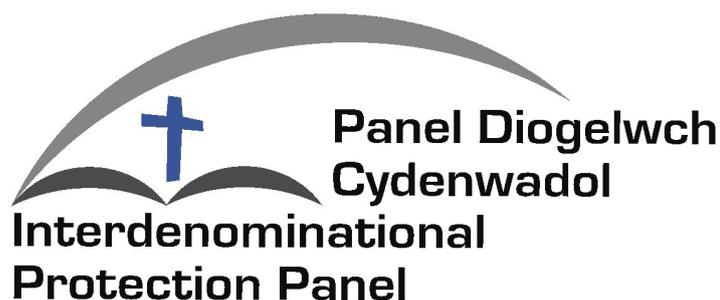


Union of Welsh Independents, Baptist Union of Wales
& the Presbyterian Church of Wales

Safeguarding Vulnerable Groups Handbook

*A practical guide to the churches' policy and practice
when working with children and young people,
and vulnerable adults*



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Foreword

As we present these new procedures to you, it is our privilege to both commend them, and invite you as churches and congregations within the Union of Welsh Independents, the Baptist Union of Wales and the Presbyterian Church of Wales to welcome them, to promote them and to use them. One of the great successes of co-operation over these last twelve years is that we as denominations have ensured both policies and good practice guidelines with respect to Protection, and these policies take us some way towards honouring those people that God has entrusted to our care. We hope that this document will be both a help and a guide to enable this to happen increasingly.

‘For the Sake of Our Children’ was presented to our churches in 2001, and that document was prepared with the assistance of various individuals from within our Churches. In the meantime, there have been a variety of changes within this field, and a change also in the priority which is given to this work by Government and the general population. Especially, since the arrival of the Coalition Government in 2010, and following a review by Sunita Mason, a new framework was agreed for the activity of the Disclosure and Barring Service (DBS) that undertook the work of the Criminal Records Bureau and the Vetting Barring Scheme. In addition to this, the Interdenominational Protection Panel had been looking for an opportunity for some years to introduce a ‘Vulnerable Adults’ policy to the churches. Some excellent introductory work was accomplished by Carol Owen and Sian Jones at the Panel Office, but specifically, help, guidance and expertise was given by Elen Jones, one who is more than familiar with both the legal and good practice aspects of working with adults who may be vulnerable. In the same way, we received help from the Rev. Catrin Roberts, as we looked to update the text of the Welsh language version and from Mair Owen who gave generously of her time and her skills.

Having said all this, this document is the specific work of our Safeguarding Officer, Julie Edwards, although she has only been in post since the end of the summer, yet she has been able to produce a complete and thorough document, a document which we hope will be easy to use while at the same time, providing our churches with a safe guide to their care and service. Although we have leaned heavily on the support that we receive from the Churches Child Protection Advisory Service, and we acknowledge their willingness to allow us to use many of their forms, yet our main debt as a Panel, and as Churches is to Julie Edwards for doing the bulk of the work. We hope that the work, that the procedures, and the service that we render to those who are trusted to our care, will in some way ensure the glory of the Lord. Our desire, above everything else is that we honour Him, as we honour those who are entrusted to our care.

On behalf of the Interdenominational Protection Panel.

In the bonds of the Gospel

Rev Dr Geraint Tudur
General Secretary
Union of Welsh Independents

Rev Peter Thomas
General Secretary
Baptist Union of Wales

Rev Meirion Morris
General Secretary
Presbyterian Church of Wales

Section 1:

Introduction and Statement of Intent

1.1 What is safeguarding?

We have become much more familiar with the term “child protection” in recent years and it is generally accepted that a child protection policy needs to be in place to make sure we are aware how to protect children from abuse and what to do if we have concerns. Today the term “safeguarding” is now widely used and is much more comprehensive than child protection alone. Many of the principles we have learnt through child protection procedures are now applied to the protection of adults who may be at risk and our policies and practice have broadened to include this. Safeguarding is the term that describes the function of protecting adults and children from abuse or neglect and also includes measures to prevent vulnerable people from coming to harm in the first place.

This new safeguarding handbook is in response to these developments as well as to changes in legislation which have redefined regulated activity.¹

Safeguarding is now an essential part of any responsible organisation’s governance and practice and it is generally a requirement to have safeguarding policies and procedures in place as part of securing charitable status and grant and funding applications. As churches, seeking to reflect the character and commands of Jesus, we want to do this to the best of our ability and operate in an exemplary manner within our communities.

Safeguarding includes the following elements, all of which are covered in this handbook.

- Safer recruitment of workers and volunteers
- Good working practice
- Recognising the signs of abuse towards vulnerable people and how to respond to concerns
- Health and safety

1.2 About this handbook

This handbook replaces our child protection policy “For the Sake of our Children”. It has been revised and updated to include vulnerable adults and recent changes in legislation surrounding vulnerable groups and criminal records checks. It aims to give clear practical guidance to those responsible for organising activities with vulnerable groups in the local setting.

The guidance and advice in this document forms the adopted policy of the Union of Welsh Independents, Baptist Union of Wales and Presbyterian Church of Wales in regard to working with vulnerable groups.

We recommend that on receiving this handbook you familiarise yourself with its content and make any changes necessary to your local processes and systems. The handbook should then serve as a reference tool. Updates will be sent out when necessary and will also be available on the Interdenominational Protection Panel website. www.paneldiogelwch.org.uk Please also remember that the panel officers and General Secretaries are available to help and support you.

In **Section 2** you will find step by step guidance on the recruitment and selection process that all bodies working with vulnerable groups are required to undertake. This is not a new process but recent changes in the Disclosure and Barring Service (DBS)² have made it even more important that employers and local

¹ Safeguarding Vulnerable Groups Act 2006 (Controlled Activity) (Wales) Regulations 2010, The Disclosure and Barring Service (Core Functions) Order 2012, Protection of Freedoms Act 2012

² The Criminal Records Bureau and the Independent Safeguarding Authority have now merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

bodies take more responsibility regarding the initial selection of workers and volunteers. This process aims to make sure that every reasonable measure has been taken to ensure that our vulnerable groups are cared for by safe and suitable individuals. There are a number of forms and checklists which you will find in **Section 7** which will also help to guide you through the process.

In **Section 3** you will find some good practice guidance regarding working with children and young people and again in **Section 7** some forms to help you to operate this guidance. This section also contains information regarding child protection and how to respond if you suspect or are told about an abusive situation.

Section 4 contains good practice guidance regarding working with vulnerable adults and information regarding the abuse of adults and how to respond if you suspect or are told about an abusive situation.

Section 5 looks at how we can support those affected by abuse and contains some useful contacts and information.

Section 6 contains useful contacts and further information and **Section 7** contains all the forms referred to in this handbook. These are also available electronically on our website.

1.3 Role of the panel and the three denominations

The Interdenominational Protection Panel was established in 2001 when the child protection policy 'For the Sake of Our Children' was introduced.

The Panel is a limited company since 2009 and directors are from the Union of Welsh Independents, Baptist Union of Wales and Presbyterian Church of Wales - "the three denominations".

The role of the Panel is to support and advise the three denominations in relation to safeguarding practice in their work with children and young people and vulnerable adults. This is done through the production and updating of the safeguarding policy as well as by providing training and support to local bodies. As a registered body with the Disclosure and Barring Service (DBS) the Panel is responsible for processing DBS checks for employees and volunteers within the three denominations. In 2008 it expanded to become an 'umbrella body' enabling it to provide disclosure checks for organisations and agencies who are not members of the three denominations. The panel employs a Training and Safeguarding Officer and an Administration Officer.

The Panel officials facilitate panel meetings to discuss issues relating to safeguarding practice and policy and make decisions on blemished disclosures. These panels are made up of representatives of the three denominations nominated because of their expertise, interest or professional background. The panel adheres to a strict confidentiality code.

1.4 Statement of Intent

Members of the church³ community have an obligation to ensure the safety of children and vulnerable adults in each and every activity.

The church undertakes to operate its policy and procedures in relation to the protection of children and vulnerable adults.

The church undertakes to comply with statutory requirements in relation to selecting and appointing individuals to undertake paid or voluntary work.

The church undertakes to provide a system whereby those who care for children, young people and vulnerable adults are trained and supported.

The church undertakes to recognise situations where children and young people and vulnerable adults could potentially suffer harm during the course of church activities.

The church undertakes to challenge any misuse of authority by an individual.

The church undertakes to listen to children and vulnerable adults and to respond sensitively and in line with its policy and guidelines.

The church undertakes to respond immediately when a suspicion of abuse is drawn to its attention, and to co-operate with the Local Authority or the Police if an investigation is launched. It also undertakes to share information responsibly to facilitate an effective investigation.

The church undertakes to provide pastoral care to those who suffer abuse or direct them to pastoral care.

The church undertakes to provide pastoral care for offenders or suspected offenders, or to refer them to pastoral care.

The church undertakes to work with the Panel's Training and Safeguarding Officer, and/or the General Secretaries of the three denominations, who will provide advice and guidance to local churches in relation to safeguarding. The church will cooperate with those tasked with responding to and collating information in relation to cases giving cause for concern within the three denominations.

The church undertakes to support and encourage parents and carers as they care for their children.

³ The term 'church' includes both central denominational structures and local churches.

Section 2:

Safer recruitment and selection

Introduction

As churches, we have a responsibility to make sure that those who care for children and vulnerable people in our midst are the right people. We need to be able to say to parents, carers and statutory authorities that we have done all we can to ensure that those who look after children and young people and vulnerable adults are safe and able to do their job.

We may feel that we know everyone within our community or that we don't want to turn away any willing volunteers, but we have a legal and moral responsibility to make sure that we have taken every reasonable step to ensure that children and vulnerable people are safe.

One key way we do this is by going through a safer recruitment process which carefully considers the suitability of each applicant, and is fair, transparent and applies to everyone. It follows therefore that leaders and workers, both paid and voluntary, and those holding a variety of other positions of trust and responsibility should undergo a thorough recruitment process. It can feel awkward to ask those we know to complete an application form or provide referees, but as people volunteer or apply for jobs, we need to make sure that they have the appropriate skills, access to support and training and that we have undertaken the appropriate background checks.

The recruitment process noted below is in line with current legislation and good practice guidance and has been the policy of the church as noted in our previous guidance, "For the Sake of Our Children". These updated guidelines are an opportunity to ensure that our current practice is in line with our policy and that we are confident that we are doing our utmost to safeguard children and vulnerable people in our midst.

‘Effective recruitment and selection of staff is essential to safeguarding children. Recruitment and the checks that are undertaken as part of this process are the organisations’ first chance to make robust efforts to prevent unsuitable individuals from working with children.’

Children’s Workforce Development Council, 2009

2.1 The safer recruitment process

1. The applicant* completes the Volunteer or Application Form (Form 1)

This asks for information such as: Full name, address and contact details and previous experience of working with children, both as a volunteer or employee. Also details of church attendance, or working within the church and names of two independent referees who can testify to the applicant's employment history or his/her volunteering work with children and or vulnerable adults.

2. The applicant completes a Self-Declaration Form (Form 2)

The form will be kept securely by a named person within the church for three years. For those who will be working with vulnerable groups this form asks for details of any convictions or on-going criminal allegations, including convictions which are 'spent' under the Rehabilitation of Offenders Act 1974 in accordance with current legislation.

3. Applicants for an employed post should be **interviewed** formally, with potential volunteers interviewed informally, to ensure that they are compatible with the duties expected of them and understand their role and responsibilities.

4. Once you have agreed to appoint the applicant or volunteer, you should decide if they need to undertake a **Disclosure and Barring Service Check (DBS)**⁴ before they begin working directly with children or vulnerable adults. (For more information on regulated activity and checks see 2.3)

5. Obtain references from two independent referees (Form 4)

The referees should be told what the work in question involves, and asked to comment on the applicant's suitability.

6. Arrange appropriate training.

Workers need to learn about good general practice in working with children or vulnerable adults (as relevant to their role) and the expectations of their role. They also need to receive child protection and safeguarding vulnerable adults training, including clear information and guidelines on how to respond to any concerns. Appropriate training ensures that leaders and helpers recognise actions which could be misinterpreted, and situations which could leave them open to allegations. Information about suitable training opportunities is available from the Interdenominational Protection Panel Office.

⁴ Previously CRB.

Also note the following points:

- Consider ensuring that a potential volunteer has at least six months' previous involvement with the church community.
- Draw up appropriate guidelines in relation to tasks and duties, including details of accountability and support (see Appendix 2).
- Obtain at least one reference from someone who has experience of the applicant's paid or volunteer work. Ideally referees should have worked alongside the applicant. Where the applicant has no experience of such work, references should cover their character and relationships with others. Telephone references should be avoided. Written references should be followed up with a telephone conversation for clarification if needed. Doubts about an applicant's suitability should always be faced up to; any erring should always be on the side of caution.
- The appointment of employed staff and volunteers should be subject to successful completion of a probation period.
- Young people (14-15 years) can assist with activities, but regarded/treated as 'visitors'. They should always be supported and supervised.
- Young people (16-18 years) should be regarded/ treated as adults with the consent of their parents/ guardians and should go through the above process if involved in regular unsupervised work with vulnerable groups.

2.2 What is a Disclosure?

Disclosures enable organisations to check information about individuals that is held on national and local police records and confidential lists held by the Disclosure and Barring Service (DBS)⁵ on those unsuitable to work with children and/or vulnerable adults.

A disclosure application should be the **final stage** of the recruitment procedure. This means that an organisation will have already gone through a recruitment procedure and decided that they intend to appoint the applicant or volunteer, providing the disclosure certificate does not contain any information of concern. Changes in the DBS process firmly place the responsibility for taking appropriate recruitment steps on the organisation with a DBS check as one part of the process.

*“Before an organisation considers asking a person to make an application for a DBS check, they are legally responsible for ensuring that they are entitled to submit a check for the job role”.*⁶

The DBS guidelines do not allow us to check all those who work with children, young people or vulnerable adults as a matter of course. It is not possible to do a check “just in case” someone may be involved in work with vulnerable groups, but the actual role and level of contact with vulnerable people must be looked at in each case.

The Interdenominational Protection Panel countersigning officer must be able to confirm that the position is eligible under the current legal provisions before countersigning each application form. It is illegal for an organisation to seek information via a disclosure certificate which it is not entitled to know. For example, if an applicant self-discloses certain offences and as a result you decide that they should not work with children and/or vulnerable adults, it is unlawful to proceed with the disclosure just to check that what they have told you is correct.

In order to decide if a check needs to be undertaken, and if so, what level of check is appropriate it is essential to consider if the activity is regulated or not. It is only legal to do an Enhanced Disclosure with Barring Data if the position involves ‘Regulated Activity’.⁷ In fact, staff undertaking regulated activities must have a DBS check with barring done before working with vulnerable groups as the employer must take relevant steps to ensure that they are not employing a barred person.⁸

Where someone is working closely with vulnerable groups but does not fit the criteria of regulated activity it is possible to do an enhanced check without barring details if the activity or position was eligible for a check before the Sept 2012 changes.

⁵ CRB checks are now called DBS checks. The Interdenominational Protection Panel (‘IPP’) is responsible for conducting checks through the ‘DBS’ and will help you to decide what level of check is appropriate .

⁶ DBS eligibility guidance v2.1 – October 2013 <https://www.gov.uk/government/publications/dbs-check-eligible-position>

⁷ as defined by the Protection of Freedoms Act, 2012

⁸ Safeguarding vulnerable groups act 2006

2.3 What is Regulated and Non-Regulated Activity?

Regulated Activity: Is an activity that a barred person cannot do.

