

Safeguarding Children Policy

DOCUMENT CONTROL

Issue Number	Issue Date	Authorised by	Reason for Re-issue
2.0	19 th March 2020	Sally Poxon	Simplification of previous version, removing overlaps and repetitions. Vulnerable Adults now in separate policy.
3.0	25 th April 2022	Sally Poxon	Update to A1.4 for DBS update service and frequency of check. A1.10 added for DBS flow chart.

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The full list of contacts for reporting a safeguarding issue is given in section 4.9 on page 14

1 CHURCH DETAILS

1.1 The name of the Church is Hope Church Bedlington

1.2 The address for correspondence is:

The Community Help Hub
c/o 30 Front Street West
Bedlington
Northumberland
NE22 5UB

Note: Urgent communications on safeguarding issues should be emailed to safeguardinghopechurch@gmail.com

1.3 The Church phone number is 01670 828668

The office is not usually staffed and calls are normally routed to an answerphone

1.4 The main Church email address (for non safeguarding issues) is info@hopechurchbedlington.co.uk

1.5 The Church website address is www.hopechurchbedlington.co.uk

This Safeguarding Policy is on the Church website at page:
<https://hopechurchbedlington.co.uk/safeguarding/>

1.6 Sunday worship services are currently held at:

East Bedlington Community Centre
16 & 17 Station Rd
Bedlington
Northumberland
NE22 7JN

This address must not be used for correspondence

Some Church programmes or activities are held at other venues and from time to time, some Church worship services may be held at other venues.

1.7 Hope Church Bedlington is a Registered Charity, number 1153786.

2 CHURCH SAFEGUARDING CHILDREN POLICY

2.1 Definitions

2.1.1 “Child” or “Children” is anyone under the age of 18.

2.1.2 “Harm” means physical or psychological harm and includes abuse. “Abuse” may be physical, emotional, sexual or neglect. Sexual abuse includes any sexual activity with a child under the legal age of consent.

2.1.3 “Worker” is an employee or volunteer for Hope Church Bedlington who is participating in the running or delivery of activities, events or programmes designed for children.

2.1.4 “Activity Leader” the person responsible on the day if the Activity Supervisor is not present.

2.1.5 “Activity Supervisor” is the person who is responsible on behalf of the elders for a particular activity led by the Church, ie Kids Church or Youth Club. (The Activity Supervisor may or may not be an elder).

2.1.6 “DBS Check” is a Criminal Records Check carried out by the Disclosure and Barring Service.

2.1.7 “Elder” is the word used by Hope Church Bedlington to refer to the person or group of persons carrying overall leadership responsibility for the Church. “Lead Elder” is the person who leads the team of elders. “Elder with Responsibility For Safeguarding” is the elder who has been designated within the team to take specific responsibility for safeguarding issues. In the event no elders are formally appointed, the term “Elder” refers to the senior Church Leader.

2.2 Policy

It is the policy of Hope Church Bedlington that:

2.2.1 No child should come to harm or be placed at any undue risk of harm as a result of their involvement or engagement with Hope Church Bedlington, its activities or workers.

2.2.2 Any incidences, allegations or concerns about the safety or welfare of a child are correctly managed and reported.

2.2.3 Events or activities run by Hope Church Bedlington for children are led and managed in such a way so as to minimise the possibility of any harm or abuse occurring.

2.2.4 A Safe Recruitment process is adopted which includes carrying out DBS checks on employees and volunteers working with children.

2.2.5 Workers are given a copy of this Policy and are expected to be familiar with it, particularly Sections 3 and 4, and to comply with it, and that training is provided to workers at reasonable intervals.

2.2.6 Events or activities run by Hope Church Bedlington for children are led and managed in such a way so as to minimise the possibility of a false or malicious allegation against a Hope Church Bedlington worker.

3 GUIDE FOR RUNNING EVENTS FOR CHILDREN

3.1 Introduction

3.1.1 Hope Church Bedlington wishes to achieve a high standard of excellence in everything it does, particularly in Children's Work. These guidelines have been established to ensure that the highest levels of service and professionalism are maintained. Should a children's worker feel any aspect of the guidelines is unachievable, this should be discussed with the Activity Supervisor immediately. Workers who fail to follow these guidelines will be required to stand down from children's work.

3.1.2 This section gives practical guidance on how to run the activities typically organised by the Church. The guidance is divided into general guidance and then five types of activities; it is believed that any activity will fall under one or a combination of these categories. The categories are:

- a) Day to day activities with parents present (e.g. Kids Christmas Party)
- b) Day to day activities with parents not present (e.g. Kids Church, Youth Hub)
- c) Events such as trips / outings
- d) Residential / overnight events
- e) Mentoring

3.2 General Guidance Applicable to all Activities:

3.2.1 Leadership and Supervision

- a) Someone should be identified as the Activity Leader.
- b) Every activity planned must have an adequate number of suitable and appropriately trained adult supervisors to ensure safety.
- c) Activities should be planned to include more than the minimum adult requirement to account for unexpected shortfall. Where this is not possible, then the planned event should not be held.
- d) Parents may be co-opted to ensure an adequate number of helpers. If parents are co-opted on a regular basis they should be asked to go through the application process. At least 50% of the workers for any event should be regular children's workers for whom an enhanced disclosure has been obtained.
- e) Mixed gender groups of children age 7+ should be planned to have both male and female workers present.

3.2.2 Supervision Ratios

The minimum number of adult:child ratios required for each age group is as follows:

Age Group	0 – 1 years	2 – 3 years	4 – 6 years	7 – 12 years	13 – 18 years
Adult : Child Ratio	1:3	1:4	1:6	1:8	1:10

3.2.3 Lone Working

3.2.3.1 There may be rare occasions when it might not be possible or appropriate for two adults to be present. This could be because you are left on your own whilst the other person deals with an urgent situation. Equally, it is possible that a child may specifically ask for or need some one-to-one time, and it would be inappropriate or intrusive to have two people involved. Note that there are special allowances for a mentoring meeting (Activity type E) refer to section 3.3.5 for further details.

3.2.3.2 In such situations, you can make use of other safeguards by making sure that:

- a) Someone else is in close proximity, e.g. in the next room or in sight even if not within hearing distance.
- b) Someone else always knows the time and place when you are alone with a child.
- c) Never take a child home on your own - preferably have another helper with you, or else ensure that the last two children are dropped off together.
- d) One leader with multiple children is better than one leader with one child.
- e) If for any reason you are not able to inform another worker in advance that you will be alone with a child, you do so as soon as possible afterwards.

3.2.4 Confidentiality

No children's worker is permitted to divulge any information concerning safeguarding issues relating to a child, or his/her family or anything a child may tell them to anyone other than the Safeguarding Officer or Deputy. This confidentiality is a continuing requirement at all times and is required when workers are "off duty" or no longer involved in the work.

Workers have a responsibility of pastoral confidentiality towards the children and therefore should not be discussing anything to do with the children outside of the specific team. If there is a pastoral concern it should be raised with the relevant team leader.

