

**CHRISTCHURCH
HARPENDEN**

SAFEGUARDING POLICY

MARCH 2020

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Registered Charity No. 1168847

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Acknowledgement is made to 'thirtyone:eight (formerly CCPAS – Churches' Child Protection Advisory Service) as the source material for this document. Copying of thirtyone:eight material by other churches or organisations without the prior permission of thirtyone:eight is prohibited.

INTRODUCTION

This Safeguarding Policy relates to:

CHRISTCHURCH HARPENDEN and all activities involving children, young people and adults at risk which are run by the church, irrespective of venue.

4 Vaughan Road
Harpenden
AL5 4ED
Tel: 01582-713031 (Safeguarding Administrator)
Email address: s.vickers@christchurchharpenden.org.uk

Meeting on Sunday Morning at:
Roundwood Park School
Roundwood Park
Harpenden
AL5 3AE

Meeting on Sunday evening at:
ChristChurch Harpenden
4 Vaughan Road
Harpenden
AL5 4ED

Or at the United Reformed Church
Vaughan Road
Harpenden
AL5 4ED

Safeguarding Coordinator
Mr Gerard van der Westhuyzen
07816 906206
safeguarding@christchurchharpenden.org.uk

Deputy Safeguarding Coordinator
Mrs Mandy Evans
07966 436375
mandycarfileevans@hotmail.com

Trustee with responsibility for Safeguarding
Dr Haydn Williams
07968 642775
h.williams@christchurchharpenden.org.uk

Senior Elder
Mr Mark Laughlan
07867 504038
m.laughlan@christchurchharpenden.org.uk

CHRISTCHURCH HARPENDEN is affiliated to the Fellowship of Independent Evangelical Churches and to the Evangelical Alliance.

CHRISTCHURCH HARPENDEN is registered with the Charity Commission – Charity No 1168847.

CHRISTCHURCH HARPENDEN has Public Liability Insurance with Congregational Insurance.

This policy is primarily to cover our children and young people's work. It is also applicable to adults at risk, who may worship with us.

ChristChurch Harpenden runs a wide range of programmes for children and young people.

Although these groups have different aims and objectives they have a number of features in common and amongst other things, they all seek to:

- Show and teach the young people the truth of the gospel of Jesus as found in the Bible
- Provide the young people with interesting and enjoyable meetings and activities
- Keep parents informed and involve them as far as possible in the activities of the group
- Be responsible in health and safety matters
- Protect the welfare of children, young people, and adults at risk by observing the Church's procedures on Safeguarding protection

The purpose of this document is to set out the Church's procedures for safeguarding children, young people and adults at risk and to describe what the church and its appointed youth leaders will endeavour to do to protect the welfare of the children, young people and adults at risk in Church-linked groups.

Although this document has been written expressly for the purposes of informing staff, the congregation of the church and appointed helpers with children's and young people's groups and adults at risk it may also be shared with parents and other interested parties. Comments are welcome. In such cases we only ask that the readers remember that the scope of the procedures is limited to safeguarding children, young people and adults at risk within a church context.

For the purposes of this document an adult at risk is defined on a case-by-case basis, based on the mental and physical capacity of the adult and their ability to understand and take evasive action in any given situation. (Some examples might include: an adult with moderate or severe learning disabilities, an adult with dementia resulting in significant memory impairment, an adult with mental problems resulting in a lack of insight, or a significant lack of motivation due to their condition).

For further information if required please refer to the Care Act 2014 and the Mental Capacity Act 2005.

MISSION STATEMENT

The staff and the Trustees of ChristChurch Harpenden recognise the importance of its ministry to children, young people, and adults at risk and its responsibility to protect and safeguard the welfare of children, young people and adults at risk entrusted to the church's care. As part of its mission, the Church is committed to:

- the safe recruitment, supervision and training of all workers with children, young people and adults at risk
- valuing, listening to and respecting children, young people and adults at risk as well as promoting their welfare and protection
- adopting a procedure for dealing with concerns about possible abuse
- encouraging and supporting parents/carers
- supporting those affected by abuse
- maintaining good links with the statutory authorities for the care of children, young people and adults at risk and other related organisations

CHURCH POLICY

The staff and the Trustees recognise the need to provide a safe and caring environment for children, young people and adults at risk. It also acknowledges that children, young people and adults at risk can be the victims of physical, sexual, emotional and spiritual abuse, and neglect. The Trustees have therefore adopted the procedures set out in this document. They also recognise the need to build constructive links with statutory and voluntary child and adults at risk protection agencies. The Trustees agree not to allow the document to be copied by other organisations.

The Trustees are committed to on-going safeguarding training for all workers and will review annually the good practice guidelines listed as part of this policy.

It is expected that leaders will not engage in any intimate and/or exclusive relationship with any of the children, young people or adults at risk in their care.

The Trustees are committed to offering pastoral care and support to those attending the church who have been affected by abuse, and to working with statutory agencies as appropriate.

Anyone attending the church who, following the usual safeguarding checks, is known to have abused children or adults at risk, will not be given a role in work with children, young people or adults at risk within the church. Special arrangements will be made for their attendance at church related activities (see page 21 of this document)

POLICY STATEMENT ON CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK WITHIN THE CHURCH FELLOWSHIP

This statement was agreed at the Church meeting held on(date)

It will be presented annually, usually at the first Members Meeting of the year, where progress in carrying it out will be monitored.

Statement

As members of this Church, we commit ourselves to the nurturing, protection and safeguarding of all, and we recognise that our work with children, young people and adults at risk is the responsibility of the whole Church.

- We seek to show and teach the truth of the gospel of Jesus
- We are committed to supporting parents, families and carers
- It is the responsibility of each one of us to prevent the physical, sexual, emotional and spiritual abuse and neglect of children, young people and adults at risk, and to report any abuse discovered or suspected
- The Church is committed to supporting, resourcing and training those who work with children, young people and adults at risk and to providing supervision

The Church has adopted guidelines and procedures based on those published by 'thirtyone:eight' in its model safeguarding policy.

- Each worker with children, young people, and adults at risk is expected to read and know the recommendations of the full Safeguarding Policy and undertake to observe them. They are also expected to have an initial training session and mandatory training every three years. In addition to the full Policy, each worker shall have made available to them a copy of the ChristChurch Safeguarding Policy Summary Booklet.
- As part of our commitment to children, young people and adults at risk, the Church has appointed Mr Gerard Van der Westhuyzen to be the Safeguarding Coordinator and Mrs Mandy Evans to be the Deputy Safeguarding Coordinator. Parents are most welcome to discuss any concerns with the Safeguarding Coordinator or Deputy Safeguarding Coordinator at any time
- A copy of this policy can be found on the Church website or can be obtained from the Safeguarding Administrator (s.vickers@christchurchharpندن@org.uk)

The Safeguarding Policy was agreed at the Church meeting held on
This policy will be reviewed annually.

Signed..... (Trustee) Date.....

Signed..... (Trustee) Date.....

THE SAFEGUARDING COORDINATOR

The role of the Safeguarding Coordinator is:-

- Overseeing the implementation of the Safeguarding policy and ensuring that it is regularly reviewed
- Being aware of the Hertfordshire Safeguarding Children Partnership's (HSCP) procedures as well as those of the Hertfordshire Safeguarding Adults Board (HSAB)
- Establishing contact with local Social Services staff responsible for child and adult at risk protection, plus other key agencies and organisations (e.g. 'thirtyone:eight')
- Endeavouring to ensure that Safeguarding policies and procedures are followed
- Endeavouring to ensure that Safeguarding is a standing item on agendas at Managing Trustees meetings and Staff meetings
- Maintaining accurate records relating to Safeguarding concerns
- Endeavouring to ensure that workers and leaders receive adequate and ongoing Safeguarding training
- Promoting the needs of children, young people and adults at risk within the church and keeping the church leadership and parents informed on good practice
- Being available to staff, volunteers and parents/carers to discuss any safeguarding matters
- Providing an annual Safeguarding report to the Trustees

GOOD PRACTICE GUIDELINES FOR THE PREVENTION OF ABUSE

A. Good Practice with Children, Young People and Adults at risk

1. THE CHURCH SHOULD ENDEAVOUR TO ENSURE THAT:

- A worker avoids being alone with a child or adult at risk where their activity cannot be seen. On Church premises or at any venue where the work with children, young people or adults at risk is being carried out, this may mean leaving doors open, or two groups working in the same room
- In a counselling situation with a young person or adult at risk, where privacy and confidentiality are important, another adult is expected to know that the interview is taking place and with whom. Another adult should be in the building and the young person or adult at risk should know that they are there
- As far as possible, access to the building is safe and well-lit and appropriate security arrangements are in place
- No person under 18 years of age is left in charge of children of any age or of adults at risk
- The children, young people, or adults at risk attending a group will not be left alone
- The only people allowed to lead a children's or adults at risk activity are the workers assigned to that group and other adults should not be allowed free access
- Parents and/or carers are kept informed of the nature of the activities carried out in the groups their children or adults at risk attend
- Every effort will be made to provide two DBS checked leaders to every group on the understanding that an Exception Report should be made by the group leader if this is not possible on a particular occasion. The group leader will inform the Children's Worker, one of the Youth Leaders or the Safeguarding Coordinator as appropriate, who will enter the details in the Safeguarding Folder - see bullet point below.
- In the case of adults at risk, the Safeguarding Co-ordinator or Deputy should be informed of an Exception Report
- A Safeguarding Folder is made available in each children's, young person's and adult at risk's group, where accidents and incidents are to be recorded. These folders will be reviewed biannually by the Safeguarding Team.

