**PARKVIEW**CHAPEL

SAFEGUARDING

POLICY

Revised January 2019

Parkview Chapel, The Street, Botesdale, Diss, Norfolk, IP22 1BX

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**Section 1**

**The Safeguarding Policy**

**CHURCH DETAILS**

Name: Parkview Chapel (hereafter, "The Chapel")

Registered Office Address: Parkview Chapel, The Street, Botesdale, Diss, Norfolk, IP22 1BX

Email address: kevin@parkviewchapel.co.uk

Charity Number: 1170915

Insurance Company: Ansvar Insurance

**OUR COMMITMENT**

The Trustees, Leadership and Staff of Parkview Chapel (hereafter known as The Leadership) recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable 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. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership team we have therefore adopted the procedures set out 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 **Staying Safe & Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (THIRTYONE:EIGHT). The Leadership undertakes to:

* Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
* Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
* Ensure that the premises we own and those that we hire meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that, as far as we are able, 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.
* File a copy of the policy and practice guidelines with THIRTYONE:EIGHT and Suffolk County Council Safeguarding Children’s Board and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

**CHAPEL POLICY**

The Leadership recognises the importance of its work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

This document is reviewed bi-annually and formally adopted by the trustees at their AGM.

Parkview Chapel is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

**Specifically:**

* We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
* We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
* All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
* We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
* We undertake to exercise proper care in the appointment and selection of all those who will work with children.

**We are committed to:**

* Following the requirements for UK legislation in relation to safeguarding children
* Respecting the rights of children as described in the UN Convention on the Rights of the Child.
* Implementing the requirements of legislation in regard to people with disabilities.
* Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
* Keeping up to date with national and local developments relating to safeguarding.
* Following any organisational guidelines in relation to safeguarding children and adults in need of protection.
* Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children.
* Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Parkview Chapel.
* Supporting parents and families.
* Nurturing, protecting and safeguarding of children and young people.
* Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
* Supporting all at Parkview Chapel affected by abuse.
* Adopting and following the ‘Staying Safe and Secure’ safeguarding standards developed by the Churches’ Child Protection Advisory Service (THIRTYONE:EIGHT).

**We recognise:**

* Children’s Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
* Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
* Safeguarding is everyone’s responsibility. If you have any concerns for a child then speak to one of the following safeguarding co-ordinators for this organisation.

**We will review these statements and our policy(s) and procedures bi-annually.**

**Names & Addresses of Safeguarding Co-ordinators and other agencies mentioned in this policy:**

**Parkview Chapel Safeguarding Team:**

|  |  |
| --- | --- |
| Samantha Gladwell  2 Chestnut Villas  Earlsford Road  Mellis  Suffolk  IP23 8DY  Home No. 01379 783839  Mobile No. 07825 688785 | Sarah Partridge  Woodside  1 Earlsford Road  Mellis  Suffolk  IP23 8DY  Home No. 01379 788009  Mobile No. 07979 648866 |

**Thirtyone:eight – Church Child Protection Advisory Service:**

Thirtyone:eight

PO Box 133

SWANLEY, Kent

BR8 7UQ

Tel: 0303 003 11 11

|  |  |
| --- | --- |
| **Suffolk County Council Safeguarding Children Board:** | **Local Area Designated Officer (LADO)** |
| Customer First  Customer Service Direct  PO Box 771  Needham Market  Ipswich  IP6 8WB  Tel: 0808 800 4005 during normal working hours  [www.onesuffolk.co.uk/scb](http://www.onesuffolk.co.uk/scb)  Outside normal office hours contact the Out of Hours Duty Team on 01473 299669 (Emergency service only) | Local Area Designated Officer (LADO)  Local Designated Officers, Rennie Everett and Dian Campbell, can be contacted via email on [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk) |

**Police Station Contact:**

Tel: 101 and ask for Police Child Protection Team or in an emergency 999

**Charity Commission**

PO Box 1227

LIVERPOOL

L69 3UG

Tel: 0845 3000 218

[www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

**Section 2:**

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

**Understanding abuse and neglect**

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children 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.

In order to safeguard those who attend Parkview Chapel 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 here in our policy Under Appendix 1

**Safeguarding awareness**

The Leadership is committed to on-going safeguarding training and development opportunities for all children and youth workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our children and youth workers will receive induction training and undertake recognised safeguarding training on a regular basis. Additional training delivered by THIRTYONE:EIGHT under the title ‘Facing the Unthinkable’ is available to all Safeguarding Co-ordinators, all administrative support involved with the safeguarding process and anyone else who feels the in-house training is insufficient for their needs within their paid or volunteer role.

The Leadership will also ensure that children 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.

**TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The steps below should be followed:

* The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to one of the 2 safeguarding co-ordinators (Section 1 page 6 of this policy document) who are nominated by the Leadership 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.
* If the suspicions implicate one the Safeguarding Co-ordinators, the initial report should be made to one of the other named co-ordinators.
* If the suspicions implicate all the Safeguarding Co-ordinators, or none are contactable then the report should be made in the first instance to the Churches' Child Protection Advisory Service (THIRTYONE:EIGHT), PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 11 11. Alternatively contact Social Services or the police (details available in Section 1, page 6 of this policy)
* Where the concern is about a child the Safeguarding Co-ordinator(s) should contact Customer First. (Section 1 page 6 of this policy document)
* Where required, the Safeguarding Co-ordinator should then immediately inform the Trustees. Trustees are required to report a ‘Serious Incident’ to the Charity Commission. Names and contact details of the Trustees can be found on the Parkview website [www.parkviewchapel.co.uk](http://www.parkviewchapel.co.uk). The Leaders of Parkview Chapel have agreed that, whilst they would need to be informed of an allegation, details will be shared in a strictly limited way on a need to know basis. Advice would need to be sought from the Charity Commission as to whether, or not, the Parkview Chapel company would need to be informed and when.
* 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.
* The Leadership will support the Safeguarding Co-ordinator(s) 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 THIRTYONE:EIGHT, although the Leadership hope that members of Parkview Chapel will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator(s) have not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.
* The role of the safeguarding co-ordinator(s) 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.

