



# **Safeguarding Policy Document: For the Protection of Children and Vulnerable Adults**

**October 2020**

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## 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 everyone 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 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, vulnerable adults, parents/guardians, volunteers, members and the leadership team.

### Safeguarding Policy

As members 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 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 person working 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 Responsible Adult. The Responsible Adult role will be regularly explained and their contact details publicly 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: \_\_\_\_\_

## 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 person's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development. Neglect may occur at any time from pregnancy onwards, neglect may involve a parent or carer failing to:

Provide adequate food, clothing and shelter (including exclusion from home or abandonment);

Protect someone 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 person's basic emotional need. (Definition provided by Working Together) .

**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.

**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)

**Emotional abuse:**

The persistent emotional maltreatment of a person as to cause severe and persistent adverse effects on their emotional development and wellbeing. It may involve conveying to a person that they are worthless, 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, 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, in danger, the exploitation or corruption of person. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone. (Working Together, 2015)

**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.

**Physical abuse:**

A form of abuse is abuse is non accidental/ Deliberately hurting a person causing injuries such as bruises, cuts, burns or broken bones. The form of abuse can also be caused by the fabrication of symptoms of, or deliberately inducing a person's illness.

**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.

**Sexual abuse:** Involves forcing or enticing a person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the person 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 a person in looking at, or in the production of, sexual images, watching sexual activities, encouraging a person 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 and children can also commit acts of sexual abuse. (Working Together, 2015)

**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.

### **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.

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

## **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 vulnerable person 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.
- Church Leadership (including Stewards and Ministry Leader) to agree job description.
- 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.
- Ask the candidate to read the information for Volunteers document (Appendix 2) and complete an **Application Form For Voluntary Work** (Appendix 3), as well as a Confidential Declaration Form (see Appendix 4)
- Take up references (Appendices 5 and 6).
- Interview the candidate:
- Discuss suitability, experience; clarify role and expectations.
- Read through and discuss issues surrounding safeguarding and disclosure, including anything disclosed on the candidate's Confidential Declaration.
- Pray for confirmation of God's will for the person.
- Bring the appointment decision to the Church Leaders.
- If appointment agreed, ask the individual to apply for a DBS Enhanced Disclosure (Appendix 7) 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 (Appendix 8).
- 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 the volunteer agreements are:

- 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.
- To be aware of the support and commitment that the WCP will offer to them.
- To be aware of the extent of the commitment that is expected of them.
- 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 years.

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.

Renewal also provides an opportunity to identify any training or support issues that the WCP should be aware of.

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:**

- Being alone in a room or a car with them.



- Praying with or counselling a 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.
- Encouraging law breaking (under aged drinking; smoking; sex; speeding; drug taking; stealing; abuse: bullying.)
- Engaging in inappropriate relationships with those in our care, or using inappropriate communication such as unnecessary texting, e-mails, calls, social media, etc.
- Involvement in questionable activities such as rough/sexually provocative games.
- Giving personal care, including toilet supervision.

Those involved with children and vulnerable adults should:

- Watch their language, tone of voice and body language to ensure they are not intimidating.
- Learn to control and discipline without physical punishment, this must never be used even if they have the parent's explicit permission for this.
- 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.
- Ensure that children and vulnerable adults know that they can speak to an independent person in the church if they need to talk to someone (Appendix 9 and 15)
- Avoid showing favouritism to any individual.
- Not rely on just your good name to protect you.
- 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:**

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

- 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.
- Lead discussion of this policy document and any updates. Keep it fresh in volunteers' minds.
- Help volunteers to be more effective by monitoring their work, discussing it with them if necessary and motivating them.
- Carry out and document risk assessments (Appendix 21) of all activities. Point out health and safety issues to the Leadership Team and other relevant persons.
- Ensuring children/vulnerable adults are returned to the care of an appropriate person. I.e parent or carer.

## **2.2. Training and support**

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

- The renewing of 'Volunteer Contracts'.
- Pastoral care (appendix 9)
- Meetings.
- Informal conversations.

Key areas for training must include the safeguarding policy, 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 2 adults per group as a minimum depending on the circumstances. More leaders may be required dependent on the needs and ability of the people attending. It is the group leader's responsibility to review staff requirements.

