



Vale Community Church

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Safeguarding Policy

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Version 3.1

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The Recruitment Pack consists of the following:

**Form 4; Form 5; Appendix 7; and Appendix 8**

## SECTION 1

### Introduction

Vale Community Church (hereafter “the Church”) works with children, young people and vulnerable adults as it shares the love of Jesus in word and action. We take seriously our responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to our care. We recognise that this responsibility comes both from God’s Word and also from the advice of the statutory authorities regarding voluntary organisations involved with children. The Safeguarding Policy (hereafter “the Policy”), therefore, seeks to ensure the protection of children, young people and vulnerable adults in our care in the many different activities run by the Church.

It is the Leadership Team (Charity Trustees) (hereafter “the Leadership”) of the Church who are ultimately responsible for ensuring that the Policy is implemented and resourced at the Church. Accordingly they have appointed a Safeguarding Co-ordinator (SCo) and a Deputy Safeguarding Co-ordinator (DSCo). It is their role to oversee the operation of the Church’s Policy and they should be referred to at any time where there are any concerns over the welfare of children, young people and vulnerable adults, or the detailed requirements of the Policy.

It is important for everyone working with children, young people and vulnerable adults (leaders and workers) to understand the Policy and to know the guidelines relevant to the activities that they are, or expect to be involved with. However, everyone in the fellowship at the Church has a part to play in ensuring that the Church’s Policy is effective.

The Church considers vulnerable adults to be eighteen years of age and over, and who either permanently or temporarily may be in need of community care services by reasons of mental or other disability, age or illness and who are unable to take care of themselves, or protect themselves against significant harm or exploitation. This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. Their need for additional support to protect themselves may be increased when complicated by additional factors, such as domestic violence, physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

### Church Details

Name:	Vale Community Church
Address:	c/o 14 Thurlestone Close, Bedford, MK40 3AT
Tel. No:	01234 301309
Email:	office@valecc.org.uk
Meeting Places:	Church End Lower School (Forest End), Broadmead Lower School, Marston Village Hall, Stewartby United Church, Manor Court
Denomination:	Baptist
Umbrella Organisation:	Churches' Child Protection Advisory Service
Insurance Company:	Public Liability Insurance through Ansvar Insurance

The following is a brief description of the type of work/activities we undertake with children, young people and vulnerable adults:

- **KidsZone:** our children’s work that takes place on a Sunday morning at Church End Lower School (Forest End). Activities include: stories from the Bible in a fun, fast moving, creative manner; action songs; and craft. We run three age groups: 3-6yrs; 7-8yrs; and 9yrs+ in a large open space next to the main hall.

- **Chatterbox Café:** runs on a Monday morning in the hall at Broadmead Lower School. The Café provides tea, coffee and biscuits and is for parents/carers who have children in the school, some of whom bring along pre-school aged children. The parents/carers are with their children at all times and fully responsible for them.
- **Tiny Tots Baby & Toddler Group:** a carer and toddler group for children under 5 years and their carers. The group meets in Marston Moretaine Village Hall on Wednesday and Friday mornings (during term-time only). The morning can include: Arts & Crafts; Baby Area; Sit, Ride & Slide; Reading Area; Toys; Refreshments; and Singing Time. The parents/carers are with their children at all times and fully responsible for them.
- **ValeKids:** an after school club for Lower School children (Years 1-4) meeting in the hall at Church End Lower School, on Mondays from 3.30 - 4.30pm during term-time, following straight on from the end of school. The club is mixture of games, crafts, DVD's, Bible stories and many other activities. Biscuits and drinks will be available part way through the club.
- **Holiday Club:** takes place annually over five mornings one week in August in Church End Lower School. The holiday club is a mixture of: all together times of aerobics, singing, teaching, quizzes, drama and watching a DVD; and group times of craft, singing and storytelling.
- **Shop & Drop:** for Lower School children (Years 1-4) and takes place once a year on a Saturday morning in early December in the hall of Church End lower School. The day consists of a number of Christmas crafts, including: table decorations; Christmas decorations; stained glass stars (using coloured tissue paper); and many more. The children move between the different crafts as they chose. The day also includes Christmas DVDs for the children to watch, activity sheets, and party games.
- **Afternoon Tea:** serves the older generation in Marston Moretaine and is held once a month on a Tuesday afternoon in the communal area of Manor Court (warden controlled accommodation for the elderly). There is always a cup of tea to be had with cakes and lots of opportunity for people to catch up with each other as they chat over their tea, take part in a quiz or play board games. Some wheel chair bound people do attend.

## **Our Commitment**

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this Policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The Policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with the Baptist Union of Great Britain (BUGB).

The Leadership undertakes to:

- value, listen to and respect children, young people and vulnerable adults as well as promoting their welfare and protection.

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure safe recruitment, supervision and training for all the children's/youth workers within the Church.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the SCo(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and the local authority, and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.
- support those affected by abuse in the Church.
- maintain good links with the statutory childcare authorities and other organisations.

## **SECTION 2**

# **Recognition and Responding Appropriately to an Allegation or Suspicion of Abuse**

## **Understanding Abuse and Neglect**

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

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

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

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

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

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

- Definitions of abuse can be found in **APPENDIX 2**.
- Signs and symptoms of abuse can be found in **APPENDIX 3**.
- How to respond to a child wishing to disclose abuse can be found in **APPENDIX 4**.

## **Safeguarding Awareness**

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. As part of their induction, workers will either attend a 'Facing the Unthinkable' seminar or follow the distance learning course run by CCPAS as part of their induction. Workers will also attend inter agency training provided by Central Bedfordshire Local Safeguarding Children's Board (LSCB).

