

**Grace Church Sydenham**

**Safeguarding Policy**

March 2021

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### Section 1: Details of the place of worship / organisation

<b>Name of Organisation</b>	Grace Church Sydenham
<b>Address:</b>	The New Generation Youth Centre Wells Park Road Sydenham SE26 5RW
<b>Mailing Address:</b>	5 Burghill Road Lewisham SE26 4HJ
<b>Tel No:</b>	Minister: Tim Iles 07983 006107
<b>General Email address:</b>	<a href="mailto:info@gracechurchsydenham.org">info@gracechurchsydenham.org</a>
<b>Senior Leader/Minister Name:</b>	Mr Tim Iles
<b>Senior Leader Contact Telephone / Email:</b>	<a href="mailto:tim.iles@gracechurchsydenham.org">tim.iles@gracechurchsydenham.org</a>
<b>Safeguarding Coordinator (Recruitment ):</b>	Laurel Williams
<b>Safeguarding Coordinator (Policy):</b>	Nicola Collett-White
<b>Safeguarding Trustee</b>	Matthew Wagstaff
<b>Safeguarding Contact details</b>	<a href="mailto:safeguarding@gracechurchsydenham.org">safeguarding@gracechurchsydenham.org</a>
<b><a href="#">Thirtyone:eight</a> Contact details</b>	0303 003 11 11 info@thirtyoneeight.org
<b>Membership of Denomination/Organisation:</b>	<a href="#">AMiE: The Anglican Mission in England</a>
<b>Denomination / Organisation Safeguarding Officer:</b>	Paul Houghton
<b>Contact Details for Denomination / Organisation Safeguarding Officer:</b>	<a href="mailto:safeguarding@anglicanmissioninengland.org">safeguarding@anglicanmissioninengland.org</a>
<b>Charity Number:</b>	1174422
<b>Insurance Company:</b>	Ansvar Insurance: 31 St Leonard's Road, Eastbourne, East Sussex BN21 3UR
<b>The Leadership:</b>	The Church Council and the Elders

## **Section 2: Our commitment to safeguarding**

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. Safeguarding is everyone's responsibility and we will adopt the mind-set that it could happen here.

We acknowledge that children and adults can be the victims of abuse and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We undertake to exercise proper care in the appointment and selection of those who will work with children and with adults with care and support needs, or those who will be in positions of trust. We will promote safer practice and we will support, resource, train and regularly review those who undertake this work. We will keep up to date with national and local developments relating to safeguarding. We will follow statutory, denominational and specialist guidelines in relation to safeguarding adults and we will ensure that all workers will work within the agreed procedure of our safeguarding policy. We will implement the requirements of the Care Act 2014 and the Equality Act 2010 and all other relevant legislation.

We recognise that:

- Adult Social Care has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs
- Where an allegation suggests that a criminal offence may have been committed, the police should be contacted as a matter of urgency

The policy is based on the ten Safe and Secure safeguarding standards published by thirtyone: eight, an independent Christian charity which helps individuals, organisations, charities and faith and community groups to protect vulnerable people from abuse.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.

- provide on-going safeguarding training for all its workers
- ensure to the best of its ability that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive and will liaise with Lewisham Council with regard to issues to do with the maintenance of the building.
- support the Safeguarding Coordinators in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- not allow this document to be copied by other organisations.

### **Section 3: Understanding and Recognising Abuse**

#### **1. Understanding abuse and neglect (children)**

Defining child abuse is a difficult and complex issue. In order to safeguard those in our place of worship we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

#### **Definitions of Abuse (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. The **four definitions** (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

#### **What is abuse and neglect?**

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

- a. **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.
- b. **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.
- c. **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.
- d. **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.

### **Additional Categories**

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

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

**Child sexual exploitation:** Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

#### **Domestic Violence**

Any incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality. Acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide come under the definition of domestic violence.

This can encompass, but is not limited to, the following types of abuse:

1. Psychological
2. Physical
3. Sexual
4. Financial
5. Emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assaults, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Family members are defined as mother, father, son, daughter, brother, sister and grandparents whether directly related, in-laws or step-family. However, this is not an exhaustive list and may also be extended to uncles, aunts and cousins etc.

