

Safeguarding Policy Document

**For the Protection of Children and
Vulnerable Adults**

Current Draft, March 2017

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References

1. Working Together to Safeguard Children 2015
2. Diocese of Oxford Safeguarding Handbook (latest edition online)

Abbreviations

DBS	Disclosure & Barring Service
PCC	Parochial Church Council
WCP	Walton Churches Partnership

Definitions

Children:

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection. (Working Together 2015)

Parent:

The term parent includes carer, though this is not repeated at every place where it might be relevant. It means someone who is legally entitled to take decisions on behalf of the child. If it appears that this is not straightforward, consult the Baptist Union's Child Protection Advisory Panel and/or the Diocese safeguarding Adviser.

Vulnerable Adult:

Any person aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.

This will include, in particular, anyone who:

- Is living in residential accommodation, such as a care home or a residential special school
- Is living in sheltered housing
- Is receiving domiciliary care in their own home
- Is receiving any form of health care
- Is detained in prison, remand centre, young offenders institution, secure training centre or attendance centre or under the powers of the immigration and Asylum Act 1999
- Is in contact with probation services
- Is receiving a welfare service of a description to be prescribed in regulations
- Is receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions or expectant or nursing mothers living in residential care (age-related needs includes needs associated with frailty, illness, disability or mental capacity)
- Is receiving direct payments from a local authority/HSS body in lieu of social care services
- Requires assistance in the conduct of his or her own affairs

Neglect:

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 need. (Definition provided by Working Together)

Abuse:

A form of maltreatment of a person. Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm. A person may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or children. (Working Together, 2015)

Child Abuse:

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

(Working Together, 2015)

Emotional abuse:

The persistent emotional maltreatment of a person as to cause severe and persistent adverse effects on their emotional development and well being. It may involve conveying to a person 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 person 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 the person. These may include interactions that are beyond the person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing the person to frequently feel frightened or in danger, or the exploitation or corruption of a person. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone. (Working Together, 2015)

Physical abuse:

A form of abuse which 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.

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. (Working Together, 2015)

Child Sexual Exploitation –

“The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing, and/or others performing on them, sexual activities.

Signs of Child sexual exploitation

Child becomes withdrawn; suddenly behaves differently, anxious, clingy, depressed, aggressive, problems sleeping, eating disorders, wets the bed, soils clothes, takes risks, misses school, changes in eating habits, obsessive behaviour, nightmares, drugs, alcohol, self-harm, thoughts about suicide.

Signs of Physical Abuse

Unexplained injuries or burns; refusal to discuss injuries; improbable explanations; untreated injuries; disclosure of apparently excessive punishment; shrinking from physical contact; aggression or bullying; over compliant behaviour or a ‘watchful ’attitude; running away; significant unexplained changes in behaviour; deterioration in concentration.

Signs of Emotional Abuse

Continual self-deprecation; self-harm or mutilation; desperate attention seeking behaviour; eating problems; substance abuse; neurotic behaviour, obsession or phobias; compulsive stealing or scrounging; social isolation; depression and withdrawal.

Signs of Sexual Abuse

Bruises, scratches, burns or bite marks on the body; sexual awareness inappropriate to the child’s age, eg. in words, play or drawings; attempts to teach other children about sexual activity; sexually provocative or seductive behaviour with adults; inappropriate bed sharing arrangements at home; aggressiveness, anger, anxiety, tearfulness; severe sleep disturbance, withdrawal from friends; any allegations made by a child.

Signs of Neglect

Constant hunger; poor personal hygiene; inappropriate clothing; frequent lateness or non-attendance; untreated medical problems; low self esteem; poor social relationships; compulsive stealing or scrounging; constant tiredness.

N.B. A child may suffer more than one category of abuse.

Our Vision For The Welfare of Children and Vulnerable Adults in Our Care

“We are all children of God and, as a church, recognise that it is our responsibility to help young people grow spiritually, morally and emotionally in a community, so that they will all be aware of and experience God’s love in a safe and caring church environment.”

Members of the churches of The Walton Churches Partnership will adopt the following policy for all work with children and vulnerable adults undertaken on behalf of these churches, for the support and protection of children, young people, vulnerable adults, parents/guardians, volunteers, members and the leadership team.

Safeguarding Policy

As members of the churches of The Walton Churches Partnership, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and vulnerable adults.

1. We will provide a welcoming, nurturing and safe environment for all children, vulnerable adults, helpers and leaders who take part in activities run by the church.
2. We recognise that our work with children and vulnerable adults is the responsibility of the whole church community. This includes a culture of ‘informed vigilance’ as to the dangers of abuse.
3. We will respond without delay to every complaint made which suggests that an adult or child may have been harmed, co-operating with the police and local authority in any investigation and we will have a clear reporting procedure in place.
4. We undertake to exercise proper care in the selection and appointment of those working with children and vulnerable adults – whether paid or volunteering – in line with safer recruitment principles, including the use of Criminal Records Disclosures.
5. The churches are committed to supporting, resourcing and training those who work with children and vulnerable adults, and to providing supervision.
6. We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
7. We will seek to challenge any abuse of power, especially by anyone in a position of trust.
8. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
9. The church is committed to the Home Office Code of Practice *Safe from Harm* and adopts the guidelines and procedures published by the Baptist Union of Great Britain in its booklet *Safe to Grow* and the Diocese of Oxford Safeguarding Handbook We will encourage best practice and take note of how relevant bodies interpret requirements of the law.
10. Each worker with children and vulnerable adults must know the requirements and recommendations and undertake to observe them. Each shall have access to a copy of the WCP’s agreed procedures and good practice guidelines.
11. As part of our commitment to children and vulnerable adults, the WCP has appointed a Safeguarding Officer, a Verifier and a Recruiter – these may be the same person.
12. Each church in the WCP has appointed a Children’s Advocate. The Children’s Advocate role will be regularly explained to the children and their contact details publicly displayed. See details of these roles below. The ChildLine telephone number will also be displayed.
13. We will advise the Diocese and other relevant bodies which Registered Body we use to process applications for Criminal Records Bureau Disclosures.
14. We will advise the Diocesan Safeguarding Adviser and other relevant church officers as required if we receive a Disclosure which is ‘blemished’ or ‘positive’.
15. We will maintain a structure for the overview of this work and provide the support necessary for the implementation of the above. This includes an annual policy review, checking that our policies are up to date, and supplying a copy of the updated policy statement to the Diocesan Safeguarding Adviser.

Signed on behalf of The Walton Churches Partnership: _____

Print name: _____ Date: _____

Position: _____

WCP Working Guidelines

1 Volunteers

In any case of doubt as to the appropriate course of action, the overall guiding principle is that the welfare of the child* is paramount.

1.1 Appointment procedures

The procedure for appointments is:

Write a simple **job description** to clarify gifts and qualities needed to perform role in line with Equal Opportunities legislation and WCP Safeguarding Policy.

- a. Church Leadership (including Stewards and Ministry Leader) to agree job description.
- b. The candidate will have 6 months' regular (at least once a month) attendance at one of the churches.
The Church Minister or Stewards to have an **informal chat** with candidates to initiate the process.
- c. Ask the candidate to read the information for Volunteers document (see Appendix 2) and complete an **Application Form For Voluntary Work** (see Appendix 3), as well as a Confidential Declaration Form (see Appendix 4)
- d. Take up **references** (see Appendices 5 and 6).
- e. **Interview** the candidate:
 - i. Discuss suitability, experience; clarify role and expectations.
 - ii. Read through and discuss issues surrounding safeguarding and disclosure, including anything disclosed on the candidate's Confidential Declaration.
 - iii. Pray for confirmation of God's will for the person.
- f. Bring the appointment decision to the **Church Leaders**.
- g. If appointment agreed, ask the individual to apply for a DBS **Enhanced Disclosure**
- h. , and give them a copy of the WCP Safeguarding Policy, which they must read before signing the Volunteer Contract below. Subject to satisfactory DBS checks, ask volunteer to sign **the Volunteer Contract** (see Appendix 7)'.
i. All new volunteers should complete level 2 and WCP Safeguarding training within 12 months of starting to volunteer.

1.2 Volunteer contract

The aims of volunteer agreements are:

- a. To have legal proof that the person volunteering has read and understood the WCP Safeguarding Policy and understood correctly the procedure in the event of disclosure.
- b. To be aware of the support and commitment that the WCP will offer to them.
- c. To be aware of the extent of the commitment that is expected of them.
- d. To satisfy our insurers that we are maintaining best practice with regards to protecting those in our care (both children & vulnerable adults).

1.3 Renewal of volunteer contracts

The volunteer contract will be renewed every 3 years with a DBS check required every 5 yrs.

- a. There ought to be a time for reflection in the two months leading up to when the current contract lapses, with a chance to look over the policies again, and think about their

commitment to the group. They should have opportunity to renew their contract as the old one expires.

- b. Renewal also provides an opportunity to identify any training or support issues that the WCP should be aware of.
- c. The leader of the WCP has overall responsibility for the volunteer contract, and should delegate a person or persons to oversee their implementation.

