



CHRIST CENTRAL
TELFORD

Safeguarding Policy

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SECTION 1

General Information and Contact Details for Christ Central Telford

Address: Office: 8 Gregson Walk, Dawley, Telford TF4 2GA
Sunday venue: Dawley House, Burton Street, Dawley Telford TF4 2ES

Senior Leader: Giles Higgins – contact details same as for general church enquiries:
Tel No: 07753 198161 **Email address:** giles.higgins@christcentraltelford.org

Safeguarding Coordinator: Ruth Primmer, 07528 846844, ruthsteapotdesigns@hotmail.com

Deputy Safeguarding Coordinator: Alison Kerr-Gold, 07882 730105, a.kerr-gold@nhs.net

Membership of Denomination: ChristCentral Churches – www.christcentralchurches.org

Their Safeguarding Officer: Graham Anns, graham.anns@christcentralchurches.org

Charity Number: 1184306 (Charitable Incorporated Organisation)

Regulators details: Christ Central Telford is legally accountable to the Charities Commission. Christ Central Telford is informally accountable to the leadership of Shropshire & Midlands ChristCentral Churches (see Denomination above)

Insurance Company: Public Liability Insurance with Ansvar (Policy number – CHF 2141798).

Insurance broker: Towergate Insurance, Interchange House, 8th Floor, 81 – 85 Station Road, Croydon CR0 2AJ (Towergate ref: 28741048), Phone 0330 123 9512.

A brief description of Christ Central Telford and the type of work / activities we undertake with children and adults who have care and support needs:

- We are a Christian church representing all age groups with the primary aim of worshipping and serving God through Jesus Christ. We meet each Sunday morning at Dawley House for worship and teaching, and each Sunday evening for worship and prayer. We value children, youth and adults with care and support needs, all of whom actually or potentially attend both of these Sunday meetings.
- On Sunday mornings we run age-specific sessions for children during the teaching time in the main meeting. These take place in separate rooms of Dawley House, which includes the Dawley Library.
- One of our core values is being the Family of God, where we value everyone regardless of age, background and circumstances. We especially value children and youth, and we make provision for children particularly in our Sunday meetings. We also take special note of adults with care and support needs who attend, making sure they feel comfortable and served appropriately. We seek to involve everyone, including children, youth and adults with care and support needs in the general life of the church. This includes all activities outside of the Sunday meetings – socials, Home groups, outreach and other specific events.
- At times we run other events at Dawley House, e.g. community building events. Children and adults alike are welcome into a safe environment with free refreshments and appropriate activities.

Our commitment

As a Leadership (Elders and Trustees of Christ Central Telford) we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is

entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this Safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by [**thirtyone:eight**](#).

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation – and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- Keep up-to-date with information from **thirtyone:eight** which may affect our policies and procedures. The Leadership agrees not to allow the document to be copied by other organisations.
- Notify the Telford & Wrekin Safeguarding Partnership (Addenbrooke House, Ironmasters Way, Telford TF3 4NT) of our Safeguarding policy – and our willingness to cooperate with them in all matters pertaining to the safety of children and young people.

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis through whatever means/organisation the church leadership decides is appropriate, is sufficient for our needs and is cost effective. The Safeguarding Co-ordinator and the Elders and Trustees are committed to being trained and kept up-to-date with Safeguarding regulations. This will be done through our relationship with **thirtyone:eight**, with training opportunities also provided by ChristCentral Churches and any other relevant organisation from whom Christ Central Telford may receive input regarding Safeguarding.

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

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

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

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

1. *Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
2. *Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

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

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

Statutory Definitions of Abuse and possible signs and symptoms: Children

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

The definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'. The definitions of abuse relevant to organisations in Wales, Scotland and Northern Ireland are similar to those in England.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger, e.g. via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

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

Possible signs:

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc – and that have not received medical attention.
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an adequate explanation
- Cuts/scratches/substance abuse.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Possible signs:

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

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Possible signs: Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care/clothing, developmental delays.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Possible signs:

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

Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Be aware of factors relating to race, culture & religion

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

Statutory Definitions of Abuse and possible signs and symptoms (continued):

Adults with care and support needs:

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14 – and applies across England and Wales (occasionally just in England)

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Includes assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Possible signs:

- Falls, fractures, bruises, burns, minor injuries (one-off or recurring) without plausible explanation
- Signs of under or over use of medication and/or medical problems left unattended
- Bruising and discolouration – particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact and/or keeps fully covered, even in hot weather
- Person appears frightened or subdued in the presence of a particular person/people.

Psychological or Emotional Abuse

These are acts or behaviours, which cause mental distress or anguish or negates the wishes of an adult with care and support needs. It is also behaviour that has a harmful effect on that adult's emotional health and development or any other form of mental cruelty. Includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Possible signs:

- Alteration in psychological state, e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer or other specific person
- Fearful, flinching or frightened of making choices or expressing wishes, helplessness or passivity, low self-esteem
- Unexplained paranoia, excessive fear or anxiety, confusion or disorientation
- Changes in sleep pattern, persistent tiredness, loss of appetite
- Implausible stories and attention seeking behaviour.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent. Includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts.