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

## **Responding to Allegations of Abuse**

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the SCo, Mu Chambers, tel. no: 01234 750753 / 07810 768165 who is 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.
- In the absence of the SCo or, if the suspicions in any way involve the SCo, then the report should be made to the DSCo, Amanda Thompson, tel. no: 01234 767798. If the suspicions implicate both the SCo and the DSCo, then the report should be made in the first instance to CCPAS, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the SCo should contact Children's Social Services (CSS). The local CSS office telephone number (8:45 am to 5:20 pm Monday to Thursday, 8:45 am to 4:20 pm Friday) is 0300 300 8123. The out of hours emergency number is 08702385465. The Police Child Protection Team (PCPT) telephone number is 01234 841212 or 999 in an emergency.
- Where required the SCo should then immediately inform the insurance company and the Safeguarding Adviser (SA) at the BUGB on the telephone number 01235 517700.
- 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 the Safeguarding Coordinator, the absence of the SCo or DSCo should not delay referral to CSS, the Police or taking advice from CCPAS.
- The Leadership will support the SCo/DSCo 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 CCPAS, although the Leadership hope that members of this Church will use this procedure. If, however, the individual with the concern feels that the SCo/DSCo has not responded appropriately, or where they have a disagreement with the SCo(s) 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 SCo/DSCo 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 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 SCo/DSCo will:

- Contact CSS (or CCPAS) 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, AFTER 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 CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to CSS.

### **Allegations of Sexual Abuse**

In the event of allegations or suspicions of sexual abuse, the SCo/DSCo will:

- Contact the CSS Duty Social Worker for children and families or the PCPT direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact CSS/PCPT. CCPAS will confirm its advice in writing for future reference.

### **THE FOLLOWING PROCEDURE WILL BE FOLLOWED WHERE THERE IS A CONCERN THAT AN ADULT IS IN NEED OF PROTECTION:**

#### **Suspicions or Allegations of Physical or Sexual Abuse**

If a vulnerable adult has a physical injury or symptom of sexual abuse the SCo/DSCo will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the South Bedfordshire Safeguarding Vulnerable Adults Team, 0300 300 8122, who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

#### **Allegations of Abuse Against a Person Who Works with Children**

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 Central Bedfordshire LSCB procedures will need to liaise with CSS in regards to the suspension of the worker, also making a referral to a SA/Local Authority Designated Officer (LADO). When liaising with a SA/LADO discuss with them about the need to refer to the ISA Vetting and Barring Scheme lists of those people deemed unsuitable for working with children or vulnerable adults.

## **SECTION 3**

### **Prevention**

#### **Safe Recruitment**

The Leadership will ensure all workers, whether paid or a volunteer, will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines 'Safe from Harm' (HMSO 1993), the Disclosure and Barring Service (DBS)/Scottish Criminal Records Office/PECS Codes of Practice, CCPAS guidelines and Church practice guidelines attached. The same principles will be applied to those appointed to work with vulnerable adults. This includes ensuring that:

- There is a written job description/person specification for the post to help clarify the gifts and qualities that are needed to perform the role and lay down a marker that child protection is taken seriously.
- Those applying have completed an application form and a self declaration form. Applicants will be asked to give the name of two referees.
- Written references, or verbal if the person is known locally within the Church, have been obtained, and followed up where appropriate.
- Those short listed have been interviewed and that safeguarding has been discussed at interview.
- A criminal records disclosure has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- An appropriate person within the Church will supervise you.
- The applicant has been given a Worker's Copy of the organisation's Policy, has been trained in it and knows how to report concerns.
- The applicant has completed a three month probationary period.
- Application forms, references and Criminal Record reports will be kept in a locked cabinet at 10 Hotch Croft, Cranfield, MK43 0BN, in case they need to be referred to at a later date (this is a requirement of anyone who will be working with children and young people).

#### **Management of Workers - Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Sexual misconduct has been taken as any sexual relations outside of marriage, the use of pornography, the use of unwanted or inappropriate physical contact, all sexually orientated, suggestive or flirtatious behaviours such as overt or covert seductive speech, gestures, innuendoes, or compliments of a sexual nature, jokes etc.

Those in pastoral ministry should avoid any behaviour that may give an impression of favouritism or a 'special' relationship. This is particularly important with children and young people. Where workers have mentoring and/or coaching roles this should be very clearly defined and there should be a clear policy in relation to accepting gifts etc.

Church workers should be aware of the pitfalls of over-dependency in pastoral/counselling relationships. This dependency can apply both ways. One way to monitor a pastoral/counselling relationship is to provide workers with adequate supervision. Workers should also be aware of the limits of their ability/competence and seek further help when faced with situations outside their experience and expertise.

Be aware that pastoral relationships can develop into romantic attachments (both ways). All pastoral relationships are ones in which the worker is in a position of power and influence over the other person by virtue of their work and/or nature of the activity. In the Abuse of Trust guidance issued by the Home Office it states:

"Whilst such a relationship of trust exists, allowing a relationship to develop in a way that might lead to a sexual relationship is wrong. A sexual relationship will be intrinsically unequal within a relationship of trust and is therefore unacceptable."

Sometimes young people under the age of 18 will desire to help with children's groups as workers.

- It is important that no worker under the age of 18 is left alone unsupervised with any children/young people.
- Those under the age of 18 will need to work alongside and be supervised by another leader or worker who has a DBS check.
- Workers under the age of 18 cannot be counted as part of the adult to children supervision ratio for a group.
- Young people under the age of 18 will not require a DBS check, but should be asked to fill in a self-disclosure form.
- It is advised that the minimum age for workers is 16. However, if there are young people under 16 who wish to be workers, extra attention must be given to the supervision of these young workers and written approval sought from their parents/carers.

## **SECTION 4**

### **Pastoral Care**

#### **Supporting Those Affected by Abuse**

To receive appropriate pastoral care according to their needs is the norm for all members of the Church. Where allegations of abuse lead to additional support needs, the Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the Church.