1.4 Boundaries

Workers and helpers must treat all children and vulnerable adults with the respect and dignity befitting their age. **They are strongly advised to avoid the following types of situation:**

- a. Being alone in a room or a car..
- b. Praying with or counselling person alone in a closed room. There may occasionally be the need to speak or pray with a person alone, but the adult should take reasonable precautions, See point (k) below, and more detailed guidance in section 3 'Pastoral Care'.
- c. Encouraging law breaking (under aged drinking; smoking; sex; speeding; drug taking; stealing; abuse: bullying.)
- d. Engaging in inappropriate relationships with those in our care, or using inappropriate communication such as unnecessary texting, e-mails, calls, social media, etc.
- e. Involvement in questionable activities such as rough/sexually provocative games.
- f. Giving personal care .

Those involved with children and vulnerable adults should:

- h. Watch their language, tone of voice and body language to ensure they are not intimidating.
- i. Learn to control and discipline children without physical punishment, this must never be used even if they have the parent's explicit permission for this.
- j. Ensure that another adult is informed if a worker needs to take a child or vulnerable adult to the toilet. Toilet breaks should be organised for young children and vulnerable adults.
- k. Gain parent's permission if a child is to be seen on his or her own. Another adult must be nearby and the child must know this.
- l. Ensure that children and vulnerable adults know that they can speak to an independent person in the church, or contact Childline if they need to talk to someone (see Appendix 14)
- m. Avoid showing favouritism to any individual.
- n. Not rely on just your good name to protect you.
- o. Not believe "It could never happen to me".

1.5 Abuse of trust

A relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or nature of the activity. An example is a young person and youth worker.

It is unacceptable for a person in a position of trust to engage in any behaviour which might allow an abusive or sexual relationship to develop while the relationship of trust continues. A worker or helper who finds him- or herself developing such a relationship must discuss it with a member of the leadership team.

1.6 The church leadership's expectations of a volunteer:

- a. Actively seeking and serving God. To love God and others.
- b. Regular in worship attendance and worshipful in spirit.
- c. Praying for children and adults in their care, as well as wider work of the church.
- d. Attending where possible all the planning and training events as appropriate.
- e. Actively promoting WCP youth and children's work as a safe place.

1.7 Procedures after persistent infringements by a volunteer

The Leadership Team have responsibility to take appropriate steps in the event of any persistent infringements or breakdown in communication with a member of staff or a volunteer. The initial procedure will be a verbal expression of concern (which is recorded and dated). This is intended to support the individual and encourage them to improve, outlining what was wrong and what they need to do to improve. If the problem persists or is serious, then a formal meeting will be held, and if the Leadership Team is not happy with the result, a written formal warning can be issued (containing a time frame for improvement). In the case of persistent misconduct, a final written notice will be issued outlining the issues and consequences (removal from their position).

2 Group Leaders

2.1 Responsibilities of group leaders

The main responsibilities of group leaders are summarised here but all team members must work together to share them.

- a. Ensure that all team members (volunteers) have a copy of the Safeguarding Policy, understand it and act on it at all times, and ensure their 'volunteer contracts' are kept up to date.
- b. Lead discussion of this policy document and any updates. Keep it fresh in volunteers' minds.
- c. Help volunteers to be more effective by monitoring their work, discussing it with them if necessary and motivating them.
- d. Carry out and document risk assessments of all activities. Point out health and safety issues to the Leadership Team and other relevant persons.

2.2 Training and support

It is important for everyone to take training seriously. Group leaders can identify training needs through:

- a. The renewing of 'Volunteer Contracts'.
- b. Pastoral care (see also appendix 8)
- c. Meetings.
- d. Informal conversations.

Key areas for training must include the safeguarding policy, behaviour management, anti-bullying policy, first aid and Health and Safety. Health and Safety is to include the premises, fire, access to buildings, first aid and accidents.

2.3 Staffing ratios

No child or group of children should be left unattended at any time. For meetings/events on church premises, volunteers should aim for the following adult/child ratios as a minimum depending on the circumstances.

0 to 2 years

1 adult for 3 children

2 to 3 years	1 adult for 4 children
4 to 8 years	1 adult for 6 children
8 years and over	1 adults for every 12 children*

(OFSTED advice is that there must always be a minimum of 2 leaders)

There should be two adults with a group (or at least one with another adult nearby), to ensure that the group need never be left unattended. Avoid leaving children alone with an adult unless others nearby can easily observe them.

2.4 Risk assessment

Each church should have a general risk assessment of its premises included as part of its health and safety policy. This should be sufficiently detailed to cover all regular activities (including activities with children) taking place on its premises. It is the group leader's responsibility to ensure that their activities are covered within this. For 'extra' sessions or activities – especially trips off-site – a careful examination of what could cause harm to people must be undertaken, so that a decision can be made as to whether enough precautions have been taken. The aim is that no one gets hurt or ill. Guidance can be found in appendix 21.

2.5 Keeping records

The WCP must keep securely and make available to those authorised by the WCP:

1. A file for each lay member of staff and volunteer who works with children or vulnerable adults
2. Letters and other correspondence pertaining to disclosures from the Baptist Union's Safeguarding Advisory Panel / Diocese of Oxford (as appropriate) should be kept for as long as those volunteers and employees are in the particular role for which Disclosure was obtained. After departure all that needs to be retained is a note of start and finish dates, position held and any issues which arose
3. A dated register of those who have been DBS cleared, for administrative purposes, such as ensuring renewals, or to provide a quick reference. Employers' copies of DBS Disclosures are not to be kept longer than six months
4. Any communication from third parties, e.g. complainants on any matter, the police or Social Services and a factual record of the actions taken.
5. It is essential to keep accurate records of any concerns, disclosures and allegations relating to children and vulnerable adults. Facts observed or disclosed must be accurately recorded, signed and dated. If records are being kept without the knowledge of the subject, it must be clearly recorded why this is so, for instance if there is a pattern of behaviour which needs to be monitored or third party information, such as a letter of complaint. Records of allegations must be retained including when they are unfounded together with details of investigations
6. These files should be kept in securely by the incumbent or the Safeguarding Advisor
7. Where files are kept on volunteers or employees they will be in principle entitled to see personal data on their file (subject to making a written request and paying a fee of up to £10) but there are various statutory exceptions and also particular rules relating to third party communications. If you have concerns about whether information should be disclosed in a particular case, advice should be sought from the Baptist Union's Safeguarding Advisory Panel / Diocese of Oxford (as appropriate)
8. Accident and incident report: Everyone to be made aware of where the book or file is kept for recording accidents or incidents.. Forms that have been filled out must be kept in a secure place (see Appendix 15)

9. Consent form: Basic contact and medical information on every child in a group (except occasional visitors) to be on hand at every meeting of the group. All records to be kept in a safe place. To be completed by parents or guardians annually (see Appendix 18)

10. Special event consent form: A letter describing the location, time and activities of a non-standard event should be sent to parents or guardians with this form which should be completed and returned before the event (see Appendix 19)

2.6 Young helpers

Helpers under the age of 18 cannot be in a position of responsibility with children younger than them. They cannot get DBS clearance. Young helpers are very welcome but can only act as assistants in the company of helpers over the age of 18.

2.7 Photographs of children

Photographs of children or vulnerable adult may be taken but can only be published or displayed for church purposes if no children can be identified within them.

2.8 Restraint

It is important that a church has a policy about the use of force to control or restrain young people and children. All adults who help with the children's and youth work must clearly understand the strategies open to them. They must know what is acceptable and not. See the WCP Policy guidelines below.

2.8.1 Planning

If the leaders of any group within the WCP become aware that a minor is likely to behave in a way that may require physical control or restraint, it will be sensible to plan how to respond. The planning needs to address:

- a. Managing the child or young person (strategies to de-escalate a conflict).
- b. Informing the parents so that they are clear about what specific action the group leader will take.
- c. Briefing the staff so they know exactly what action they should take.
- d. Ensuring there will always be sufficient support if needed.
- e. Medical advice about the safest way on holding young people with specific health needs.

2.8.2 Reasonable force

Group leaders have responsibility to maintain the safety of all children and young people in their care. Force may be used, but only as a last resort, and only in specific circumstances. This may involve using REASONABLE FORCE in the following circumstances to prevent a person from, or continuing in:

- a. Committing a criminal offence.
- b. Injuring themselves or others.
- c. Causing damage to property.
- d. Engaging in any behaviour that prevents the maintaining of good order and discipline in the group.

There is no legal definition of 'reasonable force', so in court it will always depend on all the circumstances of the case. It can only be considered reasonable if the particular incident warrants it, and the degree of force must be in proportion to the seriousness of the behaviour or the

consequence it is intended to prevent. It should always be the minimum needed to achieve the required result. It will also depend upon the age, understanding and gender of the child or young person.

2.8.3 Procedure for engaging in restraint:

- a. Wherever practical, the adult should tell the young person to stop, and what the consequences of continuing will be. The adult should attempt to continue communicating throughout the incident, keeping the voice calm and measured. Never should the impression be given that they have lost their temper.
- b. If it seems inappropriate to intervene without more support, then remove other young people who may be at risk, summon assistance from colleagues, and if necessary, phone the police.
- c. The method for intervention may be: standing between two young people: Holding: Pushing: Pulling: Leading by the arm or hand: Placing a hand in the centre of the back and pushing.
- d. Do not act in a way that might cause injury, such as: Holding by the neck: Slapping or kicking: Twisting a limb: Tripping: Holding or pulling ear or hair: Holding a young person face down to the ground.