Possible signs:

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit/prolific behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self-harming, emotional distress, mood changes, disturbed sleep patterns.

Domestic violence

Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Possible signs:

- Unexplained injuries or 'excuses' for marks or scars
- Coercive, controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence, Female Genital Mutilation and 'Breast ironing' (enforced clothing/action to flatten a woman's chest).

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Including in connection with wills, property, inheritance or financial transactions, or the misuse/misappropriation of property, possessions or benefits.

Possible signs:

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts, disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers/professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and/or use of power of Attorney.

Neglect/Self Neglect

This is the repeated deprivation of assistance that the adult with care and support needs requires for important activities of daily living, including the failure to intervene in behaviour which is dangerous to that adult or to others. This includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, e.g. medication, nutrition, heating, personal hygiene, management of possessions (i.e. hoarding) etc.

Possible signs:

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support
- Lack of medication or medical intervention
- Hoarding inside or outside a property
- Neglecting personal hygiene, appearance or medical needs
- Person is malnourished, has sudden or continuous weight loss and/or dehydrated, constant hunger, stealing or gorging on food
- Person dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs, e.g. no heating or lighting
- Depression.

Discriminatory Abuse

This is the inappropriate treatment of an adult with care and support needs because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Possible signs:

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care
- Low self-esteem, withdrawn, anger
- Person puts themselves down in terms of their gender or sexuality

- Abuse may be observed in conversations or reports by the person of how they perceive themselves.

Organisational Abuse

This is the mistreatment or abuse of an adult with care and support needs by a regime or individuals within an institution (e.g. hospital or care home) or in the community – and/or care provided in the person's home. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Possible signs:

- Low self-esteem, withdrawn, anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves.
- No confidence in complaints procedures for staff or service users
- Neglectful, poor or unreasonably rigid professional practice.

Modern slavery

This includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Possible signs:

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

Abuse via the internet (Cyberbullying)

See pages 15 & 22 for Christ Central Telford's guidelines on helping those who are victims of Cyberbullying. Also see Christ Central Telford's Online Safety Policy (dated 6th May 2025).

How to respond to a disclosure of abuse

Ensure the physical environment is welcoming, giving opportunity for the child or adult with care and support needs to talk in private but making sure others are aware the conversation is taking place. **NB:** concerns can also be raised about a child or an adult with care or support needs – by a parent, sibling, colleague, neighbour, member of the public, another child or adult at risk – or an anonymous person.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful responses

- You have done the right thing in telling
- I will try to help you
- I am glad you have told me

Don't say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Making notes (See templates for recording a Disclosure – with 'Body map' p. 35 – 37)

When a person wants to talk about abuse, it is important for the worker to listen carefully to what he or she says without prompting or using leading questions. The church worker should make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and a drawing of its location and shape on the person's body.
- Write down exactly what the person has said and when s/he said it, what was said in reply and what was happening immediately beforehand.
- Write down dates and times of these events and when the record was made.
- Ask the person what they want to happen for the future.
- Write down any action taken and keep all handwritten notes even if subsequently typed up.
- These notes should be passed on to the Safeguarding co-ordinator to assist them should the matter need to be referred to Social Services. Any referral to Social Services should be confirmed by the referrer in writing within 48 hours.
- All documents to be signed, dated and kept for an indefinite period in a secure place.

Action following allegations of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse – other than gaining the initial information as per pages 8 – 10. The following procedures should then be adhered to as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:
 - **Ruth Primmer** (hereafter the "Safeguarding Co-ordinator") **tel no: 07528 846844**, who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:
 - **Alison Kerr-Gold** (hereafter the "Deputy") **tel no: 07882 730105**.
- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the **thirtyone:eight**, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111. Alternatively contact Social Services or the police.
- Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from **thirtyone:eight** as above.
 - The Telford & Wrekin Local Safeguarding Partnership telephone number (office hours) is 01952 385385. The out of hours emergency number is 01952 676500.
 - The local Adult Social Services office telephone number (office hours) is 01952 385385. For out of hours emergency contact, see the number for the police below.
 - The Police Protection Team telephone number is 01952 676500. The general number for the police is 0300 333 3000 or 101.