**Detailed procedures where there is a concern about a child:**

**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 will:

* Contact Customer First (or THIRTYONE:EIGHT) 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 Customer First.
* 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 Customer First direct for advice.
* Seek and follow advice given by THIRTYONE:EIGHT (who will confirm their advice in writing) if unsure whether or not to refer a case to Customer First.

**ALLEGATIONS OF SEXUAL ABUSE**

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

* Contact the Customer First Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
* Seek and follow the advice given by THIRTYONE:EIGHT if, for any reason they are unsure whether or not to contact Customer First &/or Police. THIRTYONE:EIGHT will confirm its advice in writing for future reference.

**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) the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Customer First in regards to the suspension of the worker, also making a referral to the Local Authority Designated Officer (LADO). This process will cater for cases of allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or any capacity. This may be due to concerns about the person’s conduct in their personal or professional life that might indicate their unsuitability to work with children. Such examples of cases in which it is alleged that a person who works with children has:

* Behaved in a way that has harmed, or may have harmed, a child
* Possibly committed a criminal offence against, or related to, a child; or
* Behaved in a way that indicate(s) s/he is unsuitable to work with children

Are likely to result in a report being sent to Local Area Designated Office (LADO) via SCC Safeguarding Children Board (contact details in Section 1 Policy page 6)

**What this will mean in practice:**

Any allegation against a paid employee or volunteer must be reported to the Local Area Designated Office (LADO) via SCC Safeguarding Children Board (contact details in Section 1 Policy page 6).

The LADO will discuss the matter with The Chapel Pastor or Chair of Trustees and, where necessary, obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded.

If the allegation is not patently false and there is cause to suspect that a child or young person is suffering, or is likely to suffer, significant harm, the LADO should immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion should also involve the employer.

**Action following initial consideration:**

Where the initial evaluation decides that the allegation does not involve a possible criminal offence, it is dealt with by the Chapel Pastor or Chair of Trustees. In such cases, if the nature of the allegation does not require formal disciplinary action, appropriate action should be instituted **within three working days**. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held **within 15 working days**.

Where further investigation is required to inform consideration of disciplinary action, the Pastor or Chair of Trustees will discuss who will undertake that investigation with the LA Designated Officer. In some settings and circumstances, it may be appropriate for the disciplinary investigation to be conducted by a person who is independent of The Chapel or the person’s line manager to ensure objectivity. In any case, the investigating officer should aim to provide a report to the employer within 10 working days.

On receipt of the report of the disciplinary investigation, the Pastor or Chair of Trustees should decide whether a disciplinary hearing is needed **within two working days**, and if a hearing is needed it should be held **within 15 working days**.

**Suspension**

The possible risk of harm to children posed by an accused person needs to be managed and evaluated. The evaluation will be in respect of the child/ren involved in the allegation and any other children in the individual’s home. In making the decision, the Pastor or Chair of Trustees must consider whether the person should be suspended from contact with children for the duration of the investigation, or until resolution has been reached. In any case, alternatives to suspension should be explored and advice sought from the LADO.

**Section 3:**

**Prevention**

**Safer recruitment**

The Leadership will ensure all paid 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 and a self-declaration form
* Those short listed have been interviewed
* Someone on the interview panel for paid staff to be ‘Safer Recruitment’ trained.
* Where appropriate, safeguarding has been discussed at interview
* Written references have been obtained, and followed up where appropriate
* Gaps in employment history to be identified, and reasons for these gaps verified
* A Disclosure Barring Service (DBS) check has been completed (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
* The applicant has been given a copy of the organisation’s safeguarding policy(s) and knows how to report concerns.

As a church, Parkview Chapel also utilises the skills of volunteers as it seeks to achieve its vision of Transforming Our Community. All the volunteers who work with children and young people will be required to read the Safeguarding Policy and an enhanced DBS disclosure applied for. Each volunteer will be given training.

**Management of Workers – Codes of Conduct**

As a Leadership team we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children & young people The Leadership undertakes to follow the principles found within the ‘Abuse of Trust’ guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

**Section 4:**

**Care & Support**

**Supporting those affected by abuse**

The Leadership is committed to offering care & support, 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, Parkview Chapel.

Care & Support will be delivered, if required, by the most appropriate people for the task which may be members of the Leaders, staff or pastoral team. Support from external organisations such as Inspire Christian Counselling, Ipswich will also be made known.

**Working with offenders**

When someone attending Parkview Chapel is known to have abused children, the Leadership will supervise the individual concerned and offer care and support, but in its safeguarding commitment to the protection of children and vulnerable adults, will set boundaries for that person which they will be expected to keep. This is likely to be the creation of a contract, with advice on the boundaries such a contract would contain being sought from THIRTYONE:EIGHT who have shown their expertise in this area. Such a contract, if deemed appropriate will be tailored to an individual’s circumstances and informed by an internal risk assessment as well as advice from statutory agencies.

Different people will be used to offer care and support so that at no time will any one person be involved in offering care and support to both an abuser and someone affected by that abuse.

**SECTION 5:**

**Practice Guidelines**

As an organisation working with children and young people 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 accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for activities we are involved in. These are attached as appendices to this document and will be updated as and when our working practice and/or legislation require it.

**SECTION 6:**

**USEFUL FORMS**

**FORM 1**

**Responding to Abuse - Cause for Concern Workers Action Sheet.**

**PARKVIEW**CHAPEL

**Cause for concern action and monitoring form**

Name of Worker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of young person/people\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of concern (i.e. abuse, addiction, etc.)

