

(NOTE: This policy is provisional, pending final approval by the Elders and Trustees)

# Hope Church Safeguarding Policy

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# Hope Church Safeguarding Policy

## 1. About Hope Church

### 1.1 General details

Name of Organisation: **Hope Church Bangor**

Address: **c/o 1 Victoria Park, Bangor, Gwynedd, LL57 2EW**

Tel: **01248 362308** Email: **info@hopechurchbangor.org** Web: **www.hopechurchbangor.org**

Group Affiliations: **Salt & Light, Evangelical Alliance** Charity Number: **1109496**

Insurance Company: **Ansvar** (Policy Number CHF2164885)

### 1.2 What we do

Hope Church organises regular children's activities during our Sunday morning meetings: Hope Kids, in which children<sup>1</sup> learn about Bible stories and participate in games and crafts; and a crèche for very young children. Hope Church also organises midweek events for children on an occasional basis, including a Youth Group. Hope Church does not have any organised activities specifically for adults with need care and support needs, but welcomes them to participate in all the church's activities. This policy covers the safeguarding of adults with care and support needs (sometimes referred to as 'vulnerable adults'), as well as children.

### 1.3 Our Leadership

Hope Church is led by a team of Elders, who oversee the spiritual wellbeing and good governance of the church; and by a Board of Trustees, who have responsibility for the operation of the Registered Charity and for meeting its statutory requirements and responsibilities. The Elders and Trustees are jointly responsible for all safeguarding matters.

### 1.3 Where we meet

Hope Church currently meets in a School Building on Sundays, which is hired for the purpose, as well as in homes and other rented venues during the week.

### 1.4 Our commitment

The Elders and Trustees of Hope Church recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. We have therefore adopted the procedures set out

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<sup>1</sup> In this document a child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout.

in this Safeguarding Policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The Policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

The Elders and Trustees undertake to:

- endorse and follow all national and local safeguarding legislation and procedures;
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached;
- ensure that any premises used meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive;
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults;
- agree not to allow this document to be copied by other organisations.

## **2. Recognising and responding appropriately to an allegation or suspicion of abuse**

### **2.1 Understanding abuse and neglect**

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

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

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

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

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included as Appendices to our policy:

Appendix I: Statutory Definitions of Abuse (Children)

Appendix II: Signs of Abuse (Adults)

Appendix III: Responding to Concerns

Appendix IV: Code of Conduct on sexual activity between individuals within a relationship of trust

Appendix V: Policy for dealing with issues raised through DBS checks

## 2.2 Safeguarding awareness

The Elders and Trustees are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis through following the CCPAS 'Facing the Unthinkable' on-line training course.

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

## 2.3 Responding to allegations of abuse

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Andrew Lewis** (hereafter the "Safeguarding Co-ordinator") tel no: **07786 554929** who is nominated by the Elders and Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Emma Houlden** (hereafter the "Deputy ") tel no: **07803 843218**. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the **Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550**. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

**Gwynedd Social Services number for concerns about abuse (adults or children): 01766 772577**

**Out of hours emergency number: 01766 771000**

**Police: 101 or (in an emergency) 999**

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding, or a Designated Officer (formerly LADO) if allegations have been made about a person

who has a role with under 18's elsewhere, or a person in an appropriate position of responsibility within the Salt & Light network (for example, the person providing external accountability to the Hope Church leadership).

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Elders and Trustees will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Elders and Trustees hope that members of Hope Church will use the procedure outlined here. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Elders and Trustees demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

## 2.4 Detailed procedures where there is a concern about a child

### 2.4.1 Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home;
- not tell the parents or carers unless advised to do so, having contacted Children's Social Services;
- seek medical help if needed urgently, informing the doctor of any suspicions;
- for lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm;
- where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice;
- seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### 2.4.2 Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- contact the Children's Social Services Department Duty Social Worker for children and families or Police Safeguarding Team direct. They will NOT speak to the parent/carer or anyone else;
- seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

### 2.4.3 Detailed procedures where there is a concern that an adult is in need of protection

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice;
- (if the adult is in immediate danger or has sustained a serious injury) contact the Emergency Services, informing them of any suspicions.

### 2.4.4 Allegations of abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Designated Officer formerly called a Local Authority Designated Officer (LADO).

Working Together to Safeguard Children 2015 no longer refers to them as LADOs only 'designated officers'. However the function remains the same which is to handle all allegations against adults who work with children whether in a paid or voluntary capacity.

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

Allegations of abuse against a person who works with adults with care and support needs.

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

## **3. Prevention**

### **3.1 Safer recruitment**

The Elders and Trustees will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- there is a written job description / person specification for the post;

- those applying have completed an application form (**APP1**) and a self declaration form (**DEC1**);
- those short listed have been interviewed;
- safeguarding has been discussed at interview;
- written references have been obtained, and followed up where appropriate;
- a disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information);
- qualifications where relevant have been verified;
- a suitable training programme is provided for the successful applicant;
- the applicant has completed a probationary period of three months;
- the applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

The church will carry out disclosure and barring checks through the DBS service for each worker who does not already have one. Those workers who already have a DBS check will need to present their DBS notification to the Safeguarding Coordinator.

Although DBS checks are not time limited, Hope Church requires workers to renew their DBS check every three years. Workers who obtain their DBS check through the church will be registered for the automatic update service.

If a worker is from outside the UK they will be required to obtain appropriate 'fit person' checks in their home country, as well as providing references from there.

### 3.2 Additional Helpers – Young People and Visiting Workers

The minimum age for a church worker is 18 years. Young people under 18 may be used as helpers, but it must be borne in mind they are also protected by the Safeguarding Policy. They must be responsible to a named worker and must 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.

For workers under 18 the full recruitment procedure need not be applied, though the church would be expected to acquire basic information about the individual and take up personal references. Criminal Records checks would not normally be required.

Where workers are visiting from elsewhere in the UK or overseas to do missions or other voluntary work for the church, Hope Church will carry out whatever checks are possible to ensure the suitability of such workers, including requiring references from reliable sources. Guest workers will be required to fill out the application form (**Form APP1**) and to provide a letter of recommendation from their church or other appropriate organisation. Guest workers will be authorised as probationary workers for three months.

### 3.3 Management of Workers – Codes of Conduct

As Elders and Trustees we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a copy of this policy, and their attention has been drawn to the Code of Conduct for individuals within a relationship of trust (**Appendix IV**).