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern. The following can be considered:
 - Chair of Trustees: Giles Higgins, tel. 07753 198161 – to log that a Safeguarding concern is being dealt with.
 - Insurance company: Towergate Insurance, tel 0333 1239512 – to log that there is a possibility of a serious incident concerning Safeguarding.
 - ChristCentral Churches Apostolic oversight: Graham Anns (see contact details on page 1) – to seek advice on dealing with any implications on Church leadership and/or roles/responsibilities.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from ***thirtyone:eight***.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from ***thirtyone:eight***, although the Leadership hope that members of Christ Central Telford will use the procedure described in this policy. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are at risk.
- The role of the Safeguarding Co-ordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

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

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

Allegations of sexual abuse

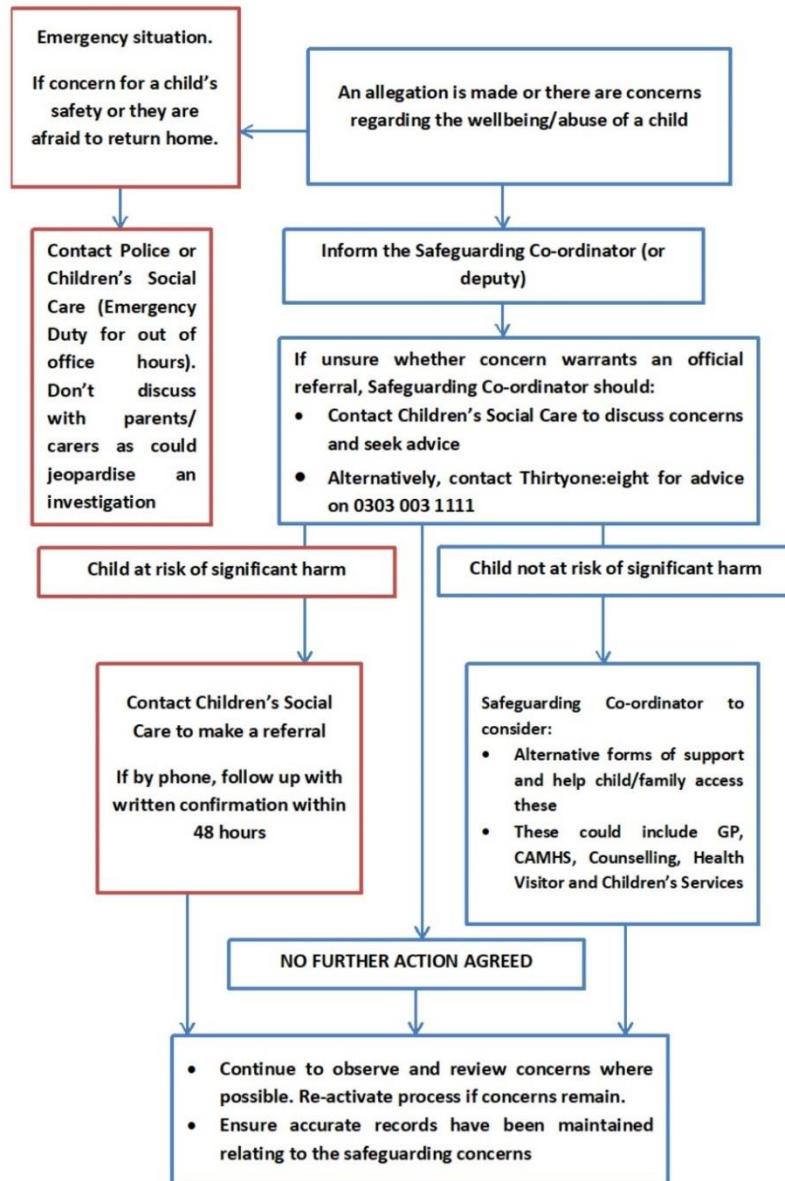
In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

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

SEE FLOWCHART BELOW FOR A VISUAL DESCRIPTION OF HOW TO RESPOND TO A CONCERN ABOUT THE WELFARE OF A CHILD

Flowchart for Action Children and Young People

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

Procedures where there is a concern that an adult is in need of protection:

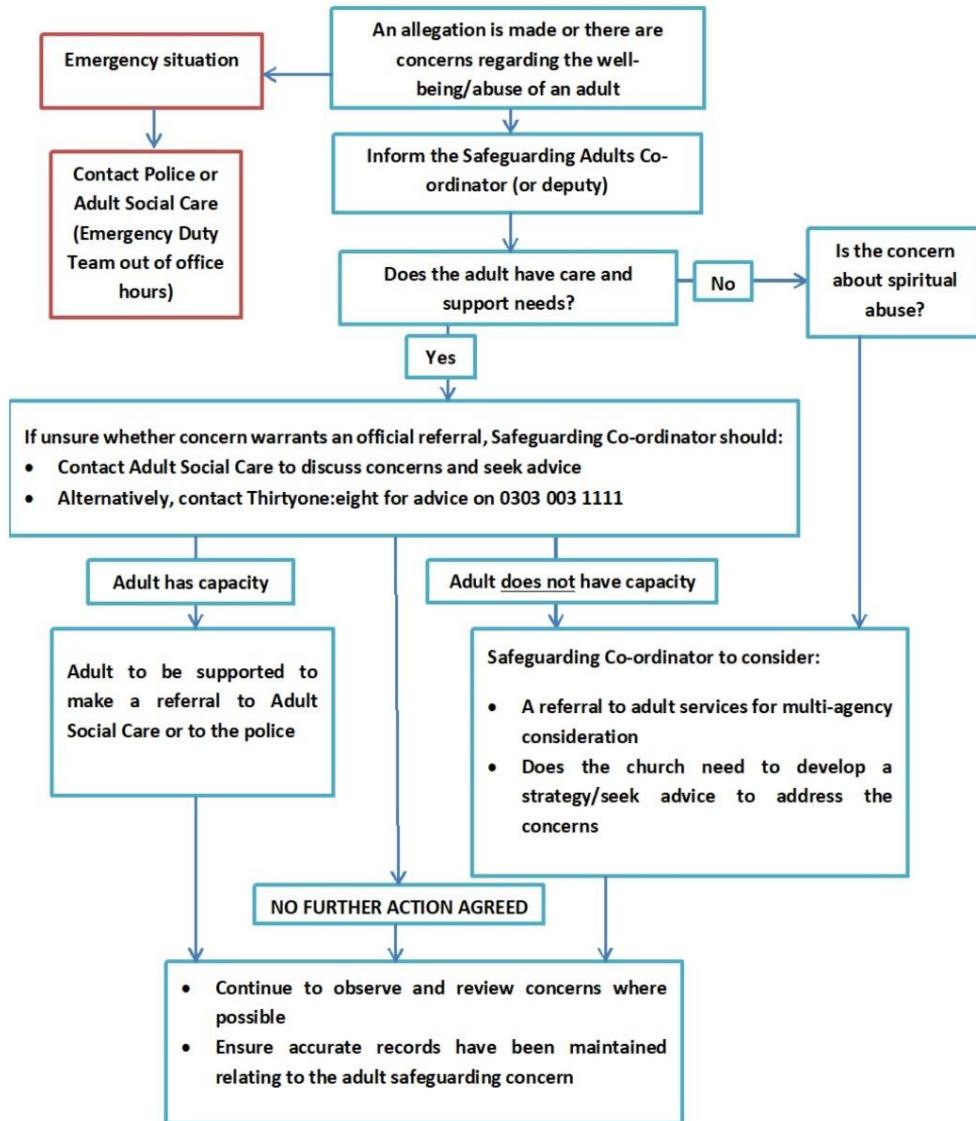
When there is a suspicion or allegation of any of the abuses as described on pages 6 – 8, the Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. ***thirtyone:eight*** can also be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

SEE FLOWCHART BELOW FOR A VISUAL DESCRIPTION OF HOW TO RESPOND TO A CONCERN ABOUT THE WELFARE OF AN ADULT

NB: Telephone number for ***thirtyone:eight*** : **0303 003 1111**

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



"The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

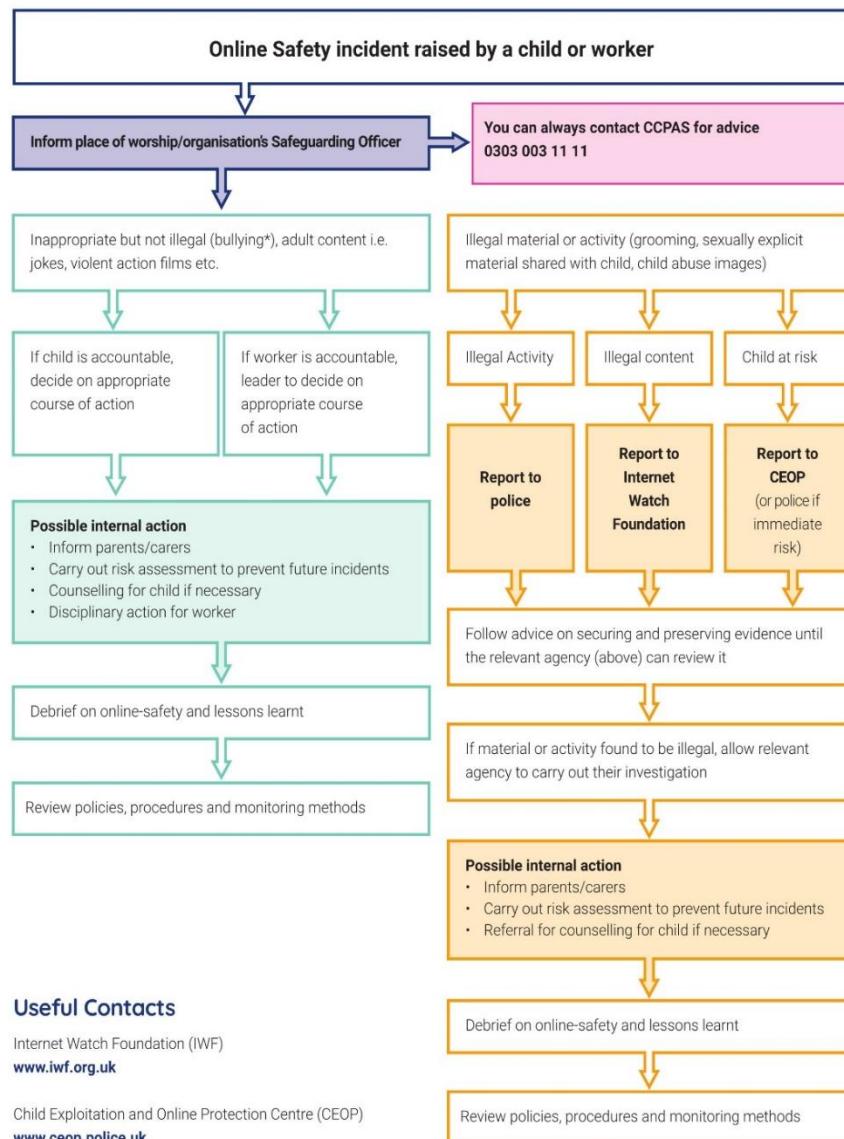
- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.