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Cause for concern (inappropriate behaviour, bruises etc.), please be as detailed as possible.

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Action taken by you (i.e. informing line manager, monitoring etc.)

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**To be completed by member of safeguarding team:**

Further action required? YES / NO

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

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**FORM 2**

**Responding to Abuse – Lead Workers Action Sheet**

**PARKVIEW**CHAPEL

**CONFIDENTIAL**

Name of Group within Parkview Chapel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Child/Young Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Sequence of Events/Actual Words Used/Observations

(Use skin map overleaf where appropriate, but do not undress the child!)

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Action Taken (including safeguarding team person(s) contacted)

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**To be completed by member of safeguarding team:**

Further action required? YES / NO

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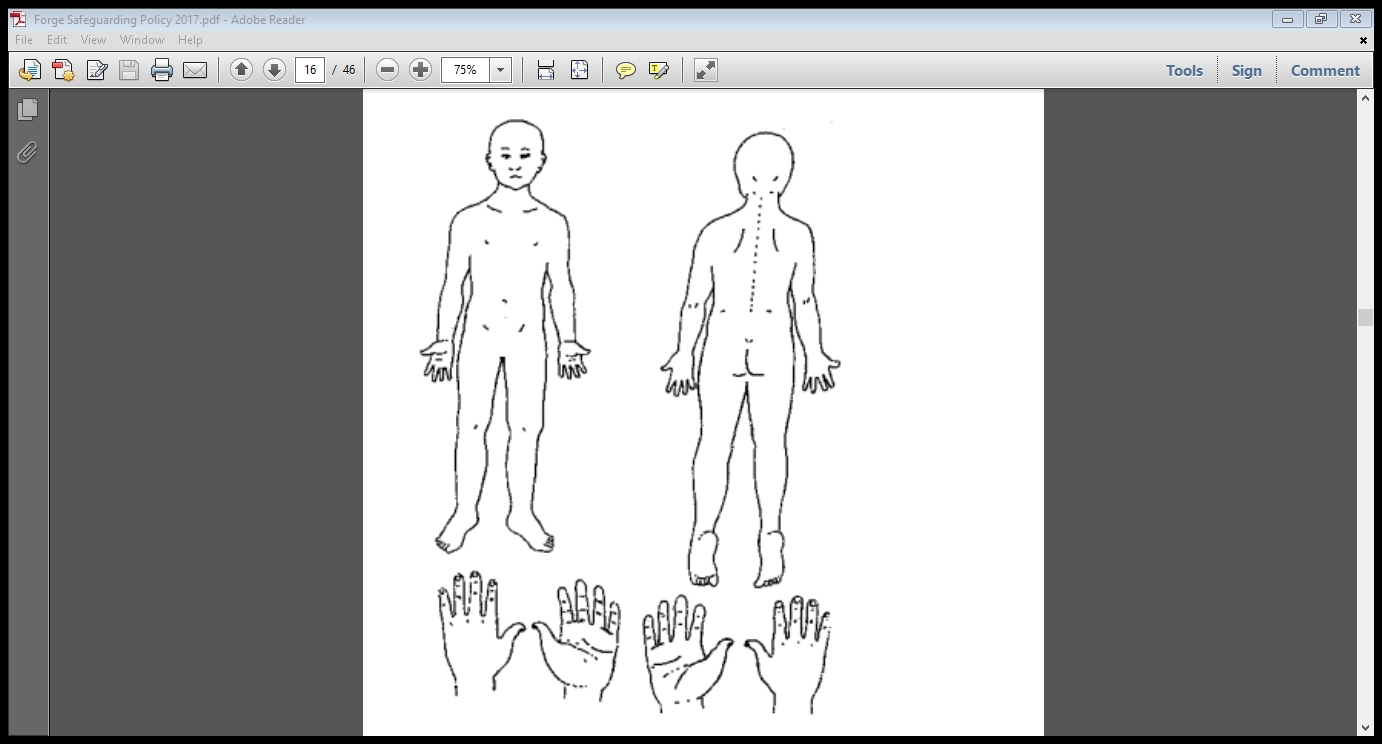
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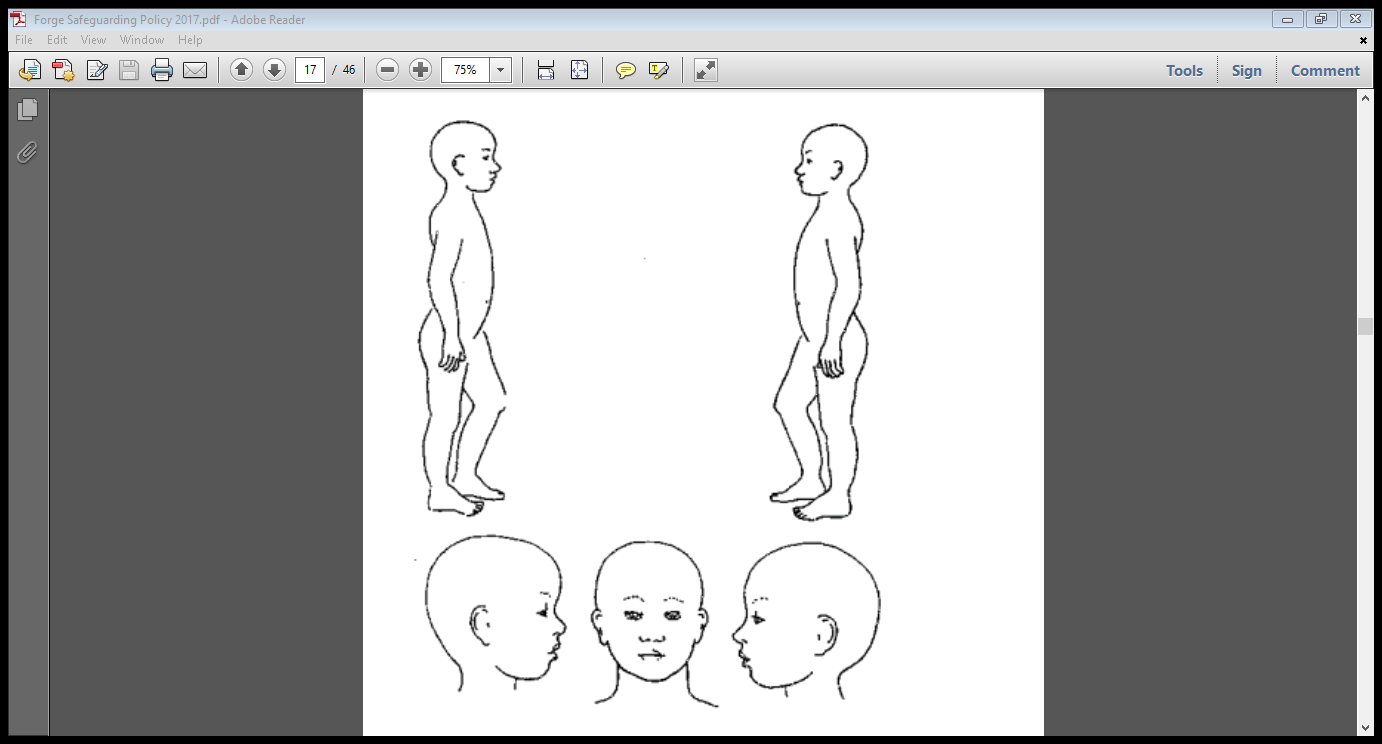
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**FORM 3**