## **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 20.

## **2.5. Personal assistance**

No leader or helper should be taking a child or vulnerable adult to the toilet or provide assistance with personal care. If a child or vulnerable adult requests or requires assistance, the leader should find the appropriate person (usually a parent, relative or carer) to help them with this activity.

## **2.6. Keeping records**

The WCP must keep records secure and make available to those authorised by the WCP upon request:

- A file for each lay member of staff and volunteer who works with children or vulnerable adults
- 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.
- 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
- Any communication 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 securely by the incumbent or the Safeguarding Advisor

- 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.) 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)
- Accident and incident reports: Everyone should 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 (Appendix 16)
- Consent forms: 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 are to be kept in a safe place. These should be completed by parents or guardians annually (Appendix 19)
- Special event: A letter describing the location, time and activities of a non-standard event should be sent to parents or guardians prior to the event. Only children with valid consent form can participate in the event.

## **2.7. Young leaders and helpers aged under 18**

Young people who are considered by their church to be suitable to lead activities are encouraged to do so, taking a full part in the life of the church and using their gifts. However, young people under 18 do not count as full leaders and must work under supervision as set out below. Under 18's are not eligible to complete a DBS check.

### **2.7.1. Helpers aged under 18**

Young people increasingly help with groups or lead activities such as worship bands, holiday clubs, group activities, weekends away and crèches.

They cannot be counted as part of the staffing, and as such must be registered as a child member.

There must always be an adult in charge who has been safely recruited including a DBS check.

Adults in the group who are not leading the activity and who are not children's officers do not need safer recruitment and are not eligible for DBS checks.

### **2.7.2. Helpers aged 16 or 17**

Young people aged 16 or 17 may lead activities or help with groups but must be supervised by an adult leader and cannot be counted as part of the staffing, and as such must be registered as a child member.

If there are no children under 16 present, then young people of 16 and 17 can be members of adult groups.

They must report any problems to the adult in charge.

### **2.7.3. Helpers aged under 16**

Young people aged under 16 may act as helpers but must not have responsibility for children and must be supervised by a children's leader, and as such must be registered as a child member.

## **2.8. Photographs of children**

Photographs of children or vulnerable adults may be taken but can only be published or displayed for church purposes if no children can be identified within them. It would be preferable to ask verbal consent before taking photos of any person, or display a poster informing photos will be taken and who to contact to opt out of

photos. Be aware that we may have in our care persons who are in social care and must not be identified publicly.

## **2.9. Restraint**

It is important that a church has a policy about the use of force to control or restrain adults and children. All adults work must clearly understand the strategies open to them. They must know what is acceptable and not.

### **2.9.1. Planning**

If the leaders of any group within the WCP become aware that a person 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:

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

### **2.9.2. Reasonable force**

Group leaders have a 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:

- Committing a criminal offence.
- Injuring themselves or others.
- Causing damage to property.
- 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. 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.

### **2.9.3. Procedure for engaging in restraint**

Wherever practical, the adult should tell the 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.

If it seems inappropriate to intervene without more support, then remove other people who may be at risk, summon assistance from colleagues, and if necessary, phone the police.

The method for intervention may be:

- Standing between two people
- Holding
- Pushing
- Pulling
- Leading by the arm or hand
- Placing a hand in the centre of the back and pushing

Do not act in a way that might cause injury, such as (but not limited to):

- 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

#### **2.9.4. Recording an incident**

After an incident, the following details **must** be recorded (see Appendix 16):

- Name(s) of those involved
- Where incident took place (building and room)
- Names of staff and other witnesses
- The reason that force was necessary
- 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
- Response of child / young person.
- Details of any injuries suffered or damage to property.
- 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 9 for details on this.

#### **3.2. Code of practice for pastoral care**

- 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, where possible then at least one other person should be present in the house.
- In exceptional circumstances, i.e. 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 person knows where the nearest adult is.
- It is best if women advise females, and men advise males.
- 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.
- If a person is distressed, they should be entrusted to another adult at the end of the session.
- 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:

- Incumbent/Senior Minister
- WCP Safeguarding Officer
- Church wardens
- 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 or vulnerable adult, the child's/vulnerable adult'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.