©Thirtyone:eight 2018 Flowchart for Action Adults at Risk

NB: Telephone number for thirtyone:eight : 0303 003 1111

Cyberbullying

- Cyberbullying can occur anytime and anywhere, even in the 'security' of their own home. The audience to the bullying can be large and reached very quickly if messages are passed around or things posted online.
- Cyberbullying happens through chat rooms, blogs and forums, text messaging, abusive/prank phone calls, picture and video clip messaging, email, social networking and personal websites (e.g. Facebook or Instagram), identity theft, instant message services, webcams, video hosting sites, gaming sites, consoles and virtual worlds.



(* Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Telford & Wrekin Safeguarding Partnership's procedures will:

- Liaise with Telford & Wrekin Children's Social Services in regards to the suspension of the worker
- Make a referral to a Designated Officer (formerly called a Local Authority Designated Officer (LADO)) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This should be informed by the Designated Officer if they are involved.

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

The action is the same as when dealing with allegations of abuse against a person who works with children/young people (see section above). The exception is the Safeguarding Co-ordinator will liaise with Telford & Wrekin Adult Social Services.

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

SECTION 3

Prevention

Safer recruitment

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

1. There is a written job description / person specification for the post.
2. Those applying have completed an application form and a self-declaration form (see appendices for both forms). See point 6 below regarding the self-declaration form.
3. Those short listed have been interviewed.
4. Safeguarding has been discussed at interview.
5. Written references have been obtained, and followed up where appropriate.
6. A Disclosure and Barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). Sarah Higgins of 8 Gregson Walk, Dawley, Telford TF4 2GA has the role of processing Disclosure and Barring Service checks. The Self-declaration form (as point 2 above) must be submitted to Sarah Higgins.
7. Experience and qualifications where relevant have been verified.
8. A suitable training programme is provided for the successful applicant.
9. The applicant has completed a probationary period.
10. The applicant has been given a copy of Christ Central Telford's safeguarding policy on the understanding they will read it and be familiar with the process of reporting concerns. They shall also attend the next available Christ Central Telford sponsored Safeguarding training, i.e. within one year of commencement in post.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs. In practice, the Code of Conduct is Section 5 (pages 20 – 23) of this policy. Christ Central Telford leadership has undertaken to follow the principles found within the 'Abuse of Trust Caring for young people and the vulnerable: Guidance for preventing abuse of trust' (issued by the Home Office). Christ Central Telford leadership states that it is unacceptable for those in a position of trust ('Workers') to engage in any behaviour which might allow a sexual relationship to develop with a child or an adult with care and support needs, for as long as the relationship of trust continues.

SECTION 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or who are part of Christ Central Telford. Pastoral care within Christ Central Telford might include home group leaders and pastoral team members, all of whom are accountable to and are supported by the Elders. The Pastoral team will maintain contact with helpful outside individuals and agencies to whom those in (or associated with) Christ Central Telford may be signposted.

Working with offenders

When someone attending Christ Central Telford is known to have abused children or is known to be a risk to adults with care and support needs, the Leadership will supervise the individual concerned and offer pastoral care. However, in its safeguarding commitment to the protection of children and adults with care and support needs, they will set boundaries for that person which they will be expected to keep.

Within Christ Central Telford, setting boundaries for a particular offender and giving them pastoral care will be done with the individual in mind. The following is not an exhaustive list but will be used to set boundaries and care for an offender who might regularly attend Christ Central Telford.

Boundaries

- I will never allow myself to be in a situation where I am alone with children, young people or adults with care and support needs
- I will attend meetings and activities as directed by the leadership
- I will sit where directed at specific meetings/events run by or attended by Christ Central Telford people and will not place myself near children, young people and adults with care and support needs
- I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and adults with care and support needs are in progress
- I will decline invitations of hospitality where there are children, young people or adults with care and support needs in the home
- I accept that "x" and "y" will sit with me during specific meetings/events and accompany me when I need to use other facilities. They will know I am a sex offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or adults with care and support needs for whom they care
- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate)
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period.

Pastoral care

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of Christ Central Telford agree to:

- Support you in finding suitable employment opportunity which will not bring you into contact with children or adults with care and support needs.
- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- Work closely as a church with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and adults with care and support needs.
- Attempt to meet any practical needs you may have, including assisting with options for accommodation.
- Support you in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living. We recognise that partners of known sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and will support you.