2.8.4 Recording an incident

After an incident, the following details must be recorded (see Appendix 15):

- a. Name(s) of those involved, and where incident took place.
- b. Names of staff and other witnesses.
- c. The reason that force was necessary.
- d. How the incident began, including behaviour, what was said by each party, steps taken to diffuse the situation, degree of force used, how that was applied, and for how long.
- e. Response of child / young person.
- f. Details of any injuries suffered or damage to property.
- g. Next steps (talking to parents, getting advice from other agencies as appropriate).

3 Pastoral care

3.1 Procedures for pastoral contact

Pastoral support is an important part of the children's and young people's ministries. It is important that it is carried out in a way that doesn't lead to dependency or abuse. See Appendix 8 for details on this.

3.2 Code of practice for pastoral care:

- a. Always meet in an open area where others are around but not too close. If the session is conducted at one of the churches, then another adult should be on site. If in a home, then at least one of the child's / young person's parents should be present in the house.
- b. In exceptional circumstances, if a person is distressed and more privacy is needed, use a separate room after telling another adult about the arrangements. Make sure that the young person knows where the nearest adult is.
- c. It is best if women advise females, and men advise males.
- d. Keep a record of who is spoken to (not the content unless agreed with the person) in case follow up is needed. Sign, date and time the notes and keep them in a designated safe place.
- e. If a young person is distressed they should be entrusted to another adult at the end of the session.

- f. If a situation is encountered where the listener feels uncomfortable they should speak to a supervisor as soon as possible.

3.3 Professional confidentiality

The guiding principle is: transparency among those who need to know; confidentiality outside this group. No hard and fast guidance can be given but the following people should normally be considered as having a legitimate need to know:

1. Incumbent/Senior Minister
2. WCP Safeguarding Officer
3. Church wardens
4. Others with a specific role

The Baptist Union's Safeguarding Adviser / Diocese of Oxford Safeguarding Adviser (as appropriate) should also be informed. The PCC/WCP will need to approve activities carried out in the church's name and must be informed of situations of possible risk though without naming individuals.

3.4 Information sharing

Explain openly and honestly at the outset what information will or could be shared, and why, and seek agreement – except where doing so could put the child, vulnerable adult or others at risk of significant harm. In the case of a child, the child's safety and welfare must be the overriding consideration when making decisions on whether to share information about them. Respect the wishes of children or families and vulnerable adults who do not consent to share confidential information – unless in your judgement there is sufficient need to override that lack of consent. It will normally not be appropriate to inform alleged perpetrators of abuse at the time when an allegation is made about them. Seek advice when in doubt. Ensure information is accurate, up-to-date, necessary for the purpose for which you are sharing it, shared only with those who need to see it, and shared securely. Always record the reasons for your decision, whether it is to share or not.

Not all information is confidential. Confidential information is information which is not already lawfully in the public domain; the information must not be useless or trivial; and the information must have been given in circumstances where the confidant would reasonably have understood that what was said was confidential. Confidentiality is only breached where the sharing of confidential information is not authorised by the person who provided it, or by the person to whom it relates. The first option before sharing information should therefore be to seek consent, if appropriate.

Where you do not, for whatever reason, have consent to share confidential information, you may still lawfully share it provided that this can be justified in the public interest (see below).

The key factor in deciding whether or not to share confidential information without consent is 'proportionality' – i.e. is the proposed sharing a proportionate response to the need to protect the public interest in question? You must weigh up what might happen if the information is shared against what might happen if it is not, and make a decision based on a reasonable judgement. In sharing information the aim should be transparency and openness among those who need to know and confidentiality outside it. Identifying information should not be shared with spouses or partners.

3.5 Consent

There are some circumstances where it is not appropriate to seek consent to share information, for example where to do so would:

1. place a child or young person at increased risk of significant harm; or
2. place an adult at risk of serious harm; or
3. prejudice the prevention, detection and prosecution of serious crime; or
4. lead to unjustified delay in making enquiries about allegations of significant harm

Consent must be 'informed'. This means that the person giving consent must be able to understand why information needs to be shared, who will see the information, the purpose to which it will be put and the purpose of sharing it. Competence to give consent is always a matter of judgement. If you are in any doubt about whether a young person or vulnerable adult is competent to give consent, then seek advice from the Baptist Union's Safeguarding Adviser / Diocese of Oxford Safeguarding Adviser (as appropriate). It is good practice always to obtain explicit consent, preferably in writing.

4 Responsibilities of the church leadership

4.1 Oversight and monitoring

In order to ensure that the Safeguarding Policy is being carried out, the following questions must be asked of group leaders by the Safeguarding Officer each year:

- a. Do all volunteers have a copy of the WCP's Safeguarding Policy?
- b. Do all groups have at every meeting an up-to-date Registration Form for every child?
- c. Has the Safeguarding Policy been on the agenda of every formal meeting of the last year, so that volunteers feel free to discuss any matter contained in it?
- d. Is the practice of each group 'safe'?

4.2 Informing people

Key elements of the Safeguarding Policy should be displayed in an obvious place. This will act both as a deterrent to those looking to harm children and vulnerable adults, and will also inform parents. Other key information will be displayed in other groups as leaders see fit.

4.3 Welcoming offenders

When someone attending our churches or who wishes to attend is a known or registered child offender, friendship is to be extended but a representative of the Leadership Team will meet the individual and discuss the boundaries within which that the person will be expected to keep. An appropriate contract governing the behaviour of the offender when involved in church activities will need to be drawn up and enforced. The Diocesan/BU Safeguarding Adviser will need to be involved in this process, including the opportunity to review and approve any contract.

4.4 Review of the Safeguarding Policy

A review of the Safeguarding Policy is to take place each year, and then submitted to the Leadership Team for agreement before being proposed for adoption by the churches at each of their AGMs. Current legislation and advice must be adhered to in the interests of providing a safe environment for children and vulnerable adults who attend groups based at any of the churches.

4.5 Trips, Events and residentials

The WCP leadership team must:

- Ensure training needs have been addressed for all adults
- Obtain consent forms (see Appendix 19) from person with parental responsibility for each child/young person
- Provide emergency telephone contact for the duration of the event
- Maintain proper insurance cover
- Have in place procedures to monitor and review safety during off site visits and activities, including a risk assessment if required.
- Ensure adequate safeguarding procedures are in place
- All necessary actions are completed before the trip begins
- Adequate first aid provision will be available

4.6 Equal opportunities

The Leadership Team acknowledges the importance of equal opportunities and anti-discriminatory practice, and will strive to role model this through open and honest decision making processes and equality of opportunity (see Appendix 1).

Appendix 1

The Walton Churches Partnership Policy Statement on Equal Opportunities

As an organisation using the DBS to assess applicants' suitability for positions of trust, the WCP undertakes to treat all applicants for positions fairly.

Disclosures are required for all candidates undertaking certain roles with children and vulnerable adults. Whether to require a disclosure is purely a function of the role and not the person applying.

It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information received.

We welcome people to serve the church on the basis of the right mix of talent, skills, character, potential and call of God, including those with criminal records.

A criminal record will not necessarily be a bar to a person serving with children and vulnerable adults. This will depend on the nature of the position and the circumstances and background of the offences.

In order to protect the confidentiality of those with criminal records, we will access Disclosures through the Churches' Agency for Safeguarding and Due Diligence checks. We invite the Baptist Union's Safeguarding Advisory Panel and/or the Diocese of Oxford to advise us in the appointment process when necessary, and we agree to act on their advice for the protection of children and vulnerable adults.

Appendix 2

The Walton Churches Partnership Information for Volunteers

This sheet gives you information about a voluntary position working with children and/or young people. It is designed to help you consider whether you would be able to fulfil this role and to give you important information about the appointment process.

This church values its children and young people and we seek to ensure that those who work with them are suited for the role and are called by God. Because of this we also value those who give their time to work with children and vulnerable adults. A thoughtful appointment process expresses our valuing of the children and vulnerable adults of our church and also expresses our valuing of those who work with them.

Description of position

Job title

Brief job profile

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

Time commitment Day of week From to.....

*weekly/fortnightly/monthly

*Other:

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

*Planning will be required which may take approximately hours per week

*You would also be expected to attend the following meetings:

.....

Line management You would be responsible to

You would be responsible for

All appointments are made initially for a probationary period of six months after which time the appointment will be reviewed and either confirmed or terminated.

Information for Volunteers

Appointment process

If you wish to be considered for the position the procedure will be as follows:

- You will be asked to fill in an application form and give the names of two referees.
- The references will be taken up.
- You will be interviewed. In the interview we will explore with you your gifts and your Christian experience; we will talk with you about any previous experience you have had in caring for children and/or young people; and we will ask about your reasons for wanting to take on this role at this time.
- If, following the interview, it is decided to invite you to work with children and/or young people, in order to offer the appropriate protection to children and young people we will need to ensure that there is nothing in your past that indicates that you might pose a risk to their safety. To this end, you will be asked to apply for a DBS - Enhanced Disclosure.
- Once a satisfactory check is received you will be asked to sign a volunteer agreement and be offered training

Two points should be made:

First, we do not wish to prevent all people with past criminal convictions from working with children and young people in the church. Only relevant convictions will be taken into account – that is, convictions that suggest that a person might be a risk to children's or vulnerable adults's safety.