3.2.5 Physical Contact

- a) Be wise in your physical contact with children. Physical contact between adults and younger children (6 and under) can be quite healthy in public places, but should be discouraged in circumstances where the adult and child are on their own.
- b) "Laying hands on" when praying is only appropriate for older teenagers, on the shoulder and only in a public meeting, and only if the youth has consented with it.
- c) The level of personal care (e.g. toileting) should be appropriate and related to the age of the child - accepting that some children have special needs. In other words, children that are old enough to go to the toilet on their own should do so, unless they are clearly sick, in distress or there are other mitigating circumstances.
- d) If it is not possible to have 2 adults on toilet trips, then it is better to take an extra child (or 2) with you than to be one-to-one with a child

3.2.6 Connecting with Children

- a) Be wise with your relationship with the children - do not be over-friendly with some at the expense of others. No favourites. No exclusive relationships.
- b) Workers should treat all children with dignity and respect in attitude, language used and actions. Do not use bad language, sexually explicit or provocative talk, or jokes with potential double-meaning or innuendo. Male helpers need to be particularly careful in what they say, and in being around forward young females. Female helpers similarly need to be careful with forward young male children.
- c) If you feel that a child may have a "crush" on you, ensure you talk to the team leader for advice and guidance.
- d) In order to help children, we need to develop healthy relationships by listening to them and respecting them.

3.2.7 Discipline

3.2.7.1 General

Discipline includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It is necessary to maintain harmony and order in the group as a whole. Without discipline, a worker may constantly need to focus their attention on a disruptive child, to the detriment of the wellbeing and safety of others.

3.2.7.2 Do's and Don'ts of Discipline in Children's Work:

- a) Be insistent, consistent and persistent.
- b) Never smack, hit or physically discipline a child except by "holding" which may be used if there is an immediate danger of personal injury to the child or another person.
- c) Discipline out of love never anger. (It is better to let a matter pass than discipline in anger - you may say something you regret, and that damage cannot be repaired).
- d) Do not shout in anger or put down a child.
- e) Lay down ground rules e.g., no swearing, racism, or calling names, a respect for property.
- f) Keep the ground rules simple and clear, and make sure the children understand what procedure will be taken if they are not kept.
- g) Never reject a child, just the behaviour. Encourage the child that you want them, but you are not willing to accept the behaviour.
- h) Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy
- i) Work on each child's positives, do not compare them to each other.
- j) Be a good role model and set a good example.
- k) Don't say something you don't mean and do stick to what you say.

3.2.7.3 Some Practical Ideas for the Bad Behaviour Discipline

- a) Change voice tone.
- b) Separate children who have a tendency to be disruptive when together.
- c) Have the child sit right in front of you or get a helper to sit next to the child.
- d) Pay no attention to them.
- e) Be proactive and encourage helpers to be proactive and not wait to be told to deal with a situation.
- f) Do not deal with the situation publicly but take the child away from the group to explain what they have done wrong, encourage remorse and leave them on a positive note.
- g) With continually disruptive kids, engage the parents in strategies for supporting the child.

3.2.8 Feedback

Workers should provide feedback about their own and their colleagues' work:

- a) Anyone seeing another worker acting in a way which could be misinterpreted should be able to speak to the individual or the team leader about the concern.
- b) There should be regular team meetings to review procedures and ensure common approach, sharing concerns and identifying other matters which may need clarification and guidance.
- c) When departure from guidelines has occurred or is likely to occur, the worker should refer to their Activity Supervisor and to the Child Protection Co-ordinator so that the Leadership's attention to shortcomings or problem areas in policies and guidance is reviewed or other advice given.
- d) Keep brief records of issues/decisions discussed at workers' meetings.

3.3 Guidance For Specific Types of Activities

3.3.1 Day to Day Activities Where Parents are Present In the Same Room

This category covers events where parents remain in the same room as their children, e.g. Younger Kids Christmas Party. At these events the parents essentially remain in charge of their own children and there is little requirement for a worker to get involved with needs of the children.

- a) We must be mindful of the safety of the children at all times, and in all circumstances.
- b) A risk assessment must be carried out prior to the event.
- c) A register should be kept of attendees, including the names of the children's workers present. This register should include names of each child and contact details of parent/carer (if not present in same building), and other appropriate notes e.g. special medication, allergies and special dietary requirements (if appropriate). The register should record arrival and departure of children.
- d) A first aid kit must be available at all activities, if it is not at the facilities being used then one should be taken. Minor first aid should be given either in public or in a room with the door ajar. All instances of first aid administered should be recorded in the incident log.
- e) An incident log should be maintained for each activity. The activity leader should ensure that any incident that causes concern is recorded. This recording should include details of the incident, names of those involved, action taken and any future action required.
- f) At the end of the session the register and incident log should be kept in a secure place. After 6 months the register and incident log can be filed in the lockable cabinet in the Church Office. After 5 years the register and incident log must be securely destroyed.
- g) A phone should be available in case of emergency.

3.3.2 Day to Day Activities with Parents not Present

This category covers activities such as Kids Church on a Sunday morning where parents are not present in the same room.

- a) All requirements of 3.3.1
- b) Parental consent forms should be obtained if a child begins to regularly attend a weekly event (e.g. by their 4th visit).
- c) Where possible and taking fire exits into consideration the door to the room the activity is in should be locked.
- d) Children up to the age of 11 years should be under adult supervision within the building and should not leave the building unsupervised unless parent/carer consent has been given.

3.3.3 One-off Trips or Outings

- a) All requirements of 3.3.1
- b) Written permission from parents/carers for children to attend the outing must be obtained in advance.
- c) Consent forms should include: name, address, parent/carer contact number, relevant health issues, allergies, special dietary requirements.
- d) Do not take a group off the premises with fewer than two adults.
- e) Parents/carers should be given written details of drop-off/collection arrangements, equipment and money required, and procedures put in place to advise parents of significant changes to collection arrangements (e.g. a leader to phone parents). A supervisor's mobile number should be provided for use in the event of emergency or non-return as expected.

3.3.4 Residential Trips or Overnight Events

- a) All requirements of 3.3.1 and 3.3.3

- b) When groups are taken for residential trips, care should be taken to ensure sleeping arrangements are appropriate. All bedrooms/dormitories should be single-gender and workers should not share sleeping accommodation unless this is deemed necessary for the welfare of the children. At no time should a worker share a room with only one child. In cases where workers will be sharing rooms with children, parental consent should be obtained in writing prior to the trip itself.
- c) Consideration should be given to whether it should be necessary to take a first aid kit, and for one of the workers to be a medical practitioner or be a qualified first-aider

3.3.5 Mentoring

Mentoring relationships are an important part of encouraging young people in their faith, they often involve a one-to-one relationship. In practice this is likely to mean such sessions are only possible with children from families who are members of the church - but even then, the parents should still be aware and in agreement.

- a) Mentor and mentoree should be the same gender.
- b) The child, parent/carer and person in charge know the reasons for the one-to-one contact and agree for it to take place.
- c) You, the worker, stop the session if you become aware that the child is uncomfortable with being alone with you.
- d) As a minimum someone else is in the building or home, even if in another room.
- e) Where there is a recognised mentoring relationship in place, as an exception to the provisions of section 3.2.3.2(c) , a mentor may take a mentoree home in their car without another person being present, but the mentoree should be asked to sit in the back.