**Responding to Abuse – Skin Maps to aid abuse identification**

**PARKVIEW**CHAPEL





**FORM 4**

**Responding to Abuse - Accident & Incident Form**

**PARKVIEW**CHAPEL

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

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

Names, addresses and ages of those involved in the incident

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

Was this a Parkview activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Parkview group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Who was responsible for the group at the time of the incident, if different from the above

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

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

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

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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 so, where is it being kept and by whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**To be completed by member of safeguarding team:**

Further action required? YES / NO

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

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Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Self-declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, **to the Recruiter detailed below, in a separate sealed envelope**

To: Samantha Gladwell

Address: Parkview Chapel, The Street, Botesdale, Diss, Norfolk, IP22 1BX

Appointment applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select ‘No’ below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select ‘No’ below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select ‘Yes’ below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/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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*For notes marked with an asterix, please see links on page 27*

**POLICE INVESTIGATIONS**

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

❑ Yes ❑ No (Please Tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the 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/Social Work Department (Children’s or Adult Social Care)?

❑ Yes ❑ No (Please Tick)

If yes, please provide details, we will need to discuss this with you.

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

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Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?

Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

❑ Yes ❑ No (Please Tick)

If yes, please give details.

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

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**DECLARATION**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me may be disclosed along with any other relevant information which may be known to the police.

**I agree to inform the person within the place of worship/organisation responsible for processing disclosure** **applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I** **understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable** **adults and/or the termination of my employment.**

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services) /Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

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

*For notes marked with an asterix, please see links on page 27*

|  |
| --- |
| Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.  I confirm that I am not barred from working with children / vulnerable adults.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above. |

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

[http://www.Thirtyone:eight.co.uk/Documents/QRGDBSFiltering.pdf](http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf)

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

**LEGALESE – ATTACHED NOTES**

Parkview Chapel accepts that there is a place for everyone within the church, including those who have offended. However, its first priority is, and always will be, the safety of its children and vulnerable adults. It will at all times seek to manage any and all risks.

The Disclosure of an offence may not prohibit employment or utilisation as a volunteer; it will depend on the nature of the position, the circumstances and background of your offences. When a disclosure is made, either by yourself or as part of an enhanced DBS disclosure, this will automatically call a halt to any appointment (either paid or voluntary) until further consideration can be given to the background and circumstances of your offence(s). Any disclosure of an allegation or conviction will be considered on a case by case basis by any 2 of the Safeguarding coordinators; any decision will be made on the information available to them. However, any disclosure which relates to a conviction for an act of violence or sexual offence against children will mean that you cannot work with children within Parkview Chapel. This is in the interests of children and offender.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within Parkview Chapel.

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

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

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

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

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

**APPENDIX 1**

**Definitions of abuse (England)**

The four definitions of abuse below operate in England based on the government guidance ‘Working Together to Safeguard Children (2006)’.

**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 fabricates the symptoms of, or deliberately induces illness in a child.

**Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or 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.

**Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food 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.

**Further definitions of abuse**

**Significant Harm**

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

**Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen’s Syndrome By Proxy)**

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

**Spiritual Abuse**

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

**Domestic Violence**

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: ‘any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.’ (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.)

In 2004 the Government’s definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called ‘honour crimes’, which can include abduction and homicide, can now come under the definition of domestic violence. Many of these acts are committed against children. (Working Together to Safeguard Children (2006) 6.18)

**Organised Abuse**

Complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. (Working Together to Safeguard Children (2006) Section 6.7)

**Child Prostitution**

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.. (Working Together to Safeguard Children' (2006) Section 6.2, see also 'Safeguarding Children Involved in Prostitution (2000))

**Female Genital Mutilation (FGM)**

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

**County Lines**

As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of ‘deal line’. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

**Extremism**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

**Child criminal exploitation**

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

**Recognising possible signs of abuse**

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

**PHYSICAL SIGNS OF ABUSE**

Any injuries not consistent with the explanation given for them Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc Injuries which have not received medical attention Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc. Reluctance to change for, or participate in, games or swimming Repeated urinary infections or unexplained tummy pains Bruises, bites, burns, fractures etc. which do not have an accidental explanation\* Cuts/scratches/substance abuse\*

**INDICATORS OF POSSIBLE SEXUAL ABUSE**

Any allegations made by a child concerning sexual abuse Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play Sexual activity through words, play or drawing Child who is sexually provocative or seductive with adults Inappropriate bed-sharing arrangements at home Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations Eating disorders - anorexia, bulimia\*

**EMOTIONAL SIGNS OF ABUSE**

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety. Nervousness, frozen watchfulness Obsessions or phobias Sudden under-achievement or lack of concentration Inappropriate relationships with peers and/or adults Attention-seeking behaviour Persistent tiredness Running away/stealing/lying

**RACE, CULTURE & RELIGION**

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child-rearing do not justify child abuse.