**Extremism:** Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination, to justify discrimination towards women and girls, to persuade others that minorities are inferior or to argue against the primacy of democracy and the rule of law in our society.

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

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

A mandatory reporting duty for FGM requires regulated health and social care professionals and teachers in England and Wales to report known cases of FGM in under 18-year-olds to the police. The FGM duty came into force on 31 October 2015.

### **Sexually exploited children and young people**

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

- paying for the sexual services of a child;
- causing or inciting child prostitution;
- arranging or facilitating child prostitution; and
- controlling a child prostitute.

## **Spiritual Abuse**

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

## **Further Definitions**

### **Significant Harm**

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

## **2. Recognising the signs of abuse (in children and young people)**

The following signs could be indicators that abuse has taken place but should be considered in the 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 or rough games
- 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 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

\*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.

### 3. Understanding abuse and neglect (Adults)

We agree with the UN Universal Declaration of Human Rights Article 5:

4. *No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act. Well-being includes personal dignity, physical and mental health and emotional well-

being, protection from abuse and neglect control by the individual over day-to-day life, suitability of living accommodation, participation in work, education, training or recreation, social and economic well-being, domestic, family and personal relationships and the individual's contribution to society.

### **Definitions of Abuse (Adults)**

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- a. **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- b. **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- c. **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- d. **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- e. **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- f. **Modern slavery** – encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- g. **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, sex, gender reassignment, age, disability or religion.
- h. **Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-

treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

- i. **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
  
- j. **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

### **Who might be at risk?**

Some adults might be more at risk than others. The following factors could increase the risk of abuse:

- Learning, sensory or physical disability
- Old age and frailty, especially if creates dependency on or needing help from others
- Mental health problems
- Dementia or confusion
- Severe illness
- Alcohol or illegal substance dependency

### **Who may abuse?**

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

### **Where may abuse occur?**

Abuse can happen anywhere, and can be caused by anyone in our communities, for example:

- In the home
- In supported housing
- At a carer's home
- Within a nursing home, hospital, residential care or day care
- At work or in educational establishments
- In places of worship, such as churches

In addition adults may be made vulnerable by means of a permanent or temporary reduction in physical, mental or emotional capacity brought about by life events - for example an illness, bereavement, past abuse or trauma.

## **5. Recognising the signs of abuse (adults)**

### **Physical**

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

### **Sexual**

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

### **Psychological**

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

### **Financial or Material**

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

### **Neglect or Omission**

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

### **Discriminatory**

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

### **Organisational**

- Lack of flexibility or choice over meals, bed times, visitors, phone calls
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

### **Modern Slavery**

- May look uneasy, unkempt, or malnourished
- May have untreated injuries
- Someone paying for their travel
- Someone speaking for them
- Perhaps they are picked up and dropped off from work at unusual times
- They may not be sure of their own address

### **Section 4: Safer recruitment**

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form as set out in Appendices 3 and 5
- Workers have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained using the form in Appendix 4, and followed up where appropriate
- A disclosure and barring check has been completed where necessary
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period of 6 months
- The applicant has confirmed that they have read the safeguarding policy and that they know how to report concerns.

## Section 5: Responding to an allegation or suspicion of abuse

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

- Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

- a. If the concern is as a result of something that has been said, make a note of the concern writing down as far as possible
  - what was said
  - when (date and time) it was said
  - where it was said
  - your response
- b. If the concern is as a result of something that has been noticed or suspected, make a note of the concern writing down as far as possible
  - what was observed
  - when (date and time) it was observed
  - where it was observed

In both cases use the Cause for Concern Form in Appendix 2

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

**Name:** Laurel Williams

**Email:** [safeguarding@gracechurchsydenham.org](mailto:safeguarding@gracechurchsydenham.org)

or

**Name:** Nicola Collett-White

**Email:** [safeguarding@gracechurchsydenham.org](mailto:safeguarding@gracechurchsydenham.org)

The above are nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

If the suspicions implicate either or both of the above then the report should be made in the first instance to:

**thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone: eight helpline for advice. They should then if appropriate contact social services in the area the child or adult lives.