Secondly, the information will be treated in the strictest confidence. Indeed, if you are asked to apply for a Standard or Enhanced Disclosure from the DBS, no-one in this church will have access to the information. The application for the Disclosure will be processed by an ecumenical agency, The Churches' Agency for Safeguarding (CAS). If your criminal record reveals nothing of concern, the CAS will inform the church that you are 'not unsuitable' to work with children.

If there is any information that may give cause for concern, the CAS will pass the information on to a Baptist Union panel of specialists who will assess the information on the Disclosure. This panel is assisting the church in its appointment procedures. The panel will not disclose detailed information to the church but will advise the church whether or not you are unsuitable for the position in question. If the BU panel is involved you will be contacted before any advice is given to the church.

This church has an equal opportunities policy which covers the appointment of ex-offenders, which you can see on request. The DBS also has a Code of Practice which will also be made available to you on request.

Appendix 3

Application Form for Voluntary Work with Children in The Walton Churches Partnership

We ask all prospective workers with children (0 – 18) to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority.

1 Personal Details

Full name

Other names by which known in past

Address

Postcode

Telephone Number.....(Daytime).....(Evening).....(Mobile)

How long have you lived at the above address? Years
If less than 3 years, please give previous address(es) with dates

From/...../..... To/...../.....	From/...../..... To/...../.....
Address	Address
Postcode	Postcode

2 Experience and skills

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

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

Training in Safeguarding children or vulnerable adults YES/ NO WHEN

Who delivered this?

.....

Do you suffer, or have you suffered any illness, which may directly affect your work with children or young people? YES/NO

If yes, please give details:

.....
.....

3 Criminal Records Bureau Disclosure

Are you willing to apply for a Criminal Records Bureau Disclosure if required to for this role. Yes/No

Are you willing to work under supervision at least until the Criminal Records Bureau Disclosure has been obtained and afterwards if required? Yes/No

If you already hold a Criminal Records Bureau Disclosure for a similar role and would like the parish to accept this under portability, please provide contact details for the other employer as reference 1 below.

4 Confidential Declaration

All volunteers must complete a Confidential Declaration Form. If you have not received this already, please contact the Safeguarding Officer or your minister for a copy.

5 References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee should be external to the church. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name Name

Address Address

.....

.....

Postcode Postcode

Connection Connection

with you with you

5 Declaration

I confirm that the submitted information is correct and complete.

Signed Date

Appendix 4

Confidential Declaration Form

To be completed by those wishing to work with children or vulnerable adults. The Confidential Declaration Form applies to clergy, employees, ordinands, other adults and volunteers who are likely to be in regular contact with children or vulnerable adults. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Adviser or someone in a similar position. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

YES NO

Note: Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police.

Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Convictions obtained abroad must be declared as well as those from the UK.

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES NO

3. Are you at present under investigation by the police or an employer for any offence?

YES NO

4. Has your name ever been placed on the Protection of Children Act (POCA), List 99, the Protection of Vulnerable Adults List (POVA) or the barred lists maintained by the Independent Safeguarding Authority, barring you from work with children or vulnerable people?

YES NO

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm* from you?

YES NO

6. Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm*?

YES NO

Note: Make any statement you wish regarding any incident you wish to declare.

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

8. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

YES NO

Note: All these matters will be checked with the relevant authorities.

* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a position of trust.

Declaration and Undertaking

I declare that the above information (and that on any attached sheets) is accurate and complete to the best of my knowledge.

I undertake to inform the relevant church authorities promptly should any convictions, court orders or allegations concerning matters of this kind arise.

Signed.....

Full name.....

Date..... Date of Birth

Address.....
.....

Please return completed form to:

Appendix 5
The Walton Churches Partnership
Request for Reference

Date

Dear

Re:..... (name of volunteer/worker)

The person named above has offered to help with our children's/young people's work. In order to act at all times in the best interests of our children and young people we must do all we can to ensure that all new volunteers are appropriate people to be in a relationship of trust with those who are under 18. (name) has given us your name as someone who can give a character reference.

I would be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

In commenting on the volunteer worker, please bear in mind that it is the church's duty to protect children from harm of a physical, emotional or sexual nature.

With thanks,

Yours sincerely,

(WCP Safeguarding Officer)

Appendix 6
The Walton Churches Partnership Reference Form

Private and Confidential

Section 1 (To be completed by church)

Name of volunteer
has applied to work with children agedin Church

His/her responsibilities will include:

.....
.....

Name of referee

Section 2 (To be completed by the referee)

What is your relationship/connection with the volunteer?

.....

How long have you known the volunteer?

.....

What personal experience do you have of the volunteer's ability to work with/relate to children and/or young people?

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

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

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

Please comment on the volunteer's honesty and reliability

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

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

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

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

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

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

Signed Date

Appendix 7
The Walton Churches Partnership Volunteer Contract

Name of worker

We welcome you as

You are joining a team which, together with the whole church, commits itself to the care and nurture of children and young people.

On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

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

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

Line management: You would be responsible to

You would be responsible for

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

All appointments are made initially for a probationary period of six months after which time the appointment will be confirmed.

Working with children and young people is a responsibility, but it also bring great rewards. We hope you will enjoy your work.

Signed Minister

Signed Safeguarding Officer

Date

Declaration (to be completed by the worker)

I understand the nature of the work I am to do.

I have read the church's guidelines for safeguarding children and young people. I understand that it is my duty to protect the children and vulnerable adults with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children and vulnerable adults..

Signed Date

One copy of this form should be retained by the worker and one by the church. If the person is appointed to a new role, or if the job description changes a new form should be completed.

Appendix 8

Pastoral Care and Support For Volunteers

Support for volunteers

Once recruited as volunteers, people need to feel supported and valued in the work they are doing, and encouraged to develop their skills. They also need to feel able to stop when they are ready and, if appropriate, move on. Volunteers who are affirmed in the time and talents they are offering are much more likely to give long-term commitment to the organisation or project than those who feel taken for granted.

Tending to the needs of volunteers under you involves keeping communication channels open, staying in touch with their work-related and, where appropriate, personal needs, and providing them with practical support for the work in hand.

For most of the time, the volunteers will only require you to know and understand their needs, and to be available to them when they need help of any kind. Volunteers who are badly organised, taken for granted, unclear about what is required of them, never thanked, not given the equipment they need or offered their expenses, will soon vote with their feet!

Here are some of the ways care and support can be managed:

Frequent Contact

Support means providing volunteers with the time and opportunity to talk to the Sunday club leader, minister or pastoral key worker simply as a friend. At other times they may need to talk to their co-workers about matters which concern them, for example:

- Any problems they may be experiencing
- What they hope to gain by being involved in the project/work
- Their perception of the project's effectiveness in its service to the children both generally and individually
- What is worrying them
- What they find satisfying about the work
- What more could they do for themselves, the organisation and its users
- How long they wish to continue in the work
- Personal matters that are of concern to them (where appropriate additional pastoral support may be needed)
- Ideas or plans for the future
- Any matters not directly connected to the project/work but which are of importance to that individual
- Training opportunities

'Small talk' plays an essential part in pastoral care

There are all kinds of support methods available, ranging from the informal to the structured. We aim to provide two or three of the following:

- Regular contact after services by the minister, pastoral key worker and Sunday club leader.
- Programmed one-to-one meetings between the volunteer and the leader once a term.
- An 'open door' policy by the Sunday club leader and pastoral key worker, allowing volunteers to call on him/her when they have need (set boundaries by perhaps publicising a list of hours when you can be contacted).
- Regular meetings of all staff and volunteers of the project/area of work, to chat/let off steam/enjoy time out together – all valuable for team building.
- Occasional meetings of volunteers with a third party, without the leader present.
- Occasional social events – a way of rewarding everyone's hard work i.e. a party, lunch together, an away day.

Prayer support - '*prayer achieves the impossible*'

The encouraging and motivating effects of personal prayer support cannot be over stated. Prayer fuels our service to God and can be arranged through on a one-to-one basis, in house groups, team meetings (another means of building the team), and on a larger scale by praying for the team in services before they leave.

Thanks and Reward – volunteer Sunday

'Encouragement costs so little to give but is priceless to those who receive it'

Giving public recognition to the work of a project can not only serve to raise the profile of its work but also provide the means to congratulate the workers on their achievements and encourage them in their faithful service.

Managing Volunteers

Management support can combat the feeling of isolation of some volunteer tasks, and will help the volunteers to feel valued, accepted, and satisfied with what they are doing.

A volunteer is undertaking tasks voluntarily, not because of economic necessity and it is important that these tasks do not become seen as 'just another job'. You have got to 'release' the volunteer's commitment and imagination. The most compelling reason for volunteers staying with a Project is a feeling of belonging and of making a recognised contribution. Loyalty, interest and effort come from a sense of common purpose and clarity of expectations.

On the job support must be designed to provide active assistance for the volunteer.

The amount of management support given must be appropriate to the experience of the volunteer and the nature of the tasks. It is not primarily a corrective measure. Many volunteers will be well qualified to undertake the tasks but will still need periodic consultation.

Good management support will ensure that the Volunteers know what is expected – but will not insist on the precise way the job is to be done!

Affirming Volunteers

There is a price to be paid by anyone who involves volunteers. You can never please all of the people all of the time.