4 RECOGNISING, RESPONDING, REPORTING

4.1 Introduction

4.1.1 Hope Church Bedlington requires all of its Children's Workers to know and understand that abuse does occur, and in some cases this happens within churches. It is therefore essential that all workers know what to do if abuse is suspected or otherwise disclosed to them. Compliance with this process is mandatory. Any worker who believes they are unable to comply with it should report this immediately to their Activity Supervisor and explain why. Any worker who fails to do this is likely to be required to stand down as a Children's Worker.

4.1.2 The primary requirements of this process is to:

- a) ensure the welfare of the child
- b) ensure that concerns or allegations or correctly reported Workers should not be afraid to be wrong.

4.2 Recognising Abuse

4.2.1 Who Abuses Children?

Children are likely to be abused:

- a) Very rarely by a stranger
- b) Often by someone who is close to a child, e.g. parent, carer, baby-sitter, sibling, relative or friend of the family
- c) Sometimes, by someone in authority such as a teacher, young person's leader, children's worker or, very sadly, a church worker or leader
- d) Sometimes, paedophiles and others may set out to join organisations (including churches) to obtain access to children, befriend them and win their trust in order to subsequently abuse them.

4.2.2 Different Types of Abuse

4.2.2.1 Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a person under their care.

4.2.2.2 Emotional Abuse

This is the persistent emotional maltreatment such as continually telling someone they are worthless, or unloved, inadequate, or valued only in so far as they meet the needs of another person. In the case of a child this may cause severe and persistent adverse effects on their emotional development. Emotional abuse may feature age or developmentally inappropriate expectations being imposed on them or include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

4.2.2.3 Sexual Abuse

Sexual abuse includes any instance of sexual intercourse or other sexual acts, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts with a child under the legal age of consent,

regardless of whether consent was given or not. For a child over the legal age of consent sexual abuse includes these activities when consent is not given or in cases where a child has been coerced, placed under emotional pressure or “groomed”. It also includes any non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

4.2.2.4 Neglect

This is 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 of a child may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

4.3 Recognising The Symptoms

4.3.1 It is important that the signs listed below are not taken as indicating that abuse has taken place, but that the possibility should be considered far more than in the past. They should make us stop and think - not jump to conclusions inappropriately!

4.3.2 Physical

- a) Injuries not consistent with the explanation given for them
- b) Injuries that occur in places not normally exposed to falls, rough games, etc.
- c) Injuries that have not received medical attention
- d) Reluctance to change for, or participate in, games or swimming
- e) Repeated urinary infections or unexplained tummy pains

4.3.3 Sexual

- a) Any allegations made concerning sexual abuse
- b) Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- c) Age-inappropriate sexual activity through words, play or drawing
- d) Child who is sexually provocative or seductive with adults
- e) Inappropriate bed-sharing arrangements at home
- f) Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- g) Eating disorders - anorexia, bulimia (which may also evidence the existence of self-harm, though self-harm itself, whilst a cause for concern, is not evidence of abuse from another person).

4.3.4 Emotional

- a) Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging
- b) Depression, aggression, extreme anxiety
- c) Nervousness, frozen watchfulness
- d) Obsessions or phobias
- e) Sudden under-achievement or lack of concentration
- f) Inappropriate relationships with peers and/or adults
- g) Attention-seeking behaviour
- h) Persistent tiredness

- i) Running away, stealing or lying

4.3.5 Neglect

- a) Under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses
- b) Inadequate care, etc.

4.4 Responding to Observations, Allegations or Information Shared

4.4.1 How A Worker May Become Aware of a Suspicion or Allegation

A Children's Worker could become aware of circumstances that might be evidence or an indication of abuse through one of the following:

- a) The Worker notices the symptoms listed in 4.3, which may or may not be coupled with other concerns the worker has developed.
- b) A child might say something. They are unlikely to say something directly. They may appear to want to say something but be unable to say it. Alternatively, a child may say something which appears innocent to them but you feel it has wider implications.
- c) Another worker may say something to you. This should not happen as the other worker should be following the correct Reporting Procedure. However, a less experienced worker may repeat a conversation or an observation in innocence which you feel has an implication that needs to be acted on.
- d) Another adult, such as a parent or carer says something, or confides a concern about another worker with you.

4.4.2 If You (The Worker) Notice or Hear Something

Follow the Reporting Procedure in 4.5

4.4.3 If a Child Starts To Say Something

It is unfortunately highly unlikely that the child will start the conversation at a suitable or appropriate time. You are unlikely to be expecting the conversation and may be busy e.g. preparing for or clearing up after an activity, or have another appointment to go to (such as collecting your own children). Nevertheless, it is critical, as far as possible, to adhere to the following guidelines.

4.4.3.1 Effective Listening

- a) Create, or move to, a physical environment which is welcoming, giving opportunity for the child to talk in private but making sure others are aware the conversation is taking place.
- b) Stop doing whatever else you may be doing so as to give the person your full attention
- c) It is especially important to allow time and space for the person to talk
- d) Above everything else listen without interrupting
- e) Be attentive and look at them whilst they are speaking
- f) Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- g) Try to remain calm, even if on the inside you are feeling something different
- h) Be honest and don't make promises you can't keep such as you won't tell anyone else.
- i) If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen
- j) Use language that is age appropriate.

4.4.3.2 Helpful Responses

- a) You've done the right thing in telling me

- b) I'm glad you've told me
- c) I'll try to help you

4.4.3.3 Things You Should NOT say

- a) Why didn't you tell anyone before?
- b) I can't believe it!
- c) Are you sure this is true?
- d) Why? How? When? Who? Where?
- e) I'm shocked, don't tell anyone else

4.4.3.4 After The Conversation

Report the conversation as per 4.5 as quickly as possible in accordance with the gravity as to what has been said. Be careful to report what was said and make sure any opinion you have on the matter, whilst valid, is not confused with what was actually said.

4.4.4 If Another Worker Starts To Share A Concern

4.4.4.1 Please stop the conversation and ask the other worker to follow the correct reporting procedure as set out 4.5.

4.4.4.2 If however the other worker is repeating something in innocence and is not themselves aware of the implication of it, then you should report what you have heard as per 4.5.

4.4.5 If Another Adult Starts To Say or Imply Something

4.4.5.1 Seek to get full details of what the adult is saying or implying. Then advise them you will report their concern in accordance with our Safeguarding Policy, which is available for them to view on the Church website.

4.4.5.2 Bear in mind that from time to time another adult, possibly someone not part of the Church, may start to make some allegation maliciously because they are not happy with some aspect of Church practice or policy. There may nevertheless be some truth in what they are saying or implying, and it should still be taken seriously and reported accordingly. Explain to the adult that you need to make a full report and ask them to give as much detail as possible for you to include in your report.

4.5 The Reporting Procedure (All the Contact Details are in Section 4.9)

4.5.1 Do not seek to investigate further yourself, e.g. by seeking clarification or by attempting to find out more information.

4.5.2 Do not discuss or seek guidance about what you have seen or heard from any other person other than those listed in the Reporting Procedure below.

4.5.3 If time permits, make notes of what you have just seen or heard. Include the date, time, location, activity (e.g. club or group) and who was present, along with what was seen or what was heard. Such notes must be kept confidential and stored securely and should not be shown to any other person other than those listed in the Reporting Procedure below or ultimately the Police.