2. THE WORKER SHOULD ENDEAVOUR TO:

- Treat all children, young people and adults at risk with respect and dignity; watch language, tone of voice, and body language.
- Not engage in any of the following:
 - invading the privacy of the children, young people or adults at risk when they are showering or toileting
 - rough, or sexually provocative games
 - any intimate and/or exclusive relationship with any of the children, young people or adults at risk in his/her care
 - making sexually suggestive comments about or to a child, young person, or adult at risk even in 'fun'
 - inappropriate and intrusive touching of any form
 - any scapegoating, ridiculing or rejecting of a child, young person or adult at risk
- Learn to control and discipline children and adults at risk as appropriate without using physical punishment (see Good Practice in Discipline on page 10)
- Ensure that the parent or carer is available if leading a group where there is the possibility that children or adults at risk might soil their underclothes and need to be washed.
- Ensure that one person who is DBS checked for a regulated activity is present if leading a group where it is likely that children or adults at risk will need assistance in the toilet. (NB. Crèche and Little Fishers helpers are all checked for a regulated activity).
- Avoid letting youngsters or adults at risk involve them in excessive attention-seeking that is overtly physical or sexual in nature
- Not invite a child, young person or adult at risk to their home alone; invite in a group, or ensure that someone else is in the house and make sure that the parents/carers know where the child or adult at risk is
- Avoid giving lifts to children, young people or adults at risk on their own, other than for short journeys, and if they are alone, ask them to sit in the rear of the car
- Avoid sharing sleeping accommodation with children, young people, or adults at risk when on a residential trip
- Ensure that a dated register of attendees and leaders in each group is taken and that any accidents or incidents are recorded on an Exception Report form in the Safeguarding Folder

If, for any reason, these guidelines cannot be fulfilled, an Exception Report should be made in the Safeguarding Folder (See Appendix 9 and section 1 above – eighth & ninth bullet points)

B. Good Practice With Other Adults and Helpers

If you see another adult or helper acting in ways which might be misconstrued, be prepared to speak to them or your supervisor about your concerns (See Appendix 5). Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

Parents/Other Carers - there may be occasions when parents or carers ask if they can stay to watch the group activity.

- Parents/Carers should be encouraged to observe but not take part
- It can be helpful if a parent/carer stays to help the child or adult at risk settle in to a group. If, after the settling in period, a parent/carer wishes to stay on a regular basis, consideration should be given to their becoming a helper. They should undertake the same recruitment and selection procedure as any other helper
- Workers should be aware that for some children with special needs, and for adults at risk, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child or adult at risk become fully integrated in to the group/activity

C. Good Practice in Supervision

Any individuals nominated to supervise the leading of groups for children, young people and adults at risk will endeavour to:-

- Meet with workers regularly to review and plan the work
- Talk confidentially to the Safeguarding Coordinator if they have any concerns about another worker and their relationship with a child / young person/adult at risk.
- Watch for any child or adult at risk receiving exceptional treatment, being highly favoured or treated unduly harshly

D. Good Practice in Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12: 5-12 and Proverbs 22: 6). Workers should observe the following:-

- Ask God for wisdom, discernment and understanding for the children or adults at risk in your care
- Work on each individual's positives, do not compare a child or adult at risk with another, but encourage and affirm them, giving them responsibility for simple tasks

- Build healthy relationships with other children and adults at risk and be a good role model by setting an example. You can't expect children or adults at risk to observe the ground rules if you break them yourself
- Take care to give quieter and well behaved children or adults at risk attention and resist allowing demanding children or adults at risk to take all your time and energy
- Be consistent in what you say and ensure that other team members/class helpers know what you have said. This avoids manipulation
- NEVER smack or hit a child or adult at risk and try not to shout. Change voice tone if necessary
- Discipline out of love, NEVER in anger. (Call on support from other leaders if you feel that you may deal with the situation unwisely because of anger)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children or adults at risk understand what action will be taken if the rules are not kept
- Every child and adult at risk is unique and will respond in different ways to different forms of discipline. It follows therefore, that each child and adult at risk should be dealt with on an individual basis
- Some children and adults at risk have a tendency to be disruptive in a group. Give them a chance, warn them and only separate them from the group if they are disruptive as a last resort
- Have a disruptive child or adult at risk sit right in front of you or get a helper to sit next to them
- Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation
- Take a disruptive child or adult at risk to one side and engage with them, challenging them to change, whilst encouraging their strengths
- Remedial action can be taken against a constantly disruptive child or adult at risk and this action should be discussed with the individuals nominated to supervise the leading of groups for children, young people and adults at risk.

E. Good Practice With Videos and Photographs of Children, Young People or Adults at risk

Since the introduction of the Data Protection Act in 1998 and the subsequent General Data Protection Regulations 2017, churches need to be aware of the care that is needed if using photographs, videos and web cam images of clearly identifiable people.

- It is expected that permission (verbal or written) should be obtained from all adults, and in the case of children, from parents or responsible adults, who will

appear in the photograph, video or web cam image before the photograph is taken or footage recorded (See Consent Form Appendix 1)

- It must be made clear why that person's image is being used, what it will be used for and who might want to look at the pictures
- It is good practice that children and young people under the age of 18 years and adults at risk should not be identified by surname or other personal details such as address, telephone or email address
- When using photographs of children, young people and adults at risk, it is preferable to use group pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary
- Written consent should be obtained from parents or carers before publication, reproduction or use on a website. Any images used should appropriately represent the activity or event
- The wish of any child, adult at risk or the parent/carer, not to be photographed or videoed will be respected

F. Good Practice in Praying with Children, Young People and Adults at risk

- Prior to praying, ask the child, young person or adult at risk's permission
- Wherever and whenever possible pray in an open area where other leaders and/or children/adults are around
- Take all prayer requests seriously
- Be alert to any safeguarding issues and other concerns such as bullying, and inform the Safeguarding Coordinator

G. Good Practice with Modern Technologies and Safe Communication

It is good practice that social networking, text messages, emails and similar methods of one to one communication are used between Youth Workers and children under 18 or between Workers and adults at risk only for factual information such as times and dates of meetings.

- Social networking and social media sites should be avoided for private, one to one messaging or communication between workers and children under 18 or adults at risk

- No information should be shared that would not be suitable to be shared with the wider public. If there is a need to communicate with a young person or adult at risk using a social networking site then a public forum, for example wall system, should be used.
- Any texts, emails or phone calls that raise obvious concerns should be passed on/shown to the Safeguarding Coordinator.

H. Good Practice with Transporting Children, Young People and Adults at risk

These good practice guidelines apply to all drivers involved in the transportation of children, young people and adults at risk for a church activity. They do not apply to private arrangements made, for example, between parties with parental responsibility.

- It is good practice that only those who have gone through the church recruitment procedures for workers should transport children or adults at risk
- It is expected that all drivers should adhere to the Safeguarding Policy
- Consent from parents/carers should be sought for specific day trips or weekends away (See Consent Form Appendix 2 and 6) and these journeys should be carried out with the knowledge of the church leadership
- Drivers should avoid unnecessary time alone in a vehicle with a child or adult at risk. Consider dropping off the least vulnerable child or adult at risk last and plan routes accordingly. If the last child or adult at risk wants to talk to a driver about something, use your judgement to explain that it is not convenient to talk there and then but arrange a place and a time when other adults will be around
- Where possible, at collection or dropping off points do not leave children or adults at risk alone and check that all persons are collected by an appropriate adult/carer

I. Good Practice with Young Helpers and Helpers/Workers from Abroad

Young people aged 16 and 17 can be used as responsible helpers in ChristChurch. Such helpers should only be responsible to a named worker and should not be left unsupervised with either children or adults at risk.