Pastoral support will be offered and made available on a voluntary basis, to all individuals who have been affected by allegations of abuse, by a member of the Church's Pastoral Team. However, some individuals may request support beyond routine pastoral support, such as the provision of formal counselling. Where it is agreed that formal counselling is appropriate, the Safeguarding Coordinator will arrange this through the Bridge Counselling service at Bromham Baptist Church or through another agency, who can support children, young people and vulnerable adults in getting help.

#### **Working With Offenders**

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

A draft Contract for use with perpetrators is attached in **APPENDIX 5**.

## **SECTION 5**

### **Practice Guidelines**

As a church working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation. As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these will be developed.

#### **For Individual Workers**

- You should treat all children, young people and vulnerable adults with dignity and respect in your attitude, language and actions.
- You should avoid any physical contact that could be considered sexually suggestive.
- You should respect the privacy of children in a way befitting their age when they are showering, toileting, etc. Where appropriate, ask the child if help is required.
- You should never do things of a personal nature for children or vulnerable adults, that they can do for themselves.
- You should never engage in intrusive touching of a child in any form. Any physical contact with a child should be related to the child's needs, should be appropriate to the age of the child and should normally be initiated by the child.
- You should be aware of any excessive attention-seeking behaviour from children, especially any behaviour that is physical or overtly sexual and should avoid being drawn into such situations. Consult your supervisor or team leader as soon as any such situation develops.
- Physical punishment should not be used on any child in your care. You should learn how to use positive discipline. Seek help if you have problems with discipline and control.
- You should never 'lose your temper' with a child. Discipline should be explained and exerted in a calm and authoritative manner.
- There may be occasions when it is necessary to restrain a child to ensure the physical safety of the child or of other children or workers. Such restraint should only be used in an emergency, should last for as short a time as possible, should use only the minimum force necessary to ensure safety and should always be immediately reported to your team leader. If safety permits, do not engage in restraint without another worker present.
- You should only be alone with a child in exceptional circumstances. In a counselling situation with a young person have two adults present where possible. If not, where privacy and confidentiality are essential, you should make sure another adult knows that the interview is taking place and where. Another adult should be in the building, and the young person should know this. Such counselling should generally be by an adult of the same gender as the young person.
- If you have to give personal care to a child (e.g. changing a child who has been sick) this should be done in a way in which the privacy of the child can be maintained while ensuring that there is no undue intimacy. If possible more than one adult should be involved or you should ensure that another adult is within earshot. Sometimes it may be more appropriate to take a child home or call the parents if a high level of physical intimacy is involved in the care needed.

- You should avoid any comments or remarks that could be construed as being sexually suggestive even in 'fun' and should avoid being drawn into such a conversation if a young person initiates it.
- You should not allow or engage in making any a scapegoat, ridiculing or verbally rejecting a child or young person or make any discriminatory remarks of any kind. You should at all times present a positive, affirming role model for the children with words and deeds.
- You should be aware of any potential bullying situations within a group and should remember that bullying can be verbal as well as physical. You should confront any bullying and should avoid appearing to give encouragement by ignoring it or laughing at remarks.
- You should recognise the potential vulnerability of all workers both to temptation and to false allegation. You are accountable to other workers and they, in turn, are also accountable. If you see another worker acting in ways that might be misconstrued, it is your duty to speak to them and/or your team leader about your concerns.
- All accidents that occur during an activity should be written down not just made a 'mental note' of. Briefly describe the event, signing and dating it before passing it on to your team leader. This is also good practice wherever some form of abuse is suspected.

### **For Team Leaders and Church leadership**

- Premises used to carry out church activities, should, as far as possible ensure safe access to, and use of, its facilities and activities. Lighting, both external and internal should be adequate.
- As far as possible all small group activities should take place in an open environment. This may involve sharing space, leaving doors ajar, or using rooms with glass panelled doors.
- The ratio of adults to children should always be adequate to ensure safety. Activities should be planned to include more than the minimum adult requirement to account for unexpected shortfall. We will work to the following ratios of adults to children:

#### Indoor Activities

0 to 2 years 1:3

2 to 3 years 1:4

3 to 8 years 1:8

8 and over 2:20 (male and female) plus 1 extra adult for every 10 children/young people

#### Outdoor Activities

0 to 2 years 1:3

2 to 3 years 1:4

3 to 8 years 1:6

8 to 13 years 2:15 (male and female) plus 1 extra adult for every 8 children

13 and over 2:20 (male and female) plus 1 extra adult for every 10 children/young people

- Mixed gender groups of older children should always be planned to have both male and female workers to enable children to relate to workers of the same gender. An adult of the same gender as the child or young person should handle all counselling or matters of a confidential nature.
- On-site activities when parents are not present should keep a register of names and should record arrival and departure of children. When such activities are held occasionally for younger children there should be written permission from parents for them to attend as well as written agreement on their departure details.

- An incident log should be maintained for all activities that the church runs. A log book should be accessible for all children's and young person's workers. The team leaders of all activities should ensure that any incident that causes concern is recorded. This recording should include details of the incident, names of those involved, action taken and any future action required.
- Where possible a qualified First Aider should be present at all regular activities of children and young people. That person must administer any First Aid. Minor First Aid should be given either in public or in a room with the door ajar. If First Aid requires privacy two adults should be present. All instances of First Aid should be recorded in the logbook.
- When children are taken on outings written parental consent should be obtained in advance. As far as possible, a child should not be alone in a car with an adult. Where this is unavoidable for short journeys (e.g. the last of a group to be dropped off at home) the child should be asked to sit in the back of the car.
- When groups are taken for residential trips, care should be taken to ensure that sleeping arrangements are appropriate. All bedrooms/dormitories should be single gender and workers should not share sleeping accommodation with children unless this is deemed necessary for the welfare of the children. At no time should a worker share a room with only one child. In cases where workers will be sharing rooms with children, parental consent should be obtained in writing prior to the trip.