SECTION 5

Christ Central Telford Code of Practice

Specific Practice Guidelines

The majority of these specific practice guidelines are relevant for all age groups (children and adults). The exceptions are the practice guidelines for specific age group activities provided by Christ Central Telford workers mainly (but not exclusively) provided on Sunday mornings.

Age group boundaries by age and school year – (for Sunday morning sessions)

- 0 – end of School Year 1
- School Years 2 – 6
- Youth – School Years 7 to 11 and optional for 6th formers.

NB: The specific policy of the church, giving reasons for the above age boundaries, is available on request.

Child/Youth information at the start of their participation in sessions

- We request that parents/carers complete a “Children’s Information Form” on the day of the child/young person’s first attendance of a session. This is so that the workers and leaders have sufficient information about the child/young person to enable the team to serve them effectively. A copy of this form is available on request.
- Casual attendance at Community Drop-in mornings (not currently running) or outreach events. Information will not be formally sought as this is a “Drop-in”. However we will take all reasonable steps to care for such unaccompanied minors. This will include encouraging them to inform their parent/carer of their attendance at a Christ Central Telford Community Drop-in morning.

Adult to Child Ratios

- 0 – Year 1 – mostly parent/carer manned – minimum two adults
- Years 2 – 11 – we will always have at least two adults with any group of two or more children. If the group is 13 or more children, we will seek to add a 3rd adult to the team for each session.

General guidelines

- All our workers will treat those for whom they are caring with respect and dignity as well as demonstrate competence and integrity. This will be so in attitude, language and actions.
- All our adults who work with children, young people and adults with care and support needs are in positions of trust. They will ensure they do not, even unwittingly, use their position of power and authority inappropriately. Our workers will maintain professional boundaries and avoid behaviour which might be misinterpreted. Our workers will not:
 - 1) use their position to gain access to information for their own or others’ advantage,
 - 2) use their position to intimidate, bully, humiliate, threaten, coerce or undermine, or
 - 3) use their status and standing to form/promote relationships that are, or may become, unhealthily dependent or sexual.
- We will not allow or promote unduly physically rough, or in any way sexually provocative, games and comments.
- We will always have at least two adults with any group of children/young people. In the event of an emergency, one of the adults can seek help whilst the children are still accompanied.
- We operate a zero tolerance to bullying so if it does occur, children and leaders should report the matter so it can be dealt with promptly and effectively. The expectation is that anyone who knows that bullying is happening will report it. The child/young person/adult with care and support needs being bullied will need protection and the perpetrator(s) will need to address the reasons for their behaviour. Bullying can be

verbal, emotional, physical, sexual, racial, homophobic, online(cyber), unofficial/casual behaviour which was not intended to harm.

- The workers and leaders will identify the potential physical hazards of the premises in which a session will take place, i.e. a Risk Assessment. Outside play areas should be appropriately secured and/or the children/young people/adults with care and support needs supervised when outside to prevent accidents, straying from the premises or unknown outsiders having inappropriate contact with them.
- In addition to the “Children’s Information Form” being completed, a register of those attending and working with the children/young people/adults with care and support needs will be maintained. A logbook will be maintained for all activities where workers can write down unusual events or conversations they witnessed. All accidents, however minor, should be recorded in an accident book, which is kept in the First Aid Box. In the event of an accident, the parent/carer of a child/young person/adult with care and support needs should be asked to read and sign the accident book.
- We will take seriously any complaint made by a parent or carer. The age group leader will endeavour to resolve the matter and will respond appropriately to the complainant.
- Gifts/treats etc. will be given openly and not be based on favouritism.
- We will not allow anyone under 16 years of age to be left in charge of children of any age or those attending the group to be left unsupervised.
- We will only allow workers assigned to the group to be allowed to participate in the planned and delivered activities. Other adults will not be allowed free access. An exception may be a parent staying with their child in the session. This may be for a parent to observe what their child is being taught or how they are behaving in the group – and/or helping the child to settle. If the parent wishes to stay beyond what was agreed as temporarily appropriate, the leader/worker of the group may consider undertaking the same recruitment and selection procedure for the parent as with any other worker.
- Outings – the parent/carer of the child/young person/adult with care and support needs will be asked to complete the appropriate *proforma* giving sufficient information and their consent.
- Camps, retreats etc. Specific policies and actions will be applied that are relevant to the nature and duration of such events. For example, Young People will be asked to agree and sign the contents of the Christ Central Telford “Good Behaviour” agreement.

