A 3NH
Helpline: 0808 800 5000
Email: help@nspcc.org.uk
Web: www.nspcc.org.uk

Office of the Scottish Charity Regulator (OSCR)

1st Floor
Argyll House
Marketgait
Dundee
DD1 1QP
Telephone 01382 220446
Website www.oscr.org.uk

Office of the Scottish Charity Regulator (OSCR)

2nd Floor, Quadrant House, 9 Riverside Drive,
Dundee, DD1 4NY
Tel: 01382 220446
Web: www.oscr.org.uk

Public Concern at Work

Suite 301,
6 Baldwins Gardens,
London
EC1N 7RJ
Tel: 020 7404 6609,
Email: whistle@pcaw.co.uk

Royal Society for the Prevention of Accidents

Edgbaston Park
353 Bristol Road
Birmingham
B5 7ST
Tel: 0121 248 2000

St. Andrew's Ambulance Association

48 Milton Street

Glasgow
G4 0HR.
Web: www.firstaid.uk

St. John Ambulance

27 St. Johns Lane
London
EC1M 4BU
Tel: 08700 104950
Web: www.sja.org.uk

Sanctuary

PO Box 8953
Chelmsford, Essex
CM2 9WN
Tel: 0844 3576573
Email: sanctuary@ccpas.co.uk

Stop it Now! UK & Ireland

PO Box 9841 Birmingham
B48 7WB Telephone/Fax: 01527 598184
Email: office@stopitnow.org.uk
Helpline: 0808 1000 900
Email: help@stopitnow.org.uk
Web www.stopitnow.org.uk

Through the Roof

PO Box 353
Epsom
Surrey
KT18 5WS
Tel: 01732 737041
minicom: 01372 749955
Email: info@throughtheroof.org
Web: www.throughtheroof.org

Victoria Climbié Foundation

28 Museum Street
London
WC1A 1LH
Tel: 0208 571 4121
Web & Email: www.victoria-climbie.org.uk

Volunteer Development Agency(Northern Ireland)

129 Ormeau Road
Belfast
BT7 1SH.
Tel: 028 9023 6100
Web: www.volunteering-ni.org