## **APPENDIX 1**

### **Leadership Safeguarding Statement**

The Leadership Team (hereafter “the Leadership”) of Vale Community Church (hereafter “the Church”) recognises the importance of its ministry/work with children and young people in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Leadership and members of the Church at the Inaugural Church Member’s Meeting held on 18th July 2012. This Church is committed to the safeguarding of children, youth and vulnerable adults, and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship / organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

#### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our Safeguarding Policy (hereafter “the Policy”).
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the Safeguarding Co-ordinator(s) in their work and in any action they may need to take in order to protect children.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this Church.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.



- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in this Church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service (CCPAS).

**We recognise:**

- Children's Social Services (CSS) (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

Safeguarding Co-ordinator: **Mu Chambers**

Deputy Safeguarding Co-ordinator: **Amanda Thompson**

A copy of the full Policy and procedures is available from the Safeguarding Co-ordinator.

A copy of our Policy has been lodged with CCPAS, The Baptist Union of Great Britain and Central Bedfordshire Local Safeguarding Children Board.

Signed by the Minister of Vale Community Church

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

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

## **APPENDIX 2**

### **Definitions of Abuse**

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.

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.

## **APPENDIX 3**

### **Signs and Symptoms of Abuse**

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 4**

# **How to Respond to a Child Wishing to Disclose Abuse**

## **Effective Listening**

Ensure the physical environment is welcoming, giving opportunity for the child 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.

## **Reporting**

The person reporting a concern should make a full note of the facts that gave rise to their concern as soon as is practicable, by completing an Incident Report Form (IRF) (see **FORM 1**) and should immediately give a copy of this Form to the SCo, who will in turn provide a copy to the DSCo.

Concerns must be reported as soon as possible and where a child, young person or vulnerable adult may be at immediate risk of harm or abuse, the SCo must be notified verbally straight away and an IRForm completed as soon as reasonably practicable thereafter. Completed IRFs will be kept in a locked cabinet at 10 Hotch Croft, Cranfield, MK43 0BN.

## **APPENDIX 5**

### **Contract for use with Perpetrators**

#### **The following will form the basis of the agreement between the Church and the perpetrator**

- I will never allow myself to be in a situation where I am alone with children/young people.
- I will attend meetings/Life Group as directed by the Leadership.
- I will sit where directed in the church and will not place myself in the vicinity of children and young people.
- I will not enter certain parts of the building designated by the Leadership, nor any area where children's activities are in progress.
- I will decline invitations of hospitality where there are children in the home.
- I accept that 'x' and 'y' will sit with me during church activities, accompanying me when I need to use other facilities. They will know I am a Schedule 1 Offender registered with the police under the terms of the Sex Offenders Act.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children/young people for whom they care.
- I accept that contact will need to be made with my probation officer, who will meet with the Leadership as and when necessary (where appropriate).
- I accept that 'z' will provide me with pastoral care.
- I understand that if I do not keep to these conditions, then I may be barred from attending the church, and in such circumstances the leadership may be required to inform the statutory agencies (e.g. police, probation and social services) and any other relevant organisation, and the church congregation.
- I understand that any other concerns will be taken seriously and reported.
- I understand that this contract will be reviewed regularly every three months and will remain for an indefinite period.

## **APPENDIX 6**

# **Use of the Internet and Electronic Communications**

## **General Points**

- Whilst the development of the internet has revolutionised communication systems throughout the world and if used in the right way is an excellent resource, care in its application needs to be exercised so that the safety of children/young people is not compromised.
- The internet, by its very nature, potentially creates an unsafe environment. The church seeks to help children/young people stay safe while they are connected to the internet. This will be achieved through educating children and young people, and providing information to their parents/carers on safe surfing.
- These guidelines are designed to inform what can and cannot be done with such systems to ensure the privacy and safety of children/young people. Its purpose is also to ensure the privacy and safety of children/young people when using the Internet and World Wide Web.
- The guidelines apply to all employees, members and attendees of the church and any other users of the church's electronic communications systems (collectively referred to as "Users").
- Electronic communication systems include, but are not limited to, electronic mail, instant messaging, access to and use of the Internet, the church-run computer network and website, facsimile (fax), file transfers, the church telephone system and mobile telephones.
- Electronic communications systems as referred to in these guidelines are any system which is owned by the church, or otherwise being used in the furtherance of the church's work, whether or not owned by the church, including such equipment that is owned by an individual user.

## **Advice for Children and Young People**

### **Personal Information**

- Never tell anyone on the internet your home address, your telephone number or any other identifying information, e.g. church name or youth group name, unless your parent/cater gives you permission. Be careful if ever a website asks you to type in your name and address in order to receive anything.
- Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent/carer.
- Never give your password to ANYONE! Even your best friend!
- Always be yourself and do not pretend to be anyone or anything you are not.
- Always remember if someone makes you an offer that seems too good to be true, it probably is. Be careful if you are offered any gifts while online. They could contain harmful material such as pornography or viruses.
- Never arrange to meet anyone in person without first agreeing it with your parent/carer or children's/youth leader, and get them to come along to the first meeting, which should always be in a public place.
- Agree to a contract with your parent/carers or with your children's/youth leader on the use of the internet e.g. length of time on the net, sites which you intend to visit, behaviour whilst online etc.



### **Chat Rooms**

- Never stay in a chat room or conference if someone says or writes something which makes you feel uncomfortable or worried, and always report your concerns to your parent/carer or children's/youth leader.
- Check that any chat room you enter is regulated and run by a reputable company or organisation which monitors activity.
- Remember that chat rooms are 'public places' and that you may not know the true identity of anyone you meet in a chat room.

### **Emails**

- Never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups.
- When receiving emails delete attachments from strangers without opening them, they may contain viruses which can damage your computer. Make sure you know where files are from before you download them. They may also have viruses.
- Never send chain letters via the internet. Chain letters are forbidden on the Internet. Inform your parents/carers who can then notify your Internet Service Provider if you receive one.