**Name of local authority: Lewisham**

**Children's Social Services**

**Tel:** 020 7926 5555 020 8314 6660

**Out of hours Tel:** 020 8314 6000

**Website Address:** <https://lewisham.gov.uk/> and this for helpful guidance:  
<https://lewisham.gov.uk/myservices/children-and-families>

**Adult Social Services**

**Tel:** 020 8314 7777

**Email:** SCAIT@lewisham.gov.uk <SCAIT@lewisham.gov.uk>;

**Out of hours Tel:** 020 7926 5555

**Website Address:**

<https://lewisham.gov.uk/myservices/socialcare/adult>

**Police Protection Team Tel:** 999 in an emergency or alternatively 101. If deaf or hard of hearing, use the text phone service on 18001 101

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern

- The Safeguarding Trustee who may need to liaise with the insurance company and/or the charity commission to report a serious incident.
- AmiE Safeguarding Officer [safeguarding@anglicanmissioninengland.org](mailto:safeguarding@anglicanmissioninengland.org)
  - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to a Safeguarding Co-ordinator, the absence of a Safeguarding Co-ordinator should not delay referral to Social Services, the Police or taking advice from thirtyone: eight.

- The Leadership will support the Safeguarding Co-ordinators in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinators as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

### **Detailed procedures where there is a concern about a child:**

#### **Allegations of physical injury, neglect or emotional abuse.**

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

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

#### **Allegations of sexual abuse**

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

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

**Detailed procedures where there is a concern that an adult is in need of protection: Suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial and discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.**

If there is concern about any of the above, the Safeguarding Co-ordinator will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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

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

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

How to refer to the LADO

1. Discuss your referral with Lewisham's Designated Officer, Finola Owens 020 8314 3114
2. Download the Allegations Referral Form
3. Complete the form with as much detail as possible
4. Email the completed form to [LewishamLADO@Lewisham.gov.uk](mailto:LewishamLADO@Lewisham.gov.uk)

- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

### **Allegations of abuse against a person who works with adults with care and support needs**

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

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

### **Section 6: Safeguarding training**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs 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.

### **Section 7: Working with sexual offenders and those who may pose a risk**

For the purposes of this policy, a sexual offender is someone who has committed sexual offences against either children or adults. Whilst most abuse of children happens in families, it is important to realise that children of any age may be at risk of abuse by an offender who is part of the church. We should not therefore be complacent about the risks to a child whatever their age.

Apart from safeguarding considerations, in support of the repentant offender's desire not to fall again, we should not place them in a position of vulnerability where they could be tempted

to re-offend. Sexual offenders need to be regarded in the same way as someone who has an addiction.

Like anyone, an offender wanting to change will need people around them who will love and accept them, offering care and protection with the assurance that God does not reject them.

Alongside this, the people supporting the offender will need to:

- Challenge risky or wrong thinking and behaviour.
- Not allow themselves to be manipulated.
- Be relied upon to be supportive to help maintain self-control.

Those offenders who represent a risk to children should be monitored closely and strict boundaries placed on their movements and behaviour within the church setting. A support and accountability group should be established which is told of the situation and a contract written regarding the conditions necessary.

### **Section 8: Working in Partnership**

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

We therefore have clear guidelines in regards to our expectations. Occasionally other groups, for example, the Meal Team, use the kitchen area of the premises at the same time as Grace Church. Our Safeguarding Policy Statement is clearly displayed at our place of worship so that others using our area of the premises can see our expectations.

### **Adoption of the policy**

This policy was agreed by the Leadership and will be reviewed annually:

Signed by:

Position: Elder

Signed by:

Position: Elder

Signed by:

Position: Elder

Signed by:

Position: Elder

Date: March 2021

## **Appendix 1 Grace Church Sydenham Good Practice Guidelines**

**Good Practice Guidelines** for those working with children, young people and adults with care and support needs.

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation. All workers with children, young people and adults with care and support needs will observe the following good practice guidelines.

### **Impact of COVID19**

There is a COVID 19 Risk Assessment which sets out all the ways in which the organisation minimises the risk of transmission to children, young people and adults with care and support needs. All those entering the premises are expected to read this.