PROVISIONAL



## **4. Pastoral Care**

### **4.1 Supporting those affected by abuse**

The Elders and Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of Hope Church.

### **4.2 Working with offenders**

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

PROVISIONAL

## 5. Practice Guidelines

As a church working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

### 5.1 Arrangements for Supervision of Group/Children's Activities

#### 5.1.1 General Guidelines

Workers should treat all children with dignity and respect in attitude, language and actions.

Care will be taken to ensure an appropriate ratio of adults to children, adhering as closely as possible to the following ideal and wherever possible both male and female workers.

	Adult	:	Children
0 to 2 years	1	:	3
2 to 3 years	1	:	4
3 to 8 years	1	:	8

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- The privacy of children should be respected, avoiding questionable activity such as rough or sexually provocative games and comments.
- Where confidentiality is important (eg counselling) and a child is being seen on their own, ensure that other workers know the interview is taking place and that someone else is in the building.
- No person under 16 years of age should be left in charge of any children of any age. Nor should children attending a group be left alone at any time.
- Only workers assigned to a children's activity are allowed to participate. Other adults should not be allowed free access.

#### 5.1.2 Keeping Records

A register of children or attending a club or activity should be maintained, together with a register of helpers. This should include a record of arrival and departure times, particularly if the child is not attending the whole session. Make a note of other people in the building (e.g. maintenance person, visiting speaker etc) and any other events taking place at the same time.

A log of each activity will be kept in which the activity leader will record unusual events (with the date and time). Each leader/helper will record what they have witnessed of the event, together with any action taken.

In the case of accident or injury, and Accident Report Form (**Form C**) will be completed, in addition to completing a log entry. Parents and older children will be invited to sign the accident report forms.

Log books and accident report forms will be retained in safe keeping for an indefinite period.

### 5.1.3 Talking and Listening to Children

Whilst children's workers are the primary adults who will spend time listening and talking with children, it must be remembered that children will often decide themselves who they want to talk to. The child might test the adult out in some way before they are prepared to talk. Because of this, all adults, including the children's workers in the church need to understand the importance of listening to children and responding appropriately.

As a church we are committed to communicating effectively to children that they are valued, that what they say is important and that there are people who are happy to listen to them.

If a child wants to talk:

- Suggest where you might meet
- Offer the child privacy but remember their and your safety
- Remember not to promise confidentiality
- A child may not be wanting to talk about abuse
- Be aware of how to respond if a child does disclose abuse

### 5.1.4 Praying with Children

#### A. GENERAL POINTS

- a) These guidelines are for adults to use when praying with children and to encourage children to pray with each other. Praying for children involves offering acceptance, respect, non-judgemental listening, sensitive responses, discernment and patience.
- b) If there is a general invitation for people to come forward for prayer in a family service then it may be helpful to ensure that there are children's leaders available to pray for the children if necessary – rather than just relying on the other leaders who are used to praying for adults.
- c) Ask the child what they are requesting prayer for. Speak quietly and calmly, never shout or raise your voice. Don't laugh or dismiss out of hand if they are praying for something you consider trite or irrelevant (eg my cat's poorly). If they do not have specific needs or requests then simply ask God to bless them. Be aware that a child may want prayer for a specific reason e.g. following a Church Service with a sermon on David and Goliath, children may want prayer for the giants in their lives. This could be bullying or abuse. Those praying with children should always be alert to any safeguarding issues and not forget about or delay doing anything about safeguarding because they are too busy praying.
- d) If you have prayed for a specific issue it may be helpful to write it down after praying and give it to the child so that they can let their parents know and remember it themselves.
- e) Explain all your actions to a child person. Bear in mind that a child may be uncomfortable with the use of anointing oil. Also remember a child may not understand the use of 'tongues'. Therefore refrain from any action which may cause confusion or distress.
- f) If a child becomes distressed, cease to pray. Act calmly; talk with them to ascertain what has caused the distress. Talk to another leader if appropriate before continuing to pray. Consider with whom the child might feel more comfortable. Are there any gender issues? If unsure, cease praying and talk to the child's parent(s) later.

## B. SEEKING PERMISSION

Ensure that parents are aware that you are praying for their child and that prayer is part of your service/programme. (In some cases parents will not be present so you will be unable to obtain consent).

Always seek the child's permission to be specifically prayed for.

## C. ENVIRONMENT

- Always pray in an open area with other children and leaders around.
- Consider your height in relation to the child.
- Get down on their level – don't tower over them.
- Don't crowd the child
- It is good to sit down with the child

## D. TOUCH

- Avoid placing your hands on the child's head as they may find this overpowering
- Seek permission before holding a child's hand.
- Take care when using oil or any other material. Use only on the forehead with the child/parents' agreement.

## E. CONFIDENTIALITY

Never promise total confidentiality should a child wish to disclose to you a situation within a prayer ministry context. You may need to give clear boundaries. You may need to refer a matter to a GP or Statutory Authorities.

## F. "DELIVERANCE MINISTRY"

We do not normally think it is appropriate to pray for any child in a way that might possibly be regarded as deliverance ministry.

In the highly unusual and unlikely situation that consideration is being given to pray for any child in a way that might possibly be regarded as 'deliverance ministry', the matter should always be referred to the Safeguarding Coordinator or Deputy Coordinator BEFORE any prayer takes place. Where this type of praying is being considered for a child the following points must be adhered to:

- Exercise extreme caution and sensitivity at all times. Never act on the spur of the moment, or as an immediate reaction to particular kinds of behaviour.
- An Elder, Elder's Wife or Children's Worker must be present at all times while the child is being prayed for.
- Parental permission and the permission of the child must always be sought before praying for children.
- Those praying for children should always be members of the church who are suitably trained and formally authorised within the church to do so in recognition of their expertise and experience in this sensitive area.

- Never shout while praying, or pray in an aggressive style. The child may easily feel you are shouting at them and be frightened or believe they are bad, wicked.
- Never tell a child he/she is 'demonised', 'possessed', 'oppressed' etc.
- It is important not to miss psychological or physiological factors e.g. behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours. These are far more likely to be the cause of a child's difficulties than demonic activity.

#### G. LANGUAGE

Use clear, easily understandable language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply "let us pray for you as you are feeling tired" not "I understand you are depressed, lets pray about that". Keep language simple and short when praying and generally keep prayers short. This will help the child's understanding.