\*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

**How to respond to a child wanting to talk about abuse**

**GENERAL POINTS**

* Above everything else listen, listen, listen
* Show acceptance of what the child says (however unlikely the story may sound)
* Keep calm
* Look at the child directly
* Be honest
* Tell the child you will need to let someone else know - don't promise confidentiality
* Even when a child has broken a rule, they are not to blame for the abuse
* Be aware that the child may have been threatened or bribed not to tell
* Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
* As soon as possible write down what has been shared\*

**HELPFUL RESPONSES**

* You have done the right thing in telling
* That must have been really hard
* I am glad you have told me
* It's not your fault
* I will help you

**DON'T SAY**

* Why didn't you tell anyone before?
* I can't believe it!
* Are you sure this is true?
* Why? How? When? Who? Where?
* Never make false promises
* Never make statements such as "I am shocked, don't tell anyone else"

**CONCLUDING**

Again reassure the child that they were right to tell you and show acceptance.

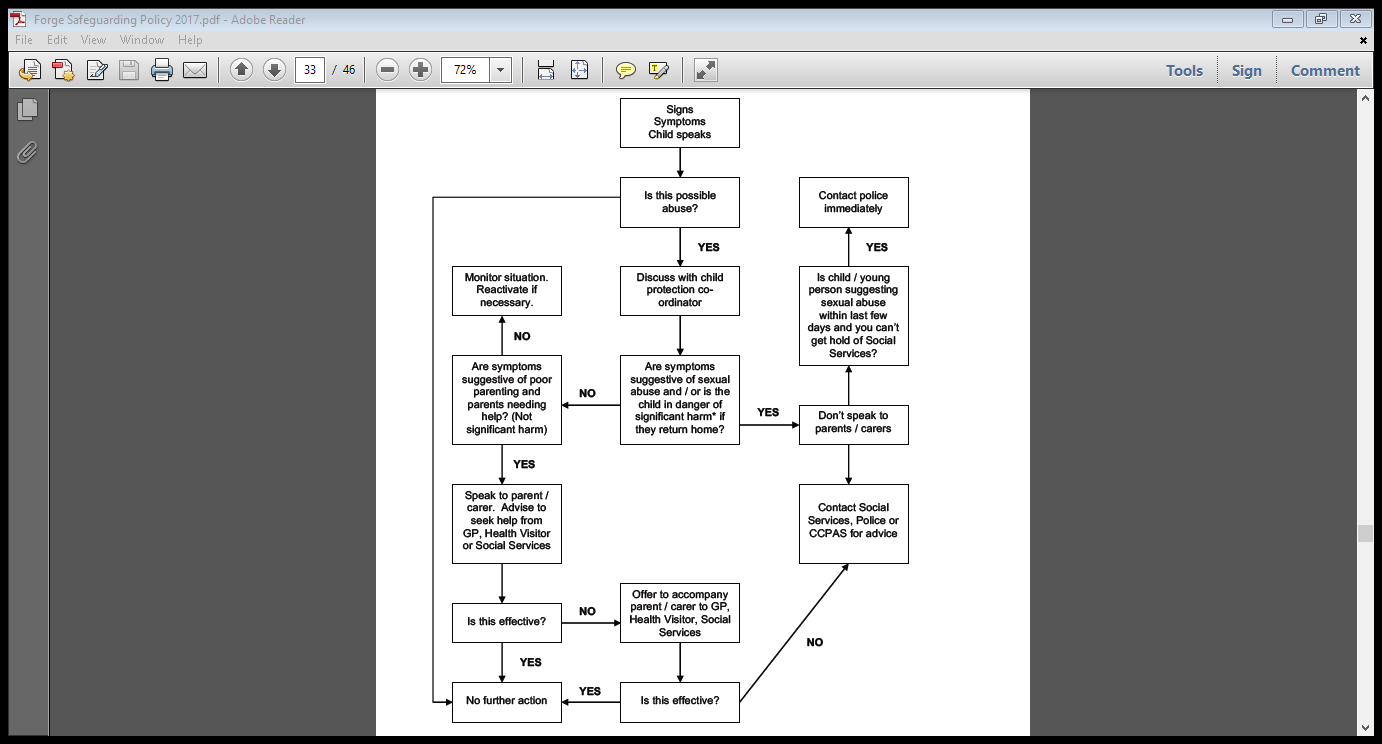
Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse).

Contact the person in your church/organisation responsible for co-ordinating child protection concerns or contact an agency such as THIRTYONE:EIGHT for advice or go directly to Social Services/Police/NSPCC Consider your own feelings and seek pastoral support if needed.

**\*MAKING NOTES**

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record by signing and dating the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place.

**Flow chart for action**



**Appendix 2**

**Working Safely**

* 1. **Visiting Children at Home**

Children's and Youth workers/leaders will 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. It may also be useful for staff to use their business cards as formal identification.