### **Guidance**

- When designing a web site, it is important to make clear what is available for copying and what is not. The church will not refer to other sites without their permission.
- It is important to make web content accessible to people with disabilities.
- Written parental permission needs to be obtained before using any picture of an individual or group of children/young people (please see '**Form 13. Using Images of Children/Young People**').
- It is advised to avoid using photos of individual children/young people, using a group photograph is preferable.
- It is important not to use a photograph of an individual or group if a child/young person can be identified by their name or the location they are in.
- It is essential never to provide full names, addresses or locations as this could inadvertently help a sex offender to identify or gain access to a child/young person.
- Personal email or postal addresses, telephone or fax numbers must also not be divulged.
- Any communications with children/young people should not wherever possible be private. If Users send emails to children/young people e.g. to remind them of up and coming meetings, the Children's or Youth Ministry Team Leader (as appropriate) should be made aware and a check should be made to ensure that the parents/carers are happy with this. The content of any communications should be 'public' and ideally group emails should be sent rather than individual emails.

Users should be aware of the potential dangers from chat rooms and instant message services, especially if communicating with children/young people through them. Keep to public areas in chat rooms and ensure that only moderated chat rooms are used.

**APPENDIX 7**

**Job Description**

Under Home office guidelines this form should be completed for all workers with children and young people. A copy should be retained by the worker and by the Safeguarding Co-ordinator.

**To be completed on behalf of the Leadership team**

Name of Worker: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Age range: \_\_\_\_\_

Where and when the group meets: \_\_\_\_\_

Reports to: \_\_\_\_\_

Accountable to the Leadership Team

Accountable on Safeguarding issues to the Safeguarding Co-ordinator: \_\_\_\_\_

**Overall aim**

To provide children with an opportunity to follow God and develop their Christian life and faith.

Role: \_\_\_\_\_

How often performed: \_\_\_\_\_

**Work to be undertaken**

1. The provision of suitable activities in line with the overall aim.
2. Encourage involvement and a sense of belonging to the church family.
3. The provision of refreshments where appropriate.
4. Liaise with parents building relationships and trust.
5. Liaise with other members of the team.
6. Attend training where necessary.
7. To share in the responsibility for leaving the premises clean and tidy.
8. To abide by the churches Safeguarding policy.
9. To pray for the children with whom you work on a regular basis.

**To be completed by the worker with children and young people and signed**

I have read and understand the nature of the work I am to undertake with the children and youth of this church. I have read and understand the guidelines produced by the church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and my fellow workers with whom I come into contact. I know what action to take if I suspect abuse.

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

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

Signed on behalf of the church: \_\_\_\_\_

Position: \_\_\_\_\_

Original copy to be retained by the named worker.

A copy to be held by the Safeguarding Co-ordinator.

**APPENDIX 8**

**Letter re CCPAS Online DBS Check**

Dear \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Thank you for applying to work in a voluntary capacity for Vale Community Church (VCC).

The position you are applying for: \_\_\_\_\_ requires you to be checked by the Disclosure and Barring Service (DBS). As a church we subscribe to an online checking service through the Churches Child Protection Advisory Service (CCPAS) and to access this you need to go to the following web site: [www.disclosure.capitarsys.co.uk/ccpas](http://www.disclosure.capitarsys.co.uk/ccpas) and follow the online instructions. You have been given a copy of the form to look at. When you have finished filling it in online I would be grateful to have it back to prevent repeated photocopying costs.

When you enter the CCPAS home page you need to select the Orange box on the left and fill in the Ebulk application. The church's reference number is **7948** and the password is **VALE7948**. You will be asked to get your identity checked by the Safeguarding Co-ordinator (Mu chambers) or if she is unavailable by the Deputy Safeguarding Co-ordinator (Amanda Thompson). There is a list of documents you can present to do this. Remember to keep your reference number so that you can track your application online if you wish.

You will have been given a Worker's Copy of the church's Safeguarding Policy. When you have read it, please sign the sheet at the back to say that you have read it and will abide by it. Please return that sheet to either the Safeguarding Co-ordinator or the Deputy Safeguarding Co-ordinator.

You will also have been given a Worker's Pocket Guide. The information for the back is as follows:

Safeguarding Co-ordinator  
Name: Mu Chambers  
Tel: 01234 750753 / 07810 768165

Deputy Safeguarding Co-ordinator  
Name: Amanda Thompson  
Tel: 01234 767798

Children's Social Services  
Tel: 0300 300 8123  
Out of hours: 08702 385465

Police Child Protection Team  
Tel: 01234 841212

Please enter these details on to your card and keep it with you at all times when working with children and young people.

I would be grateful if you would send me a list of all training relevant to Safeguarding that you have undertaken and in particular the online training provided by the Local Safeguarding Children's Board.

**E-training details**

Register online at [www.bedfordshirelscb.org.uk](http://www.bedfordshirelscb.org.uk)

Information you may need to register:

- foundation training
- faith groups
- Vale Community Church
- 14 Thurlestone Close, Bedford, MK40 3AT
- 01234 301309
- [steve\\_gaunt@ntlworld.com](mailto:steve_gaunt@ntlworld.com)

Please don't hesitate to contact me if you have any queries.