A. With CHILDREN

Regulated activity will involve:

1. Unsupervised Activities: such as teaching, supervising, training or providing personal care or advice/guidance on well-being.
2. Specified Establishments: including educational establishments, childcare premises and residential children's care homes.
3. Personal Care*: Washing and dressing, eating, prompting, drinking and toileting.
4. Health care* provided by any health care professional, or under the direction or supervision of one.
5. Registered Childminding* and Foster-Carers*.
6. Day to day management on a regular basis of a person providing a regulated activity.

With the exception of those marked * there is also a frequency condition to decide if an activity is regulated. The applicant needs to be involved in the activity:

- once a week or more
- 4 or more days in a 30-day period or
- overnight between 2am - 6am with the opportunity for face-to-face contact

Therefore an occasional helper would not be classed as working in a regulated activity unless they are helping with personal care or health care. Helping with personal care only once would be classed as regulated activity.

B. With ADULTS

The definition of 'Regulated Activity' concentrates on the activities provided as situations in which an adult will be considered vulnerable at that particular time. This means that adults are not labelled as 'vulnerable' per se because of their personal characteristics, circumstances or the location in which the activity is received.

There are six categories within the new definition of regulated activity:

1. Health care: provided by a health care professional or under the supervision of one.
2. Personal care: Washing and dressing, eating, drinking and toileting.
3. Social work.
4. Assistance with Household Affairs: Anyone who provides day to day assistance to an adult because of their age, illness or disability, where it includes managing the person's cash, paying the person's bills, or shopping on their behalf.
5. Assistance with the Conduct of Affairs: Power of attorney/Deputies appointed under the Mental Capacity Act.
6. Transporting an adult for health, personal or social care due to age, illness or disability.

There is no specified establishment or frequency requirement for adults as there is with children.

Typically regulated activity could include the following types of work but this may vary dependant on local circumstances or role:

- Minister
- Sunday school supervisor
- Sunday school teacher (who is not always supervised or who is involved in helping young or disabled children with toileting)
- Youth work leader
- Crèche worker
- Pastoral visitor who helps with transport to hospital or finance or shopping

Non-regulated activity

Where a worker or volunteer is in a role that involves substantial access to vulnerable groups but does not meet the 2012 definition of 'Regulated Activity' as noted above, there remains provision for an employer to request an enhanced disclosure excluding barring list status.

This may include:

- Sunday school helper (always supervised)
- Trustee (not involved in specific activity with vulnerable groups)
- Youth group helper (always supervised)

(See also 2.5)

2.4 What level of Disclosure and Barring Service (DBS) check should I do?

If a **Children's worker** is unsupervised and/or is involved in personal care and works weekly or intensively e.g. holiday club. If an **Adults worker** is helping with personal care and/ or transport to medical appointments and/or has direct involvement in finances. This is regulated activity.

An enhanced check with barring details is needed

If someone is involved in work similar to above but is **always supervised** or only **works occasionally**. This is usually non-regulated activity.

An enhanced check without barring details can be done

If someone has a purely administrative role and has no direct contact with vulnerable people as noted above and is not supervising others in such roles.

A DBS check is not usually needed

Not sure if a check is needed or what level is appropriate

Contact the:
Interdenominational
Protection Panel office
(01745) 817584
Or email
post@
paneldiogelwch
.org.uk

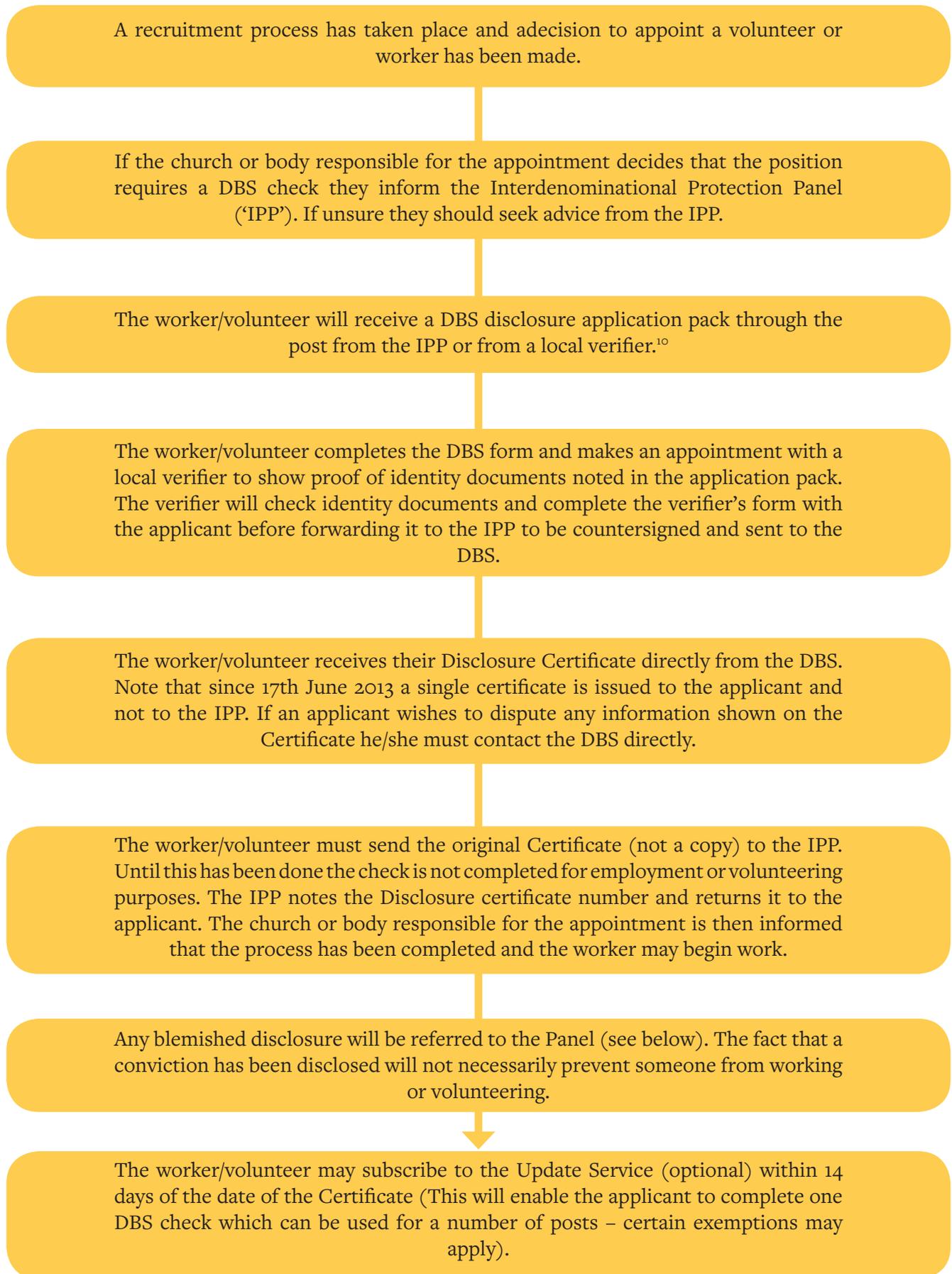
2.5 Examples of roles and their eligibility for DBS checks

It is not possible to produce a definitive list because of variations in supervision and activity locally but the following examples⁹ may be useful in assisting you to make your decision. As a general rule the eligibility is based on the actual work undertaken not because of a job title.

- A **Sunday School worker** on a rota would be in a Regulated Activity if they work unsupervised every week, or more, or if they physically assist children with going to the toilet (on one occasion or more). If they work less than this, they would still be eligible for an enhanced DBS check without a check of the barred lists, whether or not they are always supervised.
- A **crèche worker** who physically assists young children with going to the toilet (on one occasion or more) would be in Regulated Activity.
- **Purely administrative roles** e.g. Church Administrator or Treasurer are not eligible for a Disclosure as they do not work directly with vulnerable groups. Disclosures should not be sought for those who handle sensitive or confidential information (unless they are supervising those working in Regulated Activity).
- If a **trustee, deacon or elder** supervises or takes part in regulated activity, they will need an enhanced DBS with barring list check. This is because of their direct involvement in regulated activity, not because of the title of trustee, deacon or elder. However, as trustees were eligible for an enhanced disclosure pre 2012, it is still possible for them to do an enhanced disclosure without barring.
- A church worker who **visits** housebound people and on occasions is asked to do some shopping or pay a bill on their behalf is engaging in Regulated Activity and would need an enhanced check with barring details.
- A church worker who is part of a group of volunteers that **drive church members to their GP surgery** or hospital appointments is working in Regulated Activity.
- The volunteers who are part of the **rota to bring church members** who would otherwise be unable to attend church, are not engaging in Regulated Activity as Church services are not covered by the Protection of Freedoms Act – unless they collect Care Home residents, in which case they would be in Regulated Activity.
- A counsellor who receives referrals from a Health Care Professional will be in Regulated Activity. If the counsellor does not receive referrals but works with children or vulnerable adults, they will be eligible for an enhanced DBS check without a check of the barred list.
- A **luncheon club/food bank or street outreach** (e.g. Street Pastors) whose workers just serve food, drinks, or have a friendly chat with those they work with will not be in a Regulated Activity with adults unless they are giving professional counselling/health care or personal care to adults.
- **Prayer teams** whose members pray with/for adults and children in a public area/town centre type setting are not in Regulated Activity nor do they qualify for an enhanced DBS check. If, however, their job role includes praying with a child/children frequently or intensively in an unsupervised setting, this would be Regulated Activity.

⁹ Based on CCPAS guidance (sourced October 2013)

2.6 Disclosure and Barring Service (DBS) application process



¹⁰ The IPP has a team of verifiers across Wales who are able to check identity documents locally to facilitate the DBS process. They will ask some simple questions about each role to help the countersignatory to confirm eligibility for a check before returning the form to the IPP office

2.7 Blemished Disclosures

(One showing convictions, cautions, reprimands or final warnings, or information from the Police)

Each blemished disclosure will be referred to a confidential panel of people with relevant expertise and experience which is facilitated by the Interdenominational Protection Panel.

Having a criminal record will not necessarily prevent someone from working or volunteering

The panel ensures that all individuals with a blemished record are treated fairly and confidentially

The Panel will receive anonymised information about the crime and any other relevant information.

Some crimes make it unlawful for a person to work with children and/or vulnerable adults and the Panel will write to the individual to explain that it is not lawful for him/her to continue in the job. In other cases the Panel looks at mitigating or other information and makes a decision as to the applicant's suitability to do the job in light of the information disclosed.

Frequently the Panel advises that there is no specific risk related to the disclosure and the individual is able to proceed with the work. In some cases the Panel may advise that the individual can work or volunteer but may make recommendations or offer advice. For example, in the case of a disclosure relating to fraud, the Panel may advise that the individual does not handle money in relation to his/ her volunteering or work.

Where the decision is not to proceed, the General Secretary of the denomination will be notified and the IPP will contact the church to offer advice.

The Panel will write to the individual in each case, to explain the outcome of the panel.

Section 3:

Children and Young People

In this section you will find:

The policy statement and values of the church in relation to children and young people

3.1 Good practice when working with children and young people

- A. Good practice principles
- B. General practical guidelines:
 - 1) Planning activities
 - 2) Safe locations
 - 3) Adequate supervision
 - 4) Documents
 - 5) Food and drink
 - 6) First Aid Box
 - 7) Accident and Incident Record
 - 8) Insurance

3.2 Child protection

- A. How might a child suffer abuse
- B. Who abuses children?
- C. Categories of abuse and possible signs
- D. Initial response to a concern or allegation
- E. How to respond to a child who discloses abuse
- F. Flowchart – What to do if you see, hear or suspect something

3.3 Guidelines for specific activities

- A. Filming and taking photographs
- B. Safety when transporting children
- C. Residential courses
- D. Using church premises for accommodation
- E. On-line Safeguarding

Introduction

As a church community, we recognise the importance of providing a safe and caring environment for our children and young people. The church as a whole desires that children and young people are able to take a full and active part in the life of the church in an environment which helps them to grow spiritually and cares responsibly for them.

‘The United Nations Convention on the Rights of the Child states that children have the right to have their say and to be listened to, properly cared for and protected from violence, abuse and neglect. All organisations that work with children should do what is best for them.’

UNCRC Articles 12, 19 and 3

Policy statement

It is the policy of the Presbyterian Church of Wales, the Union of Welsh Independents and the Baptist Union of Wales to safeguard the welfare of all children and young people by protecting them from neglect, physical, sexual and emotional harm. As churches, we are fully committed to safeguarding the wellbeing of our members and those entrusted to our care. Members of the church, paid staff and volunteers will at all times show respect for and understanding of children’s rights, promoting an ethos of listening to children and ensuring their safety, conducting themselves in a way that reflects the principles of the Christian church.

The church will care for children and young people, and will safeguard them by way of good practice in relation to:

- Safe recruitment of workers (section 2)
- Promoting good working practice when working with children and young people (section 3.1)
- Training and supporting their workers in their role and in child protection (section 3.2)

The procedures and guidelines included in this document should be freely available to all workers and leaders and members within the church.

For clarity, any reference to child/children includes children and young people up to the age of 18 years.

Values

All human beings are made by God in His image. The image of God is His gift to us in childhood as well as adulthood.

We have a caring and compassionate God and we too are called to show His love and compassion as we work with others especially the most vulnerable.

Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, who comforts us in all our troubles, so that we can comfort those in any trouble with the comfort we ourselves receive from God. (2 Corinthians 1:3-4)

Jesus' birth, growth and nurture within a family as well as his behaviour towards children during his ministry affirm the dignity and value conferred by God on children and young people. A child is a whole person with rights and needs, to be honoured and respected by us all. Indeed, children possess qualities which show adults the way to God's kingdom (Matthew 18:3).

Children, therefore, are valued, yet vulnerable members of the Christian community, who need our special care. We take seriously the charge given by Jesus to welcome children, to protect them and to allow them free access to Him.

Whoever welcomes this little child in my name welcomes me; and whoever welcomes me welcomes the one who sent me. (Luke 9:48)

Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these ... And he took the children in his arms, placed his hands on them and blessed them. (Mark 10:13-16)

Churches today have a unique opportunity to obey these commands of Jesus. Every church should model in its worship, fellowship and mission a community where:

- children are listened to, given a sense of belonging, nurtured, and kept safe;
- parents are supported and encouraged;
- those who work with children and young people are supported.

The church recognises the right of children and young people to be treated as individuals and to be encouraged to participate in the life of the church. It declares that threatening, violent or degrading behaviour is never acceptable.

The church wishes to promote good working practice, to create a safe and positive environment for children and young people in our churches and communities and for those working and volunteering in our midst.

3.1 Good practice when working with children and young people

Within our churches we have many skilled and compassionate people who share their time, gifts and faith as they work with children and young people.

Although much of the following section may appear to be “common sense” it is important that, across our different teams and churches, we are all working towards the same stated high standards in our work with children and young people. This is also useful to enable us to share expectations of roles with new workers and volunteers.