When recruiting workers from abroad, ChristChurch is expected to follow the standard recruitment procedures. ChristChurch will take extra care over the appointment of such workers bearing in mind that the quality of information received from other countries may vary.

J. Good Practice with DBS Disclosure Information

Applications for Enhanced DBS Disclosures are handled by the Lead Recruiter in conjunction with the thirtyone:eight Disclosure Service who act on behalf of the Fellowship of Independent Evangelical Churches. ChristChurch Harpenden is a member of both these organisations.

It is the role of the Safeguarding Coordinator to endeavour to ensure that:-

- All paid workers and volunteers aged 18 and above will have an Enhanced DBS prior to starting work with children, young people or adults at risk
- Confidentiality is maintained with the documentation being handled
- A DBS Disclosure 'certificate result status' is received via the world wide web (www) from thirtyone:eight and will remain on the web for six months. The lead recruiter will make a note of the certificate number and the date of the certificate and this information will be kept in a lockable cabinet together with the completed self-declaration forms. Once the volunteer has ceased volunteering and their DBS is not being renewed all digital and paper records of the DBS must be destroyed. Please see the Data Protection Policy and in particular Appendix Records Retention Policy.

Disclosure information is passed only to those who are authorised to receive it, i.e. the Safeguarding Coordinator and / or the Deputy Safeguarding Co-ordinator.

- If a certificate result status implies that the certificate contains information, arrangements must be made to view the applicant's certificate. Any convictions must be reported as soon as possible to the Safeguarding Coordinator who will liaise with the appropriate Trustees and make a decision on recruitment. All other records and registers relating to the safeguarding of children, young people and adults at risk will be put on to a memory stick. The memory stick and the paper records must be stored securely in separate lockable cupboards. Paper records may be destroyed three years after a child /young person or adult at risk has left the group but the memory stick will be retained for 100 years.
- Disclosures will be renewed approximately every five years (except in the case of Trustees, where they will be reviewed approximately every three years)

K. Good Practice with Outside Activities /Special Events- Including Weekends Away

Risk assessments are required to be completed prior to any Special Event. The ChristChurch Standard Risk Assessment form must be used (See Appendix 7) and the following must also be covered:

- Transport choices and methods. Also see section H of this Policy on page 13
- Attendance records are required
- Appropriate overnight accommodation arrangements including age/gender sleeping plans

- The policy on the use of mobile phones on CCH residential trips (see Appendix 10) must be adhered to and parents must sign the consent

PROCEDURE FOR THE APPOINTING, COMMISSIONING AND TRAINING OF PAID WORKERS

All paid staff must make a formal job application for any position involving contact with children and adults at risk. Care in the selection process is an outward sign of the Trustees commitment to the protection of children, young people and adults at risk as is the fact the ChristChurch uses the Safer Recruitment guidance and training from thirtyone:eight.

For all paid appointments:-

An application form must be completed (See Appendix 3) including a clause to state that the applicant agrees to a Disclosure and Barring Service Disclosure check being carried out.

- References will be taken up
The application form and the references for youth and children's department appointments will be reviewed by the Senior Minister and two other Elders.
- An interview will take place to explore the applicant's experience of working in the department concerned
- On appointment, the worker will be given a contract which will set out details of their assigned supervisor and lines of accountability to the church leadership. A job description and training requirements will also be provided.
- The worker will be given, and asked to read, the church's full Safeguarding Policy and Good Practice Guidelines, and asked to sign that they have read it at their initial training session. A Policy Summary Booklet will also be provided at the first training session.
- The worker will be briefed on how to handle a situation where a youngster or adult at risk discloses or alleges abuse (see pages 17 – 20). Paid staff members working with children, youth and adults at risk must attend relevant external training.

A Safe Recruitment Policy is currently (March 2020) being drafted by the Trustees and information will be added here before the next Safeguarding Policy revision.

PROCEDURE FOR THE APPOINTING, COMMISSIONING AND TRAINING OF VOLUNTEER WORKERS

All new volunteers will complete an application form for any position involving contact with children or adults at risk (See Appendix 4) and agree to a Disclosure and Barring Service Disclosure check being carried out.

Care in the selection process is an outward sign of the trustees' commitment to the protection of children, young people, and adults at risk.

- References should be considered if the applicant has been known to us for less than twelve months
- The application form and the references are expected to be reviewed by the Lead Recruiter responsible for DBS Disclosure checks
- All workers will be given a copy of the full Safeguarding Policy, the Safeguarding Summary booklet and The Volunteer Code of Conduct.
- It is good practice that the worker should be briefed on how to handle a situation where a youngster or adult at risk discloses or alleges abuse (see pages 17 – 20). Mandatory safeguarding training will be given on initial appointment and then approximately every three years thereafter.

PROCEDURE IF ABUSE IS SUSPECTED, DISCLOSED OR DISCOVERED

The trustees and all appointed children's, youth and adult at risk workers are committed to the protection of children and adults at risk from physical, sexual, emotional or spiritual abuse and neglect.

In addition, ChristChurch does not condone domestic violence and believes that, in all its forms, domestic violence is unacceptable and is inconsistent and incompatible with the Christian faith and a Christian way of living.

Types of Possible Abuse

PHYSICAL

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

SEXUAL

Forcing or enticing another person to take part in any sexual activities, whether or not they are aware of what is happening (including viewing pornography). In the case of adults at risk, they may not truly comprehend, so cannot give informed consent.

Where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

EMOTIONAL

Persistent emotional maltreatment which cause mental distress, for example serious bullying (including cyberbullying). Behaviour that has a harmful effect on emotional health and development.

SPIRITUAL

Manipulation or coercing someone into thinking, saying or doing things in a religious context.

NEGLECT

Persistent failure to meet basic physical and/or psychological needs. Neglect may include the failure to provide adequate food, clothing, shelter, supervision, medical treatment or response to emotional needs.

Signs of Possible Abuse

PHYSICAL ABUSE

Any injuries not consistent with the explanation given for them

Injuries that occur to the body in places which are 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

SEXUAL ABUSE

Any allegations made concerning sexual abuse

Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.

A person who regularly engages in age-inappropriate sexual play

Sexual activity through words, play or drawing

A child who is sexually provocative or seductive with adults

Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

Inappropriate bed-sharing arrangements at home

EMOTIONAL ABUSE

Changes or regression in mood or behaviour, particularly where a person withdraws or becomes clingy. Depression/aggression, extreme anxiety.

Obsessions, phobias, or unexplained paranoia

Sudden under-achievement or lack of concentration

Fearful, flinching or frightened of making choices or expressing wishes

Attention-seeking behaviour

Persistent tiredness

Running away/stealing/lying/self-harm

SPIRITUAL ABUSE

Extreme fear and absolute obedience

An obsession with following the abusers every command to the detriment of personal health eg going without food and/or sleep

NEGLECT

Under-nourishment, failure to grow, constant hunger, stealing or gorging on food.

Health and other needs not being met.

Children being out late at night or being home alone for extended periods.

Handling an Allegation - *What To Do If A Person Tells You About Abuse*

The following is a summary only, for reference. It is not a substitute for training.

- Above all listen, listen, listen. Keep calm, try not to display shock.
- If necessary take the person to a place out of ear shot but not out of sight.
- Look at the person directly
- Accept what the person says (however unlikely it may sound). Reassure them that they are right to speak about it.
- Be aware that the person might have been threatened or bribed not to tell
- Do not communicate blame
- Do not press for information – if the person decides not to tell you after all, then accept that and let them know that you are always ready to listen
- Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen. Never promise confidentiality. Be honest

- Finish on a positive note
- As soon as possible and at the latest within 24 hours, make handwritten notes of exactly what the person said and the date and time, what you said in reply and what was happening immediately before the person spoke to you, and who else was present.
- Keep all hand-written notes, even if subsequently typed. (Notes should be given to the Safeguarding Coordinator who will store them securely.)
- Inform the Safeguarding Coordinator or Deputy as soon as possible and within 24 hours.
- Allegations must not be discussed with anyone other than the Safeguarding Coordinator or Deputy
- The Safeguarding Coordinator or Deputy will reassure the person receiving the concern and make appropriate arrangements for pastoral support should this be required.
- Do not confront the individual and do not carry out your own investigation.