The key factor in deciding whether 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:

- place a young person or vulnerable adult at increased risk of significant harm
- place an child/adult at risk of serious harm
- prejudice the prevention, detection and prosecution of serious crime
- 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:

- Do all volunteers have a copy of or access to the WCP's Safeguarding Policy?
- Do all groups have at every meeting an up-to-date Registration Form for every child?
- 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?
- 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 of the policy. 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. 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
- Consent forms obtained (see Appendix 19) from person with parental responsibility for each young person
- Emergency telephone contact for the duration of the event is arranged
- Proper insurance cover is maintained
- Procedures are in place to monitor and review safety during off site visits and activities, including a risk assessment if required.
- 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 (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 ..... untill.....

\*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.
- Someone from the Church Leadership will meet with you, during which 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 adult'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, Due Diligence Checking Ltd. (DDC) If your criminal record reveals nothing of concern, the DDC will inform the verifier that you are 'not unsuitable' to work with children.

If there is any information that may give cause for concern, the DDC will pass the information on to a panel of specialists relevant to the denomination 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 panel is involved you will be contacted before any advice is given to the church.

The 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 or Vulnerable People



We ask all prospective people who will be working with children or vulnerable people to provide the following information. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority. please continue on a separate sheet if required

1 Personal Details

Full name  
.....  
Other names by which known in past  
.....  
Address.....  
.....  
..... Postcode.....  
Telephone Number.....

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 ability to carry out the role.  
YES/NO  
If yes, please give details:  
.....  
.....

**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.

#### 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.

#### 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. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name	Name
Address	Address
Connection to you	Connection to you

#### 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, 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.

**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.*

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

☐ NO ☐ YES

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

YES ☐ NO ☐

**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 ☐

**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 ☐

**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.*

**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.*

**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 this completed form to The Safeguarding Officer

## 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 aged ..... within Walton Churches Partnership.

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 - DBS Request Information



### DBS Request information

Thank you for agreeing to work with children or/and vulnerable adults within the partnership.

All adults working with vulnerable adults and children require a DBS check to be completed.

For this check to be completed, please complete the slip below, you would then receive an email requesting identification document details to be entered, which I would then need to verify (I will contact you to arrange this).

Following this, the process takes about a week to complete.

Should there be any issues or queries, please contact me to discuss before providing your details.

My Email is [keziahsis@yahoo.co.uk](mailto:keziahsis@yahoo.co.uk) or you can text/call me on 07809713354 (I work long days so best to email or text in the first instance)

Rachael Jenkins  
Safeguarding Officer

### DBS Request Form

\*Title: \_\_\_\_\_  
\*Forename: \_\_\_\_\_  
Middle: \_\_\_\_\_  
\*Surname: \_\_\_\_\_  
\*Date of Birth (DD/MM/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
\*Contact telephone number: \_\_\_\_\_  
\*Email: \_\_\_\_\_

Handout For Applicants Using The Online Process  
What Information do I Need?

1. Your current full name and address
2. Any other names you have used, along with the dates you started and stopped using them
3. A full and continuous address history for the past 5 years, including UK postcodes, where applicable
4. Your passport details, if you have one
5. Your UK driving licence details, if you have one
6. Your UK National Insurance Number, if you have one

How Many Documents do I Need?

The application process requires that you produce a number of original documents to support the data you will provide on the online application form. All documents must be in your current name (excluding UK Birth Certificate). At least one document must show your current address and one must show your date of birth.

The acceptable documents are divided into the 3 groups shown below.

**If you own a valid Passport and/or UK photocard drivers licence, you must produce these, plus 1 or 2 additional documents from any group to make a minimum of 3 documents in total for a Route 1 Application.**

If you do not own a valid Passport, UK/EU photocard Drivers Licence, original UK Birth Certificate, Adoption Certificate or a Biometric Residence Permit and you are an EEA or UK Citizen, then you can proceed with a Route 2 application. This will require 1 document from Group 2a PLUS 2 other documents from either Group 2a or 2b and consent to DDC undertaking an Identity Validation Check with Experian Ltd.

UK and EEA citizens who cannot produce the required documentation and non-EEA citizens who cannot produce a Group 1 document will need to apply using the DBS's paper application form and attend a local police station to have their fingerprints taken.

How Are The Documents Grouped?