A. GOOD PRACTICE PRINCIPLES

1. Treat each child and young person with dignity and respect.
2. Empower children to safeguard themselves – through listening to them, giving them choices, believing them and giving them relevant advice and information (as befitting their age and understanding).
3. Always be mindful of the language you use, the tone of your voice, and your body language.
4. Touch is an essential part of everyday life and a way of communicating affection, warmth and reassurance. It should be age-appropriate and generally initiated by the child or young person, rather than the worker. It should be related to the child, young person’s needs, not the worker’s. Holding a child’s hand or offering a hug when they are upset is often a good way to reassure or comfort a child but always ask “Would you like a hug?” rather than assume. We all have different boundaries and these should be respected. Keep everything public. A hug in the context of a group is different from a hug behind closed doors.
5. Be open and transparent as a team. Team members should monitor one another in the area of behaviour or physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
6. As well as being mindful of the children’s safety at all times also be mindful of your own safety and protect yourself from allegations. Behaviour should be open, transparent and accountable.
7. Learn how to control and discipline children without resorting to corporal punishment. NEVER smack or hit anyone and don’t shout. Change voice tone if necessary. Don’t be reluctant to call on support from other leaders if you are unable to cope with a situation.
8. Get to know the children you work with and find out what works for them as individuals and a group. Make age appropriate group agreements (ground rules) with the children and young people on what is acceptable behaviour (e.g. no hitting, shouting, name calling etc.) which you can review regularly together.
9. Agree some basic guidelines as workers for each activity so that you are all behaving in a consistent way and expectations are clear. Consider creating a booklet detailing who is responsible for each activity and how you will deal with discipline, so that you can share it with new workers or parents. (See example document at appendix 2)
10. Where possible avoid working alone with a child or a group. In church premises, this could mean leaving doors open, or arranging for two groups to undertake activities in the same room. This enables you to support each other and remain accountable to each other as a team. There will be exceptions or times when this is not possible and this is why we go through a safe recruitment process.
11. Respect the privacy of children but do not promise to keep secrets and generally do not enter into private or intimate conversations with children and young people on your own. We do want to be able to offer appropriate care and support so, in listening to a young person’s problem or offering advice, be wise about the location and setting of the discussion. Where possible, ensure that other leaders are aware of the meeting and others are around.

12. Do not play games which are unduly physical or sexually provocative and never make suggestive sexual remarks about an individual, or to him/her, even when it is part of 'banter'. Resist being drawn in when a young person seeks attention by way of means which are clearly sexual or physical by nature.
13. Do not invite children or young people into your home when you are alone; invite a group, or make sure that another adult is in the house. Make sure that a parent/guardian is aware of the child/young person's whereabouts.
14. Don't go into a home if a parent or carer is absent unless the child would be at risk of significant harm if you do not do so.
15. Avoid transporting a child/young person on your own. Try to ensure that another leader/helper accompanies you in the vehicle, or that other children/young people are present with you. If circumstances dictate that you have to transport a child/young person on your own, ensure that other leaders/helpers are aware of what is happening, and that the individual is in the rear seat of the vehicle.
16. Be wise in your use of social media and mobile phones with children and young people (see further guidance in section 3.3 E).
17. Never be afraid to ask for help and advice from your leaders or more experienced staff if you are unsure. The Interdenominational Protection Panel's Training and Safeguarding Officer is also available to give advice (See Appendix 1 for more sources of support)

B. GENERAL PRACTICAL GUIDELINES

Also see section 3.3 Guidelines for specific activities

1) In planning and preparing activities, please be aware of the following:

- Ensure that you have consent for each child or young person under 18 to take part in an activity.
- Organisations have a responsibility to **assess the risk** involved in the activities that are provided. A risk assessment template (see Form 10) works as a checklist to help you to consider the possible problems and risks involved in an activity. We do informal risk assessments all the time without even thinking about it. For example, we say, "It's dangerous to climb up on the chair – I'll go and get a stepladder". Often it is sufficient to assess risk informally at the beginning of a session or activity but for organised group activities it is usually good practice to have a formal paper copy that can be shared with members of the team and reviewed. (Further guidelines in Appendix 4)
- If possible, each activity should include someone who has a **First Aid** qualification. Where possible, **medication** should be administered by the child's parent or guardian. If it is essential that medication is administered during an activity, written consent and instruction by a parent/guardian or doctor should be obtained. Medication should be clearly marked and kept in a secure place, out of the reach of children.
- When planning games or 'ice breakers', be aware of the risks of physical injury, and guard against it.
- Make sure that there is a means of **calling for help** in the event of any emergency during an activity – either a mobile phone with a good signal or access to a land line.

2) Safe locations:

- Ensure that all sites/locations used by the church are safe to carry out any activity.
- Buildings being used for groups or activities should be properly maintained. The external fabric of the building, plus all internal fixtures, fittings, lighting, fire exits and equipment should meet the required safety standards. An annual review should also be carried out and, where necessary, action taken. All electrical equipment should have undergone an electrical safety test. In the UK these are known as PAT (Portable Appliance Testing). Outside play areas should be appropriately fenced off with secure gates to prevent small children from straying from the premises.

- Always be aware of potential dangers or risks in the building and the equipment and activities. Complete risk assessments regularly. In a building, the following may be considered hazardous: loose-fitting carpets, uneven floors, over-filled cupboards, very high shelves, blocked fire exits, glass doors, missing light bulbs, overloaded power points, trailing electrical cables, loose window fastenings.
- Move items which could cause injury during the activity, or avoid them.
- Young people must be supervised at all times by a helper/leader whilst in a kitchen area.
- Be aware of the location of fire exits, and ensure that they are clear. Know where the nearest fire extinguishers are located. These must be checked regularly by a qualified person. Occasionally, fire drills should be conducted to ensure that all young people know the evacuation procedure to follow in the event of fire. It is helpful to have a record of these.
- Don't use any area where maintenance work is taking place, and 'screen off' such areas where possible.

3) Adequate supervision

Children should be supervised at all times. Children should never be left unsupervised, whether inside or out in the open air. A leader should ensure that there are sufficient staff to meet recommended ratios (see below) and also adequate supervision of additional or dangerous equipment. In the case of certain apparatus, e.g. bouncy castles, adequate supervision by suitably trained individuals is essential. It may be that specialist/additional insurance cover is required for higher risk activities.

These are the ratios recommended by the NSPCC¹¹ in relation to supervision of children in voluntary organisations:-

0 - 2 years	at least 1 adult to 3 children.
2 - 3 years	at least 1 adult to 4 children.
4 - 8 years	at least 1 adult to 6 children.
9 - 12 years	at least 1 adult to 6 children
13 -18 years	at least 1 adult to 8 children

These are general minimum guidelines but they should be increased where circumstances require; for example, to offer appropriate support to a child with additional needs. Generally activities should be conducted by a minimum of two adults.

4) Documents

- When a child becomes involved in an activity run by an organisation, it is important at the outset that a general information and consent form is completed by their parent or guardian. This should give contact information, permission to seek medical help in an emergency and details of any allergies or reactions to certain foods. This form should be renewed annually. (Form 5 or 6: General Information and Consent)
- If you are planning on communicating with young people electronically or using social media it is important to have written permission. (See form 6 and 3.3 E)
- Additional consent should be obtained in relation to any activity which is over and above the regular activities. This could be an occasional 'high risk' activity; for example, climbing, or a trip or residential course. (Form 7: Additional Activity Consent Form)
- A register of attendance at the club or activity should also be maintained, together with a register of workers and volunteers at each session. It is also good practice to keep parents/carers informed of the nature of activities.

¹¹ NSPCC recommended ratios
http://www.nspcc.org.uk/Inform/research/briefings/adult-child-ratios_wda95200.html

5) Food and drink

If food and drink are provided during an activity, the following should be considered:

- Workers should follow good hand washing and hygiene principles.
- All food and drink is stored appropriately.
- Hot drinks should not be carried through an activity area and not placed within the reach of young children.
- Snacks and mealtimes should be appropriately supervised.
- Fresh drinking water is available at all times.
- Systems are in place to ensure that children and young people do not have access to food/drinks to which they are allergic. Typically this can be nuts, milk, eggs, fish, shell fish and gluten.
- If meals are being prepared, the person responsible should possess a Basic Food Hygiene Certificate or equivalent and be knowledgeable in areas such as food preparation, handling, storage, disposal of waste, etc.

6) First Aid Box

Under the Health & Safety (First Aid) Regulations it is the duty of every employer to provide at least one First Aid container for each work location. Its contents should be stored in a waterproof container and the designated worker should regularly check the contents.

7) Accident and Incident Record

Any accident, 'near miss' or incident should be recorded, including the date of the incident, details of witnesses and any further action required. (See Form 9: Accident/Incident Form)

8) Insurance

You must ensure that any activity is covered by an Insurance Policy held either by the local church or the relevant department of the denomination. Good practice clearly minimises risk, however, adequate insurance cover should also be in place for each and every activity. In the event of an accident, incident or if abuse is detected or suspected, it is important to notify the insurance company immediately, otherwise the insurance cover could be adversely affected.

3.2 Child Protection

A. How might a child suffer abuse?

Children can suffer abuse by being harmed by someone, by someone failing to prevent a child from being harmed, or by being neglected.

Abuse can happen within a family, within institutional premises, or in the community at large. They can be abused by someone whom they know or, more infrequently, by a stranger.

It's important that those who work with children and young people are able to recognise signs and symptoms of abuse because often children and young people are unable or unwilling to ask for help directly. However, it may be that other factors account for the child's behaviour, so that the person working with him/her should never take it upon himself to decide that abuse has taken place.

B. Who abuses children?

- An abuser is often someone known to the child. They may be a parent, sibling, other relation, family friend or neighbour.
- Sometimes, the abuser may be an adult who holds a position of authority or trust over children; this could apply within the church.
- The abuser can be of any background.
- An abuser may be male or female.
- There is no certain way of identifying a potential abuser; they don't appear different from the rest of society.
- Some adult abusers may have been abused themselves as children.

C. Categories of Abuse and possible signs

Type	Definition	Possible signs
<p>PHYSICAL ABUSE</p>	<p>Physical abuse can mean striking, shaking, throwing, poisoning, scalding with fire or water, drowning, choking or other form of causing physical injury to a child. It can also happen when a parent or carer pretends that a child is displaying certain symptoms, or intentionally causes a child to become ill. This is often described by using terms such as ‘imaginary illness by proxy’ or ‘Munchausen Syndrome by proxy’.</p>	<ul style="list-style-type: none"> ● Injuries not consistent with the explanation given for them ● Injuries in places on the body not normally exposed to falls, rough games, etc. ● Injuries that have not received medical attention ● Reluctance to change for, or participate in games or swimming ● Repeated urinary infections or unexplained tummy pains ● Bruises on babies, bites, burns, fractures, etc. which do not have an accidental explanation ● Cuts/scratches/substance abuse*
<p>SEXUAL ABUSE</p>	<p>Sexual abuse means forcing or encouraging a child or young person to participate in sexual activity, whether the child is aware of what is happening or otherwise. This can involve touching the child, including penetration or activity which does not involve penetration.</p> <p>This can include non contact activities involving children in the production of pornography, encouraging them to watch pornography or sexual activity, or prompting them to behave in an inappropriate sexual manner.</p>	<ul style="list-style-type: none"> ● Any allegations made concerning sexual abuse ● Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour ● Age-inappropriate 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 ● Eating disorders – anorexia, bulimia*

EMOTIONAL ABUSE

This involves abusing a child emotionally on a regular basis, causing the child's emotional development to be seriously and permanently affected. It can include telling a child that he is useless, that no one loves him, that he is deficient in certain ways, or that his only use in life is to satisfy the needs of others. It can mean having unreasonable expectations of a child in light of his age and development. It can mean causing a child to be afraid or to think that he is in danger, or using/corrupting a child.

Every case of abusing a child involves some degree of emotional abuse, but it can also 'stand alone'.

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety, nervousness, 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

NEGLECT

This means constantly failing to satisfy the basic physical and psychological needs of a child which is likely to seriously affect the child's health or development. It can involve a parent or carer failing to provide adequate food, clothing or accommodation, failing to protect a child from harm or physical danger, or failing to facilitate access to adequate medical care or treatment. It can also include neglecting the basic emotional needs of a child, or failing to respond to those needs.

- Undernourishment, failure to grow, constant hunger, stealing or gorging food
- Untreated illnesses
- Inadequate care
- Regularly being inappropriately dressed for the weather

* These may also indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

D. Initial Response to a Concern or Allegation

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

1) Make notes as soon as possible:

- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity). Keep it factual and do not express your opinion. Your report/notes could be used at a later date in a court of law (You can use Form 11 in section 7 if you wish).
- Describe any injury: its size and a drawing of its location and shape on the child's body.
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all handwritten notes, even if subsequently typed up.
- These notes should be passed on to the church safeguarding co-ordinator to assist them should the matter need to be referred to Children's Social Services or the Police. Any referral should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it.
- If the church does not have a safeguarding co-ordinator, or deputy, or they are not contactable or they are the subject of the concerns, the statutory agencies should be contacted directly

2) Seek advice:

- If your church does not have a safeguarding co-ordinator you can contact the IPP Safeguarding Officer¹² or the denominational General Secretary for advice.
- The Churches Child Protection Advisory service (CCPAS)¹³ can also offer independent advice and operates a 24 hour confidential helpline and an in depth website.

3) In urgent cases:

- If there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home, contact the local Children's Social Services or the Police straight away. Do not tell the parents/carers in such circumstances.
- 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 child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.

4) **DO NOT:** Investigate any circumstances, assertions or disclosures yourself. It is not your role or that of the church to decide whether or not abuse has taken place. Your responsibility is to report the matter to the appropriate person.

5) Concerns about possible poor parenting or neglect

- If the concerns for the child centre around poor parenting, it may be appropriate to speak to the parent/carer. You could 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

¹² Interdenominational Protection Panel 01745 817584

¹³ CCPAS (The Churches' Child Protection Advisory Service) is the only independent Christian safeguarding charity 0845120 45 50
<http://www.ccpas.co.uk/About.html>

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.

E. How to respond to a child who discloses abuse

- Be patient and sympathetic.
- Listen carefully – Be attentive and look at the child.
- If the child is sharing information with you, take it seriously. Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Do not question the child about what has happened or press the child to disclose further information.
- Stress to the child that he/she is not to blame.
- Reassure the child that he/she is doing the right thing by disclosing the information to you, and that you are treating the information seriously.
- If you think that the child is in serious or immediate danger, contact the Police or Social Services immediately.