4.5.4 Report what you have seen or heard to **The Church Safeguarding Co-ordinator**

4.5.5 If the Church Safeguarding Co-ordinator is unavailable or in any way implicated in the allegation then report to **The Deputy Safeguarding Co-ordinator**

4.5.6 If both the Church Safeguarding Co-ordinator and the Deputy Safeguarding Co-ordinator are unavailable or implicated in any way, then report to the **Elder With Responsibility For Safeguarding**

4.5.7 If all of the Church Safeguarding Co-ordinator, The Deputy Safeguarding Co-ordinator and Elder With Responsibility For Safeguarding are unavailable, report to **thirtyone:eight** (this is a Christian charity that supports churches on safeguarding issues).

4.5.8 In addition, if at any time you have reason to believe that a crime is being or is about to be committed, or that it is not safe for a child to return home, you have the right, as any member of the public, to call the police, Northumberland County Council's Children's Social Care Team. If medical attention appears to be required you may also call an ambulance.

4.5.9 If it was necessary to report directly to the thirtyone:eight, the police or social services, additionally contact the Church Safeguarding Officer, the Deputy Safeguarding Officer or Elder with Responsibility For Safeguarding Issues (but not to anyone who may be implicated) at the earliest opportunity, and explain you have already reported externally and to whom.

4.5.10 Take no further action, other than what is reasonable to ensure your communication has been safely received, and to request guidance from those in the above reporting chain only as to how you should play any further expected contact with any of the individuals involved in the incident you have reported.

4.5.11 Should the Church Safeguarding Officer or Deputy Safeguarding Officer forward a concern reported to them on to the police, they should also inform the Elder With Responsibility For Safeguarding (or, if implicated, any of the Church Elders) at the earliest opportunity.

4.6 Other Concerns

4.6.1 If a worker wishes to report concerns other than suspicions of abuse, for instance another worker not correctly following any aspect of this Safeguarding Policy, or a suggestion for improvement or clarification concerning this policy, they should report this to their Activity Supervisor in the first instance, or failing that, to the Church Safeguarding Officer.

4.7 Action To Be Taken By The Taken By Church Safeguarding Co-ordinator

4.7.1 On receiving a report from a worker as per 4.5, the Church Safeguarding Officer (or when unavailable, the Deputy Church Safeguarding Officer or Elder with Responsibility For Safeguarding) should proceed as follows:

4.7.2 Verify if the concern as reported requires forwarding to the police or social services. A referral should always be made if there is evidence of deliberate injury or a child is afraid of returning home, or if there are suspicions of sexual abuse. In other case, if guidance is needed, contact thirtyone:eight. They will confirm their recommendation in writing, and their recommendation should be followed

4.7.3 If a referral is warranted then it should be made. The parents or carers should not be told the referral is being made unless the statutory authority advise or recommend they should be told.

4.7.4 For cases where a referral is not deemed necessary (e.g. the incident may be deemed simply to be poor parenting), talk to the parent(s) or carers and encourage them to seek professional help. If the parent(s) or carers are nervous of doing so, arrange for someone to offer to go with them.

4.7.5 If the parent(s) or carer is unwilling to seek help, re-consider if a referral is justified, or if necessary contact thirtyone:eight or for advice.

4.8 Any Concern That Implicates a Hope Church Bedlington Worker

4.8.1 If the concern is such that a referral to the police or social services is necessary, the worker should not be stood down from his / her role without first discussing with the police or social services whether standing down the worker is advisable, and if so what explanation should be given (this is to avoid prejudicing or pre-warning the worker about any statutory investigation that may be launched.)

4.8.2 In the event a worker is asked to stand down, and particularly if the authorities launch an investigation into the incident, the Church Elders should arrange for that person to have access to pastoral support from a person who has no knowledge of the incident and no contact with any of the other parties involved (ie alleged victim and their family) and will not be advised of progress of the investigation. In reality, to comply with this condition, it may be necessary to arrange for pastoral support to be given by someone from another Church.

4.9 Reporting Contacts

Role	Name	Tel	Email
Church Safeguarding Officer	Matt Poxon	07828 181529	safeguardinghopechurch@gmail.com
Deputy Safeguarding Officer	Jo Gallagher	07792 276761	joeygallagher@hotmail.co.uk
Elder With Responsibility For Safeguarding	Tom Gallagher	07834 014655	tom@hopechurchbedlington.co.uk
Thirtyone:eight		0303 0031111	info@thirtyoneeight.org
NCC Children's Social Care Team		01670 623978	(out of hours contact 0845 6005252)
Police (Emergency)		999 (note 1)	
Ambulance (Emergency)		999	

Note 1: Should the Church Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator wish to contact the police on a non-emergency matter (e.g. to discuss best practice or for general advice) they can call 101 or visit Bedlington Police Station.

5 E-SAFETY REQUIREMENTS

5.1 Introduction

5.1.1 Electronic communication including text messaging, the internet, email, Skype, smartphones and social media such as Facebook have given us an enormous opportunity to communicate in new ways. As a church, it is important that we strike an effective balance between using these technologies to their full potential while also being aware of - and taking action to minimise the risks involved. The safeguards described in this section represent good practice for activity Supervisors communicating with young adults.

5.1.2 Children should not be contacted unless a mentoring relationship is in place.

5.2 Defining Appropriate/Inappropriate Communication

5.2.1 Appropriate electronic communication is anything that will inform children or their parents/guardians about the ministry to which they belong; e.g. clarifying meeting dates/times, upcoming events etc.

5.2.2 Inappropriate electronic communication is anything (deliberate or not) that has the potential to cause distress, offence, or intimidation; including anything that could be interpreted as indecent/of a sexual nature. This also includes anything that could be perceived as an attempt at cyberbullying or grooming (using the above media to persuade an individual to perform or be involved in indecent acts).

5.3 Procedures for appropriate use of the technology

5.3.1 Procedures to be used for all electronic communication by all media (where applicable):

5.3.1.1 Time of Day

Any communication early in the morning or late in the evening, or into the night (before 9am and after 9pm) - however innocent - could be interpreted as being illicit and exciting for a child. Additionally, parents/guardians of children who have been contacted late at night may become curious as to the subject matter of that communication (even if it was entirely innocent).

5.3.1.2 Typing/Abbreviations

Workers will type in 'proper' English, avoiding the use of abbreviations in case they are misunderstood (for example 'LOL' which is intended as 'laughing out loud' can also mean 'lots of love'). Avoid using the kiss ('x') to sign off messages. Before sending a message take care to proof-read it, considering how it may be interpreted by its recipient. Workers will take care when using emoticons in their messages, particularly the 'wink' emoticon to prevent misunderstanding and misinterpretation.

5.3.1.3 Archiving Messages

Workers will keep copies of the messages (texts, emails, Facebook messages etc.) they have sent and any replies they receive, for a minimum of 3 months, where possible. This serves the purpose of protecting the workers by providing evidence in case an allegation of inappropriate communication is made against a worker.

5.3.1.4 Anti-virus/Security Programs

Any church worker using their computer to communicate must have a suitable anti-virus/security programme installed in order to minimise the risks from being hacked etc.