#### H. GIVING ADVICE

Avoid giving advice to children about specific problems involving decisions. A child may be in a very distressed state and could be very susceptible to suggestion. Be careful how you advise them if you believe you have heard from God about their situation. It is better to hold that in your spirit, asking God to help you deal wisely with the issue but without specifically mentioning it, eg "I believe you have been abused" would be inappropriate. Never advise a child to stop taking medication or cease seeing professionals involved in their care or welfare.

### 5.2 Children with Impairments

Some children have physical, sensory, cognitive and/or learning impairments, and this may raise additional safeguarding issues. For example, some children will require more help with personal care, such as washing, dressing, toileting, feeding and mobility; some may behave in a non-age appropriate way (for example, a teenager asking for a cuddle or to sit on a worker's lap); those with a visual and/or a hearing impairment may be reliant on physical contact for communication; some may have a limited understanding of the intentions of others. All these factors make it harder to uncover abuse when it is occurring, and also in setting boundaries that take into account the needs of these young people

There is therefore a need for extra vigilance, recognising that a worker may encounter the following difficulties:

- Children may not fully understand what is said to them, or may not be able to express themselves in ways that can be easily understood.
- The worker may not possess the appropriate personal communication skills (eg specialised spoken and non-verbal communication such as Makaton signs and symbols, British Sign Language etc).
- It can be hard to know if a child with an impairment has been abused because of communication problems.

There are several reasons why a child with a disability is more vulnerable to abuse:

- Children with impairments tend to have more physical contact than those without disabilities (ie therapists, care workers) and may require higher levels of personal care.
- The definition of what constitutes abuse is wider for children with impairments. (This can include force-feeding, financial abuse, over-medication and segregation).
- Attitudes can play a part, for example, the belief that a child with an impairment can't be sexually abused because they are seen as a-sexual.

As a church we have a pivotal role in empowering those with disabilities by:

- Asking the child joining the church/group activity as well as parents/carers about how their needs can be met, and ensuring that all workers involved with the child are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury to the child or the helper.
- Ensuring that a worker of the same gender assists if a child needs help with toileting.
- Make buildings accessible (e.g. ramps, disabled toilets and hearing loop system) and encourage integration into church life.
- Developing appropriate disability awareness including the use of language etiquette amongst church members so that those with disabilities increase in confidence and build self-esteem.

### 5.3 Parents/Carers Staying with Children's Groups

There may be occasions where parents ask if they can stay to watch the children's group's activity. We do not want to operate in a way that seems guarded, but there may be concerns, particularly as the expectation is that all adults who work with children in any capacity should undertake Criminal Records Bureau and other checks. It must be remembered that whilst a person watching may be a parent/carer to one or more of the children, to the rest of the children they are a stranger.

We would therefore ask parents to follow these guidelines:

- Please observe the group, without taking part
- It can help certain children settle into a group if the child knows that a parent/carer is there, and this may be appropriate for the first few occasions. If, after this initial settling in period, the parent/carer wishes to continue to stay in the group, consideration could be given to them becoming a helper/worker. In this case they would be required to undertake the same recruitment and selection procedure as with any other worker.
- For some children with impairments, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

### 5.4 Working with Disruptive Children

Sometimes children become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others. We have adopted the following guidelines.

If a child is being disruptive:

- Ask them to stop.
- Speak to the child to establish the cause(s) of upset.

- Inform the child that they will be asked to leave if the behaviour continues.
- Warn the child that if they continue to be disruptive, this might result in longer-term exclusion from the group.

If a child is harming him/herself, another person or property then other children present should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request the child to STOP. If your request is ignored, you might need to warn the individual that you will consider calling for additional help, (e.g. Police) if they do not stop. In exceptional circumstances and with assistance, you might need to restrain the child to prevent them harming themselves, others or property whilst you wait for the police.

The workers involved should always record what happened as soon as possible after the incident. This should include the following:

- What activity was taking place.
- What might have caused the disruptive behaviour.
- The child's behaviour.
- What you said and how you and others responded.
- A list of others present who witnessed the incident.

A copy should be given to the leader, a copy retained by the worker and a copy kept with the logbook.

## 5.5 Discipline

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

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- **NEVER** smack or hit a child and don't shout. Change voice tone if necessary.
- Discipline out of love, NEVER in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore that each child should be dealt with on an individual basis.

Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort. Refer to the guidelines for Working with Disruptive Children.

## 5.6 Visiting Children at Home

Children's workers and leaders may need to visit children and their families at home from time to time. The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers.

Guidelines for visiting:

- Inform a supervisor or another worker of the proposed visit.
- Never go into a child's home if a parent/carer is absent.
- Keep a written record of the visit detailing the following:
  - Purpose
  - Time you arrived and left
  - Who was present
  - What was discussed
- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them if the child is home alone or with other children.
- The invitation of a child to a worker's home must be done with the knowledge of the team/leadership and the permission of the parent/carer.

## 5.7 Workers' Communication with Children

All children need to be made aware of the protocols that workers follow in relation to email, messenger services, social networking and texting. Children should be aware that while you will keep most things confidential, there may be occasions when things have to be shared.

Protocols which apply to face to face communication also apply to other forms of communication – this includes no favouritism among children, and showing integrity in everything said and the way it's said

Children who do not have access to electronic forms of communication should not be made to feel left out because of this; eg If you email kids to tell them about an event, make sure that you also call any without access to email.

As well as the parent/carer, children have a right to decide whether they want a church worker to have their email address or mobile telephone number.

Email addresses and phone numbers given for one purpose should not be used for another purpose without permission from the child.

Ensure that all significant communication is in the public domain by copying it to a third party (e.g. another children's worker or a church leader). Anything of concern should be shown to or shared with the Safeguarding Co-ordinator as soon as possible.



In all communication clear and unambiguous language should be used, as well as care taken in relation to the nature and content, to reduce the risk of misinterpretation. Examples of this are using 'luv' to sign off, putting 'x' at the end of messages, or using the abbreviation 'lol' which can be read as 'laugh out loud' or 'lots of love'.

**(i) Email** - Children can find it easier to communicate via email because nobody is physically present. Workers therefore need to be careful and it can be advisable to add a disclaimer to the bottom of any email stating that the e-mail is from the worker as opposed to the church, and the level of confidentiality.

**(ii) Interactive chat** (e.g. Facebook Messenger, WhatsApp, iMessage etc.)

- All messaging should include one or more additional children's worker or church leader
- Message histories must be retained.
- Messaging conversations should last no longer than 10 minutes. No messaging should take place after 9.30pm except in exceptional circumstances.