Group 1 Documents Group

• Any current and valid Passport • UK Biometric Residence Permit • Current EU/UK Photocard Driving Licence • UK Birth Certificate (issued with 12 months of DOB) • UK Adoption Certificate

2a Documents Group

• Current, non-EU Photocard Driving Licence • UK/EU Paper Drivers Licence • UK Birth Certificate (issued 12+ months after DOB) • UK Marriage / Civil Partnership Certificate • HM Forces ID Card • UK Firearms Licence

2b Documents

• UK/EEA mortgage statement\* • UK/EEA bank or building society statement\*\* • UK bank account opening letter\*\* • UK/EEA credit card statement\*\* • UK financial statement (eg pension)\* • P45\* or P60\* • Council tax statement\* • Valid UK work permit or visa • Valid letter of employer sponsorship • Utility bill\*\* • Benefit statement\*\* • Government correspondence (eg HMRC)\*\* • Valid EU National ID card • Valid 'PASS' card • Letter from Headteacher or Principal (16 to 19 year olds only)

\* Issued in the last 12 months \*\* Issued in the last 3 months

For more information, visit [www.ddc.uk.net](http://www.ddc.uk.net), or email [contact@ddc.uk.net](mailto:contact@ddc.uk.net)

## Appendix 8 - 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 or vulnerable adults. In 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 in this role is a responsibility, but it also brings 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 9 - Pastoral Care and 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 coworkers 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 it .....to 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/volbooklet/support.shtml>

## **Appendix 10 - Summary of the Principles of Ethical Conduct for Work with Children and Vulnerable Adults**

### **Ethical principles**

Treat people with respect, valuing each individual and avoiding negative discrimination.

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.

Promote and ensure the welfare and safety of people, while permitting them to learn through undertaking challenging educational activities.

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**

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.

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.

Develop and maintain the required skills and competence to do the job.

Work for conditions in employing agencies where these principles are discussed, evaluated and upheld.

National Youth Agency Statement of Principles. December 2004

## **Appendix 11 - 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 12 - 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 private/ public bus; begs to be driven
- changes their usual routine
- is unwilling to go to groups; begins to withdraw
- 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 (often 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

Based on the Kidscape sample policy (updated 14 March 2005)

## **Appendix 13 - Behaviour policy**

We value each individual. The intention is to provide every 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 and volunteers 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 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 leaders and church leadership. “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/Carers and senior leadership informed immediately. Action plan agreed involving a member of the Leadership Team and parent/carer in formal discussion. “Time out” and young person has formal chat with appropriate leader.

## Appendix 14 - 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 DDC. 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 15 - What to do in the event of an incident 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 young and vulnerable people 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. You must report concerns as soon as possible to either the Safeguarding Officer 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. Concerns must not be shared with any other leader or person. Should the concern need to be known by the team, this would be handled by the Safeguarding Officer, Minister or Senior Leadership

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 17 “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 (MASH)–

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\*

Tel: 01908 253169 or 252170

Email: [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk)

Police –

Call 101 if no immediate danger or 999 if immediate danger is suspected

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

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Childline -

For support and advice for under 19's. ChildLine is a private and confidential service.

Tel: 0800 1111

## Appendix 16 - 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 .....

# Milton Keynes Area Safeguarding Emergency Numbers

<div><p><b>Walton Churches Partnership</b> Working together in faith and hope to show the love of Christ</p></div> <div><p><b>Lead Minister for Safeguarding</b></p><p><b>Revd. Matt Trendall</b> <b>01908 582839</b></p><p><b>Partnership Safeguarding Officer</b></p><p><b>Rachael Jenkins</b> <b>07809 713354</b></p></div>	<div><p><b>Local Authority Emergency Numbers</b></p><p><b>Milton Keynes Council</b> <b>Adult Safeguarding - weekday</b> <b>office hours:</b> <b>01908 253772</b> <b>Out of office hours:</b> <b>01908 725005</b></p><p><b>Children – MASH</b> <b>(Multi Agency Safeguarding Hub)</b> <b>Office hours:</b> <b>01908 253169/252170</b></p></div>
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## Appendix 18 - 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

Contact 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 725005

Email: [Access.Team@Milton-Keynes.gov.uk](mailto:Access.Team@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.