Handling a Suspicion - *What To Do If You Are Concerned That a Person May Be Being Abused*

If you have any concerns or suspect any form of abuse or neglect these must be reported as soon as possible by phone to the Safeguarding Coordinator or Deputy Safeguarding Coordinator.

Your concerns or suspicions need to be put in writing, using the Record of Concern form (See Appendix 8) with as much specific details as possible – dates / times / detailed observations / specific concerns and the document should be signed and dated. Your notes will be stored securely and kept indefinitely.

Abuse often happens over a period of time, rather than being a one-off event, so your evidence whilst seemingly insignificant, may be part of a bigger picture which will put a stop to the abuse.

The Safeguarding Coordinator will take your concern seriously. They will gather evidence to give a fuller picture, then contact thirtyone:eight and follow the advice that they give.

NEVER do nothing!

What Will Happen Next?

After suspicion has been aroused or a child, young person or adult at risk has spoken to a worker and the worker has made notes he/she should do the following:

- Report concerns as soon as possible to, the Safeguarding Coordinator who is nominated by the trustees 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.
- The role of the Safeguarding Coordinator/Deputy Coordinator is to collate and clarify the precise details of the allegation or suspicion and to pass this on to statutory agencies who have a legal duty to investigate

- The Coordinator may also be required by the conditions of the church insurance policy to immediately inform the insurance company
- In the absence of the Safeguarding Coordinator, or if the suspicions should involve the Coordinator, then the report should be made to the Deputy Safeguarding Coordinator.
- The trustees will support the Coordinator/Deputy Coordinator 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
- If the suspicions should involve the Coordinator and the Deputy Coordinator then the report should be made to no less than two trustees. Initially contact the trustee responsible for safeguarding and the senior elder. See page 3
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from thirtyone:eight although the church leadership hope that members of the church will use the procedure outlined above. However, should the individual with the concern feel that the issue has not been dealt with appropriately; they are free to contact an outside agency direct. In making this statement the church leaders have demonstrated the commitment of the church to effective child and adult at risk protection

If required, further advice is available from:-

thirtyone:eight
 PO Box 133, Swanley, Kent, BR8 7UQ
 Tel: 0303 003 111

OR

Hertfordshire Safeguarding Children Partnership (HSCP) 0300 123 4043 (free phone 24 hours)
 Hertfordshire Safeguarding Adult Board (HSAB) - 0300 123 4042 (free phone 24 hours)

Hertfordshire Police – 01707 354000 or 101 or 999
 The Police should be called only if immediate danger to the child or adult at risk is suspected.

**THIS PROCEDURE MUST BE READ IN CONJUNCTION WITH
 THE FLOW CHART ON PAGE 22**

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN, YOUNG PEOPLE OR ADULTS AT RISK

If there is a suspicion or an accusation is made against a worker (whether a volunteer or paid member of staff), contact the Safeguarding Coordinator immediately who will take appropriate action. They will contact thirtyone:eight and follow the advice that they give and/or contact the Hertfordshire safeguarding Children Partnership / Hertfordshire Safeguarding Adults Board /Police as appropriate.

SUPERVISION OF SEXUAL OFFENDERS – MANAGING RISK

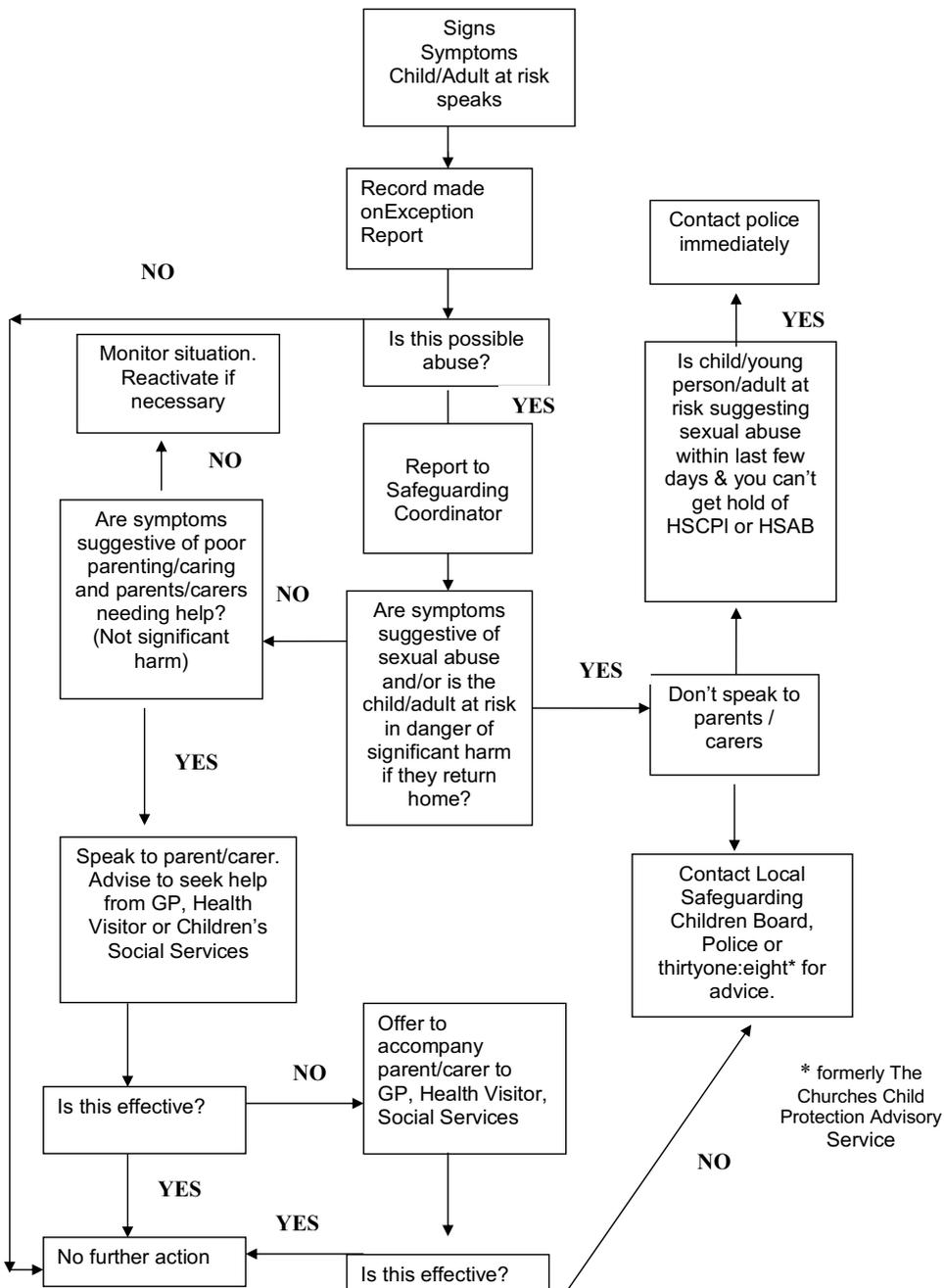
A sexual offender is someone who has committed sexual offences against either children or adults. Sexual offenders often display addictive or repetitive behaviour towards children. For this reason, however repentant a sexual offender may appear to be, there are no cast-iron guarantees that they will not reoffend. Even if the offender has undergone treatment or received prayer ministry, they should not be assumed to be safe.

In the event that a sexual offender wishes to attend ChristChurch Harpenden, a careful assessment will be made to determine whether ChristChurch can safely and adequately work with the person. We will seek the help of police and probation in carrying out risk assessments which will consider the details of offending and subsequent behaviour and attitudes. It may be that some people will be just too risky for our church, given the number of children and young people who attend. In this case the person will be helped to find another fellowship where the risk to children can be more easily managed.

If it is felt that we can accommodate the person, then a Support and Accountability Group would be set up. This would be a group of people who would share any necessary chaperoning and monitoring of the offender in church and also provide a context in which the person can address and be supported through the issues they face in life.

We will contact thirtyone:eight and follow the advice that they give. Their document Help-Sexual Offenders and Church Attendance is a good starting point.