**(iii) Photographs and videos**

Workers should not store photos or videos of children on their phone for any purpose, and should not share photos or videos with others (including the children). If it seems necessary to take photos or videos of children, please consult the Safeguarding Co-ordinator in advance of the activity.

Photographs or videos of children must not be used on websites or shared on the internet without written permission from their parent(s) or carer(s).

## 5.8 Children from the street

Sometimes children playing outside or wandering the streets with no adult supervision will want to join in with church activities (e.g. children's club, Sunday school) without the knowledge of their parents. We have adopted the following guidelines to include them.

- On arrival, welcome the child/children and try to establish their name, age, address and telephone number. Record their visit in a register.
- Ask the child/ren if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, the child should be encouraged to return home, unless permission to stay can be obtained from the parent/carer via a telephone call. In any event suggest the child seeks the parent/carer's permission to return the following week.
- Link the visiting child with a regular attendee who can introduce them to the group and show them the ropes.
- On leaving, give the child a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact if they wish.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.

## 5.9 Health & Safety

Buildings being used for children's groups should be properly maintained. Workers are asked to report any concerns over building safety to the Elders or the Safeguarding Co-ordinator.

Adequate toilet facilities and wash-hand basins will be provided. When food is being prepared or consumed, hygiene requirements will be observed. An adequate first aid kit will be provided. When activities are taking place in remote places (e.g. camping) an appropriately qualified first-aider will be available.

## 5.10 Transport

These guidelines should apply to all drivers involved in the transportation of children, organised by or on behalf of our church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

- Only those who have gone through the church recruitment procedures for workers should transport children (other than their own) and all drivers should have read the Safeguarding Policy of the church/organisation and agree to abide by it.
- Parental consent should be given via a general consent form and all journeys should be carried out with the knowledge of the leadership of the church/organisation.
- Each vehicle will normally be staffed by a minimum of two workers, one of whom may be the driver. If it is not possible for two workers to be present, this must be made clear to the parents/carers before the journey is undertaken, and their permission sought. (The situation will therefore have to be **anticipated and planned for**.) In the case that only one worker is in the car, there must always be more than one child, unless parental agreement has been obtained and the dropping off route planned accordingly.
- When travelling in groups with more than one vehicle we insist children stay in the same groups on the out-going and return journey. This will avoid the confusion over whether a child has been transported home or at worst left behind.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- On no account should children be left in a vehicle without adult supervision.
- Smoking will not be permitted in any vehicle at any time.
- If on any occasion any of the above principles cannot be followed, the parents/carers must always be contacted, appraised of the situation, and given an opportunity to transport their children themselves if desired.

## 5.11 Tobacco, Alcohol, Solvents & Illegal Substances.

### 5.11.1 Tobacco and alcohol

It is not illegal for a child to smoke cigarettes in public. Youth and Children's workers do not have a right to confiscate any cigarettes or tobacco products in the child's possession. However, we operate a no-smoking policy and it is important the young person is made aware of and agrees to abide by it.

Children aged 5 and over may legally consume alcohol in private but no one under 18 can do this in public. Youth workers do not have the right to confiscate alcohol found in a child's possession but as we operate a no-alcohol policy within the group, individuals will be asked to dispose of their alcohol or leave the group session.

There may be occasions where it is felt necessary to inform parents/carers that a child has been drinking, particularly if they are under the influence at the group or there are concerns for their health or safety. This decision must be taken in consultation with the Youth Group leader and one other responsible adult who knows the child.

### 5.11.2 Solvents & illegal substances.

It is not illegal for a child of any age to abuse solvents but if a worker becomes aware there may be a problem, the child should be encouraged to seek professional help from their GP or a counsellor specialising in this area.

It is a criminal offence however, to allow any child in the care of a church group to produce, possess, use or supply illegal drugs. We have adopted the following policy on illegal substances:

- We will ask the young person to stop.
- Inform parents/carers if the young person is under 16 years.
- Inform the parents/carers if the young person is over 16 years with their permission.
- Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. informing the police).
- Write down the content of any discussion with the young person, including the action taken and keep this in a secure place.
- Liaise with the police to devise a strategy for dealing with the use of illegal substances.

Approved and adopted by the Elders and Trustees of Hope Church Bangor

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

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

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

This policy will be reviewed on (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_

PROVISIONAL

## **Appendix I: Statutory Definitions of Abuse (Children)**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The following definitions of child abuse are recommended as criteria throughout Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, Working Together to Safeguard and Promote the Welfare of Children (2000).

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy'.

### Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include 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.

### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, 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.

## **Appendix II: Signs of Abuse (Adults)**

### Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems left unattended

### Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence and Female Genital Mutilation
- (Age range extended to 16)

### Sexual abuse

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self harming

### Psychological abuse

- Alteration in psychological state eg withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

### Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

### Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours
- Few personal possessions or ID documents
- Fear of seeking help or trusting people

### Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care

### Organisational abuse

- No confidence in complaints procedures for staff or service users
- Neglectful or poor professional practice

### Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support
- Lack of medication or medical intervention

### Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs

**Be aware, Incidents of abuse may be one-off or multiple, and affect one person or more.**

PROVISIONAL

## Appendix III: Responding to Concerns

If there is a concern that a child, young person or adult with care and support needs may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and if possible a drawing of its location and shape on the child's body.
- Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- These notes should be passed on to the safeguarding co-ordinator to assist them should the matter need to be referred to Adult or Children's Social Services or the police.
- Workers need to share concerns with the co-ordinators as well as clear allegations made by, or about, children, young people and vulnerable adults. Sharing 'gut feelings' at an early stage, may assist helping those who need it.
- Remember someone becoming quiet and withdrawn does not automatically mean that they are being harmed. By sharing your concern about them with your safeguarding coordinator, it will enable you to discuss ways of asking 'open questions' which may clarify their worries. Questions such as 'you seem a bit quiet today can you tell me about it?' will enable them to talk to you (if they wish) and let them know you are interested in them. These skills can be practiced in advance including at training sessions.

The CCPAS helpline is available 24 hours each day for the safeguarding co-ordinator or any other person to discuss concerns and receive advice - **0845 120 4550**

### 1. Unfounded Allegations

Sometimes these are referred to as 'false allegations'. It needs to be remembered that in relative terms very few allegations are fabricated (less than 10% in many research studies). Others may not lead to prosecutions because of the inability to prove or disprove. Therefore, safe practice guidelines are essential for those who work with the vulnerable to minimise situations where actions can take place or be misinterpreted.