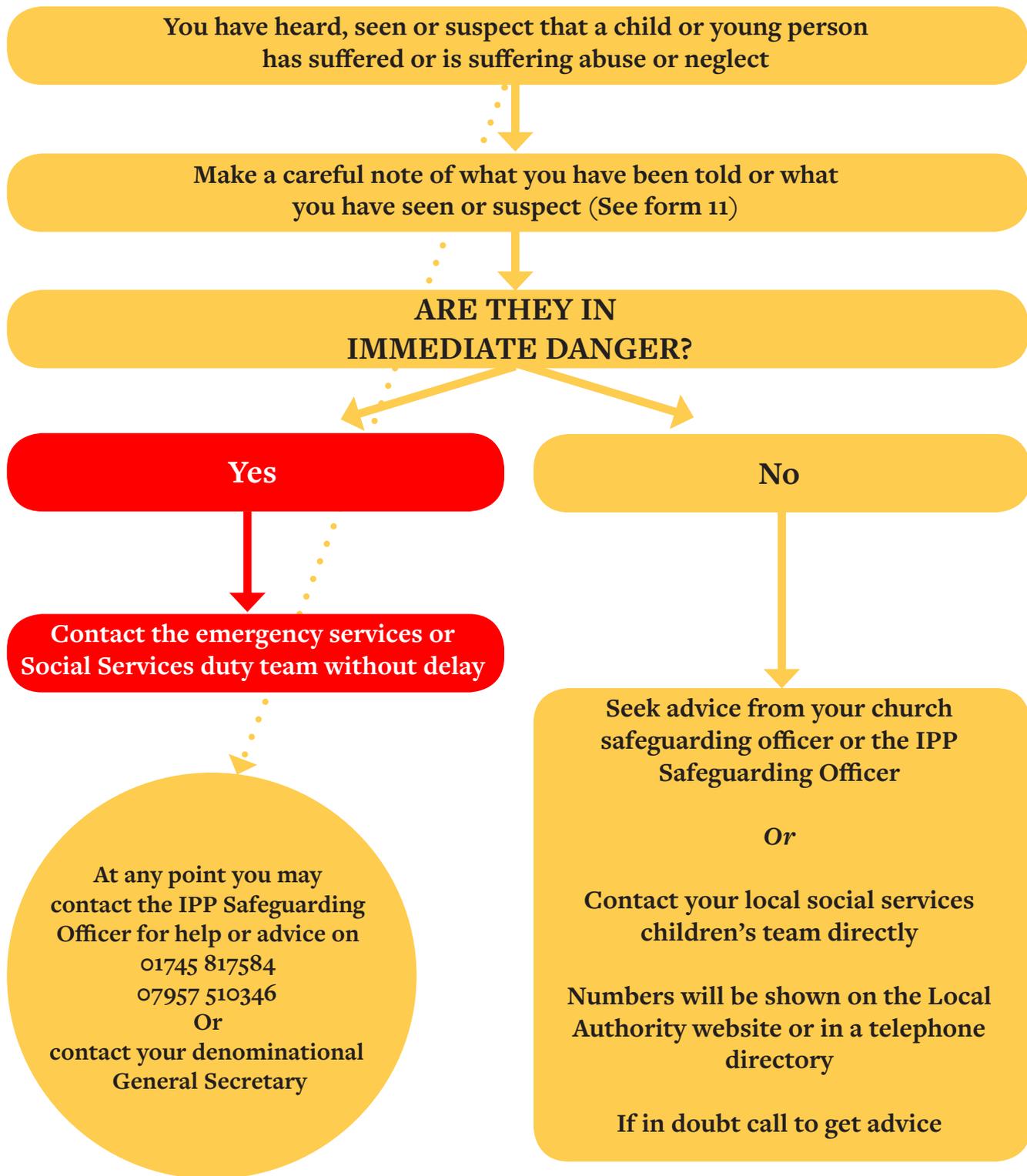
Do:

- Let the child know what you intend doing, with whom you will share the information and why, and – in simple terms – what will happen next.
- Make detailed notes as soon as possible after the disclosure and date and sign them. Make sure they are factual and not expressing your opinion.

Do not:

- Promise to keep secret any kind of abuse which is drawn to your attention. For example do not say, “This will never happen to you again” or “I won’t mention it to anyone else”.
- Express shock or disbelief to the child.
- Discuss the matter with the individual who is accused or suspected of committing the abuse.
- Question or challenge anyone who has been named as a possible abuser. Your responsibility is to report the matter to the appropriate person.

F. WHAT TO DO IF YOU: HEAR, SEE OR SUSPECT SOMETHING?



3.3 Guidelines for specific activities

A. Filming and taking photographs

Taking photographs of children, or filming them, is often a good way to record a positive event or advertise a club, but certain protocols must be followed to comply with data protection legislation as well as to safeguard children and/or young people. You must comply with the Data Protection Act 1998 and consideration must be given to how the images are to be stored and used.

- The written consent of the parent/guardian must be obtained prior to filming or taking a photograph of a child during church activities. The relevant form must explain the purpose for making the film/taking the photograph e.g. for the church website, information boards, the press etc. It is perfectly acceptable to ask parents/guardian to let the organisation know if they do NOT want their child photographed or filmed. (See form 8)
- Never place a photograph/film of the child(ren) on a website without the written consent of the parent/guardian.
- In publicity documents, do not include names or any information which will identify the children. The same precaution should be adhered to when sending photographs to the press. There will be some obvious exceptions such as celebrating an award or achievement but always get written permission first.
- Photographs of children should be kept in a safe place, to be decided upon by the church trustees. Their decision should be recorded.
- Workers should not store images on their personal phones or computers.
- It is an offence to keep, distribute or show indecent pictures of children.

B. Safety when Transporting

Most youth work will involve transporting young people at some stage, whether on a club night or to and from a residential course or activity. The good practice guidelines below, will help safeguard both young people and their leaders. All drivers must abide by the usual recruitment and checking procedures.

a) Private Cars

- Drivers should be aware of the limitations of third party insurance for transporting young people. Private cars can be used provided they are not used for hire or for carrying passengers for reward.
- Drivers must check with their insurance company regarding the adequacy of passenger liability. In particular, ministers/paid staff must ensure that their policy covers business use to ensure cover whilst driving during the course of their working activities and not simply social and domestic purposes and commuting to work.
- Avoid transporting a child/young person on your own where possible. Try to ensure that another leader/helper accompanies you in the vehicle, or that other children/young people are present with you. If circumstances dictate that you have to transport a child/young person on your own, ensure that other leaders/helpers are aware of what is happening, and that the individual is in the rear seat of the vehicle.
- Never overcrowd the vehicle; otherwise any insurance cover will be invalidated.
- Seat belts must always be worn.

b) Minibuses

Current regulations must be observed. You may be able to drive a minibus if you hold a car driving licence and follow certain conditions – otherwise you'll need to apply for a minibus licence.

Please check with the DVLA for up to date information. The regulations listed here could change at any time.¹⁴

You may be able to drive a minibus with up to 16 passenger seats using your current car driving licence as long as it's **not for 'hire or reward'** – i.e. there's no payment from or on behalf of the passengers. If you need to charge, you will need a Passenger Carrying Vehicle (PCV) licence.

If you held a driving licence before 1 January 1997

You can drive a minibus in the UK and on temporary visits abroad. When your car licence is next renewed at the age of 70, you'll need to re-apply for your entitlement and meet higher medical standards.

If you obtained your driving licence after 1 January 1997

You can drive a minibus with up to 16 passenger seats within the UK as long as the following conditions apply:-

- you're 21 or older
- the minibus is used for social purposes by a non-commercial body
- you've had your driving licence for at least 2 years
- you're driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body
- the maximum weight of the minibus is not more than 3.5 tones (or 4.25 tonnes including specialist equipment for disabled passengers, e.g. a wheelchair ramp)
- you're not towing a trailer

(From DVLA website sourced Oct 2013)

Contact the DVLA or visit the website for further information about driving a minibus if you are not sure.

- If driving the congregation's minibus, drivers must be named on the congregation's insurance policy.
- The law states that it is the driver's responsibility to make sure that the vehicle is in a roadworthy condition before use. Failure to do so may result in the driver being legally liable in the event of any accident.

IF IN DOUBT, DO NOT DRIVE THE VEHICLE.

When hiring a minibus or larger bus, it is the responsibility of the user group to verify the legality and insurance cover of the operator prior to the use of the vehicle. If in doubt, ask to see a copy of the operator's insurance cover and operator's licence.

- Seat belts must be worn for any journey, no matter how short, and again it is the driver/leader's responsibility to enforce this.
- Leaders/helpers who accompany young people in minibuses should, where possible, sit amongst the young people. Preferably, a leader/helper should sit near the exit points of the vehicle.
- An accident report book/breakdown log book should be carried in church minibuses, and kept up to date.

¹⁴ <https://www.gov.uk/driving-a-minibus>

- Ensure that there is a First Aid Kit and Fire Extinguisher on the vehicle and familiarise yourself with them.
- 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.

C. Residential Courses

When organising a residential course the leader in charge should note the following:

1) The Residential Centre

- The Centre must have adequate insurance cover for your group, and be licenced for the activities you undertake. Insurance should especially cover high risk activities such as canoeing, rock climbing, etc.
- The premises should comply with current Health & Safety legislation.
- The Centre should inform you about its rules and regulations. Make every effort to be aware of its timetable; examples would be whether the lights are turned off at a particular time, meal times, and what time the group is expected to arrive and depart.
- The Centre must provide access to First Aid/GP in the event of an emergency.
- The Centre must also provide separate sleeping accommodation for males and females.
- A strategy should be in place to inform parents/guardians in the case of emergency or unexpected or unavoidable changes to the programme or the venue. Ensure that a phone is accessible.

2) Parents

The consent of the parent(s)/guardian(s) is a pre-requisite when taking a young person away for a residential experience. A registration form must be completed and signed by them, and should include any relevant medical information such as allergies, special diets, etc.

Before taking a group away, ensure that parents/guardians are aware of the following:

- The programme/activities in which their child will participate;
- The names and numbers of leaders/helpers accompanying the group. Where possible it is advisable to arrange a pre-residential briefing for parents, giving information and allowing them the opportunity to meet the leaders/helpers;
- The address and telephone number of the Centre;
- The group's 'contract', that is, the rules the young people will be asked to observe, and the possible consequences if they are broken;
- What clothes and other items the young people will need;
- How much pocket money is likely to be sufficient (it is advisable to set a limit on the amount taken).

3) The Young People

- They must have parental/guardian consent to participate in the residential course and its activities.
- They should be fully informed of the nature of the residential course and what is expected of them.
- They should never be coerced/forced into any activity with which they are uncomfortable.
- They should be allowed to 'negotiate' rules and a contract for behaviour, and be made aware of the sanctions in the event of the rules being broken.
- Children and young people should have access to a telephone. Childline and NSPCC numbers should be displayed.

D. Using church premises for accommodation

Church premises should only be used for accommodation if they comply with health & safety, fire and food regulations. If they are used for that purpose, certain factors need to be taken into consideration:-

- Try to use ground floor accommodation for sleeping.
- There should be appropriate male/female segregation and supervision.
- There should be at least two separate routes leading from the sleeping accommodation and out of the building.
- Doors should be checked for ease of opening in an emergency. Exits should be clearly marked and not blocked. Clear instructions in the event of a fire should be given to both young people and leaders/helpers.
- Portable heating appliances should not impede exits, and should be turned off during sleeping hours.
- Leaders/helpers should have torches in case of power failure.
- Make sure that there is a means to call for assistance. Check mobile phone coverage in advance. If there is a 'land-line' phone in the church building, the leaders/helpers should have access to it.
- Leaders/helpers should avoid staying on their own with a young person. Make sure that there are other leaders/helpers or a young person present.
- Sleeping accommodation for leaders/helpers and young people should, where possible, be separate, but the young people's accommodation ought to be easily accessible.

E. 'ON-LINE' SAFEGUARDING

In the past the church's responsibility for safeguarding and protecting children and young people has meant preparing procedures dealing with safe activities and buildings, with good practice for its workers. Today, however, we must also take into consideration 'on-line' safeguarding.

The church can play its part in minimising the risks involved with using IT, mobile phones etc by:

Supporting children and their families to remain safe when 'on-line' by making them aware of the some of the dangers and means to use IT safely.

Guiding its workers and volunteers to use safe principles and practices when using IT within churches and as a means of communication with young people.

1. SUPPORTING CHILDREN AND THEIR FAMILIES TO REMAIN SAFE ON-LINE

The Internet is an excellent resource, and an integral part of modern life, but here are some of the problems that can occur.

- Cyber-bullying and 'fighting' on line, threats, 'sexting'.
- Meeting someone 'on-line', and the danger of being enticed/groomed.
- Failing to protect digital information, leading to breaches of privacy, identity theft, misuse of information and fraud.
- Sharing files and breaches of copyright legislation, insufficient computer protection (viruses etc.)
- Access to dangerous material such as pornography, sites which promote hatred and those which encourage self-harm, drugs, suicide or gambling.
- Over-use of the Internet, text messaging, mobile phones, video games – becoming dependent or addicted to technology.

Although the church does not hold itself out to be an expert in this field, it can encourage and assist children and their families to be aware of ‘on-line’ dangers. This includes prompting families to discuss the dangers with their children, installing ‘firewalls’ on home computers, and ensuring that children take appropriate steps to protect themselves.

With the help of local experts, churches can arrange training sessions to help parents and guardians better understand the subject. Churches’ youth workers can take simple steps such as informing children and their families about schemes such as:

The ‘Click Clever Click Safe’ Scheme

This was created by UKCCIS (UK Council for Child Internet Safety), and encourages children and young people to:



Zip it: get children to keep their passwords private maintain the privacy of personal information and consider carefully which information is appropriate to be shared on-line. The following should not be shared: full name, pictures, home and e-mail address, phone numbers, details of popular meeting places for young people etc.



Block It: Make sure your children know how to block people that upset them, block those who send ‘hate-mail’, delete suspicious e-mails, and not open anonymous links or attachments. It encourages young people to install adequate protection software.



Flag It: Ask your kids regularly if they have seen or done anything on-line that has upset them. Inform an appropriate individual if someone asks the young person ‘on-line’ to meet with him/her in person, or if any ‘on-line’ activity gives cause for concern.

A number of organisations offer detailed advice and training on internet safety:

<p>CEOP</p> <p>Child Exploitation & On-line Protection Centre – internet safety</p> <p>Advice and education</p> <p>Report inappropriate on-line behaviour</p>	<p>http://www.ceop.police.uk/safety-centre</p> <p>http://www.thinkuknow.co.uk/</p>
<p>WISEKIDS</p> <p>Promoting safe internet use</p>	<p>www.wisekids.org.uk</p> <p>40 Wood Crescent, Newport NP10 0AL</p> <p>Email: info @ wisekids.org.uk.</p> <p>Tel: 01633 673339/07540707258</p>
<p>BBC Webwise – advice for parents</p> <p>CBBC stay safe (for children)</p>	<p>http://www.bbc.co.uk/webwise/topics/safety-and-privacy/internet-safety-for-kids</p> <p>http://www.bbc.co.uk/cbbc/topics/stay-safe</p>
<p>Action for Children’s Net Smart</p> <p>Rules to help you to be safe and on-line.</p>	<p>http://www.actionforchildren.org.uk/our-services/family-support/parenting-support/netsmart</p>

2. GUIDING WORKERS AND VOLUNTEERS to use safe principles and practices when using IT within churches and as a means of communication with young people.

a) Computers belonging to the church:

- If the church allows children and others to use its computers, it is a pre-requisite that the prior written consent of the parent(s)/guardian(s) is obtained.
- Ensure that appropriate restrictions (e.g. parental supervision or safe search engines) are in place if children are to be allowed access to computers belonging to the church.
- Ensure that any 'on-line' activity, or the use of personal programmes, which may endanger the computer by way of viruses, etc, is avoided.

b) Websites:

- It is the responsibility of the church to ensure that its websites are safe and appropriate. A suitably qualified/experienced adult should be appointed to oversee the website.
- The church bears responsibility for the full contents of its websites forums, blogs, Twitter or other social networking sites. Inadequate monitoring can lead to the church's reputation being tarnished, and even financial repercussions. Consider very carefully the benefits/pitfalls of expanding a website to include message boards/forums/blogs etc.
- If you propose to include the names and telephone numbers of officers, their prior consent must be obtained.
- If a child's picture is to be shown on a website, the written consent of a parent/guardian must be obtained beforehand. Bear in mind that sex offenders use the internet to locate children or to communicate with them.
- Install the 'app' named 'Report Abuse' prepared by CEOP (Child Exploitation and On-line Protection) on your church website.

c) Communicating with children and young people electronically and using social media:

'On-line' social networking is not just a fad. It constitutes a fundamental change in the way in which we communicate with each other.

Facebook, Twitter, Beebo, e-mailing, text messaging, MySpace, Piczo and Skype, to name just a few, are all means whereby we can communicate with each other. Churches, ministers and workers can utilise this media to great affect but good practice and adequate care are essential.