Mu Chambers  
Safeguarding Co-ordinator  
Tel: 01234 750752  
Email: [chambers120@btinternet.com](mailto:chambers120@btinternet.com)

**FORM 1**

**Incident Report Form**

**CONFIDENTIAL**

Name of Group: \_\_\_\_\_

Name of Child/Young Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Person Reporting Incident: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Time of incident: \_\_\_\_\_

Sequence of Events / Actual Words Used / Observations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken (including person(s) contacted):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Time: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORM 2**

**Safeguarding Audit**

**This audit is to be carried out annually prior to the July Church Meeting.**

Church: Vale CommunityChurch

Address: c/o 14 Thurlestone Close, Bedford, MK40 3AT

Tel no: 01234 301309

eMail: office@valecc.org

Person Completing Audit: \_\_\_\_\_ Date Audit Undertaken: \_\_\_\_/\_\_\_\_/\_\_\_\_

**1. Child Protection Policy**

Requirement	Y/N	Comment
The church has a written working child protection policy		
It is reviewed at least every 2 years		
A child protection policy statement is prominently displayed		
Our policy is lodged with CCPAS		
Our policy is lodged with Social Services		
All workers have read and understand the Policy Statement		

**2. Appointment & Supervision of Workers**

Requirement	Y/N	Comment
Application Form		
References		
Interview		
Disclosure and Barring Service check and safe storage of information		
Written contract		
Probationary period		
Supervision		

**3. Responding to Concerns/Allegations of Abuse**

Requirement	Y/N	Comment
All Workers have undergone child protection training		
The church has a Child Protection Co-ordinator and a deputy who understand their roles		
There are clear procedures for reporting concerns/allegations both internally and to the statutory authorities		

**4. Good Working Practice**

Requirement – The church has:	Y/N	Comment
An agreed policy for workers on appropriate behaviour, boundaries and touch, in line with ‘Abuse of Trust’ guidelines.		
Guidelines on child behaviour, discipline and listening to children		
A policy on transporting children		
A risk assessment policy		
Appropriate supervision of activities with clear adult to child ratios		
Procedures for camps and residential activities		

**5. Health & Safety**

Requirement – The church has:	Y/N	Comment
A Health & Safety policy		
An accident & incident book that includes procedures		

**6. Support for those Affected by Abuse**

Requirement – The church has:	Y/N	Comment
A pastoral care policy for all those affected by abuse (incl. family friends etc)		
Boundaries and a contract for offenders		

**7. Any other comments**

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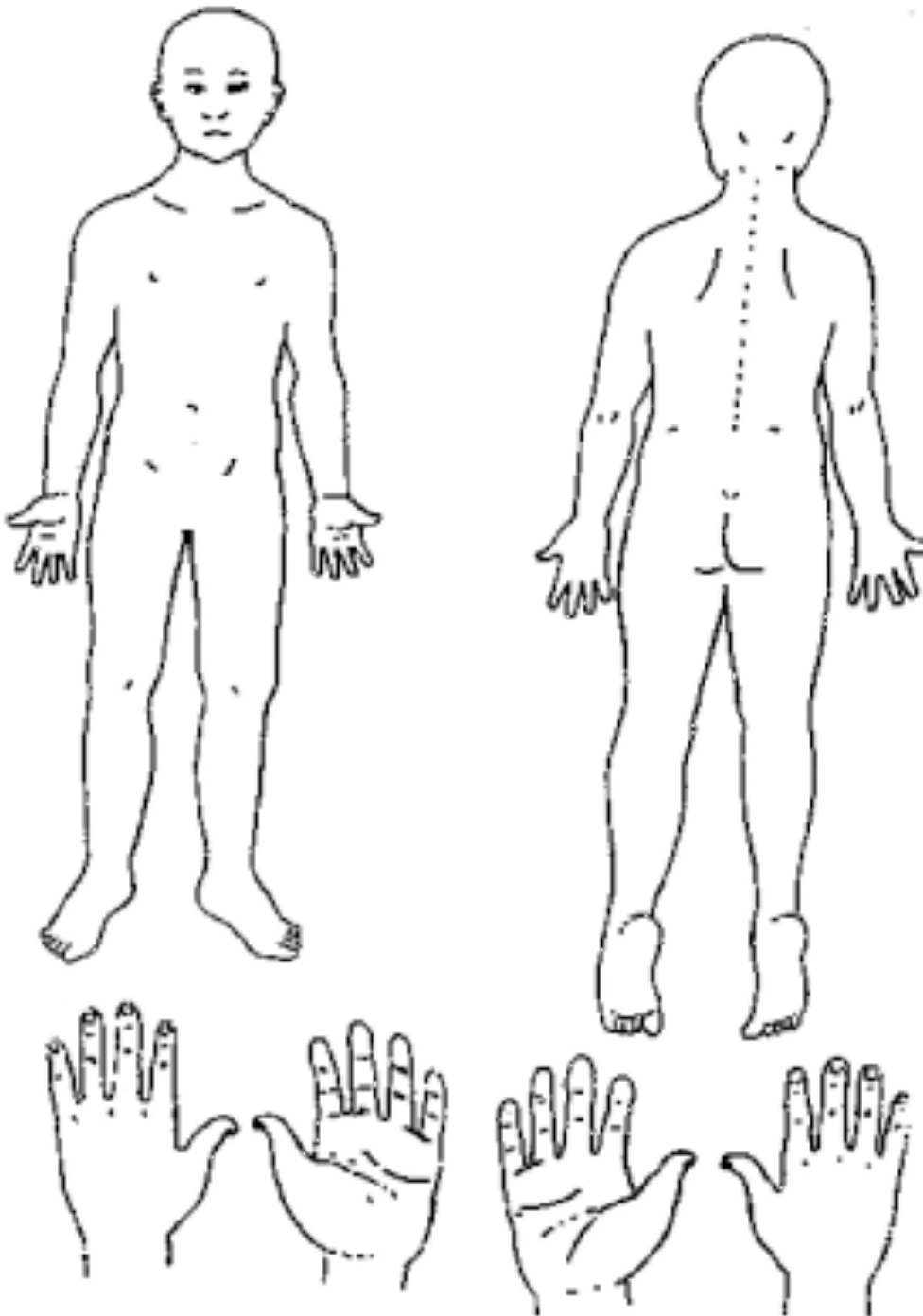
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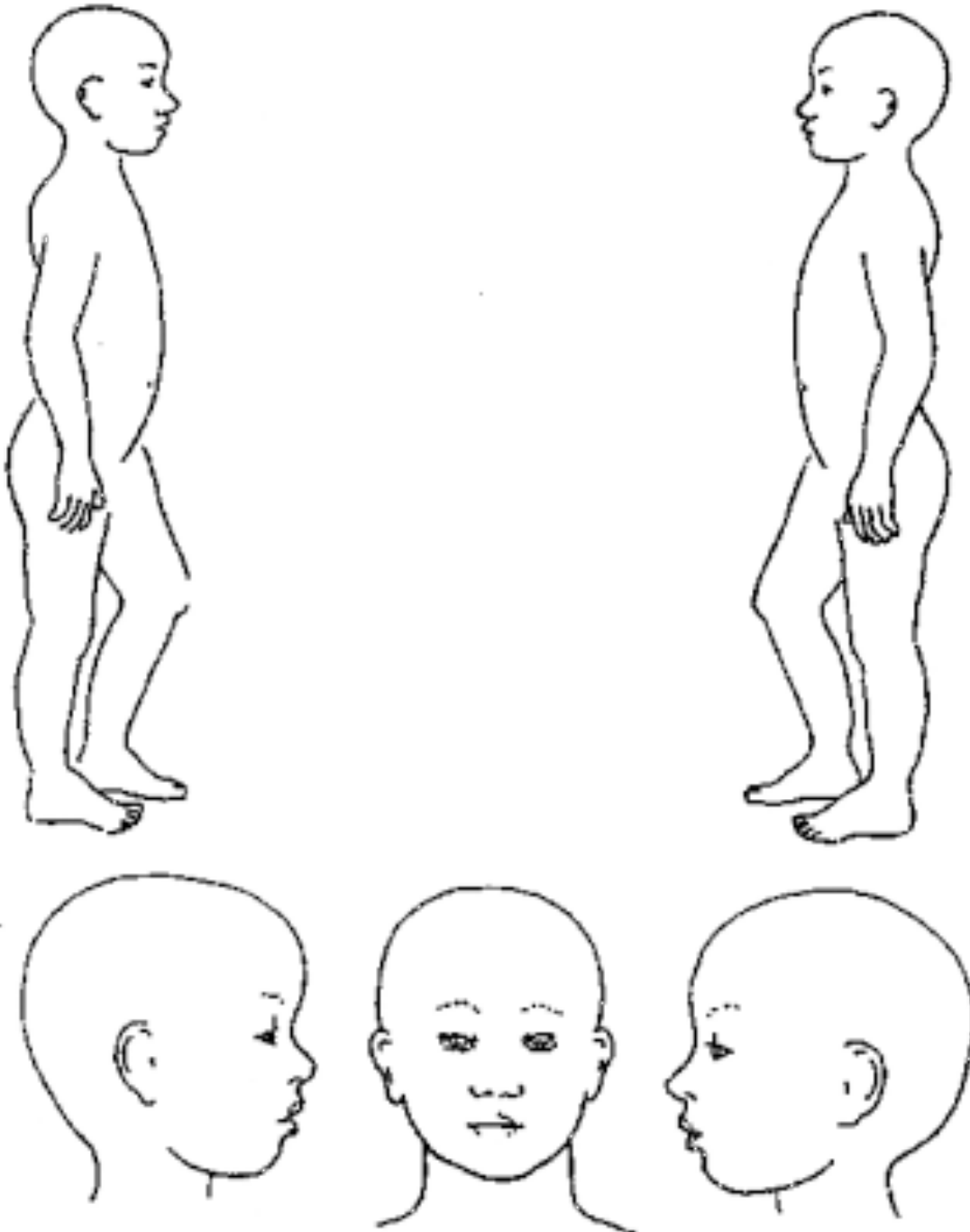
Signed: \_\_\_\_\_