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 19 - The Walton Churches Partnership Consent Form for under 18's



### **Consent Form for under 18's**

Group attended: Walton Churches Partnership Children's and Youth Activities  
Full name of child: \_\_\_\_\_  
Name by which child chooses to be known: \_\_\_\_\_  
Child's Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Who has parental responsibility for the child?

Name: \_\_\_\_\_  
Address (if different from above): \_\_\_\_\_  
Postcode: \_\_\_\_\_

Contact no(s): \_\_\_\_\_  
E-mail: (If happy to be contacted in this way) \_\_\_\_\_  
Does the child/young person live with this person? Yes/No

Additional contact person (if above person not available in an emergency):

Name: \_\_\_\_\_  
Telephone number(s): \_\_\_\_\_  
Relationship to child: \_\_\_\_\_

### **Medical information**

Name of Child's GP: \_\_\_\_\_  
G.P. Practice: \_\_\_\_\_  
Telephone no: \_\_\_\_\_  
Does your child have any health condition or disability that we should know about? (Please state)

Is your child on any medication? (please list)

Does your child suffer from any allergies? (please list)

Please state date of last anti-tetanus injection (if known): \_\_\_\_\_

### **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 give permission for my child to receive emergency hospital or dental treatment.

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).*

Can this form be used for other groups within WCP that the child is part of? Yes/No

## **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.



## **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 residentials.

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 should be carried out.
- 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 per child	Square Metres per child
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 – Risk Assessment Template

Activity	Risk	High/ Medium/ Low	Action to reduce Risk	High/ Medium/ Low	Comments

## **Appendix 23 - Parents leaving children and going off-site**

Unless specific arrangements have been made (i.e. Youth Club, Rock Solid, Youth House Group) parents leaving their child at church activities and going off-site should never happen.

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.

For the purposes of clarity, all church members should be considered as 'representing' the church, therefore could not be considered as 'friends' under this definition.

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.

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.

Finally, DBS checks cannot be undertaken for those who don't need them – see Appendix 14. The rarity of this situation means that we could not justify extra checks in the unlikely event this happens.



## **Appendix 24 - 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.

## Appendix 25 - 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]

## **Appendix 26 - 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 personal faith in Jesus Christ and a lifestyle that reflects it – not that any of us are perfect, of course!

An affinity for children and an understanding of the development of children (or willingness to learn about how they learn).

A strong desire to work with children and to lead them in learning experiences within the church.

A willingness to encourage new leaders, and to involve the Helpers each week.

In return, the Church commits to:

- provide you with at least one helper each week (without which the session cannot take place)
- support you in prayer and other practical ways
- help you plan sessions where appropriate – this may involve the Minister or other elder
- undertake regular review/support meetings at a mutually convenient time
- 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:

- 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.
- Arriving in good time for church and making sure the room is ready before worship begins.
- Liaising with your Helper for that week, before Sunday if necessary and during Sunday itself.
- Taking a register when children arrive (or getting your Helper to do this).
- Recording details of new children and speaking with parents (or getting your Helper to do this).
- Leading the session with the children.
- Ensuring guidelines for Safeguarding and Best Practice are followed – see WCP Safeguarding Policy document for details.
- Finishing the session in time for children to participate in Communion (or ready for collection by parents at the end of Morning Worship).
- Clearing up after the service.

- Dealing with any immediate parent queries – noting that anything more involved can/should involve the Minister or other church elder.
- 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.
- Passing on any difficult queries to the Minister or Safeguarding Officer.
- Completing Safeguarding Training within 6-12 months of beginning to lead Children's Church.
- Attending any such additional training that would be beneficial.

## **Appendix 27 - 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 personal faith in Jesus Christ and a lifestyle that reflects it – not that any of us are perfect, of course!
- An affinity for children and an understanding of the development of children (or willingness to learn about how they learn).
- A strong desire to work with children and to lead them in learning experiences within the church.

In return, the Church commits to:

- support you in prayer and other practical ways
- undertake review/support meetings at a mutually convenient time
- 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:

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

## **Appendix 28 - 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 personal faith in Jesus Christ and a lifestyle that reflects it – not that any of us are perfect, of course!
- An affinity for young people and an understanding of the development of children and young people (or willingness to learn about how they learn).
- A strong desire to work with young people and to lead them in learning experiences within the church.