5.3.2 Procedures Specific to Individual Media

5.3.2.1 Mobile Telephones

Telephone calls will be at an appropriate time of day and be concise and to the point without digression, but also without being unfriendly.

5.3.2.2 Text Messaging

Texting will be at an appropriate time of day. They will be concise and to the point, without being unfriendly. Texts sent to communicate with children should also sent to at least one other worker (non-relation of either the sender or the recipient).

5.3.2.3 Email

When emailing children, workers will make the same considerations as for text messaging, as well as cc their emails to an additional email address safeguardinghopechurch@gmail.com. Messages will be stored there indefinitely in case they need to be referred to in future. Any dubious replies must also be forwarded to the above address.

5.3.2.4 Social Media

- a) Workers will be able to use social networking websites in order to be in community with the children. For example, they can be Facebook friends with them, but will be particularly careful when communicating with them via these media. Workers will not communicate with them individually (i.e. sending messages that only they can see); any direct communication will be through a group that is set up specifically for the ministry that they are part of. These groups will be for the exclusive use of the ministry that they are part of, and privacy settings will allow only members of that group to see what is written there. If these are to be used, there must be more than one team member who is a member of these groups and having only two spouses as members will not be acceptable; there must be at least one additional member. The person who has oversight of team leaders of that ministry will also be a member of these groups; team members will then also have accountability outside of their immediate team.
- b) Workers will obtain parental consent before taking photos and/or videos of our children. These can only be made available online within the groups to which they relate, so only members of that group will be able to see them.
- c) Additionally, workers will make every effort to ensure that their social media profiles do not contain any material (written, photographic or video) that is offensive or harmful, or could be interpreted as such.

5.3.2.5 Chat Pages/Instant Messenger Programs

Workers will only communicate with children via chat pages, forums, or instant messenger programs where these media save the messages that are written for future reference. The same rules will apply to using such pages/programs as apply to text messaging.

5.3.2.6 Webcam-based Communication (for example Skype)

Workers will not communicate with children via any webcam-based program at any time as there is no accountability and no record of images shown. It can be used for conference calls and is considered appropriate if a project or group uses a web camera/Skype in a group environment for project purposes and has clear aims and objectives for its use.

5.3.2.7 Cameras (including traditional film cameras, digital cameras, mobile phone cameras, and video cameras)

Workers will obtain parental consent before taking photos and/or videos of the children. If a child whose parent/guardian has not given consent is featured in an image or video, it must not be used, and must be deleted at the earliest opportunity. Workers will only use cameras when another worker is also present; this is to ensure that all workers can be kept accountable for the images/videos that are taken.

5.4 Actions if Problems Arise

5.4.1 Allegations Against Workers

If there is an allegation against a worker then the procedures set out section 4.5 must be followed. No attempt should be made to access the text/email/webpage as this could be interpreted as 'tampering'. The matter will be actioned and if necessary, advice from thirtyone:eight will be sought, in the same way as any other allegation.

5.4.2 Receipt of Inappropriate Material

In the case of receipt of inappropriate material, the worker should make efforts to share the concerning communication with the Activity Supervisor and decide next steps. If it is felt to be a safeguarding issue, then advice will be sought from the Safeguarding Co-ordinator or Deputy. The worker should not address this issue without involving either the Activity Supervisor or another member of the activity or Church leadership team.

6 SAFEGUARDING AND PRIVACY OF PERSONAL INFORMATION

6.1

Persons applying to become a Children's Worker or Vulnerable Adults Worker with Hope Church Bedlington should note that, in the interests maintaining a rigorous safeguarding system, and to be able to demonstrate it has done so should any future enquiry be made, Hope Church Bedlington will keep details of their application including that a DBS check was applied for, any information on the DBS Report that gives rise to concern and the Church's response to it, and any allegations or concerns that come to light about the worker, whether substantiated or not.

6.2

This data will be kept even if the person decides not to proceed with their application, and after the person ceases to be a Children's or Vulnerable Adults Worker, and may be released to other Churches or organisations who approach Hope Church Bedlington for a reference as to the Worker's suitability to work with them.

6.3

This data will be kept for reason of "legitimate interest" under the General Data Protection Regulations, and is designed to prevent those about whom concerns regarding their suitability to work with children has emerged from moving from Church to Church, and also to allow the Church to review its actions against the information available to it in the event that a historic abuse allegation is made against the Church at a future date.

6.4

Hope Church Bedlington will however review the provisions of this section of its Safeguarding Policy in the light of any future clarifications as to the respective requirements and obligations of good safeguarding practice and data protection legislation that may emerge.

6.5

Potential Children's or Vulnerable Adults Workers who are not happy with this section of the Safeguarding Policy should discuss their concerns with The Safeguarding Co-ordinator before commencing their application, as it may be the case that their best course of action would be to not commence the application process.

End of Main Body of Safeguarding Policy

Appendices follow

Appendix 1 Recruitment

This section sets out the procedure for recruitment of a worker; it includes application, references (written external, verbal/email internal), interview, Disclosure and Barring Service check, appointment letter, probationary period, and yearly review.

A1.1 Introduction

In recent years there has been a great deal of public concern expressed about the way in which unsuitable people, including sex offenders, have gained both voluntary and paid employment with children and young people. Great care therefore should be exercised in the selection and appointment process. It is an offence for anyone disqualified from working with children to knowingly apply, accept or offer to work with children. It is also a criminal offence to knowingly offer work with children to an individual who is disqualified or allow such an individual to continue working with children.

It is important to obtain information about a potential worker's background. A detailed application form, personal references, information from previous churches/organisations and the interview all have a part to play in the assessment of a candidate's suitability for the post. Identifying those who could be a danger to children is far from easy, so it is important through vigilance and good practice to make it as difficult as possible for such individuals to gain access to children.

A1.2 Application Forms

All applicants for voluntary or paid positions should complete an Application Form (see Appendix 3), providing details of referees, and a "Self-declaration Form for a Position Requiring a Disclosure" (found on the thirtyone:eight website) when beginning each application. It should also be made clear that the church reserves the right to make any character checks it feels are necessary. The application form is a good source of information about previous work experience and a candidate's employment history (e.g. gaps in employment may be significant). It can also be a good place to start from at an interview.

Children's work is exempt from the Rehabilitation of Offenders Act 1974, which means all spent offences do have to be declared. Applicants should therefore be asked to declare all convictions, however old, at application stage on the Voluntary Disclosure Form (see Appendix 4) making a nil return if appropriate, returning it in a separate, sealed envelope to the Safeguarding Co-ordinator. If the applicant reveals information that suggests they are unsuitable to work with children, the appointment process can be halted, saving time and effort. This and all information received concerning criminal records checks should be kept securely and will be retained even after the recruitment process has been completed. Hope Church Bedlington reserves the right to securely retain these documents in case they need to be referred to in the future in the event of any allegations being made against a worker.

A1.3 Interviews

Only applicants for new roles or transference of roles will be interviewed. Those in post prior to 11th February 2018 will not be retrospectively interviewed.