FLOW CHART FOR ACTION IN REPORTING ABUSE



Appendix 1

Using Images of Children/Adults at risk

Recommended Consent form for ChristChurch Harpenden

To: _____

Name of parent/carer* (*person with responsibility)

Name of child/adult: _____

ChristChurch Harpenden _____ (name of group)

would like to take photograph(s) / make a video/webcam recording of

_____ (name of child/ren/adult).

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/adult(s) at risk are taken and used. Please answer questions 1, 2 and 3 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 /carer (Delete as appropriate)

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

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

3. May we use your child's/adult at risk's image in a scrapbook of our events?
YES/NO

Signed: (parent/adult with responsibility) _____

Date: ____/____/____

(Continued)

Youth/Children's Worker/Worker with Adults at risk

I have checked which parents/carers are happy for their child/ren's/adult at risk's images to be used in ChristChurch's _____ printed publications or on its website or both. YES/NO

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

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

Signed (Youth/Children's worker/Adult at risk worker)

Date: ____/____/____

Print name _____

Conditions of use

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

(*Please delete the option that does not apply)

NB This form may be adapted to apply to children only or adults at risk only
NB This form can be adapted to include video if required.

Appendix 2

Consent For Transporting Children/Adults at risk

ChristChurch is sometimes able to provide transport for children/adults at risk for specific activities (e.g. weekends away or day trips).

I give permission for my child(ren)/adult at risk in my care 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/Adult at risk: _____

Date of Birth _____

Address:

Signed: _____(parent/adult with responsibility)

Date: _____

NB This form may be adapted to apply to children only or adults at risk only

Appendix 3
Job Application Form

CHRISTCHURCH
HARPENDEN

APPLICATION FORM FOR PAID WORK WITH CHILDREN AND YOUNG PEOPLE

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

Personal Details (PLEASE PRINT)

Full Name
Maiden/Former Name(s). (We will need to see birth/marriage certificates or documents regarding a change of name)
Date and place of birth
Address
How long (in months and years) have you lived at this address?
If less than 5 years, please give previous address(es) with dates (month and year)
Daytime telephone number
Evening telephone number
Mobile telephone number
Qualifications from School/College/University and dates (most recent first)

Please tell us your interests/leisure activities/musical abilities

Please tell us how you became a Christian, and describe your spiritual growth over the last two years

Please tell us about your Christian experience including the church(es) you have attended and dates, the name(s) of the minister/leader together with any activities undertaken

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

In what ways would you like to/do you feel able to serve in ChristChurch Harpenden?

Have you ever been turned down when offering to work with children /young people?

YES / NO (Please delete as appropriate)

If YES, please give details

Employment History

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

Employer's Name and Address	Employed From (Date)	Employed to (Date)	Job Title & Description	Reason for Leaving

If you are currently working in any other child care position in either a voluntary or paid capacity, please give details:

Name of the organisation:

Address:

Contact person in organisation:

Telephone Number:

Post you are employed in (please give details of your duties):

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 from 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

Name

Address (including postcode)

Telephone number

Relationship

Name

Address (including postcode)

Telephone number

Relationship

Church Minister / Leader

Name

Address

Telephone number

Please complete the attached self declaration form, place it in a sealed envelope and address it to the Lead Recruiter, (the person responsible for processing Disclosure and Barring Service checks) with whom you are welcome to discuss any aspects of this procedure.

Disclosure Check: please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with 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 Lead Recruiter in a separate, sealed envelope.

Only applicants who are eligible to work in the EU are invited to apply.

Signed

Date

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.

CHRISTCHURCH HARPENDEN

SELF DECLARATION FOR A POSITION REQUIRING A DISCLOSURE

As a church we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals. We therefore ask you complete this declaration, and return the form to **Mrs J Fawcett**,

Conviction History

Do you have any unspent criminal offences, cautions, reprimands or warnings (according to DBS filtering rule*) or are you at present the subject of a criminal investigation/pending prosecution?

Have you ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules*, or are you at present the subject of a criminal investigation/pending prosecution?

YES / NO (please delete as appropriate) If YES, please give details on a separate sheet, including the nature of the offence and dates, the courts where any convictions were heard, the type of offence and sentence(s) received, and the reason & circumstances leading to the offence.

Police Investigations

This should include relevant police non-conviction information not subject to DBS filtering rules*. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

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

YES / NO (please delete as appropriate) If YES, please give details on a separate sheet, 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 delete as appropriate) If YES, please provide details on a separate sheet; we will need to discuss this with you.

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

YES / NO (please delete as appropriate) If YES, please give details on a separate sheet.

DECLARATION. To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes (legalese) 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 am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police. I agree to inform the relevant person within ChristChurch Harpenden responsible for processing disclosure applications if I am convicted of an offence after I take up the post within CCH. Or 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 and young people. I confirm that I am not barred from working with children / adults at risk.

Signed:

Print Name:

Date:

* <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

<http://www.thirtyoneeight.co.uk/Documents/QRGDBSFiltering.pdf>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf

LEGALESE – ATTACHED NOTES

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

As this post involves working contact with children, young people and/or adults at risk 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).

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 adults at risk 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 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 adults at risk at risk. As a place of worship 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 Service.

Notes for England, Wales & Northern Ireland Only - 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 adults at risk in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <https://www.gov.uk/government/collections/dbs-filtering-guidance>

March 2018

Appendix 4

CHRISTCHURCH HARPENDEN

APPLICATION FORM FOR VOLUNTARY WORK WITH CHILDREN AND YOUNG PEOPLE

We ask all prospective helpers in children's and young people's work to complete this form. The information will be kept confidentially by the Church, unless requested by an appropriate authority. Training will be given on an annual basis, which voluntary workers are required to attend.

Full name (Please use BLOCK CAPITALS)
Address, including postcode (Please use BLOCK CAPITALS)
Telephone & email address
How long have you lived at this address?
If less than 12 months please give your previous address (Please use BLOCK CAPITALS)
If you have attended ChristChurch for less than 12 months, please give the name and address of your previous church, or write 'none' if applicable. (Please use BLOCK CAPITALS)
Please tell us something about yourself – any special interests or skills you have, and any previous experience with young people. Where appropriate, please name the church or group and dates
Please list any relevant qualification or appropriate training
References (to be completed by those who have been attending ChristChurch regularly for less than 12 months). Please give the name and address of two referees (one of whom should be someone in a position of leadership in your previous church, if applicable). (Please use BLOCK CAPITALS)
1
2

CHRISTCHURCH HARPENDEN

SELF DECLARATION FOR A POSITION REQUIRING A DISCLOSURE

As a church we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals. We therefore ask you complete this declaration, and return the form to **Mrs J Fawcett**,

Conviction History

Do you have any unspent criminal offences, cautions, reprimands or warnings (according to DBS filtering rule*) or are you at present the subject of a criminal investigation/pending prosecution?

Have you ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules*, or are you at present the subject of a criminal investigation/pending prosecution?

YES / NO (please delete as appropriate) If YES, please give details on a separate sheet, including the nature of the offence and dates, the courts where any convictions were heard, the type of offence and sentence(s) received, and the reason & circumstances leading to the offence.

Police Investigations

This should include relevant police non-conviction information not subject to DBS filtering rules*. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

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

YES / NO (please delete as appropriate) If YES, please give details on a separate sheet, 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 delete as appropriate) If YES, please provide details on a separate sheet; we will need to discuss this with you.

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

YES / NO (please delete as appropriate) If YES, please give details on a separate sheet.

DECLARATION. To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes (legalese) 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 am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police. I agree to inform the relevant person within ChristChurch Harpenden responsible for processing disclosure applications if I am convicted of an offence after I take up the post within CCH. Or 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 and young people. I confirm that I am not barred from working with children / adults at risk.

Signed:

Print Name:

Date:

* <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

<http://www.thirtyoneeight.co.uk/Documents/QRGDBSFiltering.pdf>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf

LEGALESE – ATTACHED NOTES

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As this post involves working contact with children, young people and/or adults at risk 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).

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 adults at risk 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 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 adults at risk at risk. As a place of worship 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 Service.