Language to use with volunteers:

The *six* most important words..... "I admit I made a mistake"

The *five* most important words..... "You did a good job"

The *four* most important words..... "What do you think?"

The *three* most important words..... "If you wish"

The *two* most important words..... "Thank you"

The *most* important word..... "We"

The *least* important word..... "I"

"To each one of us grace has been given as Christ apportioned itto prepare God's people for works of service, so that the body of Christ may be built up, until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4: 7, 12, 13)

Downloaded from <http://www.cofeguildford.org.uk/social-responsibility/vol-booklet/support.shtml>

Appendix 9

Summary of the Principles of Ethical Conduct for Work with Children and Vulnerable Adults

Ethical principles

1. Treat people with respect, valuing each individual and avoiding negative discrimination.
2. Respect and promote people's rights to make their own decisions and choices, unless the welfare or legitimate interests of themselves or others are seriously threatened.
3. Promote and ensure the welfare and safety of people, while permitting them to learn through undertaking challenging educational activities.
4. Contribute towards the promotion of social justice for people and in society generally, through encouraging respect for difference and diversity and challenging discrimination.

Professional principles

5. Recognise the boundaries between personal and professional life and be aware of the need to balance a caring and supportive relationship with people with appropriate professional distance.
6. Recognise the need to be accountable to people, their parents or guardians, colleagues, wider society and others with a relevant interest in the work, and these accountabilities may be in conflict.
7. Develop and maintain the required skills and competence to do the job.
8. Work for conditions in employing agencies where these principles are discussed, evaluated and upheld.

National Youth Agency Statement of Principles. December 2004

Appendix 10 Special Needs Policy

Statement of intent

The groups in the churches at the WCP are (whenever practically possible) inclusive, and children with special needs are welcomed. Wherever possible **all** children (including those with special needs) will be given the opportunity to participate in the same activities, having an equal part in the groups. Group leaders have the responsibility to ensure activities are inclusive and encourage anti-discriminatory practice, through adapting the setting, activities and opportunities to suit those in their care. To encourage anti-discriminatory attitudes, differences need to be recognised and accommodated.

What is required of parents / carers:

- Full details of the special needs together with any dietary requirements are given to the group leaders to ensure adequate staffing / activities / snacks are available.
- Liaison between parents/carers with group leaders or a key worker will regularly take place.
- Where appropriate, the leader and parents/carer will write a care plan and keep accurate reports of a child's progress.

Whilst the Church would like to accept all children with special needs, in line with Equal Opportunities concerning a child with Special Needs or disabilities, a timed, planned entry may be required in order to accommodate their needs in some activities and groups. This would of course be subject to appropriate staffing, premises, equipment and insurance being available.

The responsibilities of groups at the churches of the WCP:

- We are aware that some children and vulnerable adults with varying special needs and disabilities sometimes require additional support.
- The group leaders will be responsible for monitoring and reviewing of all policies and procedures.
- Group leaders should allocate a Key Worker when necessary, who will work with the leader to ensure that a child's individual needs are met. Staff training will be provided as appropriate.
- Group leaders should take into account each child's age and stage of development, gender, ethnicity, home language and any disability.
- If specific needs are mentioned, further advice will be sought from parents / carers / other professionals.
- Flexibility is needed in adapting activities to meet the needs of those with disabilities.
- A list will be kept in an accessible place regarding children's food allergies and hypersensitivities. The WCP is committed to creating unrestricted and easy access to premises through appropriate building construction.
- Parents, children, staff and visitors to the churches of the WCP should be able to access the premises with the minimum of difficulty - through attention to signage and decoration, the width and positioning of entry, exit points and pathways, where ramps will be introduced as opposed to stairs.

Appendix 11

Anti-bullying Policy

Statement of intent

We are committed to providing a caring, friendly and safe environment for all young people so they can meet in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in Children and Vulnerable Adult work. If bullying does occur, all young people should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* group. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding things, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber: All areas of internet, such as email & internet chat room misuse. Mobile threats by text messaging & calls. Misuse of associated technology, i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. People who are bullying need to learn different ways of behaving. We have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All paid staff, volunteers, children, young people and parents should have an understanding of what bullying is.
- All paid staff and volunteers should know what the policy is on bullying, and follow it when bullying is reported.
- All young people and parents should know what the policy is on bullying, and what they should do if bullying arises.
- As a church we take bullying seriously. Children, young people, vulnerable adults, staff, volunteers and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

Bullying may take place in school, in the family home, or in a church group. A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from the group; doesn't want to go on the school / public bus; begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic); begins to truant
- becomes withdrawn anxious, or lacking in confidence; starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares; feels ill in the morning
- begins to do poorly in school work
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully); has dinner or other monies continually "lost"; comes home starving (money / lunch has been stolen)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable; is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile; is nervous & jumpy when a message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

Procedures

- Report bullying incidents to person in overall charge of session
- In cases of serious bullying, the incidents will be recorded by staff
- In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
- If necessary and appropriate, police will be consulted
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- Attempts will be made to help the bully (bullies) change their behaviour

Outcomes

- The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
- In serious cases, suspension or even exclusion will be considered
- If possible, the children / young people will be reconciled
- After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

These may include: signing a behaviour contract; writing stories or poems or drawing pictures about bullying; making up role-plays; having discussions about bullying and why it matters

Appendix 12

Behaviour policy

We value each individual. The intention is to provide every child / young person with the opportunity to reach their full potential in a safe environment which encourages co-operation, understanding and tolerance.

We want to:

- Value the individual, and help them value themselves and others.
- Develop in children / young people a sense of self discipline and an acceptance of responsibility for their own actions, and develop an awareness of and adherence to acceptable and appropriate behaviour, thus creating a safe environment.
- Empower staff to determine and request appropriate behaviour from everyone.
- Ensure good behaviour is recognized and rewarded; that the policy is fully understood; and it is consistently implemented.

An example of a Code of Conduct:

- Care for each other
- Tell the truth
- Be responsible for all our actions
- Always try our best in everything we do
- Take part
- Make sure that the group is a happy place

Unacceptable behaviour:

We divide unacceptable behaviour into three broad bands:

Level one: misbehaviour that can be effectively managed by the volunteer / youth worker - e.g. not on task, not taking instruction, answering back, interruption, minor unsafe behaviour, disrupting another child, chatting at inappropriate moments.

Responses: discussion with the child/young person. The look!

Level two: misbehaviour that is not so easily managed (may involve parents) – e.g. verbal bullying, threatening behaviour, isolated acts of violence towards objects.

Responses: Loss of privileges/choice of activity. Sharing of information with other staff. “Time out” in quiet place. Behaviour contract.

Level three: very serious misbehaviour. Formal involvement of staff and parents – e.g. major disruption of activity, physical violence towards people, abusive / threatening behaviour towards staff, dangerous refusal to obey instruction, leaving without consent.

Responses: Parents / staff informed immediately. Action plan agreed involving a member of the Leadership Team and parents in formal discussion. “Time out” and child has formal chat with staff member

Appendix 13

DBS Procedure

DBS Disclosures must be obtained for those who work with children or vulnerable adults and who are eligible for them. The WCP needs to register with an appropriate Registered Body which can provide this service. The WCP use CAS. If in doubt whether a position requires a DBS, consult the DBS eligibility checklist. The current policy of the House of Bishops is that DBSs should be renewed every five years. This safeguarding policy complies with this.

All positions where a DBS Disclosure is recommended, receipt of a 'positive' or 'blemished' Disclosure, i.e. one which contains information relating to offending or other relevant matters, may lead to a risk assessment. However, a disregard will normally be applied when the offences disclosed are old and minor and where there are no other matters of concern. When a risk assessment is needed, the Diocesan Safeguarding Adviser (or Baptist Union Safeguarding Adviser) will contact the WCP Recruiter and provide an Information sheet on positive DBS Disclosures. If any person has a complaint about the handling of their DBS Disclosure by the Diocese or the use of the information in it they should address their complaint to the incumbent, the Diocesan Safeguarding Adviser, the Bishop or CBA Regional Minister. An appeal process is available for those who object to the recommendations arising from a risk assessment.

The Diocesan DBS Administrator advises parishes on DBS processes and Diocesan policy in relation to DBS matters.

Those likely to be eligible for Disclosure and Barring Service (DBS) Disclosures:

Holders of the following church-related roles are therefore among those who will almost certainly need to obtain DBS Disclosures. Their job or role description needs to be checked for inclusion of work which qualifies as regulated activity or a regulated position.