The need for child protection within the context of the job is an essential area to cover at an interview, although it should not dominate the whole selection process. Whilst it would be inappropriate to expect candidates to discuss details of their past, it is relevant for the interviewer(s)

to know about any personal issues; such as past drug misuse, alcoholism or abuse, and that these have been - or are being - addressed. This might be significant if the successful candidate will be working with children where abuse is an issue. Questioning needs to be handled sensitively and it is therefore important the interviewer is competent and confident. Questions of a sensitive nature may best be dealt with on a one-to-one basis. Some general principles of good practice are that any questions asked should be:

- **RELEVANT:** related to job description/person specification.
- **OPEN:** attempting to establish how the person thinks and feels about working with children. The interviewer needs to be flexible enough to follow up any responses that need further exploration.
- **FAIR:** any question must be asked of all candidates (e.g. male/female, ethnicity).
- **APPROPRIATE:** questions about values and personal conduct are acceptable as long as they are relevant to the job.
- **LEGITIMATE:** questions about sexual conduct/morality in relation to the value system Hope Church Bedlington may be asked on the condition they are relevant to the post and as long as this is done sensitively.

The Interview Record Form (see Appendix 5) should be used and filled out during interview.

A1.4 Disclosure and Barring Service Checks

The Disclosure and Barring Service provide additional information to help assess the suitability of a potential worker. Information passed on by the DBS may reveal that an applicant is unsuitable to work with children.

Churches and organisations using the Disclosure Service are required to comply with the DBS Code of Practice. Failure to follow it could result in an individual or organisation not fulfilling their obligations under the Human Rights and Data Protection Acts, and they may even be breaking the law. The Code of Practice is intended to guarantee that any information released by the DBS is used fairly. The Code also seeks to ensure that sensitive, personal information is handled and stored appropriately, and is kept only for as long as is necessary. Hope Church Bedlington commits to handle, store and dispose of all sensitive, personal information resulting from applications for roles within the church in an appropriate way. It will be the responsibility of the Safeguarding Co-ordinator and the Church leaders to ensure this happens and that the information contained within these documents is only viewed by those who need to do so.

Since Hope Church Bedlington is not registered in its own right, it must appoint a 'recruiter', checked through the DBS, who is able to confirm the identity of the individual(s) applying for a criminal records check. Thirtyone:eight is used as the recruiter. The online DBS form is then counter-signed by thirtyone:eight. The DBS requires recruiters to be suitably trained to assess the relevance of past offences that might come to light. As part of its disclosure service, thirtyone:eight provides consultancy and advice in individual situations through staff assigned specifically for this purpose. It is the responsibility of Hope Church Bedlington to make sure that all the requirements of the DBS are complied with.

There are two levels of Disclosure relevant to those working with children, Hope Church only uses the Enhanced Disclosure. An Enhanced Disclosure will contain details of all convictions held on the police national computer, including current and "spent" convictions, as well as details of any cautions, reprimands or final warnings. The disclosure will indicate whether information is held by the Department of Health (DoH) and Department for Education and Skills (DfES). It will also include a check on local police records.

Where an individual has been DBS checked for another organisation and has registered that DBS, it is possible to use this check rather than carry out a new one. When a DBS check has been carried out, the individuals will be encouraged to sign up for the DBS update service (also known as a portable DBS, see website <https://www.gov.uk/dbs-update-service>).

A new DBS check will be carried out every three years on each worker, in line with recommended best practice. If an individual has signed up to the DBS update service then this may be used rather than a new application being carried out every three years.

A flow chart showing the stages of the DBS check is shown in A1.10.

A1.5 Appointment and Supervision

Any appointee should have a letter of appointment together with a clear job description, details of their Activity Supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired, and areas of concern dealt with. It is also advisable to have a probationary period (say six months) before the appointment is confirmed.

A1.6 Training

It is important that all workers understand the agreed procedures for protecting children. Hope Church Bedlington may choose to obtain written acceptance of the church's policy statement as a condition of service. Training for workers in relevant areas should be arranged e.g. safeguarding, first aid, food hygiene, fire safety.

A1.7 If We Decide Not to Appoint

A1.7.1 All applicants should be notified in writing of a decision not to appoint. The letter should be signed by an elder or church leader. If an unsuccessful candidate asks for the reasons why they have not been appointed and/or is seeking honest feedback about their application and interview, it should be given. Obviously this requires sensitivity and tact on the part of the person giving the feedback, particularly if references are discussed. The reasons for non-appointment are particularly important where past offences have come to light, which were not disclosed on their application form.

A1.7.2 Consideration not to appoint should also be given where:

- a) Non-conviction information provided by the police or information given by referees raises concerns about an individual's suitability
- b) The applicant has had a child removed from their care by the courts
- c) Social services have been involved because of a child protection inquiry, or adult protection concern.

A1.8 Additional Helpers

A helper could be a young person under the age of 16 (below the minimum age for DBS checks), a parent or another person who is helping on a casual basis (e.g. a holiday play scheme) or someone for whom a full DBS check can not or has not yet been carried out or cannot be carried out for some other reason. Young people under 16 are currently used as helpers. It is advisable that such helpers should be responsible to a named worker and never be in a position where they are providing unsupervised care of children. For example they should not be counted as a 'worker' when

considering staff/child ratios. In these circumstances the full recruitment procedure need not be applied. A similar procedure can be used for other occasional helpers.

Drivers appointed by the church should always be regarded as 'workers' and it follows therefore that all the appropriate checks should be carried out. Obviously there are parents who transport children besides their own, but this is essentially an arrangement between those with parental responsibility and not something arranged by the church.