In return, the Church commits to:

- support you in prayer and other practical ways
- undertake review/support meetings at a mutually convenient time
- 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:

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

## **Appendix 29 - Volunteer Job Description - Pastoral Visitor**

Supporting people in time of need is one of the most valuable roles in any church. We hope this is done in a variety of ways: through friendship, through the nourishment of church services and other groups, through specialist medical help where necessary – but also, as occasion requires, through pastoral care provided by a Pastoral Visitor.

The role of a Pastoral Visitor is to offer additional support to individuals at particular times, most typically during difficult moments in a person's life: perhaps caused by unexpected illness, the loss of a loved one, difficulties in other relationships, or a practical crisis, such as unemployment. A Pastoral Visitor is there to offer support, a listening ear and, if the person agrees, prayer and Christian encouragement.

It is important to stress that the role is primarily intended to serve people at particular times of crisis or need. It is not an ongoing relationship, which creates either dependency of the person on the Visitor, or expectations of a certain frequency of visit/contact. That said, it is likely that certain individuals will recur more often as people in need of support or visits, and certain Visitors may form particularly good relationships with certain people.

A Pastoral Visitor may visit people alone, with certain precautions (see 6 below), but will be part of a team and under the supervision of either the Pastoral Team Leader or the Minister (or both). Certain visits should not be conducted alone – in the event of any concerns, this should be discussed and agreed with the Minister/Pastoral Team Leader.

We expect all Pastoral Visitors to have:

- A personal faith in Jesus Christ and a lifestyle that reflects it – not that any of us are perfect, of course!
- A caring heart, responsive attitude to need and good listening skills.
- A willingness to work as part of a team, and be accountable to the pastoral leadership of the church.
- Completed C1 safeguarding training (with 3-yearly 'refreshers') and be aware of how to keep themselves and those they visit safe.

In return, the Church commits to:

- support you in prayer and other practical ways
- undertake regular review/support meetings at a mutually convenient time
- 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:

- Liaising with the Minister and the Pastoral Care Team regularly
- Visiting church members and other parishioners as agreed by the Minister/Pastoral Care Team
- Occasionally taking (pre-blessed) home communion to church members and other parishioners who have requested communion and who are unable to come to services.
- Visiting church members and other parishioners who are ill or recovering from illness or bereavement – either at home, hospital or in a residential care home.
- Making a record of dates and times of visits and any important issues raised.



- Notifying another responsible adult (ideally a Pastoral Team member) of the date and time of visits you are conducting and having a mobile phone with you when conducting visits.
- Alerting the Minister and/or Pastoral Team Leader of any concerns or needs for additional support.
- Abiding by the WCP's Safeguarding Policy at all times, especially in regard to vulnerable adults.
- Observing confidentiality at all times, unless a criminal disclosure is made.
- Attending pastoral care team meetings.
- Passing on any difficult pastoral issues to the Minister or Pastoral Team Leader.
- Completing Safeguarding Training within 6-12 months of beginning to visit, and every 3 years thereafter.
- Attending any such additional training that would be beneficial.

## **Appendix 30 - Volunteer Job Description – Music Group Leader**

The nurture of 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 participating in whole-church in worship.

The role of Music Leader is to support and develop people in servicing in the music group, 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 leaders to have:

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

In return, the Church commits to:

- support you in prayer and other practical ways
- undertake review/support meetings at a mutually convenient time
- 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:

- Plan and Run practices.
- Create a safe and open environment for young people to join the music group.
- Allow young people to feel they can input and are listened to.
- Attending any such additional training that would be beneficial.
- Arriving in good time for church and making sure music teams are ready before worship begins.
- Liaising with church leader, before Sunday if necessary and during Sunday itself.
- 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.
- Passing on any difficult queries to the Minister or Safeguarding Officer.
- Attending any such additional training that would be beneficial.
- Ensuring guidelines for Safeguarding and Best Practice are followed – see WCP Safeguarding Policy document for details. .
- Completing Safeguarding Training within 6-12 months.

## Appendix 31 – Recommended Training Levels

This table advises the level of safeguarding training recommended within church activities – it is an Anglican table, but the roles/principles can be applied across denominations. If you feel you require training please contact the safeguarding officer.