### **Expectations**

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare and avoid favouritism
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Avoid using any language or behaviour that could be misconstrued as inappropriately intimate
- Do explain to the individual what you intend to do and don't delay taking action
- No smoking or consuming alcohol or illegal substances at youth or children's events/meetings

### **Crèche and Ignite (Sunday Club)**

- Children will be escorted by their Sunday Club leaders from the main meeting hall to the hall used for Sunday Club in their age appropriate groups. At the end of Sunday Club, the children will be brought back to the main meeting hall for collection by parents / carers.

- A register of attendance will be kept by the group leader for each group including every adult present, even if that adult is only there for part of the session. Periodically, the old registers will be collected and then stored securely and in accordance with the Data Protection Act 2018 and certainly no longer than 7 years. Any unusual events or conversations which may be linked to allegations or suspicions of abuse should be written down and kept with the register. If an allegation of abuse is made in years to come, then the Church will need to be able to establish who was present on any given date. The register should note when parents / carers have opted to stay with their children.
- Parents / carers may be permitted to observe groups but not to take part unless they have been through the Church's recruitment and training process, although obviously, they are able to look after their own child.

- Adult/Children Ratios:

We will observe the following Adult/Children ratios:

0 to 2 years	1:3 (one adult to every three children minimum 2 adults)
2 to 3 years	1:4
3 to 8 years	1:8
8 to 18 years	2 adults for up to 20 children with an additional leader for every 10 children thereafter

- Parents / carers who choose to stay with their own child will not be included in the above ratios.
- There should always be at least two safely recruited and DBS checked adults with Sunday Club
- Where more than one group meets in the same venue, and the groups can be seen by others, either all the time, or by regular inspection, the total number of adults to children within the room or within audible distance should be within the ratio suggested but an individual group may have fewer adults.
- If a child with special needs is present in the group, the child and/or their parents / carers will be asked how their needs can be best met. We will do all that is practically possible to meet these needs.
- Parental / carer consent is needed if children are taken off Church premises. In particular, a child should never be taken to a worker's home without the consent of parents / carers.
- If a child is to be visited at home, a parent / carer should be there, and a brief written record made of the visit including times and who was present. This should be stored with the registers.

### **One to one conversations with children or young people**

- Such meetings should be public and appropriate. They should be in a public space, for example, the meeting hall off to one side. With older teenagers, a coffee shop may be appropriate.
- Be sensitive but do not promise confidentiality. For example, say “You can tell me anything you like and I will keep it to myself unless I am concerned that you or anyone else may be at risk” Then ask them to confirm that they understand and are happy to proceed
- Inform the overall children’s leader or youth leader that this conversation will take place or has taken place
- With the child or young person’s permission, written notes should be made following any meeting which provokes concern, in line with this policy.
- Such notes should be stored securely and in accordance with the Data Protection Act 2018 and the child or young person should be informed that they can ask to see those notes
- Decisions to involve external agencies or parents should not be taken lightly and advice should be sought firstly from the overall children’s leader or youth leader and from thirtyone: eight if necessary
- If a child is under 16, it is extremely likely that parents will be informed of meetings that provoke concern. Advice should be sought firstly from the overall children’s leader or youth leader and from thirtyone: eight if necessary.
- One to one online meetings with young people may take place, but the adult must be safely recruited and the Online Safety Policy must be followed

### **Toileting guidelines for Crèche and Sunday Club**

*For children in school year 4 and below / or those with mobility issues:*

- A Crèche or Sunday Club leader should inspect the toilet area and make sure there is no one in the toilet cubicles.
- Wherever possible, the child should then visit the toilet while the Crèche or Sunday Club leader stands where they can see the toilet area and would be aware of anyone else entering the toilets.
- If the accessible toilet is available, the leader can stand outside this with the door closed as an even safer option
- Male leaders should never assist a child in a toilet cubicle (unless for their own child); a female leader should encourage the child to do as much as possible by themselves, and only assist when and where needed.
- When supervising a child who wishes to go to the toilet, leaders should make sure they are in sight of another leader.

*For children in school year 5 and above:*

- Children may go to the toilet in pairs, unaccompanied by an adult. Children will be asked to check that no-one is in the toilet area before entering it. If only one child wishes to go to the toilet then the protocol for year 4 and below applies.