And remember – it is not our job to decide what is true or untrue but to report what is alleged.

### 2. Reasons for Not Contacting the Parent/Carer or Alleged Abuser

A child or an adult with care and support needs might make a direct allegation of abuse naming the person who did it. Because of fear, confusion or other reasons the allegation might not be wholly accurate.

Informing a parent/carers of the allegation could damage any subsequent investigation by the statutory authorities if their reaction inadvertently alerts the person under suspicion *eg* the parent/carers going to see them to sort the matter out. It is vital no one from the organisation informs the parent/carers of the allegations at this stage. This decision should be left to the statutory authorities.



Another very important reason the alleged abuser is not contacted is that they could try to silence their victim with bribery or threats. Also, they could dispose of any incriminating material such as books, videos, DVDs, photos, computer files or text messages.

### 3. Responding to Concerns Involving Children

#### a) Physical Injury or Symptom of Neglect

Where there is a physical injury or symptoms of neglect the safeguarding co-ordinator should do the following:

- Contact Children's Social Services if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents/carers in such circumstances. It may also be helpful to have the contact number for the police Safeguarding team.
- If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any safeguarding concerns. They have a responsibility to pass these concerns on to the statutory authorities.
- If the concerns for the child centre round poor parenting it may be appropriate to speak to the parent/carer, offer practical domestic help and suggest, for example, a chat with the health visitor, doctor or Children's Social Services.
- If a parent/carer is unwilling or frightened to seek help, then offer to accompany them. If they still fail to acknowledge the need for action it is possible to informally discuss the situation with Children's Social Services without divulging their personal details (such as names and addresses) unless, of course, Children's Social Services consider the situation to be serious enough to do so. In these circumstances it is important to realise there may be a bigger picture. Information may have come to light that might be a vital missing piece in the jigsaw. The Churches' Child Protection Advisory Service is available to give advice in these situations.

It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

#### b) Concerns or Allegations of sexual abuse:

Where the concern or allegation of abuse is sexual the safeguarding co-ordinator should do the following:

- Contact Children's Services (Out-of hours, the Emergency Duty Team). DO NOT try to investigate the matter. The important thing is to relay the information to Children's Social Services and/or the Police so they can carry out any investigation and take appropriate action under Section 47 of the Children Act 1989.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, contact the police. Remember to make a note of what the child alleges and the circumstances surrounding the allegation because of the possibility of being called to give evidence at court. Do not touch or tamper with any evidence, such as clothing and dissuade the child from cleansing themselves.
- DO NOT tell the parents/ carers, as they could be involved. It is also important no one else who might be involved is inadvertently alerted to the situation because this might lead to the child being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the child's welfare must be the first consideration at all times.

- Keep information confidential and share on a need to know basis only so that any alleged perpetrator is not warned or 'tipped off'. The child also has a right for their privacy to be respected as much as is possible.

Should the safeguarding co-ordinator not feel it necessary to refer the matter to Children's Social Services but the worker (or anyone else) has serious concerns for the child's safety, then they should contact the relevant authorities themselves. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is made against someone who has responsibility for implementing the safeguarding policy, the referral should be made direct to Children's Social Services or appropriate professional advice sought, e.g. from CCPAS.

#### d) Allegations Against Children

Children have always been curious about the opposite sex and/or experimented sexually. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through engaging in sexual activity, this is likely to be regarded as abusive. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations should be taken as seriously as if an adult were involved, because the effects on the child victim can be as great. Approximately one third of sexual offences are committed by children.

Instances such as these would be investigated by the safeguarding agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and the organisation will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

#### 4. Responding to Concerns Involving Adults with Care and Support Needs

Many adults within the church may have periods where they have additional care and support needs. These could be short term (bereavement or unemployment/redundancy, or health concerns) or more longer term (mental health needs/learning difficulties or a physical or learning disability). The church has a strong reputation for caring and plays a significant role in supporting such adults. However, at times concerns may arise.

##### a) Involving Adult Services / Social Care or the police where there is concern for an adult

Where possible, concerns should be passed to the Safeguarding Co-ordinator (or Deputy) but difficulty in contacting these individual(s) should not delay action being taken. If the Safeguarding Adults Co-ordinator is concerned that an adult may have been or is in danger of being abused they should contact Adult Social Services.

If they are not sure whether an official referral is warranted but they nevertheless have legitimate concerns, they should still contact Adult Social Services to discuss their concerns. Alternatively they can contact CCPAS for advice (0845 120 45 50).

The primary responsibility for managing any investigation process rests with managers of the Adult Social Care social services teams. When the concern is about someone in residential care, the Care Quality Commission will be involved. Where a crime may have been committed, the police will investigate.

Organisations have a duty to act on any concern of abuse of an adult to ensure that the situation is assessed and investigated. The first priority should always be to ensure the safety and protection of the person concerned.

##### b) Responding in an emergency to an adult who alleges abuse

Adult Social Care Teams operate Emergency Duty Teams (EDT), outside regular office hours, at weekends and over statutory holidays. They are available to offer advice and will also take action to protect an adult, including arranging emergency medical treatment and, where appropriate, involving the police.

A member of the EDT would not be responsible for a criminal investigation but if the allegations are serious, a co-ordinated approach between the police and the ADT may result to produce the best possible outcome for the adult concerned.

##### c) Action by Adult Social Services / Care

Once a referral is made to Adult Social Care they will check to see if the adult or alleged abuser is known to them. If the adult is known, details of the referral will be passed on to the worker involved. The worker and a team manager will then decide if an Adult Protection Inquiry should proceed. If the individual isn't known to Adult Social Care, it is likely a duty worker and manager will make that decision.

#### 5. Safeguarding Coordinators – Next Steps

Safeguarding co-ordinators need to be willing to share concerns at an early stage with statutory authorities if it is appropriate to do so. These agencies may not need to be involved at this stage but will offer help and advice.

The CCPAS helpline is available 24 hours a day – **0845 120 4550**.