Individual churches should discuss and record their agreed approach to electronic communication and 'on-line' social networking with children and young people. They should decide whether to allow young church members to be an 'electronic friend' with a member of staff or volunteer. **This decision should be minuted.**

Advantages – enabling the setting up of contemporary contacts and easy immediate contact.

Disadvantages – for a member of staff, clouding the boundary between his/her role as a mentor and his/her position of authority.

The following are good practice principles in relation to internet activity and communication

- Only those members of staff/individuals who have been recruited safely should communicate electronically on behalf of the church.
- ‘On-line’ activity should be undertaken responsibly and courteously. Staff and other workers should be mindful of the language/words used when communicating electronically to avoid any misunderstanding or misinterpretation.
- Do not contact children electronically without appropriate consent. (Consent can be obtained on a separate form or included in general information and consent form – see Form 6).
- Never pressurise a child to disclose his/her personal details – e-mail address, mobile phone number, etc.
- The **minimum age** requirements stipulated by various networking sites should be observed. For example, children under 13 are not allowed to use Facebook, and the written consent of parents/guardians is required in respect of young people over the age of 13.
- **Electronic communication with a child of primary school age is inappropriate – communicate through the parent(s)/ guardian(s).**
- Arranging an ‘**accountability system**’ is good practice, asking a colleague to monitor any communication with children/young people. This is especially important with private means of communication such as text messaging on mobile phones. Consider carefully if this is an appropriate means of communication and if so keep messages short and for arrangements only.
- If a church agrees that its workers can include child members as ‘friends’, it should consider creating a separate list/category of ‘friends’ in respect of a particular church group. This means that only restricted information can be seen by that group. Another option is to create a ‘Fan Page’, which allows information to be shared, but does not have a ‘chatting’ facility.
- Church workers who communicate by means of social networking sites must check carefully the **privacy aspects of their ‘profile’**. They must ensure that the content of their site is appropriate to be seen by children, including photographs. Bear in mind that children can also see photographs/messages/information provided by others who are linked in (e.g. Facebook ‘friends’).
- Workers should refrain from sharing personal information with children and young people and should not respond to, or request personal information over and above that which is necessary and appropriate as part of their work.
- Electronic communications should generally only be used for the purpose of sharing information, not for ‘chatting’/social networking.
- Communications with children and young people should be kept in the public domain, to minimise the possibility of dubious situations arising. The biggest risk of Facebook is the private functions; messages cannot be seen by anyone but yourself and the recipient, so avoid sending messages. If sending a message is essential, then send to multiple people on Facebook and include other leaders in the message. If the conversation is too private for this then arrange to meet face to face applying normal safeguarding principles.
- Other children/ workers should not be discussed on social network sites.
- If a child communicates electronically when facing a crisis, or when in need, we recommend that you save this information and proceed as per a child protection concern (see section 3.2 above). When supporting a child in need, it is preferable to arrange ‘face to face’ meetings in accordance with good practice and safeguarding procedures.
- Electronic communications should be restricted to the hours between 8.00am - 10.00pm
- If an email is an official communication on behalf of the church display the church logo if possible
- Church workers should not keep photographs of children on their mobile phones.

Section 4:

Vulnerable adults

In this section you will find:

The policy statement and values of the church in relation to vulnerable adults

4.1 Good practice when working with vulnerable adults

A. Good practice principles

B. General practical guidelines:

1. Planning activities
2. Safe locations
3. Staffing
4. Food and drink
5. First Aid
6. Accident and Incident Record
7. Insurance

4.2 Protecting Vulnerable adults

A. How might an adult suffer abuse?

B. Who abuses vulnerable adults?

C. Categories of abuse and possible signs

D. Initial response to a concern or allegation

E. How to respond to an adult who discloses abuse

F. Flowchart – what to do if you hear, see or suspect something

Introduction

As a church community we recognise the importance of providing a safe and caring environment. The church has an obligation to follow good practice and principles in relation to the care of vulnerable adults and contribute towards our communities becoming places that are safer and free from prejudice.

The church as a whole desires that all, including vulnerable groups within our society are able to take part in the life of the church in an environment which helps them to grow spiritually and cares responsibly for them.

Vulnerable people constitute a large section of our communities. The needs of individuals can change; they may need care and support to live at home or in suitable accommodation which satisfies their needs.

Church members who visit people's homes and hospitals or run activities within the church must be alert to signs of poor care and support. This can include extended family members, and can involve listening to those who have concerns about vulnerable adults.

Policy statement

It is the policy of the Presbyterian Church of Wales, the Union of Welsh Independents and the Baptist Union of Wales to safeguard the welfare of all vulnerable adults with whom we work. As churches, we are fully committed to safeguarding the wellbeing of our members and those entrusted to our care. Members of the church, paid staff and volunteers will at all times show respect to others, promoting an ethos of listening to vulnerable people and ensuring their safety, conducting themselves in a way that reflects the principles of the Christian Church.

The church will care for vulnerable adults, and will safeguard them by way of good practice in relation to:-

Safer recruitment of workers (section 2)

Promoting good working practice with vulnerable adults (section 4.1)

Training and supporting their workers in their role and in the protection of vulnerable adults (section 4.2)

The procedures and guidelines included in this document should be freely available to all workers and leaders and members within the church.

Who is an 'vulnerable adult'?

An vulnerable adult is someone who is over 18 and may be:

- in need of community care services because of a disability, age or illness, and is unable to take care of him or herself, or
- is unable to stop someone else from harming or exploiting them.

An vulnerable adult may be someone with a learning disability, mental health needs, a physical or sensory impairment, or may be elderly and frail.

However, it is important to note that in relation to regulated activity with adults, the definition focuses on the activities provided which will mean that an adult will be considered vulnerable at that *particular time*. For example, at the point at which someone is receiving help with their personal care, they are considered vulnerable. This does not label adults as 'vulnerable' because of their personal characteristics or location.

Values

All human beings are made by God in His image. The image of God is His gift to us. Jesus treated all with compassion and dignity and particularly those who were most vulnerable.

We have a caring and compassionate God and we too are called to show His love and compassion as we work with others especially the most vulnerable.

Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, who comforts us in all our troubles, so that we can comfort those in any trouble with the comfort we ourselves receive from God. (2 Corinthians 1:3-4)

Churches today have a unique opportunity to show Jesus' love, care and compassion. Every church should model in its worship, fellowship and mission, a community where:-

- All people are listened to, given a sense of belonging, nurtured, and kept safe;
- Carers are supported and encouraged;
- Those who work with vulnerable people are supported.

The church recognises the right of everyone to be treated as an individual first and foremost, whatever their circumstances, and to be encouraged and helped to participate in the life of the church. It declares that threatening, violent or degrading behaviour is never acceptable.

The church recognises that everyone has a right to privacy, to live as independently as possible and to decide how to live his/her life. They have a right to full citizenship, whatever their race, sexuality, disability, age or religion.

The church wishes to promote good working practice, to create a safe and positive environment for vulnerable people in our churches and communities and for those working and volunteering in our midst.

4.1 Good practice when working with vulnerable adults

Within our churches, we have many skilled and compassionate people who share their time, gifts and faith as they work with vulnerable people within our church communities.

Although much of the following section may appear to be “common sense” it is important that, across our different teams and churches, we are all working towards the same stated high standards in our work with Vulnerable Adults. This is also useful to enable us to share expectations of roles with new workers and volunteers.

Good Practice and legislation are not intended to restrict the pastoral work undertaken by our churches in any way but rather shows our commitment to safeguarding and best practice.

A. GOOD PRACTICE PRINCIPLES

1. Listen and find out what the individual’s wishes are.
2. Ensure that everyone has the opportunity to take part or not as they wish. Never force anyone to take part in an activity. Ensure that the choices offered to individuals are fully understood by them.
3. Don’t take things for granted. For example, ask if someone is happy for you to use his/her first name.
4. Use positive and appropriate language, and seek advice when the person with whom you are dealing has specific communication needs.
5. Respect the individual’s independence. Do not encourage the person to become dependent on you.
6. Always treat an individual with dignity and respect their privacy particularly when helping with their personal care requirements.
7. When visiting people, remember to knock on the door before entering the building or room.
8. Be aware of the length of visits.
9. When visiting hospitals or care homes always inform a member of staff that you are there.
10. Touch is an essential part of everyday life and a way of communicating affection, warmth and reassurance. Consider how appropriate physical contact is, whether instigated by you or the other person. We all have different boundaries and these should be respected. Holding a hand or offering a hug is often a good way to comfort, but ask first rather than assume.
11. When dealing with an individual’s financial affairs, it is vital that you do so with honesty, sincerity and transparency.
12. Do not partake in pastoral care which is beyond your responsibility and competence.
13. Don’t dismiss any concerns or worries you may have about someone’s safety. Seek advice or refer the situation straight away.
14. As well as being mindful of the safety of the vulnerable person, also be mindful of your own safety and protect yourself from allegations. Behaviour should be open, transparent and accountable.
15. Generally do not accept material or financial gifts. If it would upset or offend someone if you were to refuse the gift, make sure that you inform an elder/ deacon or leader as soon as possible. This will avoid any accusation or confusion later.
16. Be wise if visiting others on your own.
17. Avoid visiting vulnerable people at night except in emergencies.

B. GENERAL PRACTICAL GUIDELINES

Working with vulnerable people may involve group work, or one to one work with an individual. Not all of these points are relevant to every situation. It is important to note that when individuals visit as a 'friend', not within the formal 'ministry' of the church, these procedures would not apply although this may not always be easy to define.

1) In planning and preparing activities please be aware of the following practical arrangements:-

- Always seek the consent of the individual before undertaking activities with them. This will usually be verbal consent.
- Organisations have a responsibility to assess the risk involved in the activities that are provided. A risk assessment template works as a checklist to make sure you have considered the possible problems and risks in an activity, and helps to plan appropriate steps or actions (see Form 10). We do informal risk assessments all the time without even thinking about it. For example, we would say, "It's dangerous to climb up on the bench I'll go and get a ladder..." Often it is sufficient to do an informal check before the start of an activity but for organised group activities it is usually good practice to complete a written risk assessment at least annually. This can then be shared with trustees and those working together during an activity. (Further guidelines in Appendix 4).
- If possible, each group activity should include someone who has a First Aid qualification.
- Make sure that a telephone is installed on the premises or that a mobile telephone is available during every activity to call for support or assistance.

2) Safe locations

- Ensure that all sites/locations used by the church are safe to carry out any activity.
- Buildings being used for groups or activities should be properly maintained. The external fabric of the building, plus all internal fixtures, fittings, lighting, fire exits and equipment should meet the required safety standards. An annual review should also be carried out and, where necessary, action taken. All electrical equipment should have undergone an electrical safety test. In the UK these are known as PAT (Portable Appliance Testing).
- Always be aware of potential dangers or risks in the premises/building and the equipment and activities. In a building, the following may be considered hazardous: loose-fitting carpets, uneven floors, over-filled cupboards, very high shelves, blocked fire exits, glass doors, missing light bulbs, overloaded power points, trailing electrical cables, loose window fastenings. Be aware of these within the church building, but also in places you are visiting in order to keep yourself safe.
- Move items which could cause injury during the activity, or avoid them.
- Be aware of the location of fire exits, and ensure that they are clear. Know where the nearest fire extinguishers are located. These must be checked regularly by a qualified person. Occasionally, fire drills should be conducted to ensure that everyone know the evacuation procedure to follow in the event of fire. It is helpful to have a record of these.
- Do not use any area where maintenance work is taking place, and 'screen off' such areas where possible.

3) Staffing

- Ensure that there are enough staff and volunteers to carry out all tasks safely and effectively and to support each other.

4) Food and drink

If food and drink are provided during an activity, the following should be considered:

- Workers should follow good personal hygiene.
- Basic health and hygiene regulations should be adhered to.
- All food and drink is stored appropriately.
- Great care should be taken with hot drinks.
- Snacks and mealtimes are appropriately supervised.
- Fresh drinking water is available at all times.
- Systems are in place to ensure that those at risk do not have access to food/drinks to which they are allergic. Typically this can be nuts, milk, eggs, fish, shell fish and gluten.
- If meals are being prepared, the person with responsibility for this should possess a Basic Food Hygiene Certificate or equivalent and be knowledgeable in areas such as food preparation, handling, storage, disposal of waste etc.

5) First Aid

Under the Health & Safety (First Aid) Regulations, it is the duty of every employer to provide at least one First Aid container for each work location. Its contents should be stored in a waterproof container and the designated worker should regularly check the contents.

6) Accident and Incident Record

Any accident, 'near miss' or incident should be recorded, including the date of the incident, details of witnesses and any further action required. (See Form 9: Accident/Incident Form).

7) Insurance

- You must ensure that any activity is covered by an Insurance Policy held either by the local church or the relevant department of the denomination.
- Good practice clearly minimises risk, however, adequate insurance cover should also be in place for each and every activity.
- Appropriate steps should be taken to prevent injury, loss or harm of any kind, and to recognise any situation whereby any vulnerable persons could be harmed during a church activity.
- In the event of an accident/near miss, or if abuse is detected or suspected, it is vital to notify the insurance company immediately, otherwise the insurance cover could be adversely affected.

4.2 Protecting Vulnerable adults

A. How might an adult suffer abuse?

It is important that those who work with vulnerable people are able to recognise signs and symptoms of abuse, because often they are unable or unwilling to ask for help directly.

Abuse is defined as:

A violation of an individual's human and civil rights by another person or persons which results in significant harm. (In Safe Hands, National Assembly for Wales, July 2000)

Abuse may be:

- a single or repeated act, or multiple acts;
- a lack of appropriate action;
- perpetrated as a result of deliberate intent;
- negligence or ignorance; and/or
- an act of omission (failing to act) or neglect.

Abuse may involve the vulnerable adult being persuaded or forced to enter into a financial or sexual arrangement to which they have not, or could not, consent. Abuse can occur in any relationship and fundamentally is an abuse of trust, including failure to meet a duty of care.¹

B. Who abuses vulnerable adults?

Abuse can happen within a family, within institutional premises, or in the community at large. Vulnerable people can be abused by someone whom they know or, more infrequently, by a stranger.

- An abuser is often someone known to the vulnerable person.
- Sometimes, the abuser may be an adult who holds a position of authority and/or trust; this could apply within the church.
- The abuser can be of any background.
- An abuser may be male or female.
- There is no certain way of identifying a potential abuser; they don't appear different from the rest of society.