### **At Youth Group meeting(s)**

- Youth activities will be overseen by at least two leaders.
- Where there are children / young people under the age of 18 years at an activity, adults should be present or within earshot.
- Parental / carer consent is needed if children are taken off Church premises. In particular, a child should never be taken to a worker's home without the consent of parents / carers.

### **Transporting children on behalf of the Church**

- 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 (Appendix 2 to these Guidelines).
- 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.

### **Youth Group / Sunday Club Trips**

In addition to the practice guidelines outlined above the following will be implemented:

- The Youth / Sunday Club leader will oversee and record a risk assessment of the event and proposed activities. From this general safety rules will be drawn up.
- A health information and consent form (Appendix 1 to these Guidelines) will be completed by a parent / carer of each child attending. The parents / carers will see a list of activities proposed and will provide written consent for their child taking part. For overnight trips, parents / carers will also be advised of the sleeping arrangements which will be age appropriate and provide security for the children.
- For a trip at a centre we will establish that they have appropriate public liability insurance.

- Provision should be made for an appropriately qualified first-aider to be available at all activities together with an adequate First Aid kit.
- The trip leader will have the following to hand: details of local GP; nearest Hospital with A and E. They will be responsible for the medical consent forms for each child and will ensure that any medication for children is adequately stored.
- 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 other needs

The results of the risk assessment may mean ratios need to be increased.

### **During the trip:**

- We will keep a record of the significant activities carried out including which children took part.
- We will make sure everyone at a residential trip knows the fire drill, the safety rules, who the first aider or medically trained health professional is, and where to find the first aid kit.
- Food preparation will be overseen by someone with an appropriate food safety certificate.
- No mains operated electrical/ electronic equipment may be used unless it has passed portable appliance testing (PAT).
- We will always obtain parental / carer consent before taking children swimming, and will make sure a qualified lifeguard is there and that boy / girl behaviour is appropriate.
- After the event, consent forms and associated information will be handed to a Safeguarding Co-coordinator to be stored securely and in accordance with the Data Protection Act 2018

### **At midweek Bible studies or other meetings**

Where a child is being looked after by a Church approved volunteer and the child is within shouting distance of their mother / carer, we will observe the principle that one volunteer may look after up to 3 children (excluding their own) providing it is practically manageable. Beyond this number, we will ask for additional volunteers to be in attendance.

### **Adults with care and support needs**

- Since a Christian should never abuse or exploit someone in their care whether in need of care and support or not, generally ministering to adults with care and support needs will look like normal service for those involving them in ministry or meeting with them as part of the Church's ministry.

- Part of the Church's ministry will involve the provision of pastoral care to those in the Church. The Leaders of Growth Groups are specifically tasked with the provision of pastoral care to those in their groups and are there to love, protect, serve and pray for everyone – including adults with care and support needs.
- Most of the time, the usual approach of welcoming such adults to Growth Groups, the main meetings and meeting up informally will be fine; however sensitivity will be required with respect to any particular needs they may have or risks they may pose to other members of the activity concerned.
- Where there is concern on whether or not they should be participating in an activity such as praying with someone from the Church or when someone is reading the Bible with them, it is wise to seek their permission before engaging in the activity, however if by virtue of their vulnerability they are not capable of providing the permission, then it should be sought from their carer.
- Where an adult with care and support needs is concerned, depending upon the vulnerability, it may be important for activities to be done in plain view of others and in the knowledge of those who are responsible for their care.
- Generally it is the approach of the Church that male group leaders would provide pastoral care to the men in their groups and female group leaders would provide pastoral care to the women in their groups in a 1-on-1 situation.
- In some situations, pastoral care will be provided to people by the Minister, Elders or other designated individuals. In a 1-on-1 situation, pastoral care to adults with care and support needs should generally be provided by someone of the same gender although this is not to preclude the Minister, Elders or other designated individuals from visiting the sick or elderly. However, when undertaking such a ministry, they should be careful to not allow themselves to be placed in a situation which could be easily misconstrued as inappropriate or indeed which could lead to allegations which are difficult to refute due to a lack of third parties being present. It may, for instance, be wise to consider visiting in pairs.