Guidelines for visiting:

* Inform someone 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.
  1. **Unexpected attendance at activities**

Sometimes children playing outside or wandering the streets with no adult supervision will want to join in with church activities (e.g. Junior Friday Club) without the knowledge of their parents. Parkview recommends the following:

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.
  1. **Church-Based Young Persons Peer Group Activities**

Many people are of the opinion that Child Protection issues apply only to younger children. However, the Children Act 1989 and the notes of guidance, makes it clear child protection applies to children and young people up to the age of 18. Young people can be victims of abuse. Sadly some are perpetrators. All youth activities should be overseen by named adults who have been selected in accordance with agreed recruitment procedures. Whilst there may be a valid argument for groups of age 16+ to be led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. The following points should also be taken into consideration:

* If there are children/young people under 16yrs at an activity, adults should be present or within earshot.
* No person under the age of 16 should be left with the sole responsibility of caring for or supervising other children.
* Young people who assist with caring for other children/young people should be subjected to the same recruitment process as adults.

* 1. **Praying / Talking and Listening to Children**

Prior to praying, always make sure you have the child’s permission, and always pray in an open area where other leaders and/or children are around. If there is a general invitation for people to come forward to pray, it would be wise to have children’s workers available. Ask the child what they are requesting prayer for and remember to listen to their reply. Don’t laugh or dismiss out of hand if they want to pray for something you consider irrelevant e.g. my cat’s poorly. If they do not have specific needs, just ask God to bless them. If you are praying for a child be alert to child protection issues and other concerns such as bullying. If a child becomes distressed while praying, stop, calm them and gently ask them what has caused the distress.

When praying with a child, be practical. Consider your body language, try to be level with them not towering over them. Refrain from placing a hand on their head, if anointing with oil get their and their parent’s permission first. A child/young person may not understand the use of ‘tongues’ and it is important not to cause confusion or distress. Use clear uncomplicated language, keep it short and simple.

Whilst many churches have appointed adults to listen to and talk 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 at Parkview, need to understand the importance of listening to children and responding appropriately.

When promoting the 'listener's' role, children and young people will not always understand jargon, such as "advocate" or "independent listener". What is important is to identify ways in which Parkview can communicate effectively to children/young people that they are valued, that what they say is important and that there are people who are happy to listen to them. This might be achieved through the production of a poster or leaflet with a telephone number or address or through the individual talking to small groups.

If a child wants to talk:

* Suggest where you might meet
* Offer the child/young person privacy but remember their and your safety
* Remember not to promise confidentiality
* A child/young person may not be wanting to talk about abuse
* Be aware of how to respond if a child/young person does disclose abuse
  1. **Adult : Child Ratios**

Below are suggested ratios of adult to child, recommended for a specific indoor/outdoor activity or holiday event. These are the ratios required in regulations governing day care for under 8's.

Adult : Children

0 to 2 years 1 : 3

2 to 3 years 1 : 4

3 to 8 years 1 : 8

NB. Day Care regulations (OFSTED) cover activities which last for six days or more, for children up to eight years of age where there is no one with parental responsibility with them and where the activity lasts for two hours or more in a day.

It may not, in practice, be possible to achieve the same standards as for registered activities, but it is vital to ensure there are sufficient adults for child supervision.

For children over 8, there is no official guidance. A suggested ratio is two adults (preferably one of each gender) for up to 20 children, with an additional leader for every 10 children. Following a risk assessment, this ratio would need to be increased for outdoor activities and more so if that activity is considered high risk or dangerous, or catering for children with disabilities/special needs.

In some circumstances a worker might be alone with a child. Examples include a small group situation, listening to a child, acting as a befriender/mentor or in transport arrangements.

* 1. **Young helpers**

THIRTYONE:EIGHT suggests that the minimum age for a worker is 16 (the Children Act 1989 defines a child as someone under the age of 18). Whether the minimum age is 16 or 18, the process of appointment should be the same as any other worker.

Young people under 16 are frequently 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, 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, but can be applied for, if it is deemed appropriate. A similar procedure could be used for other occasional helpers.

Care should be taken to ensure that this process is not used to avoid proper checks or as a backdoor recruitment process. These arrangements are essentially about providing work experience for an individual, not as a means for meeting the needs of the organisation.

* 1. **Lone Working**

There should be restricted opportunities for lone working as there is a team ethos in Parkview Chapel. However, when an adult is alone with a young person, perhaps the young person has asked to meet with them, sensible safeguards should be put in place e.g. speaking to them alone but in an open space where others can see you, meeting in a coffee shop, not closing the door to a room whilst making sure others are in the vicinity. These parameters, if adhered to, will protect both worker and child alike.

* 1. **Transport Policy/Transporting Children**

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

Advice on transporting children is as follows:

* Only those who have gone through Parkview’s recruitment procedures for workers or volunteers should transport children.
* All drivers should have read Parkview’s safeguarding policy and agree to abide by it.
* Parental consent should be given and all journeys should be carried out with the knowledge of Parkview leadership. This permission should be confirmed & saved within a written email or letter.
* Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all mini buses used to carry between 6 and 16 passengers. All minibuses used to transport children should therefore have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
* If Parkview uses a mini-bus and the children/young people are asked to make a contribution towards the trip, there is a legal requirement to obtain a Section 9 permit from the Department of the Environment, Transport & the Regions. THIRTYONE:EIGHT recommends that when using minibuses for transporting children, seatbelts should be fitted for all passengers. This is compulsory for vehicles registered on or after 1/10/01.
* The law no longer permits car drivers who passed their test after 1st January 1997 to drive mini-buses without passing a Public Service Vehicle (PSV) driving test or unless they are driving under a section 19 permit. This does not apply to licence holders who were over 21 years of age in 1997. Check what categories a worker is entitled to drive by examining their driving licence.
* The driver should hold a full driving licence, have adequate insurance and the vehicle should be road worthy. If transporting younger children in private cars, the use of booster seats, where appropriate, must be adhered to.
* Having checked drivers, (application form, interview, references etc.) it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Consideration could be given to dropping off the least vulnerable child last and plan routes accordingly. Two workers in a car does not in itself guarantee protection for a child but is a useful guideline.
* Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet the child / young person at a location where there are other adults around. It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular child e.g. where there has been a disagreement or where a child / young person has a 'crush' on a driver.
* When travelling in groups with more than one vehicle it is good practice to 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.
* If travelling in convoy with cars and minibuses, please note that the maximum speed for a minibus is 50 mph on single carriageway roads, 60 mph on dual carriageways, and 70 mph on motorways.
* At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
* If parents transport children around e.g. to and from activities, ensure that all are made aware that such arrangements are the responsibility of the parents involved, and not Parkview Chapel’s.
  1. **Children with Special Needs**