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

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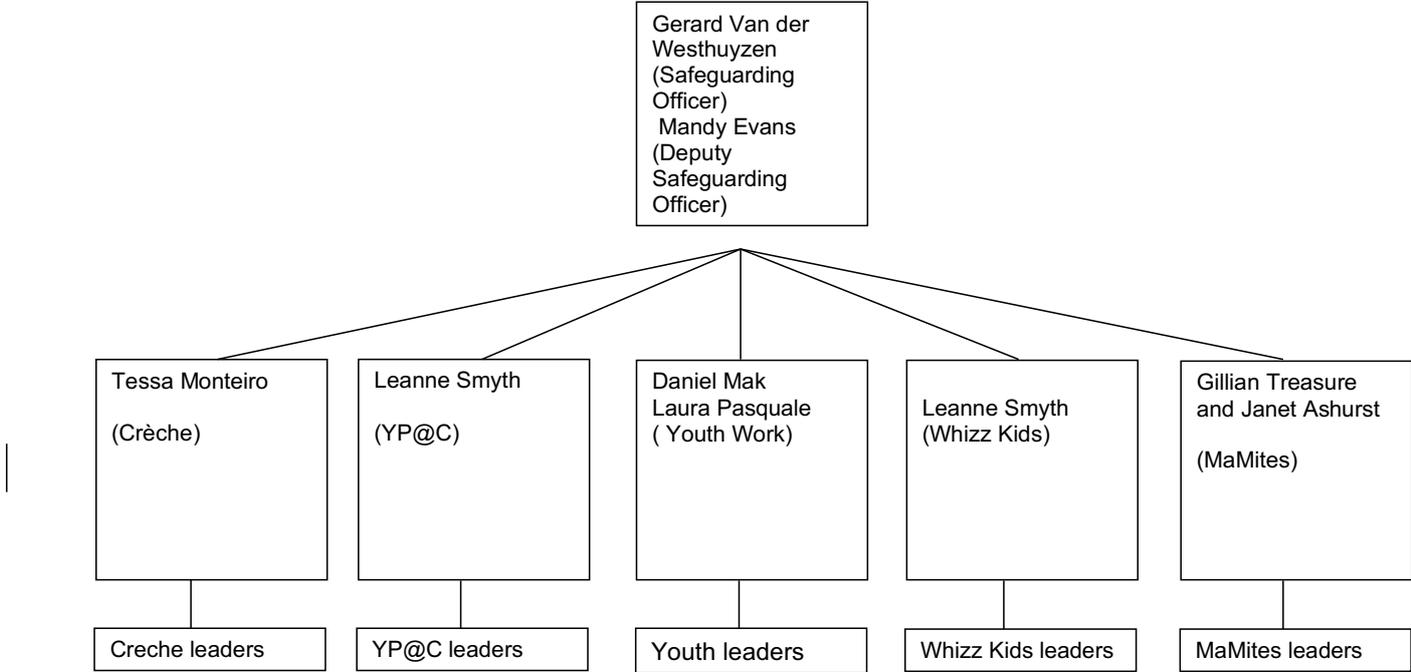
The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <https://www.gov.uk/government/collections/dbs-filtering-guidance>

March 2018

Appendix 5

Lines of responsibility and reporting for Safeguarding in ChristChurch Harpenden



Parental Consent Form for Youth Department Trip / Weekend Away

Description of Trip (Location, dates, activities etc)

.....
.....
.....

Name of young person.....

Your contact details for the day/weekend:

Phone numbers and names.....

.....

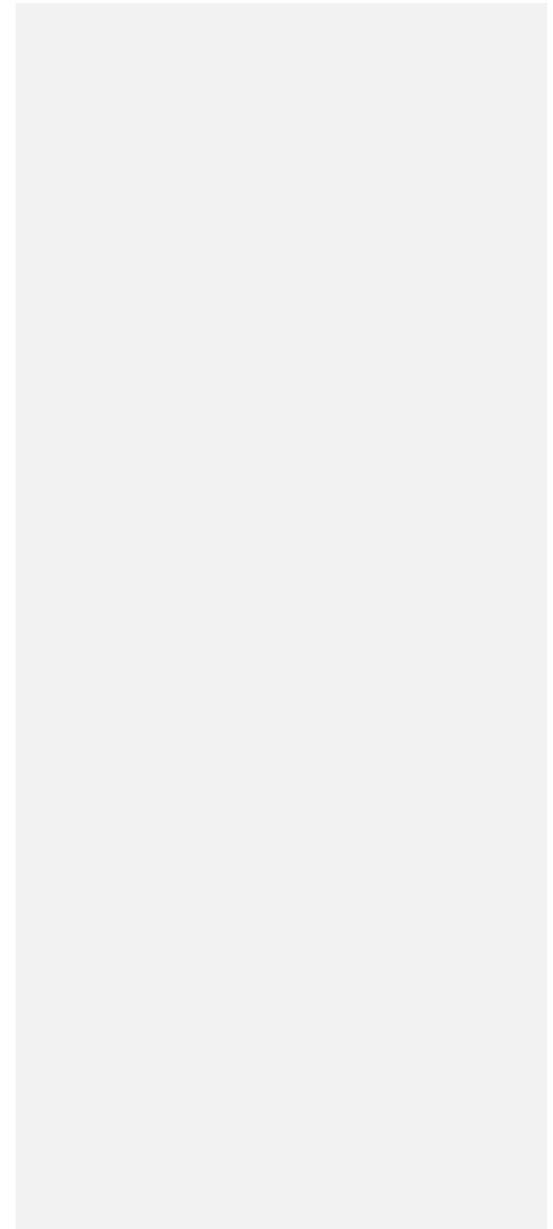
Please give details of any relevant medical information:

.....

.....

I give consent for my son/daughter to take part in the above trip.

In the event of a youth leader being unable to contact me first, I give my consent for my child to undergo emergency hospital treatment should the need arise, and I authorise the leader to sign on my behalf.



I give consent for photographs taken of my child on this day/at this weekend to be displayed on church noticeboards and websites.

I have read and agree to the Policy on the use of mobile phones on CCH residential trips and I have discussed the policy with my child/young person

Young person's mobile phone number



Signed
Appendix 7

Date

Deleted:Section Break (Next Page).....

RISK ASSESSMENT

Name of Event	
Date/Time of Event	

Location of Event	
Person writing this Risk Assessment	
Person taking responsibility for this event and verifying the Risk Assessment	
Trustee overall responsible for this event	
Date of this Risk Assessment	
Description of the event	

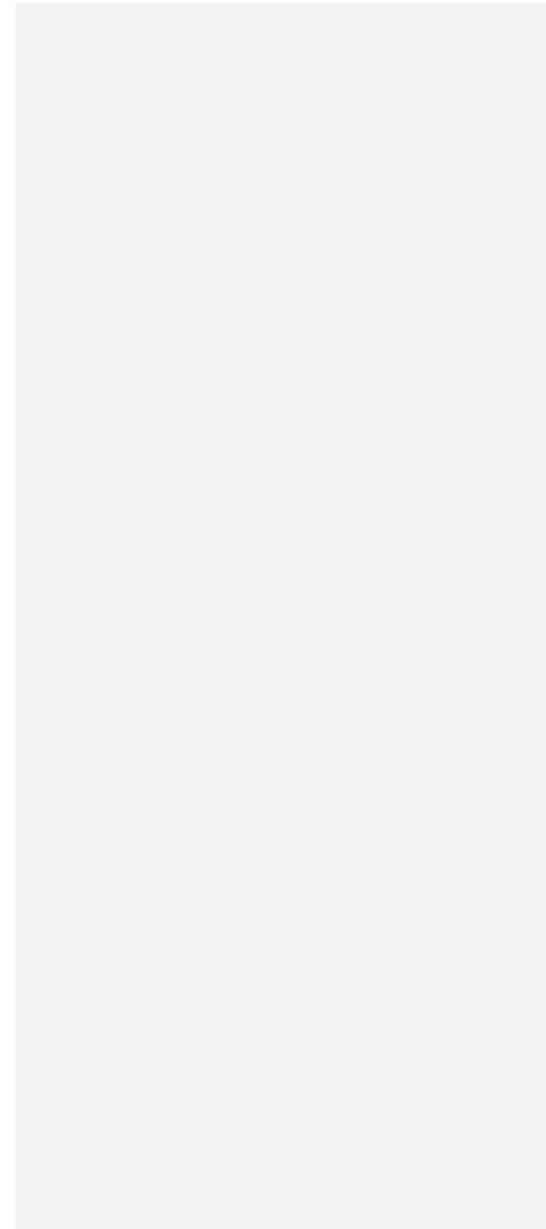
The purpose of this Risk Assessment document is twofold: -

1. To provide a framework through which risks can be identified, assessed and then suitably and sufficiently managed.
2. To provide a readily available document that will enable people to be made aware of risks and control measures and also a means by which the church can demonstrate its effective and dutiful management of risk.

Definitions

Hazard: A hazard is something (anything) with the potential to cause harm.

Harm: Harm is an undesirable outcome, something we wish hadn't happened. Harm can be done to people, real things i.e. equipment or buildings etc. and also non tangibles i.e. legal action or the church's reputation.



Risk: Risk is the likelihood of that hazard being realised.