Those who obtain their DBS Disclosures through the appropriate Church hierarchies

- All clergy (stipendiary and non-stipendiary, including all chaplains and retired clergy with a licence), Licensed Lay Ministers
- Commissioned Lay Workers, including lay ministers, youth, children and family workers; again, these obtain their DBS Disclosures through the appropriate Church hierarchies

Those who obtain their DBS Disclosures through the Partnership/Parish:

- Pastoral Assistants, where the role specifies relevant work
- Commissioned and Non-Commissioned Lay Workers, including lay ministers, youth, children and family workers
- Musical Directors, Organists, Choir leaders, where the activity includes children
- All Tower Captains, Ringing Masters and Adult Ringers who train or teach children (under 18)
- Youth Club (for those under 18) leaders and helpers
- Sunday School (for those under 18) teachers and helpers
- Children's advocates and children's officers
- Leaders and Assistant Leaders of Church Parent and Toddler Groups
- The PCC's Safeguarding Officer

- PCC-approved Home Visitors for schemes that are wholly or mainly for families with children or for vulnerable adults
- Leaders, helpers and drivers for PCC-approved luncheon clubs or other community activities that are for children or wholly or mainly for vulnerable adults

Those unlikely to be eligible for DBS Disclosures:

- Helpers who work under the immediate supervision of those who have been safely recruited and do not themselves hold direct responsibility for children or vulnerable adults
- Rank and file members of mixed-age groups such as choirs, music groups or bell ringers, who are not children's officers and do not have responsibility for children in the group
- Parents who bring their own children to events and do not take responsibility for other children, except at the direct request of another parent who is present
- Those who work only very occasionally and not regularly and do not meet the frequency or intensity definitions of regulated activity
- Those who are not in a position of trust
- Recruiters and Verifiers who do not have a direct leadership role with children or vulnerable adults
- Those whose duties cover such activities as catering, cleaning or administration and who do not take responsibility for children or vulnerable adults

We note that Church Councils should not request DBS Disclosures for those for whom it is not required.

Appendix 14

What to do in incidents of disclosure or suspected abuse

We recognise that **disclosures** (i.e. when a specific allegation of abuse is made against a named individual) and **suspicion** (i.e. when concern is expressed about abuse that may have taken place or be in prospect) should always be investigated and acted upon swiftly, making the welfare of children the paramount consideration.

Receive

Listen to the child and accept what he or she says. Be very careful not to show shock or distaste. Stay calm and take what is said seriously. Be careful not to burden them with guilt (children rarely lie about abuse).

Reassure

Tell the child that they have done the right thing in telling you. Be honest and don't make promises that you can't keep – don't say "Everything will be ok" or "I won't tell anyone". Tell them they are not to blame and acknowledge how hard it must have been for them to tell you. Empathise but don't tell them what they should be feeling.

Respond

Accept the details as they are given and do not interrogate the child for full details. Ask open questions like "Anything else to tell me?" "Yes?" or "And?" Avoid leading questions like "What did she do next?" or "Did he touch your private parts?" as these sorts of questions may invalidate the evidence in any prosecution. Do not criticise the accused because the child may love them and reconciliation may be possible. Do not ask the child to repeat everything to another member of the team, explain what you have to do next and to whom you have to talk.

Record

Make notes at the time and write them up as soon as possible. Do not destroy your original notes as they may be required in court. Record the date, time and place, any noticeable non-verbal behaviour and the actual words used by the child. Be objective in your recording and include statements and observable things. Omit your interpretations and assumptions.

Support

Provide the level of support requested by the child – this may mean letting go and accepting that your responsibility has ended once the appropriate people have been informed, or it may mean giving support throughout the process of investigation and afterwards.

Report

You may need to take immediate action. Consult your co-workers on the spot. You report concerns as soon as possible to either the youth worker or minister, who will then refer allegations or suspicions of neglect or abuse to the statutory authorities. He or she may also be required by conditions of the church insurance policy to immediately inform the insurance company. This is the normal course of action and should be followed in all but exceptional circumstances.

If suspicions in any way involve one or more of the representatives you should report the matter to one of the other representatives. It is also the right of any individual, as a citizen, to make direct referrals to the child protection agencies, social services or police either at first or if they feel that the representatives have not responded appropriately to their concerns.

Contacting Safeguarding Representatives

See appendix 16 “Key personnel”

Speak to the Minister, or other key member of the leadership team in the event of disclosure or suspicion of abuse.

Social Services –

If you believe that a child may be suffering, or may be at risk of suffering significant harm, then you should always talk to Children's Services.

Make it clear that you are making a Safeguarding Referral

- During office hours: 9-5 Mon-Fri contact the **MASH on 01908 253169**
- Out of office hours (during evenings and weekends) contact the **Emergency Social Work Team on 01908 265545.**
- **Alternatively, you can contact us at info@milton-keynes.gov.uk**

POLICE –

Contact Milton Keynes Police Station on 0845 8 505 505.

NSPCC -

National Society for the Prevention of Cruelty to Children Child Protection Helpline, a free, 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

Tel: 0808 800 5000

CHILDLINE

For support and advice, calling free on **0800 1111.**

ChildLine is a private and confidential service.

Appendix 15
The Walton Churches Partnership Incident Report Form

[This report form is for the purpose of keeping a record of reports made to the Children's Advocate/Responsible Person. As well as this report, you should make a full factual written record of your observations and any conversations, which should be signed and dated.]

Name of worker

Name of child

Date & time of incident

Nature of concern:

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

Have you made a full written record of the incident/concern? Yes No (Please circle)

Who have you spoken to about your concerns?

Child Yes No (Please circle)

Carer Yes No (Please circle)

Organisation leader Yes No (Please circle) Name

Other Yes No (Please circle) Name

.....

Social Services Yes No (Please circle) Name

What feedback have you received?

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

How have your concerns been followed up?

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

Signature of Worker:

..... Date and time

Signature of Children's Advocate/Responsible Person

..... Date and time

Appendix 16 Key personnel

Ministers

Safeguarding Officer for the WCP

Verifier & Recruiter (if not the Safeguarding Officer)

Children's Advocates

Workers, leaders and helpers

Church officers, including Churchwardens and WCP Executive members

Appendix 17 Reporting concerns about vulnerable adults

Referrals of suspected abuse can be made to the local authority adult protection service, the police and other statutory bodies in the following circumstances:

- ■ For a person over 18 with their consent
- ■ If the person is a vulnerable adult with the capacity to make the decision, the information belongs to them unless there is a public interest concern
- ■ If the person is a vulnerable adult who does not have the capacity to make the decision, then the church worker needs to decide on their behalf, taking good practice into account

Contacts

Safeguarding Adults

Monday to Friday from 8:30am-5:00pm

01908 253772

Out of hours 5:00pm-8:30am Monday-Friday Weekends & Bank holidays 24 hrs

01908 605650

ascats@milton-keynes.gov.uk

Public interest concern

The official guidance states:

There are some circumstances in which sharing confidential information without consent will normally be justified in the public interest.

These are:

- ■ when there is evidence or reasonable cause to believe that a child is suffering, or is at risk of suffering, significant harm; or
- ■ when there is evidence or reasonable cause to believe that an adult is suffering, or is at risk of suffering, serious harm; or
- ■ to prevent significant harm to a child or serious harm to an adult, including through the prevention, detection and prosecution of serious crime

An exception to this would be where an adult with capacity to make decisions puts themselves at risk but presents no risk of significant harm to children or serious harm to other adults. In this case it may not be justifiable to share information without consent. You should seek advice if you are unsure.

*Information Sharing: Guidance for practitioners and managers, HMSO 2010, S3.41-3 excerpted
Good practice in sharing information about vulnerable adults*

- ■ Never make these decisions on your own. If necessary, consult without identifying the individual concerned. This can be within the church or with the statutory services such as the church or local authority adult protection services
- ■ Whenever possible make these decisions alongside the adult most directly involved, working together rather than enforcing a solution
- ■ The adult has the absolute right to remain silent even if you do make a referral
- ■ Take time to help the adult to develop trust, confidence, and, ideally, a willingness to agree to the referral
- ■ If a referral is made, the adult may need support for a considerable time
 - ■ The referrer will also need support

Appendix 18
The Walton Churches Partnership Consent Form for under 18's

Group attended
Full name of child/young person
Name by which child/young person chooses to be known
Address
..... Postcode:
Telephone number(s): Date of birth / /

With whom does the child/young person live?
Relationship to child/young person:

Who has parental responsibility for the child/young person?

Name: Name:
Address (if different from above): Address (if different from above):
.....
.....
Postcode: Postcode:
Telephone no(s): Telephone no(s):

Additional contact: Name:
Telephone number(s): Relationship to child/young person:

Medical information

Child's/young person's registered GP: Name
Address:
..... Telephone no:

Registration and Consent Form for under 18's

Please state date of last anti-tetanus injection (if known) / /

Whilst in our care it is important we know whether your child:

• suffers from any allergies (please list):
.....

• is on any medication (please list):
.....

• has any health condition or disability that we should know about:
.....

Declaration

I give permission for my son/daughter 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.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic:

Yes No (Please circle)

Signed (parent or adult with parental responsibility) Date / /

Please note that this declaration can only be signed by those with parental responsibility (e.g. this does not include a foster carer).

Appendix 19

The Walton Churches Partnership Consent and Medical Form for Events, Activities and Residential Holidays for Under 18's

Name of Group

Event

Venue Date(s):

This form must be completed by a parent/guardian in order for the child/young person to participate in the event/activity. It should be signed and returned to:

Nameby (date)

PLEASE NOTE: IF THIS FORM IS NOT COMPLETED IN FULL AND RETURNED TO THE PERSON NAMED ABOVE THE CHILD/YOUNG PERSON WILL NOT BE ABLE TO PARTICIPATE IN THE EVENT/ACTIVITY.

Full name of child

Date of birth / /

Address

.....

..... Postcode:

Telephone number(s):

The person to contact in case of emergency during this event is:

Name

Relationship to child:

Address:

.....

Telephone number(s):

Should the above not be available, please contact:

Name

Relationship to child:

Address:

.....