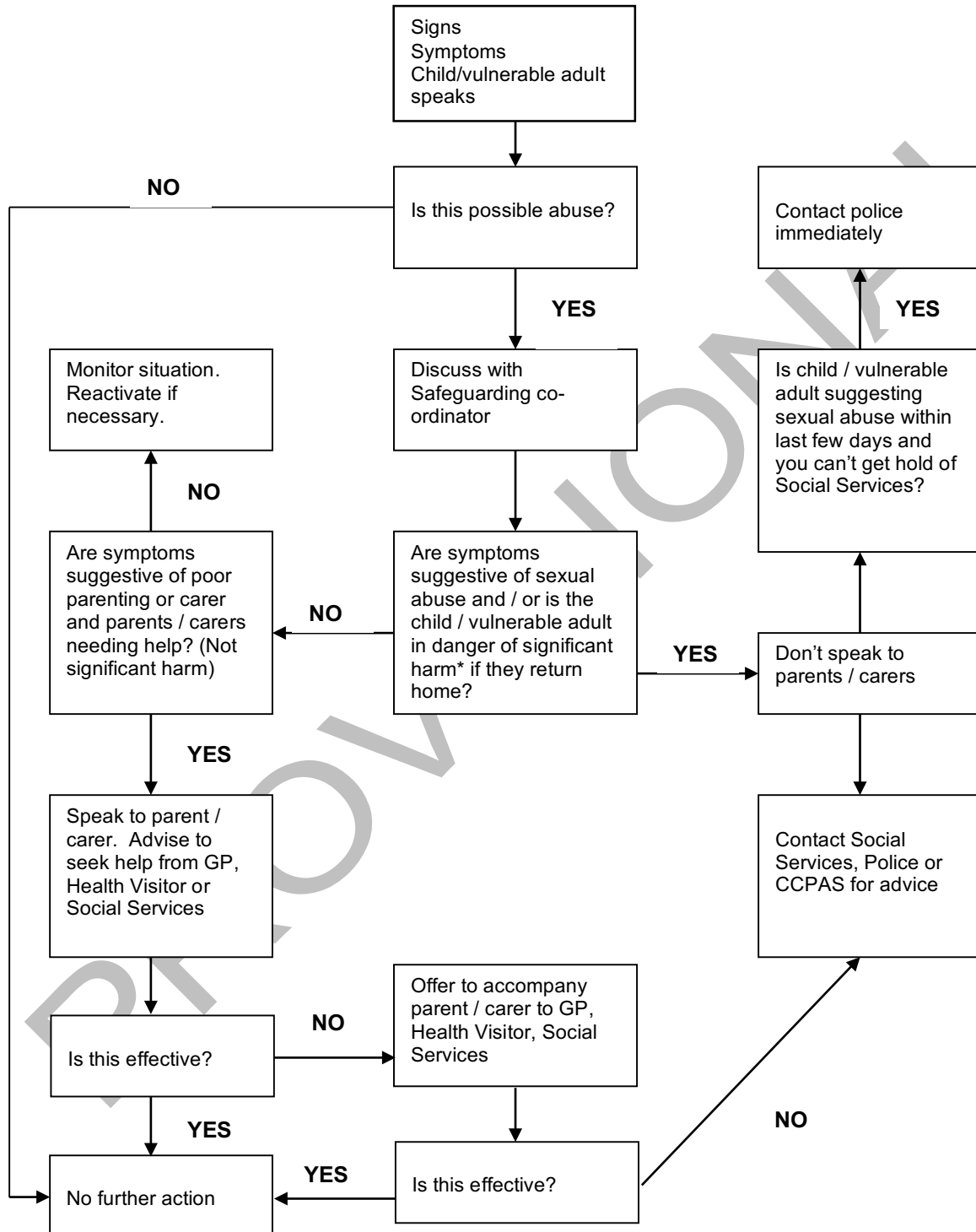
When an allegation is made against someone who works with vulnerable adults, the Adults Social Care Team or Safeguarding Adults Board should also be contacted.

If an organisation is a registered charity, the charity regulator needs to be contacted, although this is likely to happen later in the process.

If a person has a Criminal Records Disclosure Certificate, the DBS (in England, Wales and Northern Ireland) will need to be notified at the point at which any allegation is confirmed, a person is withdrawn permanently or at such other point that you are guided by the statutory agencies to make such a referral (see: **<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>**)

When an allegation is made regarding a person within the organisation, you may also need to contact your insurance company to alert them to the situation which has arisen.

## Flow chart for action



## **Appendix IV: Code of Conduct on sexual activity between individuals within a relationship of trust**

Hope Church is committed to safeguarding and promoting the welfare of children and adults with care and support needs, and to protecting them from sexual activity from those looking after them within a relationship of trust. All those working with children or adults with care and support needs, whether paid or voluntary, are in a position of trust, and this brings with it responsibilities. In particular, we require all such workers to adhere to this code.

The purpose of this Code is two-fold:

- it aims to protect the young person/vulnerable adult being looked after from an unequal and potentially damaging relationship; and
- it aims to protect the person in a position of trust by preventing him/her from entering into such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable.

This Code forms part of the Hope Church Safeguarding Policy. This sets out detailed policies and procedures for safeguarding children and adults with care and support needs.

### What is a 'Relationship of Trust'?

A relationship of trust will arise where one party, through their work or activity, whether paid or unpaid or as a volunteer, has responsibility for the care of a child, or adult with care and support needs, in a way which gives them power or influence over him/her. The circumstances will vary in each organisation.

Positions of Trust in Hope Church may include, but is not limited to: Elder/Elder's Wife; Childrens' Worker; Youth Worker; Student Worker; Leaders of Connect Groups, Discipleship Groups or Worship Band; Members of the Prayer Ministry Team.

This Code protects children and adults with support and care needs who are part of Hope Church. It also covers those, such as close friends or siblings of those in foster care, who are outside the immediate relationship of trust but come into close contact with Hope Church workers.

### What is expected of those in a 'Relationship of Trust'?

Any behaviour which might allow a sexual relationship to develop between the person in a position of trust and the individual or individuals in their care must be avoided. Such behaviour would include any behaviour likely to encourage sexual, romantic or intensely emotional feelings between two individuals.

Any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.

All those in Hope Church have a duty to raise concerns about behaviour by leaders, workers, volunteers or others which may be harmful to those in their care, without prejudice to their own position.

The principles in this Code apply irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust; these principles apply equally to all without regard to gender, race, religion, sexual orientation or disability.

## How to share your concerns

If you have any concerns about adherence to this Code you should immediately speak, in confidence, to and Elder or Elder's Wife, or the leader of the team you are part of.

In particular, you must share your concerns if

- you are concerned you are developing a relationship which could represent an abuse of trust;
- you are concerned the other person is becoming attracted to you;
- you are concerned a co-worker is becoming attracted to someone in his/her care;
- if you are concerned that your actions or words have been misunderstood.