**FORM 3**

**Skin Maps**





**FORM 4**

**Job Application Form  
For Paid or Voluntary Work with Children and Young People**

Name of Church: Vale Community Church

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to answer fully any question, please continue on a separate sheet. The information will be kept confidentially by the church, 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: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Evening Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_ Email address: \_\_\_\_\_

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

Please tell us about your Christian experience including the church(es) you have attended.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please give details of previous experience of looking after or working with children and/or young people.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever had an offer to work with children/young people declined?

YES  NO (Please tick)

If yes, please give details

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Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people?

YES  NO (Please tick)

If yes, please give details.

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**2. Employment History**

Please tell us about your past (last five years) and current employment/voluntary work in the table below.

<b>Employers Name &amp; Address</b>	<b>Employed From (Date)</b>	<b>Employed To (Date)</b>	<b>Job Title &amp; Description</b>	<b>Reason for Leaving</b>

### 3. References

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

	1	2
Name:	_____	_____
Address:	_____	_____
Town:	_____	_____
City/County:	_____	_____
Postcode:	_____	_____
Telephone No:	_____	_____
Relationship:	_____	_____

#### Church minister/leader

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

**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 children.

I confirm that the submitted information is correct and complete; I understand and agree to the conditions involving a Disclosure check.

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

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

Please return this form in a sealed envelope addressed to the:

Safeguarding Co-ordinator  
Vale Community Church  
10 Hotch Croft  
Cranfield  
Bedfordshire  
MK43 0BN

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, and the Criminal Justice and Court Services Act 2000.

**FORM 5**

**Self Declaration Form for a Position Requiring a Disclosure**

**STRICTLY CONFIDENTIAL**

As a church we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

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

To the: Safeguarding Co-ordinator  
Vale Community Church  
10 Hotch Croft  
Cranfield  
Bedfordshire  
MK43 0BN

Position applied for: \_\_\_\_\_

**Disclosures**

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.

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**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 which 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 reason for this, and disposal(s) if known.

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

YES  NO (Please tick)

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

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Have you ever been involved in court proceedings concerning a child for whom you had parental responsibility?