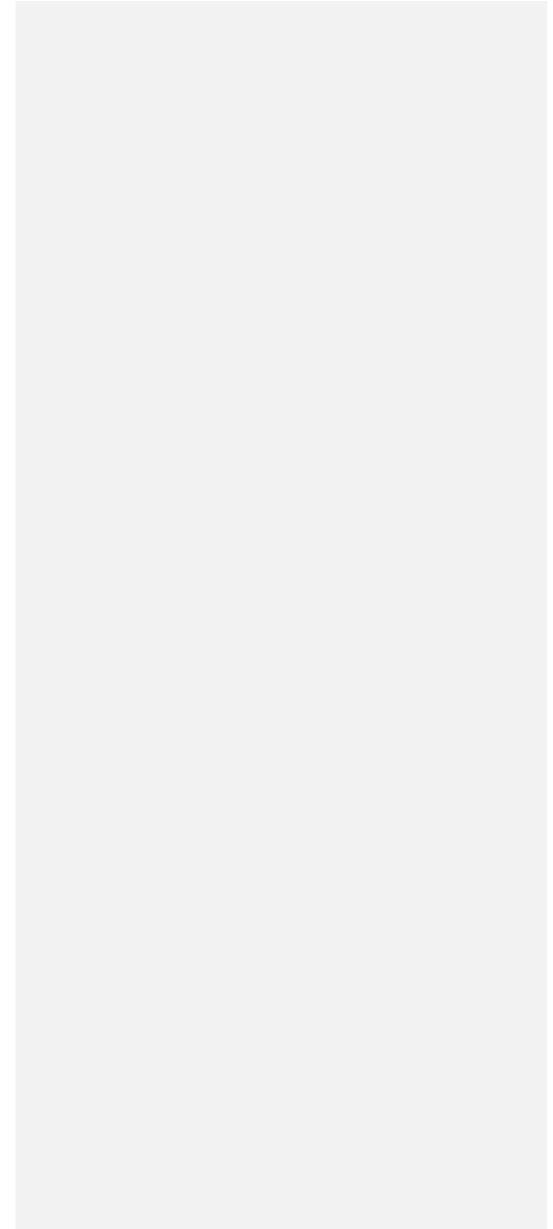
In order to ensure that risks are effectively managed a 'hierarchy of controls' will be followed. This hierarchy is as follows: -

- 1) Eliminate the risk.** The first and most obvious step to take in managing a risk is to remove it if you can. Perhaps redesign the activity to eliminate the risk or simply decide not to do it.
- 2) Substitute the Risk.** Replace a hazardous item or activity with a less hazardous one e.g. use a less hazardous cleaning chemical. Care should be taken to ensure the alternative is safer than the original.
- 3) Isolate the Risk.** Use equipment or other measures to prevent falls where you cannot avoid working at height. Separate the hazard from people by methods such as enclosing or guarding dangerous items. For example, ensure kettles are kept in an area that young children cannot get access to. Give priority to measures which protect collectively over individual measures.
- 4) Administration.** This is about identifying risks and implementing procedures to work safely. For example, reducing the time people are exposed to hazards, putting rules in place to protect people, using safety signage, and performing risk assessments.
- 5) PPE.** As a last resort and only after all the previous measures would be ineffective or unsuitable in controlling risks to a reasonably practicable level will personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

Hazards & Control Measures

HAZARDS	PERSONS AT RISK	CONTROL MEASURES

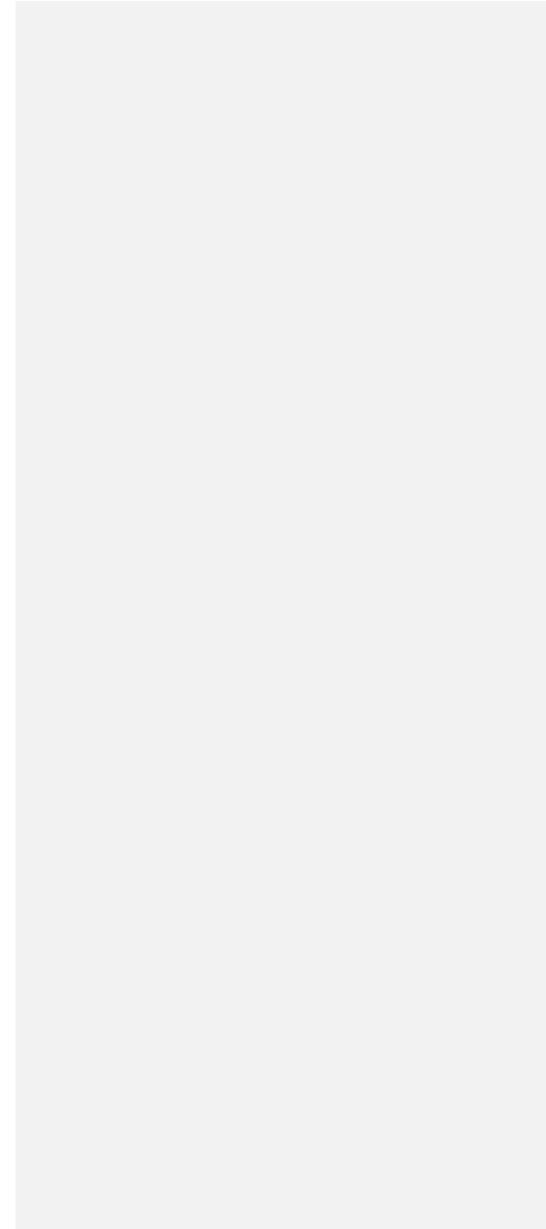
HAZARDS	PERSONS AT RISK	CONTROL MEASURES



RISK SCORING

In order to help effectively assess and understand risk two principles will be adopted.

1. When considering severity of outcome each hazard will be thought of in terms of its '**Realistic Worst Case Scenario**'. For example, when examining a slip hazard on an indoor floor area the assessor might consider that someone could fall and strike their head resulting in death. However, a death in such circumstances, whilst a possibility, would in fact be an extreme and unexpected outcome and therefore not 'realistic'. On the other hand an assessor might consider that no injury would result from a slip but this too would be an unrealistic outcome for some form of injury is quite probable and to be expected. By way of example (but not wishing to be too prescriptive) in real terms the Realistic Worst Case Scenario for a slip hazard would more suitably be a fracture. Please note,



however, that the Realistic Worst Case Scenario must be based on each scenario in relation to its own specific detail. For example, the outcome of a slip hazard at an event held largely for the elderly would be much more severe than a slip at a youth event

2. Risk scoring will be conducted for all identified hazards showing the pre-control score AND the post-control score. The value of this is that it helps to provide a means of demonstrating the effectiveness of the control measures. Risk scoring will be explained in more detail in the following paragraphs.

Risk scoring uses a simple matrix based on numbers. First of all a hazard is given a score based on the 'severity' of what could happen if the hazard were realised. This is based on the Realistic Worst Case Scenario as discussed above. Then another score is given to 'likelihood' of that hazard being realised. These two numbers are then multiplied together to create the total score for that hazard.

Example: Slip hazard. The Realistic Worst Case Scenario is probably a fracture which would require hospital treatment. Therefore, the 'Severity' score for this hazard (see the matrix on the next page) would be 2.

The (pre-control) likelihood of this hazard being realised on a wet day might be highly likely (see the matrix on the next page) and as such the 'Likelihood' score would be 3.

Severity (2) multiplied by the Likelihood (3) would give an overall score of 6.

NOTE: Where any activity results in a Post-Control Measure Score of 6 or above this activity will be prohibited by virtue of the fact that it is too high risk.

RISK SCORING MATRICES

SEVERITY			
Type of Risk	Score		
	1	2	3
Health and Safety	Minor cut or bruise	Hospital treatment needed	Death or serious injury
Financial liability	<£1000	,£1000-£5000	>£5000

Reputation of the Church	Any impact is internal – members only aware	Impact on attendees only	Significant negative impact on external perception of ChristChurch Harpenden
Legal	Loss of good will with membership		Legal action
Insurance	Small claim	Large claim >£5000	Major claim not covered. Uninsured risk.

LIKELIHOOD		
Score		
1	2	3
Very unlikely <25% probability	Likely 25-75% probability	Highly likely >75% probability

OVERALL RISK SCORE		
1 - Low	2 - Low	3 - Med
2 - Low	4 - Med	6 - High
3 - Med	6 - High	9 - High

Risk Scoring Table

Hazard	Pre-Control Measure Score			Post-Control Measure Score		
	Severity	Likelihood	Score	Severity	Likelihood	Score

INSURANCE	YES	NO	N/A
Have all High Risks been identified to Janet Wood (Deacon) for notification to insurers?			