## Sanctions for Abuse of Trust

We are grateful for the dedication and hard work of all our workers and volunteers, and equally grateful that the vast majority of them work with integrity and dedication to the moral and ethical principles of the Christian faith. It is in the interests of all of us, and particularly of those that we serve, that any abuse of trust is responded to with appropriate action.

If an Abuse of Trust is established to the satisfaction of the Elders, action will be taken which will reflect the seriousness of the abuse. You may be asked to step down from your role, either temporarily or permanently. In the most serious cases, you may be asked to leave the Church. **In all cases where criminal abuse is alleged or suspected, the Church will involve the police and/or other statutory agencies.** Detailed procedures for this are set out in our Safeguarding Policy.

## Appendix V: Policy for dealing with issues raised through DBS checks

All applicants to work with children in Hope Church will be required to complete an Application Form (**APP1**), Self-Declaration Form (DEC1) and a DBS Disclosure form. No person will be appointed where he/she has one or more convictions for acts of violence or sexual offences against children or adults.

If an applicant declares a previous or ongoing criminal conviction on their self-disclosure form, the following procedure will be taken:

- If their disclosure raises concerns over the suitability of the individual to be safely left with children the Safeguarding Co-ordinator (or Deputy) will seek and follow advice from the Churches Child Protection Advisory Service (CCPAS).
- However, previous convictions which are irrelevant to the individual's ability to be safely left with children will not necessarily exclude someone from being successful in their application and will remain confidential. If the Safeguarding Co-ordinator (or Deputy) is unsure how to proceed, advice will be taken from CCPAS.
- If an applicant has not made a declaration on their self-disclosure form, but the DBS disclosure reveals previous convictions, charges or cautions or ongoing police investigation, the Safeguarding Co-ordinator (or Deputy) will discuss the disclosure with the applicant to ascertain whether their failure to disclose was intentional and whether they wish to continue with their application.

**If the applicant chooses not to proceed** with their application, the details of the disclosure will remain confidential to the applicant and the Safeguarding Co-ordinator (or Deputy).

**If the failure to disclose was an oversight**, and the applicant still wishes to be considered for the post and the disclosure is irrelevant to the individual's ability to be safely left with children, the application will be assessed on its merit alongside other applications. The details of the disclosure will remain confidential to the applicant and the Safeguarding Co-ordinator (or Deputy). If the Safeguarding Co-ordinator (or Deputy) is unsure how to proceed, advice will be taken from CCPAS.

**If the failure to disclose was intentional**, and the applicant still wishes to be considered for the post and the disclosure is irrelevant to the individual's ability to be safely left with children, there will be a further interview with the applicant and the Safeguarding Co-ordinator (or Deputy) and the Church Leader to address the issues of trust and honesty raised by their lack of self-disclosure, before the application can proceed.

Whether the failure to disclose was an oversight or intentional and **if the conviction raises concern over the suitability of the individual** to be safely left with children, the Safeguarding Co-ordinator (or Deputy) will seek and follow advice from CCPAS.



**Responding to Abuse – Workers Action Sheet**

**CONFIDENTIAL**

Name of Group or Activity \_\_\_\_\_

Name of Child \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Sequence of Events/Actual Words Used/Observations (Use Form B, Skin maps, where appropriate, but do not undress the child!)

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

Action Taken (including person(s) contacted)

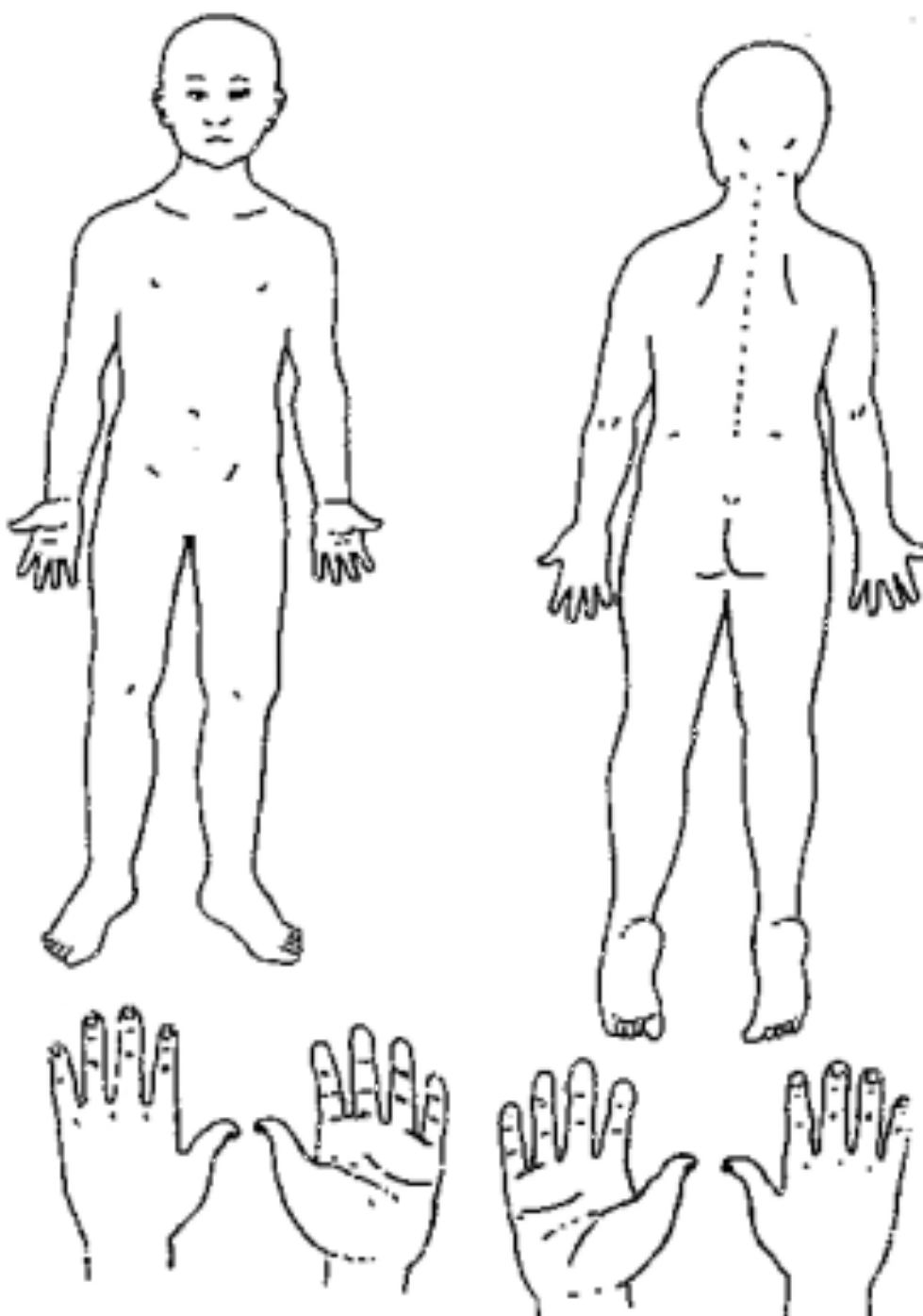
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\_\_\_\_\_