Guidelines for Discipline when caring/leading children, young people and adults with care and support needs

- We will not compare a child, young person or adult with another in the group; rather we will encourage and affirm – if possible, giving them responsibility for appropriate tasks.
- We aim to build healthy relationships and be a good role model by setting a good example.
- We will take care to give the quieter and/or well behaved the equitable amount of attention and resist allowing the demanding individuals to take all our time and energy.
- We aim to be consistent in what we say and ensure that other team members know what has been said in order to avoid giving opportunity for manipulation.
- We aim to discern if children and young people become bored in order to minimise bad behaviour.
- We will never smack or hit anyone and aim to keep a reasonable tone of voice.
- We will call on support from other leaders when our own feelings may lead to unwise words and/or actions.
- Ground rules will be laid down, e.g. no swearing, racism or calling each other names and having respect for property. This includes making sure everyone understands what action will be taken if these rules are not adhered to.
- We aim to understand the different needs of each individual so that discipline, where necessary, will be applied appropriately.

For those who are continuously disruptive

- We will have the person sitting with the main leader or helper for the remainder of the session.
- We will encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- We will challenge them to change their behaviour whilst encouraging their strengths/positive aspects.
- We will warn them we may speak to their parents/carers about their behaviour.
- Further, they may be sent outside the room under supervision.
- The last sanction is being banned from attending the group for a period of time.

We will take care when touching

- Keeping everything public. We will not give hugs behind closed doors.
- Touch will be related to the needs of the child, young person or adult with care and support needs, not the worker's.
- Touching will be age-appropriate and generally initiated by the child, young person or adults with care and support needs, rather than the worker.
- We will avoid any physical activity that may be sexually stimulating – or that might be perceived as such.
- All children, young people and adults with care and support needs are entitled to their preferred level of physical contact and privacy, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc), we will encourage the child, young person or adult with care and support needs to do what they can themselves but, in their best interests, giving appropriate help where necessary.
- Workers and leaders will monitor one another in the area of physical contact. They will be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

Protecting children, young people & adults with care & support needs from Cyberbullying

We will:

- Listen to the person, react with sympathy, affirm that bullying is always wrong, and that seeking help is the right thing to do.
- Teach them to respect and look after their friends online and to think before they post or text anything.
- Encourage them to talk to us or another adult about anything that's upsetting them.
- Watch out for them seeming upset after using the internet or their mobile phone.
- Try to understand the ways in which they are using their digital technologies.
- Ask them to think about how their actions affect other users.
- Suggest they only use moderated chat rooms.
- Encourage them to show us any abusive or offensive emails or messages they've received and keep a record of them.
- Help them report any abuse to their internet service provider, the website manager, the mobile phone company or the police.
- Tell them never to respond to any abusive messages or calls – this is frequently what the abuser wants.
- Discuss keeping their passwords safe and avoiding giving their name, email address or mobile phone number to people outside their circle of friends and family.
- Change email address or telephone number if the abuse continues.
- Turn on in-built internet safety features and install computer software to ensure that they only receive emails from people they have chosen, and to block unwanted images.

[See Christ Central Telford's Online Safety Policy, written in conjunction with this policy](#)

Working in partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults with care and support needs. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults, and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

This policy is based on the ***thirtyone:eight*** model policy, a full copy of which is available from Giles Higgins. It will be reviewed annually.

Signed by:

Giles Higgins
(Church Leader and Chair of Trustees)

Hannes Kerr-Gold
(Elder and Trustee)

Signed _____ (GH) _____ (HK-G)

Date: _____ Date: _____

Appendix 1



Christ Central Telford – Leadership Safeguarding Statement

The Leadership, namely the elders and trustees of Christ Central Telford [hereafter referred to as the Leadership] recognises the importance of its ministry/work with children and young people and adults with care and support needs and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership of Christ Central Telford. Christ Central Telford is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that the children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults with care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults with care and support needs and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Christ Central Telford, unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults with care and support needs and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any guidelines given by ChristCentral Churches/Newfrontiers in relation to safeguarding children and adults with care and support needs.

- Supporting the Safeguarding Co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Christ Central Telford.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and adults at risk
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in Christ Central Telford affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by ***thirtyone:eight***.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or an adult with care and support needs, then speak to one of the following who have been approved as Safeguarding Coordinators for Christ Central Telford:

Child Safeguarding Coordinator: Ruth Primmer

Deputy Child Safeguarding Coordinator: Alison Kerr-Gold

Adult Safeguarding Coordinator: Ruth Primmer

Deputy Adult Safeguarding Coordinator: Alison Kerr-Gold

Appendix 2



Christ Central Telford - Application for paid or voluntary work with children or young people or adults with care and support needs

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

1. Personal Details

Full Name: _____

Maiden/Former Name(s): _____

Date and place of birth: ____ / ____ / ____

Address: _____

Postcode _____

Daytime Tel No: _____ Evening Tel No: _____

Mobile Tel No: _____ Email address: _____

How long have you lived at the above address? _____ Years _____ Months

If less than 5 years, please give previous address(es) with dates:

From/To ____ / ____ / ____ to ____ / ____ / ____

From/To ____ / ____ / ____ to ____ / ____ / ____

Previous _____
Address _____

Previous _____
Address _____

Post Code _____

Post Code _____

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

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

Have you ever had an offer to work with children/young people/adults with care and support needs declined?