C0 – Basic Awareness

C1 – Foundation

C2 – Leadership

S1/S3 – Safer Recruitment

### Who gets what training in the Parish?<sup>31</sup>

<b>Basic Awareness and Foundation</b>			
<p>The Basic Awareness and Foundation courses can be completed by any member of the congregation, to support awareness raising and a culture of support and vigilance in the Church. They can be undertaken online at <a href="https://safeguardingtraining.cofeportal.org/login/index.php">https://safeguardingtraining.cofeportal.org/login/index.php</a>.</p> <p>However, it is recommended that those in the following roles are encouraged to complete them: Vergers, Servers, Welcomers, Caretakers, Refreshment Helpers, Shop Staff, Sidespersons, Flower Arrangers, Administrative Staff, Bell-ringers, Choir Members/Music Group Members (including Sound/AV Technicians).</p>			
<b>Additional Core Training Requirements</b>			
Role	Basic Awareness	Foundation	Leadership
Incumbents and clergy, including those that hold PtO	✓	✓	✓
Licensed Lay Ministers, e.g. Readers	✓	✓	✓
Parish workers with children/vulnerable adults (paid or volunteer)	✓	✓	x
Leaders/Supervisors of work with children/vulnerable adults (paid or volunteer)	✓	✓	✓
Parish Safeguarding Officers	✓	✓	✓
Church Operations Managers	✓	✓	x
Churchwardens	✓	✓	✓
PCC Members	✓	x	x
PCC Safeguarding Leads	✓	✓	✓
Youth and Children's Pastors	✓	✓	✓
Music Group Leaders/Choir Leaders	✓	✓	✓
Bell Tower Captains	✓	✓	✓

## **Appendix 32 – Safeguarding guidelines regarding social media/internet based communications with young people**

Due to the particular circumstances of the COVID-19 pandemic, these guidelines are designed to enable Walton Churches Partnership (WCP) to provide regular youth and children's work online. They are specific to the social-distancing/lockdown measures put in place by the UK Government, but given the likely length of this crisis, may represent a long-term part of our ministry among young people.

Our current safeguarding policy and procedures remain in force and these guidelines represent an appendix to that policy, and do not supercede or replace them in any way.

### Social media/internet-based communication guidelines

1. Parental permission must be given (by email) before any under 18 takes part in any communication or group. The young person must also be given the choice whether to take part or not – i.e. no young person should be added to a group without their permission.
2. WCP will authorise the use of Zoom (or equivalent) video-conferencing for youth work purposes under these restrictions:
  - 2 youth workers – or one youth worker and an appropriate adult (DBS checked member of the church) will be in the group at all times. One of these must be the 'host' of the Zoom meeting – under-18s cannot use Zoom without parental permission and they must not have charge of the meeting (host).
  - The link to the Zoom meeting will not be emailed out until an email given parental permission has been received. This link must not be made public in any way.
  - The private chat function MUST be disabled before the group begins
  - No recordings are to be made of any of the conversations without explicit parental permission and the permission of all the young people in the group.
  - The steward with oversight of the children and youth work, or Minister where the congregation does not have a steward or equivalent with oversight of the children's and youthwork, will be given advance notice of any group activity using this method.
  - The young people must be reminded that taking pictures of anyone without their permission is not appropriate – and so screenshots of the Zoom meeting can only be taken with the permission of all present. These must not be put on social media or shared in any way without the permission of all present, and for those under-16 parental consent must be given.
3. Currently WCP does not encourage the use of WhatsApp, Facebook, Twitter, Snapchat, Instagram or any other mobile or web-based apps for communication between youth/children's leaders and under-18s.
4. We will continue the practice of sending email information for young people to their parents. However, if a leader wants to set-up a Zoom session with the young people, they can email the parents directly, copying in the steward or minister. This email must state who the other appropriate adult in the group will be, and making it clear that the parents can say no – as can the young people.

*Please can all parents and youth workers email Rachael Jenkins (copying in the steward or minister) to say that they have read and agreed to abide by these guidelines, whether you decide to use internet-based communication with the young people or not.*

Our aim in this, as always, is to do all we can to nurture and care for one another in ways that are appropriate and safe for all. These guidelines are designed to protect everyone.