### **Christians Against Poverty (CAP) Job Club**

Some members of Grace Church are CAP Job Club trained volunteers. This will involve one to one coaching sessions between a CAP Job Coach and a CAP Job Club member, designed to enable members to set goals and review their progress. These volunteers will comply with the CAP Safeguarding Policy as well as this Policy.

If a Job Club member is of the opposite sex, then a fellow Job Club Coach or befriender of the same sex as them must accompany the Coach during the coaching time. This is also the case for online meetings.

## **Touch**

Sympathetic attention, humour, encouragement and appropriate physical contact are normal needs for children, young people and adults with care and support needs. The following guidelines regarding touch are suggested (subject to COVID-19 restrictions for which see the COVID risk assessment):

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors. For example, having a child sit on a leader's lap whilst sitting on the floor during main singing time may be acceptable but, having them sit on laps in a less public context should be avoided.
- Touch should be related to the child's or adult's needs, not the worker's.
- Touch should be age-appropriate and will generally initiated by the child or adult rather than the worker, although it is acknowledged that a Crèche age child may not be able to communicate their needs and therefore can be picked up if this would comfort them.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating.
- Children and adults with care and support needs have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they may need medical attention.
- When giving first aid (or applying sun cream etc.) encourage the child or adult with care and support needs to do what they can themselves, giving appropriate help where necessary.
- Sunday Club, Crèche, Youth and other pastoral leaders should monitor one another in the area of physical contact. They should feel free to help each other by pointing out anything that could be misconstrued. Concerns about abuse should always be reported.
- Sunday Club, Crèche and Youth leaders should not smack, hit or physically discipline any child except by 'holding' which may be used if there is an immediate danger of personal injury to the child or other person.

## **Online Safety**

The Church's Online Safety Policy shall be followed.

## **Data protection**

- Children and adults with care and support needs have a right to be protected from harm. Where disclosing information might place a child or adult at risk, then safeguarding considerations will take precedence over data protection

**Appendix 1 to Good Practice Guidelines: Activities and Day Visits Consent Form**

Name of Place of Worship/Group	
Proposed Visit or Activity	
Date of visit	
Venue/destination	
Departure place and time	
Return place and time	
Cost (Inc. who 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	
Details of contact for safeguarding concerns and emergency contact	

This form should be taken with the worker on the activity or visit. After the visit the forms should be sent to the safeguarding person responsible for policy who will keep them securely.

**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	

**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'.

I understand:

- 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.

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)

## Appendix 2 to Good Practice Guidelines - Consent For Transporting Children

This place of worship/organisation 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 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 21 years of age and have held a full driving licence for at least two 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).

I have been advised whom I need to contact to report any concerns.

Name of Child	
Date of Birth	
Address	
Date of Birth	
Signature	
Printed Name	
Date	

## Appendix 2 Grace Church Sydenham Safeguarding Policy – Cause for Concern Form

### Part 1: Record of concern about a child/adult’s safety and welfare

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)<sup>1, 2, 3</sup>

Child/Adult’s name (subject of concern):	
Date of birth/age:	
Child/Adult:	
Address:	
Date & time of incident:	
Date & time (of writing):	
Your Name (print):	
Role/Job title:	
Signature:	

Other members of the household <sup>4</sup> :	
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>	
How did the concern come to light?	
What is the child/adult saying about what has happened <sup>4</sup> ?	

Any other relevant information. Previous concerns etc.	
Date and time of discussion with Safeguarding Co-ordinator <sup>5</sup>	

Check to make sure your report is clear to someone else reading it.

**Please pass this form to your Safeguarding Coordinator without delay**

**Guidance notes for Form 1 (volunteers/staff only):**

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
2. Essential principles of recording the information received/disclosed/observed:
  - a. Remember: do not investigate or ask any leading questions
  - b. make notes within the first one hour of receiving the disclosure or observing the incident
  - c. be clear and factual in your recording of the incident or disclosure
  - d. avoid giving your opinion or feelings on the matter
  - e. aim to record using the 4 W's and 1 H: When, where, what, why and how
  - f. do not share this information with anyone else except your safeguarding co-ordinator in the first instance and they will advise on who else will need to be informed, how and when.
  - g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or thirtyone:eight at this stage.
4. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.