¹ (November 2010) Wales Interim Policy & Procedures For the Protection Of Vulnerable Adults From Abuse

C. Categories of abuse and possible signs

Type	Definition	Possible indicators
PHYSICAL	An action or a failure to act, including striking, kicking, intentional injury or scalding/burning, lack of nutrition, lack of personal care. Misuse of medication, or refusing to administer medication or inappropriate use of medication to restrict an individual. Restricting sleep. Forcing an individual to work in dangerous circumstances.	<ul style="list-style-type: none"> • A history of unexplained injuries. • Bruises, especially those which are out of sight or of a particular shape. • Pressure injuries. • Hypothermia. • Dehydration. • Poor personal cleanliness. • Being extremely tired. • Incorrect medical records.
SEXUAL	Any sexual act to which the individual has not consented. Denying an individual the right to express his/her sexuality, or refusing to meet that person's needs within socially acceptable boundaries.	<ul style="list-style-type: none"> • Physical symptoms – bleeding, bruising or infection. Stomach pains. • Behaviour which is not understood by a vulnerable adult. • A change in behaviour. • Self-harm; being introverted/ extroverted.
PSYCHO-LOGICAL	Threats, bullying, harassing, belittling, denying one's human rights, denying one's right to privacy. Denying dignity and respect, not including the individual when making decisions, being over-protective, denying the right to take risks, shaming, racism, excluding or confining someone. Inappropriate use of faith/religion. Verbal abuses, making someone feel worthless.	<ul style="list-style-type: none"> • Restless, anxious or quiet when with a carer. • Complaining of being belittled. • Depression. • Being afraid of making decisions. • A change in eating or sleeping habits. • Tearful, feeling that the world is coming to an end. • The carer talking inappropriately or belittling.
FINANCIAL OR MATERIAL	Theft, fraud, pressurising someone to change his/her will, improper use of state benefits.	<ul style="list-style-type: none"> • Unexplained failure to pay bills. Withdrawing money from an account without reason. • Inconsistency in terms of assets and living conditions. • Reluctance to receive help. • Items disappearing, e.g. jewellery, personal effects. • Carer showing excessive interest in a vulnerable adult's finances and assets.
NEGLECT	Lack of care, including preventing or restricting access to healthcare. Failure to care for someone, including medical care. Failure to undertake a risk assessment. Failure to administer medication. Failings in terms of nutrition, heating and personal care.	<ul style="list-style-type: none"> • Poor personal cleanliness. • Depression and loneliness. • Poor nutrition, pressure bruises, lack of medication or too much of it being administered. • Unusually unkempt. • Lack of basic care. • Intentionally placing the individual at risk. • Lack of adequate heating.

INSTITUTIONAL ABUSE

A lack of appropriate care and support stemming from poor practice across the entire care provision.

Institutional abuse thrives when the wishes and aspirations of the individual are sacrificed to maintain the day to day running of the service or organisation.

When care providers utilise unduly strict arrangements, practices, policies and procedures, it can effect negatively on the individual's right to respect, independence, dignity and choice.

Possible indicators of institutional abuse

- Insufficient training and supervision of staff
- Poor management which undermines joint-working, and stifles new ideas and developments
- Lack of flexibility, e.g. enforcing strict times for going to bed or to the toilet.
- Lack of clothing and personal effects
- Failing to motivate individuals to participate in activities, and lack of choice
- Not allowing the individual to express ideas regarding the decor of the establishment
- Lack of choice with menus, and poor menu planning
- Improper use of medical technology
- Abuse of power and control
- Treating those who need care and support with a lack of respect and dignity
- Failing to acknowledge a person's individuality in terms of dress, beliefs, faith/religion, nutrition and culture

D. Initial Response to a Concern or Allegation

If there is a concern that a vulnerable adult may have been abused or a direct allegation of abuse is been made, it is important the person receiving this information does the following:

1) Make notes as soon as possible:

- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity). (You may use Form 11 in Section 7 – reporting a concern form).
- Describe any injury, its size, and a drawing of its location and shape. 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 church safeguarding co-ordinator to assist them should the matter need to be referred to Adult Social Services or the police. Any referral should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it.
- If the church does not have a safeguarding co-ordinator, or deputy, or they are not contactable or they are the subject of the concerns, the statutory agencies should be contacted directly.

2) Seek advice:

- If your church does not have a safeguarding co-ordinator you can contact the IPP Safeguarding Officer or the General Secretary of your denomination.
- The Churches Child Protection Advisory service (CCPAS) can also offer independent advice and operate a 24 hour confidential helpline and website.

3) In urgent cases:

- If there are concerns that someone may have been deliberately hurt or is at risk of ‘significant harm’, contact Adult Social Services or the police straight away.
- If urgent medical attention is needed, an ambulance should be called or they should be taken to hospital.

4) DO NOT:

- Investigate any circumstances, assertions or disclosures yourself. It is not your role or that of the church to decide whether or not abuse has taken place. Your responsibility is to report the matter to the appropriate person.

E. How to respond to an adult who discloses abuse

- Be patient, and sympathise with the complainant.
- Listen carefully, but do not question the person about what has happened or press them to disclose further information.
- Show acceptance of what they say by reflecting back words or short phrases they have used.
- Reassure them that he/she is doing the right thing by disclosing the information to you, and that you are treating the information seriously.
- If in your opinion a vulnerable adult is in serious danger, contact the Police or Adult Social Services immediately.

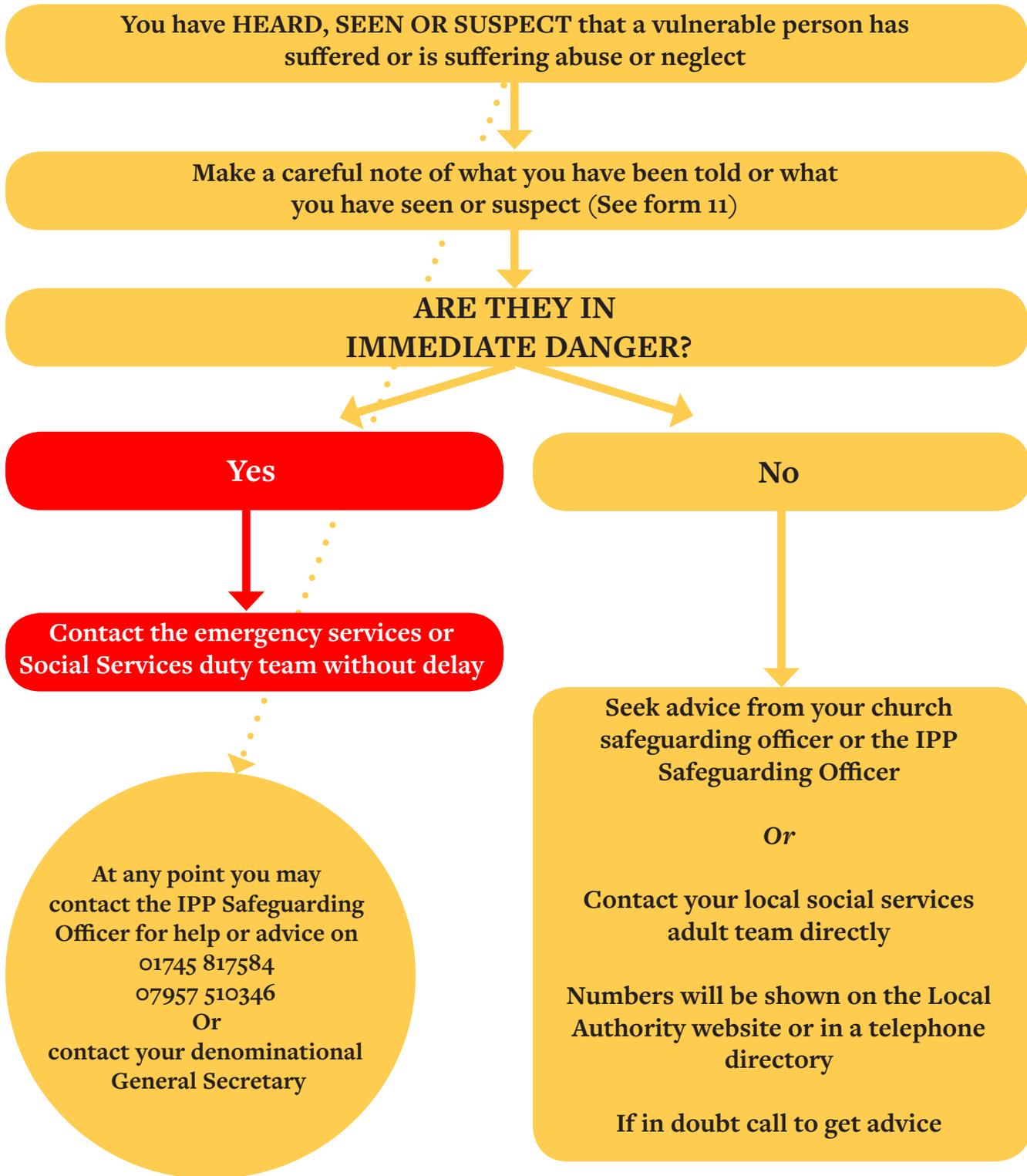
Do:

- Let the person know what you intend doing, with whom you will share the information and why, and – in simple terms – what will happen next.
- Make detailed notes as soon as possible after the disclosure and date and sign them. Keep it factual and do not express your opinion. Your report/notes could be used at a later date in a court of law.

Do not:

- Promise to keep secret any kind of abuse which is drawn to your attention. For example do not say “This will never happen to you again” or “I won’t mention it to anyone else”.
- Express shock or disbelief.
- Do not discuss the matter with the individual who is accused or suspected of committing the abuse. In no circumstances should you investigate any circumstances, assertions or disclosures. It is not your role or that of the church to decide whether or not abuse has taken place. Your responsibility is to report the matter to the appropriate person.

F. What TO DO IF YOU: HEAR, SEE or SUSPECT SOMETHING?



Section 5:

Pastoral care

In this section you will find information about

- 5.1 Supporting people who have suffered abuse in the past
- 5.2 Supporting those affected by suspected abuse and disclosures
- 5.3 Good practice when dealing with people who are known offenders or abusers
- 5.4 Treatment for offenders and sources of support

Introduction

Any organisation that is involved with children, young people or adults should be aware that those who come through their doors may have been affected by abuse at some point in their lives. It may be in the present, recent or distant past but the effects can be devastating not only for the person who has been abused but also family members, friends and social groups.

The church has a unique opportunity to offer sensitive pastoral ministry to all who are affected but we must also be responsible and understand our limitations. It is probable that most people will require specialist advice but the church community can provide a supportive and caring environment and assistance to access the right support and help.

There is a difference between counselling and listening/pastoral care. All are of value and often work alongside each other but it is important that counselling is left to those who are appropriately qualified. Problems can arise when boundaries are not respected and well-meaning but inexperienced individuals assume a counselling role. Counselling for sexual abuse in particular is complex, requiring a great deal of skill and training.

5.1 Supporting people who have suffered abuse in the past

It is possible that within your church are adults who suffered abuse during their childhood are now members of the church community. These survivors may never have disclosed or come to terms with what happened in the past. The abuse may or may not have taken place in a church setting.

“There is clear evidence that the proportion of people within the church who have experienced abuse is no lower than in the rest of society”¹⁵

Training in relation to abuse can also trigger memories of incidents which the worker may have experienced him/herself which may cause considerable trauma or distress.

Those who have survived abuse need someone to listen to them, and to believe what they say. Their recovery is likely to be a lengthy process which requires specialist help or guidance. It is important to be mindful of the vulnerability of individuals; some referrals and actions, even within the Church, can evoke painful memories.

The guidelines in these circumstances are the same as those for individuals who disclose current cases of abuse¹⁶; listen to them, believe what they say, and assure them that they are not to blame. Start with the individual’s circumstances, not your own fears or doubts. Usually, the appropriate way to help a survivor is to refer him/her to a professional who is experienced in dealing with such matters.

Both adults and children who have previously been abused – can be vulnerable to further abuse.

A number of organisations specialise in offering support to survivors or abuse

The Survivors Trust is an umbrella agency for over 135 specialist voluntary sector agencies providing a range of counselling, therapeutic and support services working with women, men and children who are victims/ survivors of rape, sexual violence and childhood sexual abuse.

<http://www.thesurvivorstrust.org/find-support/>

¹⁵ CTBI (2002) Rev K Galloway and Rev D Gamble, Time for Action: A Report of Sexual Abuse Issues.

¹⁶ See Section 4.2E

MACSAS (Ministry and Clergy Sexual Abuse Survivors) is a support group for women and men from Christian backgrounds who have been sexually abused by Ministers or Clergy, as children or as adults. They support both survivors who have remained within their Christian communities and those who have left. <http://www.macsas.org.uk/>

NAPAC – National Association for People Abused in Childhood campaigns and offers support. It has a Freephone information line on 0800 085 3330 and a resources website. www.napac.org.uk

S: VOX An organisation for survivors of any sort of abuse as a child or an adult. Offers support, education and advocacy. www.svox.org.uk

5.2 Supporting those affected by suspected child abuse and disclosures

The church has a unique opportunity to offer sensitive pastoral ministry to all who are involved. When, in a case of suspected abuse, the safety of the individual has been assured, it is vital that the church creates structures whereby workers can be counselled and supported.

Similar help can be offered to others surrounding the child or vulnerable adult who may be adversely affected by what has happened. This may include the abuser and those who are close to him/her but the safety and wellbeing of the child or vulnerable person must always be a priority.

The church community has a significant role to play in providing a supportive and caring environment but it is likely that most people will require specialist advice and support by experienced professionals or counsellors.

5.3 Good practice when dealing with people who are known offenders or abusers

When a known offender joins a church, it is important that he/she is welcomed in a friendly manner; however, it is equally important that a frank discussion takes place with the individual. The church has a responsibility to consider and respond to the risk, but also has an opportunity to provide support and care to the individual.

The Interdenominational Panel's Safeguarding Officer should be included at the beginning of any response to the situation and will work with the church and any relevant professionals from statutory agencies to implement a plan. This will set out clear boundaries to protect the children/young people/vulnerable adults and also to limit any possibility that the individual is wrongly accused of abusing someone.

Part of this plan will be an agreement which will be signed by the offender and will be reviewed and enforced. It may include the following statements:

The individual should:

- only attend specific meetings
- sit apart from children
- stay away from parts of a building frequented by children
- attend a 'house group' which does not include children
- decline hospitality where there are children
- never be alone with children
- never work with children

Also:

- Consideration will be given to the appropriateness of informing the church. This should only be done in conjunction with a formal public protection plan.
- Ensure that key leaders are aware of the situation and that people are in place to offer support and monitor the situation locally.
- The offender should be aware of the consequences if he/she breaches the agreement. This may include being banned from the church and other churches, and the agencies who are involved with the public protection plan being informed.

5.4 Treatment for Offenders and sources of support

This section is based on a Section from the CCPAS Safe and Secure Manual (Sourced October 2013)

Research shows that those who complete treatment are less likely to fantasise about children or deny they harmed their victims, and show more self-control. They are, therefore, less likely to re-offend. The Lucy Faithfull Foundation, acknowledged experts in the area of sex offending, provides community based assessment and intervention programmes.

They also manage 'Stop It Now! UK & Ireland', which provides a confidential helpline for adults uneasy about their sexual inclinations, as well as those who have concerns about the behaviour of someone else such as a partner, relative or friend. The evidence shows that potential offenders are more likely to contact 'Stop It Now! UK & Ireland' when they need help.

For information about Projects including Circles of Support & Accountability and Leisure Watch contact:

The Lucy Faithfull Foundation

The Wolvercote Centre, Nightingale House, 46 - 48 East Street, Epsom, KT17 1HB

Tel: 0870 774 6354

Fax: 01372 847162

Email: wolvercote@lucyfaithfull.org

For information regarding referrals, training or consultancy contact:

The Lucy Faithfull Foundation

Bordesley Hall, The Holloway, Alvechurch, Birmingham, B48 7QA

Tel: 01527 591922

Fax: 01527 591924

Email: bordesley@lucyfaithfull.org

Stop it Now! UK & Ireland

PO Box 9841 Birmingham, B48 7WB

Telephone/Fax: 01527 598184

Email: office@stopitnow.org.uk

Helpline: 0808 1000 900

Email: help@stopitnow.org.uk

Web www.stopitnow.org.uk

Circles of Support and Accountability

(Circles), enables volunteers to become "buddies" to an offender released into the community. Such schemes are operating successfully in conjunction with local churches. The idea, which originated in Canada and was run by the Mennonite Community, was first developed in 1994. In the UK, the idea has initially run through the Quaker Peace and Social Witness department of the British Quakers in 2002. In April 2008, Circles UK formed as a charity acting as an umbrella for different Circles groups to ensure

consistent quality standards in this work.