Telephone number(s):

Child's registered GP

Name

Address

.....

Telephone number(s):

National Health Number

Parental Consent and Medical Form for Events,

Please state date of last anti-tetanus injection (if known) / /

Does the child suffer from any allergies? (e.g. medicine, food, insects ...)

Yes No (Please circle)

(If yes, please give details)

Does the child have any medical conditions about which we should be aware?

(e.g. asthma, fits, migraine, epilepsy)

Yes No (Please circle)

(If yes, please give details)

Does the child have any disability about which we should be aware?

Yes No (Please circle)

(If yes, please give details)

Is the child taking any medication? Yes No (Please circle)

(If yes, please give details.)

Has the child/young person been in contact with or suffered from any disease which is or may be contagious or infectious, in the last four weeks? Yes No (Please circle)

(If yes, please give details.)

Declaration

Please note that this declaration can only be signed by those with parental responsibility (e.g. this does not include a foster carer).

- I give permission for[insert name] to take part in the event named above.
- I consider my son/daughter to be medically fit to participate in the activities outlined.
- I require that my son/daughter be excluded from the following:
- I give my consent for any group photos taken during the holiday club to be used on the church website only and understand that any children included will not be named.

I UNDERTAKE TO INFORM THE LEADER SHOULD ANY OF THE ABOVE INFORMATION CHANGE BY THE DATE OF THE EVENT.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic:

Yes No (Please tick)

Signed (parent or adult with parental responsibility) Date / /

Appendix 20

Data Protection Act 1998

This Act determines the way the WCP collects holds and shares personal data about individuals, including Church Members, youth and children who attend regular activities at the churches.

Personal information must be:

- Obtained and processed fairly and lawfully.
- Kept accurate and up to date.
- Held for no longer than is necessary.
- Subject to appropriate security measures. Member's lists and personal information must not be shown to a third party. Papers that hold sensitive information must be shredded or disposed of in an appropriate way.

Members lists

A list of church member's names, addresses and phone numbers can be distributed to other church members, but should be kept securely and not disclosed to non-members.

Birthday cards

Youth Church leaders may take some personal details home so that they can send birthday cards to the children. This information needs to be kept in a secure place, and shouldn't consist of more than name, address and date of birth. Consent must be obtained from the parents when they sign the annual consent form.

Confidentiality

The Human Rights Act 1998 includes the right to privacy in family life. But it is expected that the courts will uphold the need to pass on information for the purposes of protecting a child. The highest degree of confidentiality consistent with this should be maintained and only information necessary for the safeguarding of children passed on.

Data protection exemption

The WCP is exempt from 'Notification'. The criteria for exemption are:

- The purpose is intended for small clubs, voluntary organisations, church administration and some charities (further written guidance on this exemption is available by telephoning the notification helpline). Examples are: past, existing or prospective members or those who have regular contact with the organisation: names, addresses, identifiers or eligibility for membership.
- Your Processing is only for:
 - The purposes of establishing or maintaining membership or support for a body or association not established or conducted for profit
 - Providing or administering activities for individuals who are either members of the body or association or have regular contact with it.
- The personal data is not kept after the relationship between you and the data subject ends (unless it is necessary to do so for longer).

Ministers should not need to notify *unless* records of pastoral care discussions (relating to beliefs, relationships, opinions etc rather than dates of birth/ baptism and other factual information) are held

on computer. Destroy material that you cannot justify still holding, especially if making the information available to the individual(s) concerned would create difficulties.

It should be stressed that, even if the Leadership / Minister are exempt from notification, the remainder of the Act still applies to them and everyone in the church handling personal data.

From: Information Commissioner (document uploads) notification handbook – a complete guide to notification, at <http://www.informationcommissioner.gov.uk/>

Appendix 21

Health and Safety Guidelines for those Working with Children

Under the Health and Safety at Work Act 1974, employers are responsible for the health, safety and welfare at work of their employees, anyone else on the premises (for example young people at a youth group), and anyone affected by their activities (such as a trip or a residential).

Under The Management of Health and Safety at Work Regulations 1992, employers must: assess the risk of activities: introduce measures to control those risks: tell their employees about those measures.

Employees in turn must: Take reasonable care of themselves and others: Co-operate with employers over health and safety matters: Carry out activities in accordance with training and instructions: Inform employers of any serious risks. These duties apply to all regular and non-regular activities, visits and residential.

Each church/congregation within WCP will endeavour to carry out its own Health and Safety Policy. These guidelines emphasise key issues faced by those working with children:

- To provide a safe, comfortable and hygienic environment for children.
- To take steps to prevent accidents occurring and be able to deal with emergencies if they arise.
- To provide guidance and training to comply with the churches' H. and S. Policy.

In fulfilling the above responsibilities, particular attention within the buildings will be given to:

- Adequate lighting.
- Safe stairways and corridors.
- Clean toilets and hand basins.
- Safe kitchen area where environmental health standards are maintained.
- Safe heating appliances.
- Doors and windows should not be able to be opened by young children
- Easily located first aid boxes. Each group should designate one worker to check the contents regularly.
- Fire extinguishers, blankets etc. all readily available and regularly checked.
- Fire exits to be kept clear at all times.
- Fire regulations must be displayed in a prominent position on the building and be known by all workers with children and young people.
- Children should not be allowed to leave the premises unsupervised at any time.
- No toxic substances should be accessible to children and young people.

A 'risk to children' assessment of the buildings and contents should be included in all routine assessments.

For accident prevention and dealing with emergencies

- Good maintenance of and replacement of faulty equipment.
- Reasonable supervision of children moving from one building to another.
- Access to a telephone.

- Completion of a registration form by all group members annually – to include their relevant medical details, which will be kept at group meetings.
- Consent forms to be completed for special activities/events.
- Accident forms to be filled out.
- Opportunities for First Aid training for adults working with children. All workers should be encouraged to have some First Aid knowledge.
- Identification of a designated person to whom adults can communicate Health and Safety needs as they arise.
- A procedure for a fire drill should be prepared by the Health and Safety Officer and regular fire drill should be carried out.

Space Standards

These details are included to give churches guidelines to use when deciding on the allocation of room space for children's activities:

Age of child	Square feet	Square metres
0-2 years	40	3.7
2-3 years	30	2.8
3-5 years	25	2.3

Room temperatures: recommendations as supplied to schools:

14°C	in such areas where children are lightly clad and vigorous,
18°C	in average areas such as classrooms where the level of clothing is of normal standard,
21°C	for children of special needs where the level of activity is low.

Implementation of the Health & Safety Policy is the responsibility of the Stewards' Council of each church.

Appendix 22 - Parents leaving children and going off-site

1. As a general rule, parent leaving their child at church activities, and going off-site should never happen.
2. Should a parent be called away leaving a child on-site, the preferential option from our point of view would be for them to make an arrangement with a friend who agrees to supervise the child during their absence. We cannot enforce this, since the ultimate duty of care lies with us, but if the parent voluntarily initiates and agrees such an arrangement with somebody, thereby indicating that he/she trusts the friend to exercise the duty of care, that would be acceptable. Parents do sometimes arrive with both their own and other children, whose care they have already agreed to exercise with that parent before arriving, and that is fine with us if that arrangement has already been made between them. This solution would essentially be an extension of that principle.
3. For the purposes of clarity, all church members should be considered as 'representing' the church, therefore could not be considered as 'friends' under pt 2.
4. If no such friend is available, the only church members who can supervise the child are those with an up-to-date DBS check which relates to the church.
5. If no 'friend' agrees and if there are no DBS-checked adults available, then we have to insist that the child leaves with the parent.
6. Finally, we are strongly advised not to get 'just-in-case' DBS checks for those who don't need them. The rarity of this situation means that we could not justify extra checks in the unlikely event this happens.

Appendix 23 Record Keeping in Children's Activities

- The Parish safeguarding officer must make and update annually a list of all paid staff and voluntary workers in the church who have regular, direct contact with children, and ensure that full recruitment procedures have been followed for each of them.
- Group leaders must register every child or young person attending each specific activity with a form which includes their name, address date of birth, contact number for their parent or carer and parental consent for the activity. Store the forms together in a confidential place and always have them available for the leaders of the activity throughout each session.
- Group leaders must keep an attendance register for each activity for every child and leader in attendance at each session.
- There must always be a phone available throughout each activity in case of emergencies: this may be a mobile phone.
- All confidential records about leaders and confidential records about children and young people must be stored in a locked filing cabinet, with access limited to the parish safeguarding officer, churchwardens and the Incumbent.
- Record all accidents in the Accident book, which should always be accessible on the premises
- Records must normally be retained for five years, but there may be special circumstances requiring longer retention.

Record Keeping in Adults' Activities

- The parish safeguarding officer must make and update annually a list of all leaders in the church who have regular, direct contact with vulnerable adults, and ensure that full recruitment procedures have been followed for each of them.
- Attendance records are NOT required for open schemes such as lunch clubs
- Keep a record of home visits and other individual work with vulnerable adults
- Where possible, obtain details of carer or next of kin so they can be contacted in an emergency. This is NOT necessary if the adult lives in an institution where this information should be on file already.
- Always have a phone throughout each activity for emergencies, this can be a mobile
- All confidential records about leaders, and confidential records relating to allegations of abuse against members of the congregation, and specific concerns about adults who may be vulnerable, must be stored in a locked filing cabinet, with access limited to the parish safeguarding officer and the Incumbent.
- Record all accidents in the Accident book, which should always be accessible on the premises.