5. **Why is the view of the child/adult significant?** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. **Passing information to the Safeguarding co-ordinator** – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

## Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Coordinator - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Date and time at which Information received by SC:	
Date and time of any advice <b>sought</b> , if applicable	
Source of advice: name/organisation:	
Advice received: Advice received about informing parents or in the case of adults, seeking consent/capacity <sup>1</sup> :	
Initial Assessment of concern following advice <sup>2</sup>	
Action taken with reasons recorded (e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)	
Date action taken	
By whom	
Date action completed	
Referral to whom	
Date of referral	
Signposting to other community resources	Y/N
If yes which resources	
Date of signposting	
Pastoral Care and other support from church	Y/N
Ongoing Monitoring	Y/N
Parent/carer informed	Y/N

If yes who spoken to, by whom and when (date and time)	
If No please give reasons	
Any other relevant information	
Name of Safeguarding Coordinator:	
Signature:	

### **OVERVIEW OF ACTIONS<sup>3</sup>:**

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

### **Guidance notes for Form 2:**

Following are some helpful pointers in completing the above form(s)

1. **Importance of consent from parents/carer or adults (in the light of mental capacity)** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual’s mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
2. **Initial assessment-** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?
3. **Overview of actions** - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

### Appendix 3

## APPLICATION FORM FOR VOLUNTARY WORK WITH CHILDREN, YOUNG PEOPLE AND ADULTS

Name of place of worship/organisation:

---

We ask all prospective workers with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the 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	
Date of Birth	
Place of Birth	
Address	
Daytime Tel No	
Mobile Tel No	
Email address	
How long have you lived at the above address? (in years and months)	
If less than 5 years, please give previous address(es) with dates:	

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 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 adults with care and support needs declined?

YES                      NO (Please tick)

If yes, please give details

--

### 3 References

Please complete the details below of two people who would be willing to provide a personal reference. You should provide details of your leader of place of worship. We reserve the right to take up character references from any other individuals deemed necessary.

<b>Referee 1</b>	
Name	
Address	
Tel no:	
Email	
Relationship	

<b>Referee 2</b>	
Name	
Address	
Tel no:	
Email	
Relationship	

Please would you complete the Self-declaration Form, place it in a sealed envelope and address it to Laurel Williams (the person responsible for processing Disclosure Checks) with whom you are welcome to discuss any aspects of this procedure. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with adults and/or children.

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 \_\_\_\_\_

**Appendix 4: Request for a Reference for Applicants for Positions with Children, Young People or Adults with care and support needs (Unpaid)**

Dear

**Re: Reference Request for [*Name of Applicant*]**

The above-named person has applied to be a worker with the children/young people/adults with care and support needs at [*name of place of worship/organisation*]

As I am sure you are aware, before we can accept anyone to work with children/ adults with care and support needs\*, 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.

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" except for those old or minor cautions and convictions which have now been filtered.

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*] on telephone number [xxxxxxxxxxxxxx].

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

Yours sincerely,

\*Delete as appropriate

## **Appendix 5 – Self Declaration form for a position requiring an enhanced disclosure**

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, and return it to the Recruiter detailed below, in a separate sealed envelope.

To: Laurel Williams

Position applied for:

### **Conviction history**

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select 'Yes' below

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance\*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/ 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.

\*links can be found at [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links)

### **Police investigation**

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

**Yes**    **No**    (please tick)

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

### **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)

consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants – [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links). I understand how DBS will process my personal data and the options available to me for processing an application I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications 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 disclosure applications 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: \_\_\_\_\_

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children OR I confirm that I am not barred from working with adults at risk

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

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

#### **Legalese – attached notes**

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

As this post involves working 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 Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. 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 with the exception of those that are subject to the DBS filtering rules.

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 DBS 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 General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS

#### **Notes - Children and Young People**

Under the Protection of Freedoms Act 2012 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 held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check For applicants in Scotland and Northern Ireland, similar provisions apply

**DBS Eligibility from: [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links)**