YES  NO (Please tick)

If yes, please give details and dates

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

YES  NO (Please tick)

If yes, please give details

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### **Declaration**

To help us ensure that we are complying with child protection laws, please read the accompanying notes and complete the following declaration.

I (full name): \_\_\_\_\_

of (address): \_\_\_\_\_

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confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999.

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 bindovers 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 Protection of Children Act 1999.

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

I agree to inform the person within the church responsible for processing applications for the Disclosure and Barring Service if I become the subject of a police and/or Children's Social Services / social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

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

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

Please return this form in a sealed envelope addressed to the:

Safeguarding Co-ordinator  
Vale Community Church  
10 Hotch Croft  
Cranfield  
Bedfordshire  
MK43 0BN



**Attached Notes: Working with Children and Young People**

As this post involves substantial, unsupervised contact with children, 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).

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 Order 1975), 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 and/or young people within the church.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS 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 at risk.

As a church 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 DBS.

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. Should ever we need to refer an individual to the list of people deemed unsuitable for working with children known as the Protection of Children Act (PoCA) List held by the Department of Health, then we would also inform them of any knowledge we have of that individual working in any other child care position.

**Notes for England and Wales Only:**

Under the PoCA 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children from applying for, offering to do, or accepting any work in a child care position.

**FORM 6**

**Request for a Reference  
For Paid or Voluntary Work with Children and Young People**

From: The Child Protection Co-ordinator  
Vale Community Church  
10 Hotch Croft  
Cranfield  
Bedfordshire  
MK43 0BN

Name of Worker: \_\_\_\_\_

Dear

The above named person has applied to be a worker with the children and young people for **Vale Community Church**.

As I am sure you are aware, before we can accept anyone to work with children and young people, 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 is enclosed.

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

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

Should you require any further information do not hesitate to contact: Mu Chambers on telephone number: 01234 750753.

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

Yours sincerely,

Mu Chambers  
Safeguarding Co-ordinator  
Vale Community Church

**FORM 7**

**Reference Form**  
**For Paid or Voluntary Work with Children and Young People**

**PRIVATE AND CONFIDENTIAL**

**Reference for:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Your name: \_\_\_\_\_

Occupation: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

**Comments on suitability of worker**

In considering whether the person is fit to work with children and young people please consider the following alongside the job description:

Previous experience of looking after or working with young children or young people:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commitment to treat all children and young people as individuals and with equal concern:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you aware of any health problems, mental or physical, which might affect the person's work with children and young people?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The position for which this person is being considered gives substantial access to children and young people. To your knowledge, is there any reason why this person should not be entrusted with care of children and young people?

YES     NO    (Please tick)

If so, please provide details.

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

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

Please return this form in a sealed envelope addressed to the:

Safeguarding Co-ordinator  
Vale Community Church  
10 Hotch Croft  
Cranfield  
Bedfordshire  
MK43 0BN

**FORM 8**

**Accident and Incident Form**

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

Day, date and time of the incident: \_\_\_\_\_

Names, addresses and ages of those involved in the incident:

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Where did this incident take place? \_\_\_\_\_

Name of church: Vale Community Church

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

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

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

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

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

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

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Have you retained any defective equipment?

YES     NO     NONE INVOLVED (Please tick)

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

---

---

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

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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 Minister/Leader

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

**FORM 9**

**General Information and Consent Form**

Church: Vale Community Church

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 church 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.

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:

YES     NO    (Please tick)

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 does not include a foster carer).



**FORM 10**

**Consent for Transporting Children/Young People**

This church 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 recruited under the guidelines recommended in the government publication 'Safe From Harm' and will have undertaken a Disclosure and Barring Service check or be accompanied by somebody who has.

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

All minibus 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).

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (parent/adult with parental responsibility)

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

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB. This does not include a foster carer).

**FORM 11**

**Camps and Residential Holiday Health, Information and Consent**

Name of Church: Vale Community Church

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Name of parent/carer: \_\_\_\_\_

Tel no: Day \_\_\_\_\_ Eve \_\_\_\_\_ Mobile \_\_\_\_\_

Contact Address (if different from above): \_\_\_\_\_

Name of GP: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

NHS No: \_\_\_\_\_ Date of last anti-tetanus injection: \_\_\_\_\_

Details of any illness/disability: \_\_\_\_\_

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day):

Details of any allergies or special dietary requirements:

**Consent**

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:

YES     NO    (Please tick)

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 does not include a foster carer).

This form should be taken with the worker on the camp or residential holiday. A photocopy of the form should be kept securely at the church.

**FORM 12**

**Activities and Day Visits**

Name of Church/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 church and easily accessible in the event of an emergency.*

**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.

I give my consent to any medical treatment that may be necessary in event of an emergency

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

Signed: \_\_\_\_\_ (parent/adult with parental responsibility)

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

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB. This does not include a foster carer).

**FORM 13**

**Using Images of Children/Young People**

Consent form for: Vale Community Church

To: \_\_\_\_\_ (parent/adult with parental responsibility)

Name of child: \_\_\_\_\_

Church / Club child attends: \_\_\_\_\_

Location of photograph: \_\_\_\_\_

Vale Community Church 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)

May we use your child's image in our printed promotional publications?

YES  NO (Please tick)

May we use your child's image on our website?

YES  NO (Please tick)

Signed: \_\_\_\_\_ (parent/adult with parental responsibility)

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

**Youth/Children's Worker**

I have checked which parents are happy for their child/ren's images to be used in the (church's) \_\_\_\_\_ printed publications or on its website or both.

YES     NO    (Please tick)

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) \_\_\_\_\_ Print name: \_\_\_\_\_

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

**Conditions of use**

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.

We will not re-use any images \*after this time / \*after the project is completed.

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.

We will not include personal email or postal addresses, or telephone or fax numbers on our website or in printed publications.

We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".

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.