Children and young people who have a disability may need extra help in such areas as communication and mobility. They may require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, have limited understanding and behave in a non-age appropriate way. For example, a young person of 17 might behave in a manner more akin to a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. Others experience difficulties in communication because they are blind, or deaf/blind, and are reliant on physical contact for communication. Some may have severe learning difficulties. It is therefore important to set appropriate boundaries that take their needs into account, but also protect workers from false accusations.

Parkview Chapel should:

* Ask the child, young person or carer attending an activity, how their needs might best be met.
* Ideally ensure that a worker of the same gender assists with toileting needs etc.
* Whatever the level of disability, children of a very young age may need nappies changing. Initially attempts should be made to contact the parent or carer to perform this task. If they are unavailable team members may perform this task. Ideally two team members should be present and the parent / carer informed that this task has been performed upon collection.

There is 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 understood.
* The worker may not possess the appropriate personal communication skills (e.g. specialised spoken and non-verbal communication such as Makaton signs and symbols, B.S.L etc).
* It can be hard to know if a child with a disability has been abused because of communication problems.

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

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

The church and other organisations have a pivotal role in empowering those with disabilities by:

* Teaching personal safety skills to those with disabilities. The church can encourage a child with a disability to take some control of his/her body (i.e. provide sex education and teaching about feelings; that some parts of our body are private and to differentiate between good and bad touches). This is essential to counter the points above.
  1. **Brief Internet & Mobile Phone Communication Advise**

Youth workers need a balanced approach to using the internet when communicating with children & young people, together with a means of accountability.

* Keep a log of when you have talked to a young person on the internet – this is often available automatically through the application such as Facebook, MSM messenger.
* Parkview Chapel recommends that the cut off time for communicating with young people on the internet is 10pm
* Keep communication in the public domain. Group emails offer a way of keeping messages public

As the use of mobile phones increases this area of advice will need to be constantly reviewed. Currently:

* It is advisable for leaders to text only those young helpers/ people who are of the same gender
* Texting should not take place after 10pm
* No leader should take individual pictures of young people via their phones
* If the ‘tone’ of text’s becomes inappropriate advise someone you can trust
* Leaders should avoid ‘lending’ their phones to children/young people as messages can be accessed and potentially confidentiality could be broken.
  1. **Video/Camcorders and taking photographs of children**

Since the introduction of the Data Protection Act in 2018, churches must be very careful if they use photographs, videos and web cams of clearly identifiable people.

There are several issues to be aware of:

* Permission (verbal or written) must be obtained of all the people (children and adults) who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded.
* It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
* If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
* If photographs or recordings of children's/ youth groups are made and individual children cannot be easily identified, children's / youth leaders must find out whether any parents do not want their children to be in the photograph.
* Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
* When using photographs of children and young people, it is preferable to use group pictures.
* Obtain written and specific consent from parents or carers before using photographs on a website.
  1. **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. Churches may not want to operate in a way that seems guarded, but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake a DBS check as outlined in this policy.

Churches and organisations should therefore consider the following:

Parents should be encouraged to observe groups but not take part. A distinction should be made between the two.

* It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a helper/worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.
* Whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.
* Organise an open evening from time to time as part of the on-going children's programme to build relationships and encourage parents to take an active role in supporting the group.
* Be aware that for some children with special needs, 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.
  1. **Counselling**

At Parkview Chapel, requests for counselling should be directed to David Miles as the Leader with responsibility for pastoral care. If under 18’s request counselling, the issue of a parent's rights to know is mitigated if the child or young person is willing for a parent/carer to be made aware of the situation.

Young people between 16 and 18 years of age are generally regarded as competent and able to consent to their own medical treatment by virtue of Section 8 of the Family Law Reform Act 1987. Parental consent to counselling a child under 16 years is regarded as good practice. Parental participation in the decision to seek counselling may well be very beneficial even though a young person might not initially want to involve them.

If a young person under 16 seeks counselling and is adamant that they do not want their parents informed, the counsellor can only provide such a service if satisfied that the child is “Gillick competent”.

This term originated from a legal precedent made in the case of Gillick v West Norfolk Health Authority (1986) in which Mrs Victoria Gillick tried to show that it was illegal for her daughters to be offered contraceptive treatment without her consent. The House of Lords decided that a child under 16 could consent to medical treatment providing he or she could demonstrate "sufficient understanding to make informed decisions". The ability to consent to medical treatment is still linked to the child's chronological age but it is recognised that competence is a developing capacity and the rate of development between children varies. Lord Frazer (involved in the ‘Gillick’ rulings) added a requirement that before advice/counselling is given, a counsellor should be confident that it is “in the best interests of the child”.

There may be concerns, where there are risks of significant harm that some young people will suffer if parental involvement is insisted upon. If counselling or other help cannot be provided because the young person is not considered "competent", or there are serious concerns or perceived risks about involving the parents, then it would be wise to consider involving Social Services, Customer First or THIRTYONE:EIGHT.

* 1. **Working with Disruptive Children**

Sometimes children and young people become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care. The following guidelines can be adopted by churches providing services to children and young people.