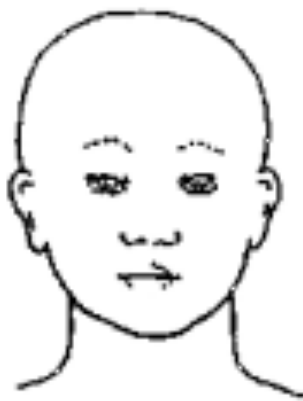
Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_

(Additional notes may be made on the reverse of this form. Please tick if you have done this  )

**Skin Maps**

(NOTE: Do not undress the child when completing this form!)





**Accident and Incident Form**

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

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

Names, addresses and ages of those involved in the incident

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

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

Name of the group or activity: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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Have you retained any defective equipment?

YES  NO  NONE INVOLVED (Please tick)

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

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

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Is the site or premises still safe for your group to use  YES  NO (Please tick)

Is the equipment still safe for your group to use?  YES  NO (Please tick)

Who else do you need to inform? \_\_\_\_\_

Have they been informed?  YES  NO (Please tick)

If so, when and by whom? \_\_\_\_\_

Signature of person in charge of group at time of accident/incident:

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

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

Form seen by Elder/Trustee:

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

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

*NOTE: Please also complete Form B (skin maps) if it is necessary to record any visible injury, but do not undress the child!*

# HOPE CHURCH BANGOR

## Job Application Form

### APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN AND YOUNG PEOPLE

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

#### 1. Personal Details

Full Name \_\_\_\_\_

Maiden/Former Name(s) \_\_\_\_\_

Date and place of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

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

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

How long have you lived at the above address? \_\_\_\_\_ Years \_\_\_\_\_ Months  
If less than 5 years, please give previous address(es) with dates

From/To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Previous Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Post Code \_\_\_\_\_

From/To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Previous Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From/To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Previous Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Post Code \_\_\_\_\_

From/To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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

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

YES  NO (Please tick)

If yes, please give details

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Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people?  YES  NO (Please tick)

If yes, please give details.

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## 2. Employment History

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

Employers Name and Address	From (Date)	To (Date)	Job Title & Description	Reason for Leaving

**3** Are you currently working in any other child care position in either a voluntary or paid capacity? If yes please give details:

Name of the organisation:

Address:

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Contact person in organisation:

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Telephone Number:

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

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#### 4. References

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

	1	2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Capacity Known (e.g. friend, colleague etc)	_____	_____
Church minister / leader Name	_____	
Address	_____	
Telephone No.	_____	

Please would you complete the attached self declaration form, place it in a sealed envelope and address it to Bryony Mundy with whom you are welcome to discuss any aspects of this procedure.

I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.

**Disclosure Check:** please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with children.

I confirm that the submitted information is correct and complete.

Signed \_\_\_\_\_

Date \_\_\_\_\_

(NOTE: This policy is provisional, pending final approval by the Elders and Trustees)

## Self Declaration Form for a position requiring a Standard or Enhanced Disclosure.

### STRICTLY CONFIDENTIAL

As a church / organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999 / Protection of Children (Scotland) Act 2003 / the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope to Andy Lewis, Hope Church Bangor

### Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

YES  NO (Please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence (s). Continue on a separate sheet if necessary.

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**Police Investigations** – this should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction? Yes / No

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.

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

YES  NO (Please tick) If yes please provide details, we will need to discuss this with you.

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

YES  NO (Please tick)

If yes, please give details and dates

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

YES  NO (Please tick)

If yes, please give details

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### Declaration

[Please read the accompanying notes before signing this declaration]

### Disclosure

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999 / the Protection of Children (Scotland) Act 2003 / the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003

I confirm that the information given above is accurate and correct.

I agree to inform the 'recruiter' (as named above) if I am convicted of an offence after I take up any post within the church / organisation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of this work.

I agree to inform the 'recruiter' (as named above) if I become the subject of a police and/or social services / social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of this work.

I confirm that I have read and understood the Hope Church Bangor Child Protection Policy.

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

I \_\_\_\_\_ (Full Name)

Of (Address) \_\_\_\_\_

Confirm that I am not subject to any of the disqualifications set out in the Protection of Children Act 1999 / the Protection of Children (Scotland) Act 2003 / Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003

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

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

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### **NOTES: WORKING WITH CHILDREN AND YOUNG PEOPLE**

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

As this post involves substantial, unsupervised contact with children, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced DBS Check (Disclosure and Barring Service).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children at risk.

As a church/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children. Should ever we need to refer an individual to the list of people deemed unsuitable for working with children known as the PoCA List held by the Department of Health / POCVA List held by Scottish Ministers/POCVA List held by the Department of Health, Social Services and Public Safety, then we would also inform them of any knowledge we have of that individual working in any other child care position.

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

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

## INSTRUCTIONS FOR OBTAINING A DBS CHECK

Please go to the following website and then fill in the form:

The website is <https://disclosure.capitarvs.co.uk/ccpas/>

The Organisation Reference No is: **3013**

The Organisation Password is: **HOPE3013**

Please Note: If you state on the form that you have a driving license and a passport it is essential that you present them (with other documents as required) as your identity documents for checking.

The name of the position you are applying for has to be **"Sunday school teacher - working with children"** and if you need an address for Hope Church use

**Hope Church  
c/o 1 Victoria Park  
Bangor  
Gwynedd LL57 2EW**

After completing your application on-line, YOU MUST SHOW THE IDENTITY DOCUMENTS AS SPECIFIED IN YOUR APPLICATION TO JENNIE LEWIS (Hope Church DBS administrator)