YES NO (Please tick)

If yes, please give details

Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people or adults with care and support needs?

YES NO (Please tick)

If yes, please give details.

2. Employment History

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

Employers Name and Address	Dates		Job Title & Description	Reason for Leaving
	From	To		

3. Are you currently working in any other care position (for children or adults) in either a voluntary or paid capacity? If yes, please give details:

Name of the organisation: _____

Address: _____

Contact person in organisation: _____

Telephone Number: _____

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

4. References

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

	1	2
<u>Name</u>	_____	_____
<u>Address</u>	_____	_____
<u>Town</u>	_____	_____
<u>City/County</u>	_____	_____
<u>Post Code</u>	_____	_____
<u>Telephone</u>	_____	_____
<u>Relationship</u>	_____	_____

Church minister / leader

Name: _____

Address: _____

Telephone No. & E-Mail: _____

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to Sarah Higgins¹, who is responsible for processing Disclosure and Barring Service Checks. You are welcome to discuss any aspects of this procedure with her.

Disclosure and Barring Service Check: Please confirm that you understand and agree to a Disclosure and Barring Service Check should we wish to appoint you to a post involving working with children.

NB For posts working in England and Wales and Northern Ireland a Disclosure and Barring Service Check can also be undertaken on those working with adults with care and support needs.

I confirm that the submitted information is correct and complete. I understand and agree to the conditions involving a Disclosure and Barring Service Check and I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.

Signed _____

Date: _____

¹ 8 Gregson Walk, Dawley, TELFORD, TF4 2GA

Appendix 3



Self-declaration Form for a Position Requiring a Disclosure and Barring Service Check (CONFIDENTIAL)

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

To: Sarah Higgins

(Name of responsible person in Christ Central Telford processing Disclosure and Barring Service Checks)

Address: 8 Gregson Walk, Dawley, TELFORD, TF4 2GA

Position held or applied for: _____

CONVICTION HISTORY

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

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below. (For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.)

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

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

(continue on separate sheet if necessary)

POLICE INVESTIGATIONS

Please complete this section if you are applying for an Enhanced Disclosure Check. 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*)?

Yes No (please tick)

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

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick)

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

Has there ever been any cause for concern regarding your conduct with children, young people, adults with care and support needs? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick)

If yes, please give details.

DECLARATION

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

I (full name) _____ of (address) _____

consent to a Disclosure and Barring Service check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

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

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

Signed: _____ Date: _____

If you are applying to work with children and/or adults with care and support needs in positions which fall within the scope of regulated activity, please confirm that you are not barred from working with children/adults with care and support needs.

I confirm that I am not barred from working with children/adults with care and support needs.

Signed: _____ **Date:** _____

LEGALESE – ATTACHED NOTES

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

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

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

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or adults with care and support needs at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

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

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

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

Appendix 4



Christ Central Telford – Reference Form

Volunteer Helpers with Children and Young People/Adults with care and support needs

PRIVATE AND CONFIDENTIAL.

REFERENCE FOR: _____

POSITION: _____

Your name: _____

Occupation: _____

How long have you known this person? _____

In what capacity? _____

COMMENTS ON SUITABILITY OF WORKER.

If further space is needed, please feel free to continue on the back of this form.

Are you aware of any previous experience the applicant has, of looking after or working with children/young people/adults with care and support needs? Please give details.

Do you feel the applicant is capable of carrying out the volunteer role? (See enclosed description of role).

Would you consider the applicant to be reliable and trustworthy? Please comment if applicable.

Referring to the list of preferred qualities, what would you consider to be the applicant's main strengths?

Are you aware of any health problems, mental or physical, which might affect the applicant's work with children & young people/adults with care and support needs?

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

Any other comments you wish to make?

Signed: _____ Date: _____

Print name: _____ Ph: _____

E-mail address: _____

Thank you for your time in completing this form

Appendix 5

RECORDING A DISCLOSURE – Recording Observations and Concerns (page 1)

Date	When disclosure or observations were made
Time	
Name of child or adult at risk	Name in full, including any other names known by
Address of setting	i.e. where the disclosure/observation has been made
Details of concern	
Clear description of any injury sustained by person. Use Body Map template (Appendix 6, p. 39)	re: injuries – size, shape, colour, exact location on the body
Accurate account of conversation with person	

RECORDING A DISCLOSURE – Recording Observations and Concerns (page 2)

Account of conversation with parent/carer	If applicable
Further action	e.g. urgent medical attention: referral to social care or police – record name of person(s) to whom you made the referral
Information shared with parent/carer	If applicable: record when & how you informed the person's parent/carer. If information not shared, then record reason for not doing so.
Safeguarding Lead/Deputy (state name)	When you shared the information with your Safeguarding Officer/Deputy
Advice obtained and/or referral made	e.g. with <i>thirtyone:eight</i> or T & W Safeguarding Partners
Witnesses	
Signatures	Sign, print & date the record

Appendix 6

Name: _____

Date: _____