A1.9 Workers from Abroad

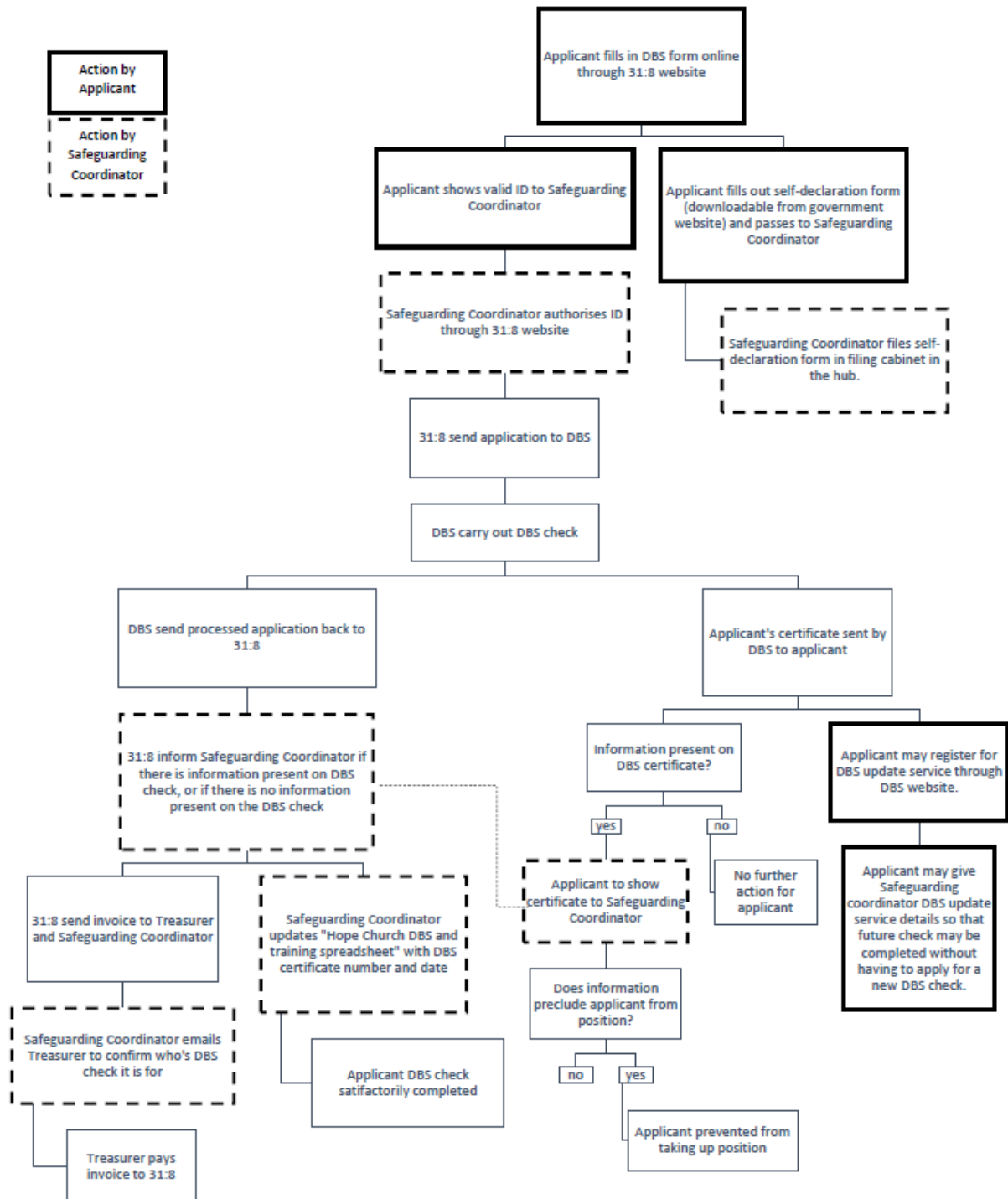
The same procedure as for additional helpers can be applied to other groups where a full vetting process (e.g. DBS check) is not possible or desirable, for example, young people visiting from abroad on "mission", or refugees where full checks are not possible.

When recruiting workers from abroad, certificates of good conduct can sometimes be obtained from the police, or church leaders in their home church. However, these need to be treated with caution. As with any other criminal conviction certificate, it can only provide "known" information. Some countries are well behind the UK in recognising abuse/child protection issues. Whilst UK checks will involve intelligence from other agencies, foreign checks are likely to be far more basic and cannot be equated with a check in the UK.

In this situation it is advisable that these workers do not have unsupervised contact with children but they could work alongside an approved worker.

The DBS are developing services to assist with checks on workers from overseas. In order to find out what is currently available The Safeguarding Co-ordinator can contact the DBS Overseas Information Team on 08700 100 450. They will be able to help with general advice about countries providing services and information regarding associated procedures. However, The Safeguarding Co-ordinator will need to be aware that the quality of information received will vary, and the result of a criminal records check may be returned in a different language, and neither thirtyone:eight nor the DBS provide a translation service.

A1.10 DBS Flow Chart



Appendix 2 Role Descriptions

A2.1 For Use in DBS Check Applications

A2.1.1 Youth Worker

Working with young people, age 11-18, both from families who are members of the church and from families who are not. The role involves organising social and spiritual activities including supervision of non-residential and residential events. The role involves discussing issues that affect young people, pastorally supporting young people and ensuring their safety and wellbeing while under the youth workers' supervision. The role may also involve "detached" youth work - engaging with young people in the community. All this is done as part of a team of other church youth leaders.

A2.1.2 Children's Worker

Working with children, age 11 and under, both from families who are members of the church and families who are not. The role involves organising social and spiritual activities and events for children, ensuring their safety and wellbeing, and providing the appropriate level of practical and pastoral care for children of different ages. All this is done as part of a team of other church children's workers.

A2.1.3 Youth and Children's Worker

Working with 0-18 year olds, both from church and non-church families. The role involves organising social and spiritual activities, pastorally supporting them and ensuring safety and wellbeing while under the workers' supervision. The role may also involve "detached" youth work.

A2.2 Specific to Hope Church Bedlington Youth and Children's Activities

A2.2.1 Youth Hub

Youth Hub Senior Leader Role Requirements:

- a) Take overall responsibility for the running of the Youth Hub.
- b) Develop and promote vision and direction for the Youth Hub.
- c) Support youth team in their role.
- d) Be responsible for the subs/tuck shop finances and ensure this is given to church accountant.
- e) Be committed to praying for the Youth Hub and seeking God's direction in it.
- f) Have an up-to-date DBS check and ensure all church safeguarding guidelines are adhered to.
- g) Be committed to the youth leader role requirements outlined.
- h) Communicate with the prayer team to give them updates and hear their input.
- i) Be accountable to the church elders for the Youth Hub.

Youth Leaders Role Requirements:

- a) Build positive relationships with the young people.
- b) Contribute to the practical running of the Youth Hub, including running the tuck shop, overseeing sports and activities, and preparing and delivering youth talks.
- c) Be committed to praying for the Youth Hub and sharing what God is saying about it.
- d) Have an up-to-date DBS check and ensure all church safeguarding guidelines are adhered to.
- e) Be accountable to the senior leader for all Youth Hub involvement.

A2.2.2 Kids Church

Hope Kids Senior Leaders Role Requirements:

- a) Take overall responsibility for Kids Church.
- b) Develop and promote vision and direction for Kids Church.

- c) Develop an encouraging and varied program that enables children to meet with God and learn more about him.
- d) Be committed to praying for Hope Kids and seeking God's direction for it.
- e) Have an up-to-date DBS check and ensure all church safeguarding guidelines are adhered to.
- f) Be committed to the kids' leader role requirements outlined.
- g) Be accountable to the church elders for Hope Kids.

Hope Kids Leaders Role Requirement:

- a) Plan and deliver Hope Kids sessions.
- b) Care for and look after the children when rota'd to be on kids work.
- c) Provide a positive and encouraging environment for children to meet with God and learn about Him.
- d) Commit to being on a rota for one out of every four Sundays and arranging swaps if unable to attend a specific week.
- e) Have an up-to-date DBS check and ensure all church safeguarding guidelines are adhered to.
- f) Be accountable to senior kids' leaders for all Kids Church involvement.

Appendix 3 Application Form

A3.1 FORM A: APPLICATION FORM FOR CHILDREN / YOUNG PEOPLE'S WORKER (HOPE CHURCH BEDLINGTON)

Thank-you for agreeing to serve by helping with our Children and / or Young People's groups.

1. Full Name
2. Are you a member of Hope Church Bedlington? **YES / NO***
3. Have you ever had an application or an offer to work with children refused? **YES / NO***
4. Do you suffer, or have ever suffered any illness that might directly affect your work with children and / or young people? **YES / NO***
5. Do you object to Hope Church applying to the Disclosure and Barring Service for an Enhanced Disclosure regarding yourself? **YES / NO***
6. Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges? (N.B. The disclosure of an offence will not necessarily mean your offer will be refused. See also important note below) **YES / NO***

* delete as appropriate

Hope Church Bedlington requires all applicants to complete a Voluntary Disclosure Form.