Record keeping in recruitment

The parish must keep securely and make available to those authorised by the parish:

- A file for each lay member of staff or volunteers who works with children and vulnerable adults
- Parish agreements with the diocese on obtaining CRB disclosures [as used between 2002 and 2010]
- Churchwardens' declaration on CRB [DBS]registered body choice [as used from 2010]

- Letters and other correspondence pertaining to disclosures from the diocese should be kept for as long as those volunteers and employees are in the particular role for which Disclosure was obtained. After departure all that needs to be retained is a note of the start and finish dates, position held and any issues which arose.
- A dated register of those who have been CRB/DBS cleared, for administrative purposes, such as ensuring renewals, or to provide a quick reference. Employers' copies of CRB/DBS Disclosures are not to be kept of longer than six months;
- Any communications from third parties e.g. complainants on any matter, the police or social services and a factual record of the actions taken
- It is essential to keep accurate records of any concerns, disclosures and allegations relating to children and vulnerable adults. Facts observed or disclosed must be accurately recorded, signed and dated. If records are being kept without the knowledge of the subject, it must be clearly recorded why this is so, for instance if there is a pattern of behaviour which needs to be monitored or third party information, such as a letter of complaint. Records of allegations must be retained including when they are unfounded together with details of investigations.
- These files should be kept in a locked filing cabinet by the incumbent or in the parish office.

Guidance on Records Retention

Basic record description	Keep in Parish	Final Action
Accident reporting sheets or book – if relating to adults	Date of incident + 20 years	Destroy
Accident reporting sheets or book – if relating to children	The date when a child became adult +20 years	Destroy
A clear CRB certificate or DBS copy	Within 6 months of the recruitment decision	Destroy
Risk Assessment recommendations and management plan in the event of an unclear or blemished disclosure	50 years after appointment/employment ceases	Destroy
Records of other safeguarding adult or child protection incidents either within the parish or within a family/by an individual where the Parish was the reporting body or involved in care or monitoring plans. That is, any sex offender risk assessments and monitoring agreements.	50 years after the conclusion of the matter	Destroy
Records of any children's activities, Sunday school/junior church/youth club registers and related general safety risk assessments. Any communication from parents or other parties in relation to the above.	6 years after employment ceases	Destroy
Personnel records relating to lay employees not working with children and vulnerable adults: including annual performance assessments, disciplinary matters, job descriptions, training and termination documentation.	50 years after the conclusion of the matter	Destroy
Parish agreement with diocese on obtaining CRB disclosures	Last action +5 years	Permanent [deposit]

Volunteer Job Description – Children’s Church Leader

The nurture of our children’s faith is one of the most valuable roles in any church. We hope this is done in a variety of ways: through parents, through participating in whole-church worship, through the influence of Christian friends – and also through participation in Children’s Church.

The role of the Children’s Church Leader is to lead these sessions during the church’s morning worship. This will involve planning the session in advance: usually with prep-prepared material, sometimes with help from the Minister or another elder within the church. Although there are practical tasks required on the day, it is vital to recognise that the role is primarily about building good relationships of approachability and trust with the children, modelling the Spirit of Jesus. It also includes creating a welcoming environment that will help all children (including those visiting church that day) to feel included and to take part in learning together about Jesus.

We expect all Leaders to have:

- a. a personal faith in Jesus Christ and a lifestyle that reflects it – not that any of us are perfect, of course!
- b. An affinity for children and an understanding of the development of children (or willingness to learn about how they learn).
- c. A strong desire to work with children and to lead them in learning experiences within the church.
- d. A willingness to encourage new leaders, and to involve the Helpers each week.

In return, the Church commits to:

- e. provide you with at least one helper each week (without which the session cannot take place)
- f. support you in prayer and other practical ways
- g. help you plan sessions where appropriate – this may involve the Minister or other elder
- h. undertake regular review/support meetings at a mutually convenient time
- i. offer and pay for training as and when required/appropriate

Before beginning, you will need to have:

- applied for a DBS disclosure and completed a Confidential Declaration
- filled in a short application form and provided details of two referees
- met with the Minister and/or Safeguarding Officer
- signed the Volunteer Agreement

Practically speaking, the role involves:

1. Planning material in advance (with or without assistance) – this may include other materials, props or worksheets. All expenses will be reimbursed, and we will allocate a budget for Children’s Church from church accounts.
2. Arriving in good time for church and making sure the room is ready before worship begins.
3. Liaising with your Helper for that week, before Sunday if necessary and during Sunday itself.
4. Taking a register when children arrive (or getting your Helper to do this).
5. Recording details of new children and speaking with parents (or getting your Helper to do this).
6. Leading the session with the children.
7. Ensuring guidelines for Safeguarding and Best Practice are followed – see WCP Safeguarding Policy document for details.
8. Finishing the session in time for children to participate in Communion (or final song in Morning Worship).
9. Clearing up after the service.
10. Dealing with any immediate parent queries – noting that anything more involved can/should involve the Minister or other church elder.
11. If you cannot attend a particular week that you had agreed to lead, undertaking to find a replacement Leader who has completed all necessary paperwork (DBS disclosure etc) – or informing the Minister as to your absence.
12. Passing on any difficult queries to the Minister or Safeguarding Officer.
13. Completing Safeguarding Training within 6-12 months of beginning to lead Children’s Church.
14. Attending any such additional training that would be beneficial.

Volunteer Job Description – Children’s Church Helper

The nurture of our children’s faith is one of the most valuable roles in any church. We hope this is done in a variety of ways: through parents, through participating in whole-church worship, through the influence of Christian friends – and also through participation in Children’s Church.

The role of the Children’s Church Helper is to assist the Children’s Church Leader with these sessions during the church’s morning worship. Although there are practical tasks required on the day, it is vital to recognise that the role is primarily about building good relationships of approachability and trust with the children, modelling the Spirit of Jesus. It also includes creating a welcoming environment that will help all children (including those visiting church that day) to feel included and to take part in learning together about Jesus.

We expect all Helpers to have:

- a. a personal faith in Jesus Christ and a lifestyle that reflects it – not that any of us are perfect, of course!
- b. An affinity for children and an understanding of the development of children (or willingness to learn about how they learn).
- c. A strong desire to work with children and to lead them in learning experiences within the church.

In return, the Church commits to:

- d. support you in prayer and other practical ways
- e. undertake review/support meetings at a mutually convenient time
- f. offer and pay for training as and when required/appropriate

Before beginning, you will need to have:

- completed a Confidential Declaration
- filled in a short application form and provided details of two referees
- met with the Minister and/or Safeguarding Officer
- signed the Volunteer Agreement

Practically speaking, the role involves:

15. Arriving in good time for church and assisting the Leader in making sure the room is ready before worship begins.
16. Assisting the Leader in taking a register when children arrive.
17. Assisting the Leader in recording details of new children and speaking with parents.
18. Assisting the Leader in running the session with the children.
19. Ensuring guidelines for Safeguarding and Best Practice are followed – see WCP Safeguarding Policy document for details.
20. Assisting in clearing up after the service.
21. Informing the Leader in good time if you cannot attend a particular week that you had agreed to lead.
22. Passing on any difficult queries to the Leader.
23. Completing Safeguarding Training within 6-12 months of beginning to help at Children’s Church.
24. Attending any such additional training that would be beneficial.

Volunteer Job Description – Rock Solid Helper

The nurture of our children and young people's faith is one of the most valuable roles in any church. We hope this is done in a variety of ways: through parents, through participating in whole-church worship, through the influence of Christian friends – and also through participation in church groups, such as Rock Solid.

The role of the Rock Solid Helper is to assist the Rock Solid Leader(s) with the running of these sessions. Although there are practical tasks required on the day, it is vital to recognise that the role is primarily about building good relationships of approachability and trust with the young people, modelling the Spirit of Jesus. It also includes creating a welcoming environment that will help all young people to feel included and to take part in learning together about Jesus.

We expect all Helpers to have:

- a. a personal faith in Jesus Christ and a lifestyle that reflects it – not that any of us are perfect, of course!
- b. An affinity for young people and an understanding of the development of children and young people (or willingness to learn about how they learn).
- c. A strong desire to work with young people and to lead them in learning experiences within the church.

In return, the Church commits to:

- d. support you in prayer and other practical ways
- e. undertake review/support meetings at a mutually convenient time
- f. offer and pay for training as and when required/appropriate

Before beginning, you will need to have:

- completed a Confidential Declaration
- filled in a short application form and provided details of two referees
- met with the Minister and/or Safeguarding Officer
- signed the Volunteer Agreement

Practically speaking, the role involves:

25. Arriving in good time and assisting the Leader(s) in making sure the room is ready before the session begins.
26. Assisting the Leader(s) in running the session with the young people.
27. Ensuring guidelines for Safeguarding and Best Practice are followed – see WCP Safeguarding Policy document for details.
28. Assisting in clearing up after the session.
29. Informing the Leader(s) in good time if you cannot attend a particular week that you had agreed to attend.
30. Passing on any difficult queries to the Leader(s).
31. Completing Safeguarding Training within 6-12 months of beginning to help at Rock Solid.
32. Attending any such additional training that would be beneficial.