If a child/young person 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/young person is harming him/herself, another person or property then other children/young people 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/young person 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/young person 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. (Use form 4 – cause for concern if necessary).

This should include the following:

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

This paperwork should be given to the children’s / youth leader at your earliest convenience.

* 1. **Guidelines for 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 and prepares us for life.

* 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.

* Have a disruptive child sit right in front of you or get a helper to sit next to them.
* Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
* It is very unlikely that a situation will arise that requires any action to be taken, however, it is wise to have a strategy to ensure a consistent approach with everyone prepared should a situation occur. Use the following strategy for dealing with challenging behaviour:
  + Discuss the behaviour with the child after the session. Make your job share (if you have one) aware of the issues and any agreements made. If necessary, involve the parent to explain what’s been taking place and ask for their support in encouraging a change of attitude/behaviour.
  + If there is no improvement and you are faced with unacceptable behaviour from the child again, issue an age related warning; one warning for School Years 3-6, two warnings for pre-school to School Year 2. The child must understand what is unacceptable about their behaviour and what consequences will follow if they fail to make changes.
  + Call whoever is in charge, if you need to stay with the child, send someone from the group
  + The person in charge will remove the child from the group for a chat and have a follow up conversation with the parent to explain what is expected.
* If a child's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from a leader.
* Pray with the other workers before the session and take time to debrief before you leave.
  1. **Duty of Care, Position of Trust and Abuse of Trust (sexual relationship)**

There is a duty on all those who work and serve within Parkview Chapel to provide a safe environment which promotes wellbeing. This means that all who work and serve within Parkview Chapel should treat those they are caring for with respect and dignity as well as demonstrate competence and integrity.

The duty of care is in part exercised through the development of respectful and caring relationships but also by all those who serve taking all reasonable steps to ensure the safety and wellbeing of those they have responsibility for, particularly in relation to sexual, physical and emotional abuse. Before individuals start working with children, young people and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

All adults working with children, young people and vulnerable adults, whether paid or as volunteers, are in a position of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers, whether paid or as volunteers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child is never acceptable and if concerns arise in this area, this should be reported to one of the Safeguarding Co-ordinators.

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

* Use their position to gain access to information for their own or others’ advantage
* Use their position to intimidate, bully, humiliate, threaten, coerce or undermine
* Use their status and standing to form or promote relationships that are, or may be, sexual

**Abuse of trust:**

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in, or watch, sexual activity.

This may have implications for young adult youth leaders who may seek to form a relationship with a young person who is under the age of 18. If any worker or volunteer has any concerns about their own behaviour, or the behaviour of others in this area they must report their concerns to a Safeguarding Co-ordinator.

* 1. **Handling of disclosure information** relating to applications for paid/voluntary work

**STORAGE AND ACCESS**

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

**HANDLING**

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**USAGE**

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

**RETENTION**

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with THIRTYONE:EIGHT (as umbrella body) and/or the CRB/SCRO. Advice can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

**DISPOSAL**

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

* 1. **Disagreements and complaints about Social Services**

When considering the role of Social Services, the child/young person involved and indeed anyone who has a caring role could become unhappy about aspects of the childcare arrangements. This might be action by Social Services to move a child or carry out a child protection investigation. It may be that agreed decisions made at a review meeting are not being implemented or a request for a service has been turned down.

1. Initial response

In the first instance, any concerns should be discussed with the Social Worker or Team Leader. If the issues raised are not addressed satisfactorily, a request can be made for information about the complaints procedure from the Social Worker involved. The Complaints Receiving Officer for Social Services could also be contacted for advice. Local authorities are required by Section 26 of the Children Act 1989 to establish complaints procedures, and parents and children should be provided with information about these procedures.

1. Making a formal complaint

If a complaint is made, it is important to plan carefully what will be written. It may be helpful to ask someone to check what has been written before it is sent. The letter should be limited to one or two pages, and any documents attached to support the case. If the person complaining doesn’t feel comfortable about putting it in writing, the Complaints Receiving Officer might assist in this. Alternatively, a request could be made for it to be recorded on audio or video tape. If there is nervousness about making the complaint, it is important to remember if something isn't working for the family, it is probably the same for other families. Procedures and practices won't improve unless it is drawn to somebody's attention.

1. What happens next?

If the situation does not improve after discussion with the Team Leader, another Manager will be asked to "investigate" the complaint. A second person who is independent of Social Services might be appointed to assist with the investigation. An invitation will be made to discuss the complaint with this Manager. They will then meet with Social Workers and any others who might be involved, as well as studying the case records. The investigation should be completed within 28 days after which both investigating officers will write a report detailing their findings and outlining their recommendations. These reports are sent to a Senior Social Services Manager who will make a decision about the complaint and confirm this in writing. If dissatisfied after the investigation, an appeal can be made against the decision. The Complaints Officer should be contacted about this if the Local Authority fails to respond to the request.

1. What if the complainant is still dissatisfied?

Ask a local councillor or MP for help. Councillors and MPs normally hold a surgery on a regular basis. Who they are, and where and when the surgery is held, can be found out from the local library, Town Hall or Citizens Advice Bureau. The local MP could also be contacted at the House of Commons, London, SW1A 1AA. Normally interviews are by appointment and after the meeting the Councillor/MP will make enquiries. With their input Social Services may be prepared to reconsider their decision. Ask a solicitor for help. Solicitors can write letters and negotiate on behalf of the complainant. If they are on a low income they might qualify for free advice. In certain circumstances the Solicitor may be able to represent the child. Advice can also be sought from a solicitor if it is felt that basic human rights are being ignored. Contact the Churches’ Child Protection Advisory Service (THIRTYONE:EIGHT), (see Section 1, page 5 for details.) Sometimes advice is relatively easy to give because there are certain standards which Social Services are required to meet. At other times, however, it might be difficult if THIRTYONE:EIGHT are not in possession of all the facts.