If you have worked with children before, in either a voluntary or paid capacity, please give details of someone who would be able to provide us with a reference concerning your work.

Organisation Name

Reference Name

Role in Organisation

Full address

including postcode

.....

Tel No

Email

How long ago was this work?

If you have never worked with children or young people before, please tick here: ☐

If you have worked with children and / or young people before, but cannot ☐

provide a suitable reference, please tick here and explain why on a separate sheet.

IMPORTANT NOTE: Because of the nature of the work for which you are applying, this post is exempt from the provision of section 4 (ii) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and / or young people within the church

I confirm that the above information is correct and complete. I understand and consent to the reference stated above and previous organisations with which I have done children or young people's being approached for information about me. I understand that, if accepted for children's and / or young people's work with Hope Church, I will be expected to follow the Best Practice Guidelines for Children and Young People's Work and the Recognising and Responding To Abuse documents, which I have read and understand. I understand I may subsequently be requested to stand down from Children and / or Young People's work without reason being provided, and that Hope Church Bedlington will provide information about my work to relevant authorities and other organisations involved with the welfare and care of children if reasonably requested to do so.

Signed Date

PLEASE RETURN THIS FORM AND THE VOLUNTARY DISCLOSURE FORM TO THE SAFEGUARDING CO-ORDINATOR.

Appendix 4 Voluntary Disclosure Form

Children's work is exempt from the Rehabilitation of Offenders Act 1974, which states that some spent offences do not have to be declared. Applicants must therefore declare all convictions, however old, and however irrelevant they may be considered, at application stage.

Please complete this Voluntary Disclosure Form (or leave blank if no previous convictions), and return it in a separate, sealed envelope to the person in the church or organisation acting as "recruiter" for disclosure and barring records checks.

Also include on this form the details of any situations in which you have had an application to work with children refused.

NB. The disclosure of an offence will not necessarily mean your offer will be refused. See also important note below:

Voluntary Disclosure of All Previous Convictions:

Appendix 5 Interview Record Form

AREAS TO BE EXPLORED DURING INTERVIEW WITH PROSPECTIVE CHILDREN'S OR YOUNG PEOPLE'S WORKER

Prospective Children's or Young People's Worker's Name

Date of Interview

Name of Interviewer

Role in Church of Interviewer

Questions to Explore:

(The interviewer should make brief notes of the applicant's responses in the spaces provided)

1. Why do you want to work in this area?

2. Please tell us about your Christian experience (i.e. how long have you been a Christian, other Churches you have attended with dates, Christian activities in which you have been involved etc...)

3. Please give details of previous experience of looking after or working with children and/or young people either voluntary or paid, including details of any training received or qualifications gained.

[Interviewer should check the previous experience stated matches the reference given in the Hope Church Bedlington Application Form For Children / Young People's Worker. The reference should normally be from the last involvement with children or young people. If not the reason should be explored and noted here]

4. Please indicate which age group you would like to be involved in:

5. What qualities and abilities do you believe you have which would help in your work with children and/or young people?

6. Is there anything else you would like to let us know? (This another opportunity for applicants to disclose previous criminal convictions or any negative instances involving previous work with children and young people)

Appendix 6 Letter of Appointment Template

HOPE CHURCH BEDLINGTON

Under Home Office Guidelines this form should be completed for all workers with children and young people. If the role changes substantially a new form should be completed. Copies should be retained by the worker, and by the Hope Church Bedlington Safeguarding Co-ordinator

Form to be completed by Hope Church Bedlington Safeguarding Co-ordinator

Name of worker:

Name of Group or age range with whom

above-named person will work:

Where/when the group meets:

.....

Supervisor or person to whom the worker

is immediately responsible:

Work to be undertaken:

.....

.....

.....

Signed on behalf of Hope Church Bedlington

Signature Date

Position / Role in Church

Signed on behalf of Children / Young Person's Worker

I have understood the nature of the work I am to do with children / young people. I have read the guidelines produced by the church for the protection of children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is discovered or suspected.

Signature Date

Appendix 7 Recruitment of Ex-Offenders

A7.1

The Church wishes to strike the right balance between its Christian teachings of forgiveness, restoration and renewal, and acceptance of all people, versus the need to maintain a rigorous safeguarding environment for children and vulnerable adults, noting that some types of behaviour are addictive and that for each of us, spiritual renewal is a process that is never fully complete in this life, and that lapses are possible even amongst people making good spiritual progress in other areas.

A7.2

Accordingly, having considered the matter carefully, the Church Policy is that:

- a) Those with previous convictions, whether current or “spent” for sexual offences or other forms of abuse against children, will not in any circumstances be permitted to work with children.
- b) Those with previous convictions, whether current or “spent” for offences against vulnerable adults, fraud or embezzlement, will not in any circumstances be permitted to work with vulnerable adults.

Such persons will however be welcomed into Church Life and be permitted to become Church members if they so wish, and it is fully accepted that such a person might become a Christian or indeed have been a Christian at the time the offences were committed.

A7.3 Confidentiality in The Church

Ordinarily where a candidate is unsuccessful in obtaining a position in an organisation that is the end of the involvement between the two parties. Where The Church is concerned the individual may remain part of The Church, occasionally this can create a dilemma where information revealed on a Disclosure check indicates an individual could be a danger to children or vulnerable adults, which was not known about beforehand. If this happens Thirtyone:eight should be consulted to see if it is permissible to pass the information on to the Church Elders.

End of Appendix 7

Appendix 8 Consent Forms

A8.1 Activity Consent Forms

Consent Forms for various activities form part of the Church's Personal Data and Information Privacy Policy. The Forms have the twin purpose of keeping a record of parental consent for a child to participate in an activity and also to obtain permission to keep their personal data. These Forms are:

A8.2 Kids Church Consent Form

This form must be signed by the parent or guardian of any child who wishes to attend the Hope Church Sunday Kids Church

A8.3 Youth Hub Consent Form

This form must be signed by the parent or guardian of any child who wishes to attend the Hope Church Youth Hub

A8.4 Event Parental Consent Form

This form must be signed by the parent or guardian of any child wishing to participate in a non-residential event without their parents, eg trip to the beach or to an activity. For children over 13, **both** the parent and the child need to sign.

A8.5 New Day Consent Form

This form must be signed by the parent or guardian of any child wishing to participate in a residential event without their parents. The Form is based around the requirements of NewDay and may require bespoke amendment for any other residential activity. For children over 13, **both** the parent and the child need to sign.

A8.6 Photo / Video / Article Permission Consent Form

This form must be signed by the parent or guardian of any child prior to information from which the individual can be identified (ie a photo including their face or an article or photo caption including their name) is posted on a Church website or the Church Facebook site. For children over 13, **both** the parent and the child need to sign. For Facebook, the requirement only applies to content uploaded by the Church site administrator or any Children's or Vulnerable Adult's Workers, and not to content uploaded by children or their parents themselves.

A8.7 Contact List Consent Form

This Form must be signed by the parent or guardian prior to a child's name being included in any directory of members or participants either in the Church as a whole of or some specific group or activity. For children over 13, **both** the parent and the child need to sign.

End of Appendix 8