Circles UK, 1 St Giles Court, Southampton Street, Reading, Berkshire, RG1 2QL

Telephone: 0118 950 0068

Fax: 0118 950 0064

Email: info@circles-uk.org.uk

Website: www.circles-uk.org.uk

Sanctuary

As of 1st January 2010, 'Sanctuary' became a part of CCPAS. The aims are to provide education, training and support in accordance with Christian principles for places of worship involved in the pastoral care of people who have sexually abused children with the aim of promoting the care, resettlement and rehabilitation of such persons and protecting the health and safety of children.

Sanctuary, PO Box 8953, Chelmsford, Essex, CM2 9WN

Tel: 0844 3576573

Email: sanctuary@ccpas.co.uk

Appendices

1. Further resources and support
2. Guidelines and Safe working practices (Example document)
3. Relevant legislation
4. Carrying out a Risk Assessment
5. Policy statement on the secure storage, handling, use, retention and disposal of disclosures and disclosure information
6. Policy statement on the recruitment of ex-offenders

Appendix 1

Further resources and support

EMERGENCY HELPLINES

Your local **Social Services**

Find local numbers on your local council website or directory. Or access local website through:
www.wlga.gov.uk/cymraeg/authorities

Note your local numbers here:

Children's social services: _____

Adult social services: _____

Out of hours team: _____

Police

Emergency calls 999

General calls 101

NSPCC

helpline with counsellors offering 24/7 help, advice and support for adults who are worried about a child, or advice for parents and carers

www.nspcc.org.uk/reportconcern

0808 800 5000 Text 88858

Email: help@nspcc.org.uk

Childline

24 helpline for children

0800 1111 <http://childline.org.uk>

Action for Elder Abuse

Confidential helpline 0808 808 8141

<http://www.elderabuse.org.uk/>

SOURCES OF SUPPORT OR INFORMATION

INTERDENOMINATIONAL PROTECTION PANEL ('IPP')

Operates to support and advise the "three denominations" on safeguarding matters and operating as an umbrella body for DBS checks.

Unit 1, Vale Parc, Colomendy Industrial Estate,
Denbigh LL16 5TA

01745 817584 / 07957 510346

www.paneldiogelwch.org.uk

post@paneldiogelwch.org.uk

CCPAS

Churches Child Protection Advisory Service.
An Independent Christian Charity providing professional advice support training and resources in all areas of safeguarding vulnerable groups and for those affected by abuse.

www.ccpas.co.uk

PO Box 133, Swanley, Kent, BR8 7UQ

Email: info@ccpas.co.uk

24/7 Helpline Tel: 0845 120 45 50

KIDSCAPE

UK Charity established specifically to prevent bullying and child sexual abuse. Helpline for parents concerned about bullying.

www.kidscape.org.uk

Grosvenor Gardens, London SW1W 0DH

020 7730 3300

Email: contact@kidscape.org.uk

Helpline 08451 205 204

Care and Social Services Inspectorate Wales (CSSIW)

On receiving a concern or complaint about a provider CSSIW look to see whether they are providing a safe service or if they are failing to meet the requirements and conditions of their registration. They can arrange to carry out an inspection or ensure that the aspect causing concern is checked at the next scheduled inspection.

CSSIW is not a complaints agency, and cannot deal with complaints linked to individual circumstances. If they are unable to deal with your particular complaint, they can direct you to the organisation best placed to help you.

South East Wales

Welsh Government, Rhydycar Business Park, Merthyr Tydfil CF48 1UZ

Phone: 0300 062 8888

cssiw.southeast@wales.gsi.gov.uk

South West Wales

Government Buildings, Heol Picton,
Carmarthen SA31 3BT

Phone: 01267 245160

cssiw.southwest@wales.gsi.gov.uk

North Wales

Government Buildings, Sarn Mynach,
Llandudno Junction LL31 9RZ

Phone: 0300 062 5609

cssiw.north@wales.gsi.gov.uk

ONLINE SAFETY

CEOP Child Exploitation & Online Protection

Centre - internet safety

Advice and education

Report inappropriate online behaviour

<http://www.ceop.police.uk/safety-centre>

<http://www.thinkuknow.co.uk/>

WISEKIDS

Promoting safe internet use

www.wisekids.org.uk

40 Wood Crescent, Newport NP10 0AL

Email: info@wisekids.org.uk

Tel: 01633 673339/07540 707258

Action for Children's Net Smart

Rules to help you to be safe and online.

<http://www.actionforchildren.org.uk/our-services/family-support/parenting-support/netsmart>

SUPPORT FOR VICTIMS AND SURVIVORS

The Survivors Trust is an umbrella agency for over 135 specialist voluntary sector agencies providing a range of counselling, therapeutic and support services working with women, men and children who are victims/survivors of rape, sexual violence and childhood sexual abuse.

<http://www.thesurvivorstrust.org/find-support/>

Unit 2, Eastlands Court Business Centre, St

Peter's Road, Rugby, Warwickshire. CV21 3QP

Tel: 01788 550554

Email: info@thesurvivorstrust.org

MACSAS (Ministry and Clergy Sexual Abuse

Survivors) support group for women and men from Christian backgrounds who have been sexually abused by Ministers or Clergy, as children or as adults. They support both survivors who have remained within their Christian communities and for those who have left

<http://www.macsas.org.uk/>

part time helpline

0808 801 0340

NAPAC – National Association for People Abused in Childhood

Campaigns and offers support.

Resources website. www.napac.org.uk

Freephone information line: 0800 085 3330

S:VOX

An organisation for survivors of any sort of abuse as a child or an adult. Offers support, education and advocacy.

www.svox.co.uk

SUPPORT AND TREATMENT FOR OFFENDERS (see also section 5.4)

The Lucy Faithfull Foundation (LFF)

UK-wide child protection charity dedicated solely to reducing the risk of children being sexually abused. They work with entire families that have been affected by sexual abuse including: adult male and female sexual abusers; young people with inappropriate sexual behaviours; victims of abuse and other family members.

<http://www.lucyfaithfull.org.uk/home.htm>

For information regarding referrals, training or consultancy contact:

The Lucy Faithfull Foundation

Bordesley Hall, The Holloway, Alvechurch,

Birmingham, B48 7QA

Tel: 01527 591922 Fax: 01527 591924

Email: bordesley@lucyfaithfull.org

Sanctuary Trust

Works to provide education, training and support in accordance with Christian principles for places of worship involved in the pastoral care of people who have sexually abused children.

Part of CCPAS

Sanctuary,

PO Box 8953, Chelmsford, Essex, CM2 9WN

Tel: 0844 3576573

Email: sanctuary@ccpas.co.uk

Stop it Now!

Helpline allows people who are concerned about any aspect of child sexual abuse to talk about it in confidence. For families and friends, people working in the field of child sexual abuse and offenders

<http://www.stopitnow.org.uk/wales.htm>
confidential advice

0808 1000 900

help@stopitnow.org.uk

Appendix 2

Guidelines and Safe working practices - Example document

This is an example summary document which should always be read in conjunction with the Safeguarding Vulnerable Groups Handbook.

This is a practical document which can be adapted to local circumstances and can be shared with staff and volunteers to promote consistency and good working practices. It can also be shared with parents for information. It should be reviewed regularly (at least annually) and immediately if new activities are developed.

All volunteers will be given a copy of this document and updates

General Guidelines for all activities

1. Whenever possible, have two or more adults present with a group. Avoid being on your own with any child. (An obvious exception will be taking a young child to the toilet).
2. Avoid transporting a child home on your own – preferably have another helper with you or else ensure that the last two children are dropped off together. In the event of an emergency, make sure you inform a leader as soon as is possible.
3. Be wise in your physical contact with children. Holding a child’s hand or offering a hug when they are upset is often a good way to reassure or comfort a child but always ask “Would you like a hug?” rather than assume. We all have different boundaries and these should be respected. Keep everything public. A hug in the context of a group is different from a hug behind closed doors.
4. Never smack, hit or physically discipline a child.
5. Treat children and young people with dignity and respect in attitude, language used and actions.
6. Respect the privacy of children but do not promise to keep secrets and generally do not enter into private or intimate conversations with children and young people on your own. (See also 9. below)
7. Discuss any concerns immediately with the safeguarding coordinator/ leader or supervisor.
8. Avoid activity and comments which could be questionable or misinterpreted e.g. rough/provocative games or comments and, if you feel a child may have a “crush” on you, talk to a leader for advice.
9. We do want to support young people appropriately. Be wise when listening to a young person’s problem/ offering advice and support. Ensure that others know the discussion is taking place or that someone else is around.
10. Be mindful of the safety of children and young people at all times.
11. Be mindful of your own safety at all times including protecting yourself from allegations. (All actions should be open and transparent and accountable).
12. Be willing to listen to advice and comments from the leader of the activity or the child safeguarding coordinators.
13. It should be accepted that anyone seeing another worker acting in a way which causes concern or could be misinterpreted should speak to the individual and a leader about the concern.
14. Leaders and helpers of activities should regularly meet to discuss how the group is going, share information and pray for the young people in the group.
15. Activities and contact should be open and transparent.
16. An opportunity should also be regularly created (no less than annually) to review procedures, update training, share concerns and identify any other matters that may need clarity or guidance.

**DON'T KEEP CONCERNS, QUESTIONS AND WORRIES TO YOURSELF.
IF IN DOUBT, ASK!**

Sunday school

Leader: _____

Staff: _____

All staff will have undergone a safe recruitment process and hold a current DBS check as appropriate

Child to adult ratio: 3 years old 1: 4. 4 to 8 years 1: 6 (minimum of 2 adults)

Age: Sunday school is for children over 3 years old

Location: Sunday school is usually held in _____

Personal care (Toileting, Changing Nappies) should be appropriate and minimum and related to the age and ability of the child. Parental/carer support may be sought during the session where necessary to assist with their child.

Record keeping: A register will be kept of attendance at Sunday school.

Permission: Children are usually accompanied to church by an adult and that adult remains in the building (in the main service) during Sunday school. Where children are regularly attending independently, Sunday club leaders will endeavour to visit the family and gain permission and contact details.

Discipline/ behaviour: Children will be treated courteously and with respect and will be encouraged to treat each other and the leaders likewise. In the event of discipline problems or disruptive behaviour, children will be:

- Verbally asked to listen, behave, participate, apologise (as appropriate).
- Asked to sit in another part of the room to think, calm down.
- Parental support will be sought/the child will be taken to their parent carer.
- Staff will discuss/agree procedure with parent where behaviour is becoming a pattern.

Parent's involvement: Where a parent/carer is regularly attending a session, the leader may approach them to become official helpers and follow the recruitment/DBS procedure.

Parents should collect children from Sunday school promptly at the end of the service. (A list will be held in Sunday school of children whose parents are happy to for their children to go home independently.)

Accident/Incident reporting: Any accidents/incidents will be noted in the church accident record and also discussed with the parent and carer on collection.

Youth club

Leaders: _____

Staff: _____

All staff will be safely recruited and DBS checked as appropriate

Child to adult ratio: 1-2 members of staff for up to 8 children.

Age: secondary school aged children

Location: _____

Permission: All young people attending should present a completed consent and information form which is kept by the leaders at the location.

Parents/carers are responsible for transport but leaders can transport the young people in emergencies.

Additional consent is sought for attendance at events.

Discipline/ behaviour: Young people will be treated courteously and with respect and will be encouraged to treat each other and the leaders likewise. In the event of discipline problems or disruptive behaviour, young people will be:

- Verbally asked to listen, behave, participate, apologise (as appropriate).
- If behaviour continues to disrupt, the young person's parent/carer may be asked to collect the young person
- If behaviour is regularly difficult to manage, leaders will discuss with parents/carer to form an appropriate action plan.
- Staff will follow up and listen to the young person and offer help or support as appropriate.

Accident/Incident reporting: Any accidents/incidents will be noted in the church accident record and also discussed with the parent/carer as soon as possible.

Appendix 3

Relevant Legislation

The following legislation and policies and conventions form the legislative and good practice framework for working with vulnerable groups.

- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Reformation 2013) SI 2013 1198
- Police Act 1997
- Criminal Justice and Court Services Act 2000
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Children Act 1989 + Children Act 2004
- United Nations Convention on the Rights of the Child 1989
- Safe From Harm 1993 (Republished by Welsh Government in 2007)
- Data Protection Act 1998
- Criminal Justice and Court Services Act 2000
- Criminal Records Bureau ('CRB') 2001
- Safeguarding Vulnerable Groups Act 2006 (Controlled Activity) (Wales) Regulations 2010
- The Disclosure and Barring Service (Core Functions) Order 2012
- Protection of Freedoms Act 2012
- Disclosure and Barring service ('DBS') Code of Practice
- Charity Commission Guidance

Appendix 4

Carrying out a Risk Assessment¹⁷

In carrying out a risk assessment you need to be able to show that:

- A reasonable and proper check was made.
- You asked who might be affected.
- You dealt with the obvious hazards and took into account the number of people who might be affected.
- The precautions are reasonable and the remaining risk is low.
- The chief responsibility for checking out a building rests with the building owner or landlord; however, this doesn't absolve you from all responsibility. For example, if you discover a loose light fitting or a broken window or a damaged stair tread, then you have a responsibility to report that to the building owner. You may even have to consider cancelling your activity or group until the matter is put right.

How to Carry Out a Risk Assessment

The five steps of assessing risk that the Health and Safety Executive suggest are as follows:

Step 1 – Look for the hazards and write them down

'Hazard' means anything that can cause harm (e.g. slipping/tripping hazards, fire, chemicals, moving parts of machinery, working at heights, lifting and carrying, storage, electricity, gas, water pipes, cables, flooring and lighting, cleaning chemicals, stairs/ladders). Check them by walking around the building and look for hazards that could cause serious harm or affect a number of people.

Step 2 – Decide who might be harmed and how, and then write this down

If people with special needs will be using the building, then attention needs to be paid to their particular requirements, such as access and emergency evacuation assistance.

Step 3 – Evaluate the risks and decide whether the existing precautions are adequate. Write this down too.

'Risk' is the chance, high or low, that someone will be harmed by some kind of hazard. Think about who visits your premises and which groups operate from there (e.g. youth club, toddler group). The risks may be different for different groups of people.

How likely is it that each hazard could cause harm? A worn or frayed carpet on a step or on a dark corner, a cable running across a walkway, are higher hazard than say, cleaning materials locked in the cleaner's cupboard.

There are some legal requirements which need to be met, like fire exits and extinguishers. Are you complying in these areas? Chemicals such as bleach and other cleaning materials need to be recorded and stored safely.

Risk can be measured by the likelihood of incidence/injury (i.e. 1 = Improbable, 2 = Possible, 3 = Likely, 4 = Very Likely, 5 = Certain) and severity of the consequences (i.e. 1 = Trivial (grazing, soreness), 2 = Minor (small cuts, bruising), 3 = Severe (broken bones), 4 = Major, 5 = Fatal). By multiplying these two together, risk can be quantified and assist in prioritising the action that needs to be taken.

¹⁷ Taken from CCPAS Safe and Secure Manual (sourced October 2013)

Example

A loose carpet in an open area gives to a very likely hazard or tripping (4) with the likely consequence of soreness or grazing (1)... The risk is therefore 4.

However, the same loose carpet but this time at the top of the stairs may still be very likely (4) but the consequences could be severe (3). The risk is therefore 12. This should have greater priority than the previous situation but both need attention to remedy the hazard.