FIRST AID	YES	NO	N/A
Is the First Aid box to hand, fully stocked and up to date?			
Name of the person with a First Aid qualification who will be present at this event.			

CHILD PROTECTION	YES	NO	N/A
Does this event include work with children or young people?			
Do all leaders and helpers have current CRB certificates?			
Have parents completed a Registration Form? (Usually applicable to one off events)			
Does your staffing at this event comply with the adult to child ratios :- 0 – 2 years = 1 adult : 3 children 2 – 3 years = 1 adult : 4 children 3 – 8 years = 1 adult : 8 children 8 years plus = 1 adult for every 10 children + 1 adult for any additional children up to a maximum of 10 (for e.g. 21 – 30 children will need 3 adults and 31 to 40 will need 4 adults etc.)			

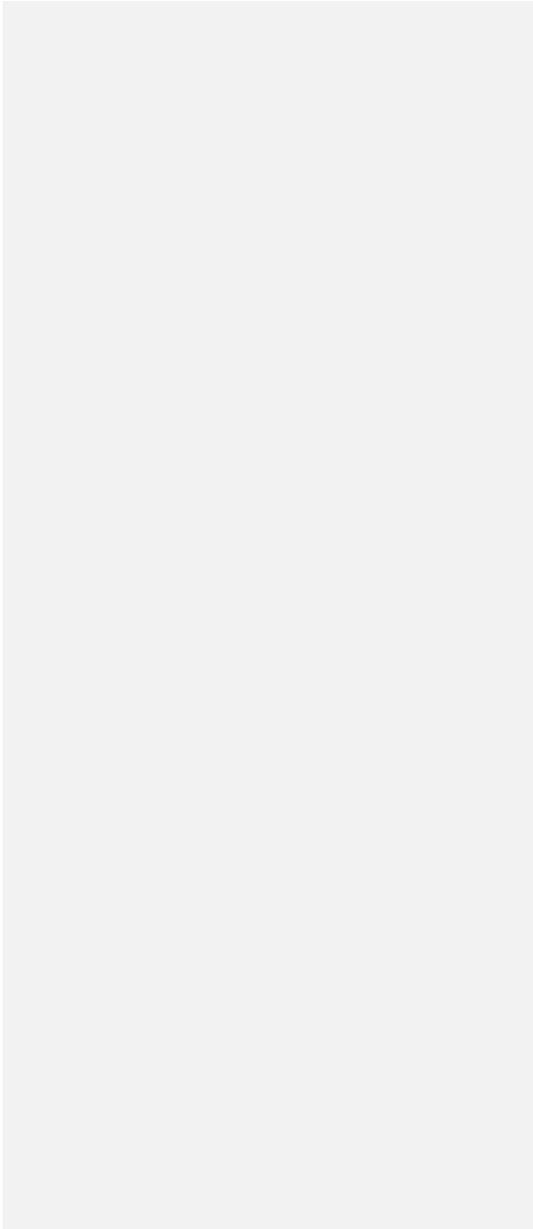
FOOD HYGIENE	YES	NO	N/A
Does this event involve food?			
Has food been cooked at home?			
If applicable, has a copy of 'Preparing Food Safely at Home' been given to all providers?			
Is food being cooked on the premises at the time of the event?			

Name of the person who holds the Foundation Certificate in Food Hygiene who is in charge of food at this event and who will be responsible for implementing the Food Hygiene policy.			
Does the person named in the question above have a copy of the Event Organisers Pack for events involving food? (This must be obtained and completed).			

FOOD ALLERGIES	YES	NO	N/A
Have medical forms been completed for all children and appropriate action taken for those with food allergies?			

FIRE	YES	NO	N/A
Has the fire policy, relating to the premises used, been read by the person responsible for this event?			
All leaders, helpers and participants have been made aware of the procedure to be followed in the event of a fire and of the location of Fire Exits			

SIGNATURES	SIGNED	DATE
1. Person running the event – “I confirm that I have read and understand this risk assessment and will ensure to my best ability that the event will be run in accordance with the provisions included.”		
2. Responsible Deacon – “As a Deacon of CCH I have checked this risk assessment and believe it is suitable to be used for the above event. I believe it minimises the risk of hazards to an acceptable level.		



Record of Concern

Appendix 8

Child's Name :			
Child's DOB :			
Male/Female :	Ethnic Origin :	Disability Y/N :	Religion :
Date and time of concern :			
Your account of the concern : (what was said, observed, reported and by whom)			
Additional information : (your opinion, context of concern/disclosure)			
Your response : (what did you do/say following the concern)			
Your name :		Your signature :	
		Date and time of this recording :	
Action and response of Safeguarding Coordinator / Deputy Safeguarding Coordinator :			
Feedback given to member reporting concern:		Outcome of action taken by Safeguarding Coordinator or Deputy (e.g. what was parental response? outcome of professional consultation/referral? etc.)	
Information shared with any other members of the safeguarding team? If so, what information was shared and what was the rationale for this?			
Name:		Date:	

Checklist for Safeguarding Coordinator (or Deputy) (to be printed on back of record of concern form)

- ✓ Child clearly identified?
- ✓ Name, designation and signature of the person completing the record populated?
- ✓ Date and time of any incidents or when a concern was observed?
- ✓ Date and time of written record?
- ✓ Distinguish between fact, opinion and hearsay
- ✓ Concern described in sufficient detail, i.e. no further clarification necessary?
- ✓ Child’s own words used? (Swear words, insults, or intimate vocabulary should be written down verbatim.)
- ✓ Record free of jargon?
- ✓ Written in a professional manner without stereotyping or discrimination?
- ✓ Record of concern passed to DSP in a timely manner?
- ✓ The record includes an attached completed body map (if relevant) to show any visible injuries
- ✓ Safeguarding Coordinator or Deputy has completed their sections in full-action taken and outcome, feedback to member and information sharing?

Audit date:		Audited completed by:	
Overall RAG rating (see key below)			
Action needed	Timescale	Name and position of person responsible	Date action completed

RED	Indicates that information from the checklist is lacking and deficiencies need to be addressed as a matter of urgency
AMBER	Indicates that key information is included but recording could be further improved
GREEN	Indicates that the recording meets the above required standards

If you intend to give a copy of the above action plan to the member of staff, please ensure they are not given page 1 , i.e. the actual record of concern form which contains confidential

CHRISTCHURCH HARPENDEN

Exception Report

Appendix 9

Name of Person completing this form	
Today's date	
Time and date of incident	
Location of incident	
Full details of incident; what happened, number of children involved	
Context of incident – ie how did this fall outside safeguarding guidelines	
Who did you tell	
What action followed	

SIGNATURES	SIGNED	DATE
Person completing this exception report		
Safeguarding Coordinator/Deputy who agreed this exception		

RISK – Probability of an Incident occurring and/or escalating (to be completed by the Safeguarding Coordinator or Deputy Safeguarding Coordinator)

	1 – Risk low (green)	2 – Risk medium (amber)	3 – Risk high (red)
	Very unlikely <25% probability	Likely 25-75% probability	Highly likely >75% probability

Policy for the use of mobile phones on residential trips

1 Definitions

CCH – ChristChurch Harpenden

2 Introduction

This policy covers the use of mobile phones by young people when away from home on a CCH residential activity.

CCH acknowledges that young people may wish to take their mobile phone on a church run residential activity in order to stay in contact with home and to take photos of the activities arranged for the trip. However, CCH has put the following policy in place in order to protect the group from young people using phones when they should be asleep and to ensure that photos are only taken and used in appropriate circumstances.

3 Use of mobile phones

If parents are content for their young person to take their mobile phone on a CCH residential activity then they must be prepared to agree to this policy by signing the consent form below.

Mobile phones will be allowed for use during day time activities.

Mobile phones, which will have already been switched off by their owner, will be collected in by the Youth leaders just before bedtime.

The Youth leaders will charge the mobile phones overnight.

The mobile phones will be returned to the young people at breakfast on the following morning.

Whilst every effort will be made to ensure that the mobile phones are kept safe with the leaders overnight, CCH cannot take any responsibility for any loss of or damage to mobile phones belonging to young people.

4 Taking photographs with mobile phones

CCH acknowledges that part of the enjoyment of taking part in activities on residential trips is in taking photos of them and creating memories.

Mobile phones may be used for this purpose during the day subject to the following:-

- No photographs may be taken of members of the group when unclothed
- No photographs may be taken of members of the group without their knowledge
- No photographs taken during the residential activity may be posted on social media