As a result of the risk assessment, you should then draw up an action list and prioritise those risks which are high or could affect the most people. In terms of what action to take, question whether it is possible to remove the hazard altogether (e.g. replacing worn carpet). If it is not possible to remove the hazard, then ask how you can control the risk it presents. Preventing access is one way, or organising your work in a different way is another. The aim of any risk assessment should be to eliminate the hazard altogether, where reasonably practical. If this is not possible, then steps should be taken to reduce the hazard to a low risk.

Step 4 – Record your findings

In law, if there are fewer than five employees, it is not a requirement to write anything down. It is nevertheless good practice. If there are more than five employees, a written record must be kept and all workers informed of them.

Risk assessments need to be ‘suitable and sufficient’. This means you need to show that a proper check was made, you identified who might be affected, you dealt with the obvious hazards, took reasonable precautions and that the remaining risk is low.

Step 5 – Review your assessment and revise it if necessary

If you bring in new equipment or change the way you work or the people who use the building, then you will need to go through the procedure again, identifying hazards, assessing risk and taking action. Add any of these findings to your original record and it will ensure that it stays up to date.

It is good practice to review your assessment from time to time to ensure that precautions are still working effectively, so set a date for review and keep to it!

Employers, employees and volunteers

Where an organisation, including charitable or voluntary groups, has at least one employee who works under a contract of employment, it is considered to be an employer for the purposes of the Health and Safety at Work Act 1974 and the regulations made under it.

Section 3 of the Health and Safety at Work Act 1974 imposes a duty on every employer “to ensure, as far as reasonably practicable, that persons not in their employment, who may be affected by their undertaking, are not exposed to risks to their health or safety”, and “to give to persons (not being their employees) who may be affected in a prescribed manner information as might affect their health or safety”.

This generally means that organisations which have both employees and volunteers have a statutory responsibility not to harm or damage the health of volunteers through their involvement in the activities of that organisation.

The Health and Safety Executive operates throughout the UK (<http://www.hse.gov.uk/>):

For information about health and safety telephone the InfoLine on: 0845 345 0055.

You can also visit HSE’s website: www.hse.gov.uk

Publications can be ordered on 01787 881165 or through the web at: www.hsebooks.co.uk

See Form 9 Section 7

Appendix 5

Policy Statement on the secure storage, handling, use, retention and disposal of disclosures and disclosure information



General Principles

As an organisation accessing the Disclosure and Barring service (DBS) The Interdenominational Protection Panel, is a Panel appointed by the **Union of Welsh Independents, Baptist Union of Wales and the Presbyterian Church of Wales** to help assess the suitability of applicants for positions of trust. The Interdenominational Protection Panel complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. The Interdenominational Protection Panel also complies fully with their obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to the Lead Counter Signatory, the Safeguarding officer and the Administrative Officer of The Interdenominational Protection Panel, and those who are entitled to see it as part of their duties according to the agreed policy of The Interdenominational Protection Panel.

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. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a Criminal Offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only 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, we do not keep Disclosure information 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, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject and their postal code at the time of the application, 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.

Acting as an Umbrella Body

As an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to ensure that they can comply fully with the DBS Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Appendix 6

Policy statement on the recruitment of ex-offenders

As an organisation accessing the Disclosure and Barring Service, the Interdenominational Protection Panel, is a Panel appointed by the **Union of Welsh Independents, Baptist Union of Wales and the Presbyterian Church of Wales** to help assess the suitability of applicants for positions of trust, we comply with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.



The Interdenominational Protection Panel is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, sexual orientation, and responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all potential workers and volunteers based on their skills, qualifications and experience and encourage our service users to operate in the same manner.

A Disclosure is only requested for eligible positions as defined by the Protection of Freedoms Act 2012 and included in the Rehabilitation of Offenders ACT (ROA) 1974(Exceptions) 1975 Order and the Police Act 1997 (Criminal Records). For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that each applicant signs a self declaration, and inform us of any further disclosure information, by sending this under separate, confidential cover, to their employer or to the Lead Counter Signatory of The Interdenominational Protection Panel and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows The Interdenominational Protection Panel to ask questions about your entire criminal record we only ask about “unspent” and convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

The Interdenominational Child Protection Panel has adopted a safer recruitment process which is outlined in its Safeguarding Vulnerable Groups Handbook, and will train all those involved in dealing with Disclosure information and in the Recruiting Process in its content and use.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Section 7:

Forms

1. Volunteer Application Form
2. Self-declaration Form
3. Individual Applicant Check List
4. Reference Letter and Form

5. General Information and Consent Form under 11
6. General Information and Consent Form over 11 - including electronic communications
7. Special Activity Consent Form
8. Photograph consent form

9. Accident and Incident Form
10. Risk Assessment Form
11. Reporting a Concern Form

FORM 1

APPLICATION FORM FOR VOLUNTARY WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Name of place of worship/organisation

Job or Role
(e.g. Sunday school teacher)

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

1. Personal Details

Full Name:.....

..... Postcode:

Tel No:.....

Email Address:.....

2. Experience

Please tell us about your Christian experience/experiences in the church(es)/ organisation(s) in which you have been involved, including names, dates and detail of areas of your involvement:

.....

Please give details of your previous experience of working with children, young people or vulnerable adults. This should include any relevant qualifications.

.....

3. References

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

Name:	Name:
Address:	Address:
Post Code:	Post Code:
Tel No:.....	Tel No:
Role:.....	Role:
Relationship:.....	Relationship:

4. Declaration

I confirm that the submitted information is correct and complete.

I understand and agree to the conditions involving a Criminal Disclosure Check and agree, if I am appointed, to make an application through the Disclosure and Barring Service.

I have sent the self-declaration form to the Recruiter in a separate, sealed envelope.

Signed:..... Date:

Please return this form to the person responsible for appointing volunteers

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures

Self-declaration Form for a Voluntary Position Requiring a Disclosure

As a place of worship/organisation, we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants/volunteers 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***

Name and address of the recruiter:

Name of the candidate:

Voluntary position applied for:

DECLARATION OF CRIMINAL HISTORY

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the rehabilitation of offenders Act 1974 (Exceptions Order 1975 (as amended in 2013) by SI 2013 1198

Yes No (please tick)

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.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)? (see notes)

Yes No (please tick)

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

Yes No if yes, please give details.

**If preferred you may return this form to the Interdenominational Protection Panel Office, Unit 1, Vale Parc, Colomendy Industrial Estate, Denbigh LL16 5TA*

DECLARATION

I (full name) of (address)

.....

consent to a Disclosure and Barring Service (DBS) 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 my 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 my application 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:

.

Notes:

The amendments to the Exceptions Order 1975 (2013) provides that certain spent convictions and cautions are ‘protected’ and not subject to disclosure to employers, and can not be taken into account. The guidelines and criteria on the filter of these warnings and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/publications/dbs-filtering-guidance>

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

***https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitationoffenders.pdf*

FORM 3 Individual Applicant checklist

Name:

Activity:

Action required	Date	Initials
Application form		
..... Issued		
..... Returned		
Discussion/interview about the role:		
Self-declaration form		
Qualifications checked (delete if not relevant)		
Written references:		
..... Requested (number)		
..... Received (number)		
Disclosure:		
DBS form requested from Interdenominational Protection Panel		
Issued to applicant with completion guidance		
Completed by candidate		
Id verified and Form Sent to IPP		
Clearance received from IPP		
Training:		
Note training courses attended and dates		
Probationary period begins:		
Probationary period due to end:		
Notes including decision – notes on probationary period etc.:		

FORM 4 REFERENCE LETTER AND FORM

Dear

Re: Reference Request for **[Name of Applicant]**

The above named person has applied to be a worker with the children/young people/vulnerable adults at *[name of place of worship/organisation]*

As I am sure you are aware, before we can accept anyone to work with children/ vulnerable adults*, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person’s suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible. A description of the job/role is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered “spent”.

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact

on telephone number

May I take this opportunity to thank you for your help in this matter.

Yours sincerely,

**Reference Form for those working with children or vulnerable adults
Private and Confidential.**

REFERENCE FOR:

POSITION APPLIED FOR:

Your name:

Occupation:

How long have you known this person?

In what capacity?

1. Does this applicant have any previous experience of looking after or working with children and young people/vulnerable adults* or with any other groups in a responsible or caring capacity?

Yes No If yes, please give details.

.....

2. The position for which this person is being considered gives substantial access to children/and young people/ vulnerable adults. * To your knowledge, is there any reason why this person should not be entrusted with care of children/vulnerable adults? If so, please provide details.

Yes No If yes, please give details.

.....

3. Does the applicant have any health problems, mental or physical, which might affect the person's work with children/vulnerable adults?

Yes No If yes, please give details.

.....

**delete as applicable*

If yes, please explain including details of any additional support that the applicant may need to work with children and young people, vulnerable adults e.g. would this person be able to work unsupervised?

Please use additional sheets if necessary

Signed: Date:

Thank you for your help.

Please return this form to:

FORM 5 General Information and Consent Form (under elevens)

Place of Worship/Organisation:

Group (including usual time and day):

Full name of child:

Date of Birth:

Address:

Name of GP: Tel No:

Address:

Date of last anti-tetanus injection, if known:

Details of any regular medication, medical problem (e.g. asthma, epilepsy, allergies, dietary needs, etc.) or disability which may affect normal activity. Also details of any additional information that the leader may need to support and care for the child effectively.

I agree to advise the group leaders in writing if any of the above details change.

Name of parents/carers:

Tel no: Day..... Eve

Parent/ carer Mobile 1: Parent /carer Mobile 2:

Additional contact (grandparent etc. or other holding parental responsibility)

Name: Tel no:

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc.) please give details of those with parental responsibility

Name(s): Tel no:

Address:

.....

**I give permission for (name)
to take part in the normal activities of this group.**

I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the place of worship/organisation leadership, and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

I give permission for medical treatment to be administered in the case of an emergency.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'. However, the parent/carer will be contacted and advised of the situation as soon as possible.

Transport

Unless specific arrangements have been agreed, the leaders of the group will not be responsible for transporting the child to and from the group. Any arrangements between parents to share transport will be private arrangements.

In the event of an emergency or in order to seek medical assistance, the child may be transported in the leader's or other approved adult's car.

Accident/Incident reporting: Any accidents/incidents will be noted in the church accident/incident record and also discussed with the parent and carer as soon as possible.

Signed:

Date:

FORM 6 General Information and Consent Form
- including electronic communications (over elevens)

Place of Worship/Organisation:

Group (including usual time and day):

Full name of child/young person:

Date of Birth:

Address:

Name of GP: Tel No:

Address:

Date of last anti-tetanus injection, if known:

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity: Also details of any additional information that the leader may need to support and care for the young person effectively.

I agree to advise the group leaders in writing if any of the above details change.

I agree to advise the group leaders in writing if any of the above details change.

Name of parents/carers:

Tel no: Day..... Eve

Parent/ carer Mobile 1: Parent /carer Mobile 2:

Additional contact (grandparent etc. or other holding parental responsibility)

Name: Tel no:

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc.) please give details of those with parental responsibility

Name(s): Tel no:

Address:

.....

**I give permission for (name)
to take part in the normal activities of this group.**

I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the place of worship/organisation leadership, and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

I give permission for medical treatment to be administered in the case of an emergency.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing ‘what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child’s welfare’. However, the parent/carer will be contacted and advised of the situation as soon as possible.

Transport

Unless specific arrangements have been agreed, the leaders of the group will not be responsible for transporting the young people to and from the group. Any arrangements between parents to share transport will be private arrangements.

In the event of an emergency or in order to seek medical assistance, the young person may be transported in the leader’s or other approved adult’s car.

Accident/Incident reporting: Any accidents/incidents will be noted in the church accident/incident record and also discussed with the parent and carer as soon as possible.

Signed: Date:

Optional section:

Consent for Electronic Communication with children & young people

Many children and young people communicate electronically via, mobile, email and the internet social media sites and this can make organisation faster and more convenient.

Please note that, as Facebook is not intended for use for those under 13, it will not be used to contact children under 13.

Do you give permission for youth workers to communicate with your child via these methods?

If you do not give permission, your child will not be at any disadvantage and the leaders will contact you to make arrangements.

I give permission for my child and the youth/children’s workers to communicate using /mobile/ email/ or internet for the purpose of arranging children/youth activities.

Or

I do not give permission for my child and the youth/children’s workers to communicate using mobile/ email/internet for the purpose of arranging children/youth activities.

(Please delete any forms of communication you do not give permission for)

Signed: Date:

FORM 7 Special Activity Information and Consent Form

Church /Organisation: Group:.....

GIVE DETAILS OF THE ACTIVITY AND ANY COST:

.....

Full name of child/young person:

Date of Birth:

Address:

Name of parents/carers and contact details:

Parent/ carer 1:.....

Parent /carer 2:.....

**I give permission for (name)
to take part in the above named activity.**

I understand that, while involved, he/she will be under the control and care of the group leader and/or other adults approved by the church/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of the activity.

I give permission for medical treatment to be administered in the case of an emergency.

However, the parent/carers should be contacted and advised of the situation as soon as possible.

Please note below any medical conditions or disability, regular medication and any additional information that the leader may need to care for the child effectively during the above named activity.

.....

Transport

Unless specifically agreed otherwise in advance and noted below, you are responsible for transport to the above activity. The leader will transport the child if necessary in the event of an emergency.

I give permission for my child to be transported *to and from the activity/in the event of an emergency (delete as appropriate)

In signing below you are agreeing for your child to take part in this activity, for medical advice or treatment to be sought if necessary, and for the leader to transport your child as noted above.

Signed: (parent/carers) Date:

FORM 8 Consent For Use of Images

(Over 18's may complete this form themselves)

I, the (relationship/ position)

of: (Child/ Young person's full name)

Hereby give (name of church or organisation)
permission to use any still and/or moving image being video footage, photographs and/or frames and/or
audio footage depicting the above named child/young person and taken on behalf of the organisation.

If this permission is related to a specific event and date please note here E.g specific outing or activity

We use images such as these to help us raise awareness of the work of the organisation or for publicity purposes or to share information. The above consents will apply for a period of two years.

Signed: Date:

Address:

.....

Please return this form to:

FORM 9 Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident

Names of those involved in the incident

Where did this incident take place?

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

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16)

Have you retained any defective equipment?

YES NO NONE INVOLVED (Please tick)

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

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

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: (State role e.g. Church Minister, elder, deacon)

Signed: Print Name: Date:

November 2013 Based on CCPAS form – used with permission

FORM 10 RISK ASSESSMENT FORM

Church/Chapel

Activity/Circumstances to be assessed – brief description

.....

Risk associated with the activity

.....

High Low or medium risk

.....

Who is at risk? (Members of the public, children, vulnerable adults, members of staff etc.)

.....

Current measures to control the risk

.....

Further action necessary

.....

Date Assessment done

Date due for monitoring

Name Signature

It is advisable to review a Risk Assessment when necessary, or at least annually

See also guidelines appendix 4

FORM 11 Reporting a Concern Form

Report concerning: (name) Child Adult

Current Address of child/vulnerable adult:

Contact Number: Date of Report:

Is the vulnerable adult aware of this report? No Yes

Do you have authority to share this report? No Yes

Information which prompts the report

Where did it happen?

Describe the alleged abuse/any injury

Have steps been taken to protect anyone?

The individual suspected of committing the alleged abuse (if known)

Name: Contact Number:

Address:

Is he/she aware of this report? No Yes

Relevant witness (if any)

Name: Contact Number:

Address:

The person who has completed this form

Name: Contact Number:

Address:

Date and time when the form was completed:

Signature: