

## **SAFEGUARDING POLICY**

### **MISSION STATEMENT**

King's Church Uckfield recognises that children, young people and vulnerable adults are a crucial part of the church. They have much to give as well as to receive. The church aims to provide a safe and secure environment within which children, young people and vulnerable adults will be treated with respect and dignity, nurtured in worship, learning and community life, with their opinions and feelings being valued, encouraged and enabled to the best of our ability.

It is the Church's aim that each child/young person/vulnerable adult would:

- Believe in Jesus Christ as Lord and Saviour;
- Develop a relationship with God, the Father; Jesus Christ, the Son; and the Holy Spirit;
- Learn how to pray effectively to the Father in the Name of Jesus;
- Know that Jesus loves him/her totally and provides for every need;
- Feel the love of Jesus Christ through all persons involved in Sunday meetings, youth work, Open Door etc.;
- Come to a greater knowledge of the Bible by studying its characters, stories, principles, and verses and obeying its commands – such as baptism in water;
- Perceive a loving, peaceful and safe environment conducive to nurturing by the Holy Spirit;
- Perceive an atmosphere in which to exercise the spiritual gifts and be involved actively in ministry; and,
- Above all, understand that God has a plan for his/her life and see that plan fulfilled in his/her life.

Additional aims are:

- To provide a ministry for the children which is at least equal in quality to that provided for the adults;
- To assist parents/guardians to lead to salvation, disciple and care for their children;
- To enable children to be fully incorporated into all appropriate areas of church life;
- To liaise with and support parents/guardians without undermining or removing their responsibility for their children. This role sees the parents/guardians “training children in the way they should go”, that they may “grow in the image and likeness of God”; and lastly,
- To promote and take responsibility for the safety of the children, young people and vulnerable adults in our care whilst attending the Sunday children's and other activities.

### **POLICY STATEMENT**

The Church will:

- take seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to its care.
- recognise that responsibility for children, young people and vulnerable adults lies with the whole church.
- commit to encouraging and supporting carers and parents.
- consider the impact of its plans and decisions on children, young people and vulnerable adults.
- ensure that workers are responsibly appointed with Enhanced DBS Disclosures and given support and training.
- adhere to good practice guidelines for working with children, young people and vulnerable adults.

- have detailed guidelines and procedures relating to abuse suspicions or allegations and ensure that these procedures are known and followed by all workers.
- commit to following current Government guidance and legislation.
- commit to working with and take advice from Social Services and the Police Child Protection Team where necessary.
- maintain our registration/subscription with thirtyone:eight (formerly Churches Child Protection Advisory Service).

## PROCEDURES

All those volunteering to work with children, young people and vulnerable adults are subject to an application process, including Enhanced DBS Disclosures, references, declaration of conviction.

All new workers with children, young people and vulnerable adults will receive training in safeguarding prior to commencing working and commit to attending regular ongoing training.

Good practice guidelines and guidelines on recognising and responding to abuse are given to all workers and are available to others from the Church Administrator or in the member's area of the church website.

## PERSONNEL

The Safeguarding Team consists of:

DavGuckenheim	Safeguarding Co-ordinator
Julie Roe	Deputy Safeguarding Co-ordinator
Ade Ward	Lead Elder
Jon Scott	Elder
Steven May-Miller	Elder
Lawrence Mudford	Elder
Sid Martin	Lead Recruiter
Mel Holden	Recruiter & Activity Leader
Mandy Evans	Activity Leader

## VULNERABLE ADULTS: A definition

A vulnerable adult can range from 16 years old and upwards. If a 16-year-old is out of full time education, they would then be classed as an adult and could fall into the vulnerable adult category if they met the set criteria. If a person is in full time education between the ages of 16 and 18 they would be classed as a child within the DBS criteria, and would become an adult when they turn 18.

In 2012, the government updated its legislation so that adults are no longer labelled vulnerable because of their personal characteristics or circumstances. An adult is considered vulnerable only if they require regulated activity to be provided to them.

There are six categories which fall under the definition of working in regulated activity with vulnerable adults.

- Providing health care - The provision of health care by any health care professional to an adult, or the provision of health care to an adult under the direction or supervision of a health care professional, is classed as a regulated activity.

- Providing personal care - A person will be working in regulated activity if they supervise, prompt, train, instruct, provide advice or guidance or provide physical assistance to an adult in relation to any of the following:
  - Eating or drinking
  - Going to the toilet
  - Washing or bathing
  - Dressing
  - Oral care
  - Care of the skin, hair or nails (hairdressers are excluded from this)These activities will only be classed as regulated activity if the person receiving the care requires it due to their age, illness or disability.
- Providing social work - The activities of regulated social workers in relation to adults who are clients or potential clients are a regulated activity. These activities include assessing or reviewing the need for health or social care services, and providing ongoing support to clients.
- Assistance with general household matters - A person is in regulated activity if they provide day-to-day assistance to an adult, because of their age, illness or disability, with any of the following:
  - Managing the vulnerable adult's cash
  - Paying their bills
  - Shopping on their behalf
- Assistance in the conduct of a person's own affairs - A person is in regulated activity if they provide assistance in the conduct of an adult's own affairs by virtue of:
  - Lasting power of attorney under the Mental Capacity Act 2005
  - Enduring power of attorney within the meaning of the Mental Capacity Act 2005
  - Being appointed as the adult's deputy under the Mental Capacity Act 2005
  - Being an Independent Mental Health Advocate
  - Being an Independent Mental Capacity Advocate
  - Providing independent advocacy services under the National Health Service Act 2006 or National Health Service (Wales) Act 2006
  - Receiving payments on behalf of that person under the Social Security Administration Act 1992
- Conveying - Any drivers or assistants who transport an adult because of their age, illness or disability to or from places where they have received, or will be receiving, health care, relevant personal care or relevant social work, are in regulated activity.

The church does not have many occasions where they satisfy these conditions sufficiently to obtain a DBS Disclosure, though members may undertake some limited work in one or more of the areas outlined in a lesser capacity. If in doubt, please speak to the Safeguarding Co-ordinator or Lead Recruiter.

## THE ROLE OF THE SAFEGUARDING CO-ORDINATOR

**The Safeguarding Co-ordinator's overriding responsibility is to endeavour to protect the welfare of the children, young people and vulnerable adults in the church and those with whom the church has contact.**

**In fulfilling this responsibility he or she may consult and seek advice from the Elders of the church and from any Activity Leader. He/she will provide a report on current safeguarding and welfare concerns to the trustees on request.**

**When suspicion or allegation of abuse is reported to the Co-ordinator the following steps will be taken:**

1. The Co-ordinator will ensure that the details of the concern are clear. Make notes at the time and read them through with the worker.  
If appropriate, complete a Body Map with the worker.  
Ask the worker to complete a Welfare Concern Form if they have not already done so.  
Have all these notes typed while maintaining confidentiality.  
Keep ALL notes in a secure and confidential file located within the church office.
2. If the concern is based on neglect, the Co-ordinator *may* speak to the parent or arrange for an appropriate person to do so, suggesting medical attention or other action. The Co-ordinator will monitor the situation. A referral to Social Services may, however, be the most appropriate way to proceed.
3. In the event of an allegation or suspicion of emotional, physical or sexual abuse, the Co-ordinator will discuss this immediately only with the Church Leader (unless any have a connection to those involved), and subsequently with others on a 'need to know' basis. They will not speak to the alleged abuser or his/her close family, but may seek advice in confidence from the thirtyone:eight advice line.  
A decision will then be made whether to refer to Social Services. Any such referral will then be made at the earliest opportunity.
4. Under no circumstances will the Co-ordinator attempt to carry out an investigation into allegations of abuse; they may, however, collect additional information at the request of Social Services. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services, whose task it is to cause enquiries to be made.
5. After an initial referral, the Co-ordinator will be the contact person with the statutory authorities and will liaise with them as necessary. The Co-ordinator will keep the Church Leader updated, in confidence.
6. The Co-ordinator will arrange support for workers if necessary, eg counselling for a worker distressed by hearing a disclosure from a child.
7. The Co-ordinator will ensure that all records relating to the protection of children and the checking of workers is in order and up to date.
8. The Elders not personally involved will be responsible for any other issues of pastoral care which arise from an abuse situation.

The role of the Deputy Safeguarding Co-ordinator is to stand in the place of the Co-ordinator if they are unavailable and hand over the situation on his/her return. The Deputy will also lead any action

taken if the Co-ordinator is personally implicated or has a close personal relationship with any parties involved.

## RECOGNISING AND RESPONDING TO A SAFEGUARDING CONCERN

### Recognising a safeguarding concern

The following signs *may* indicate a safeguarding concern but they should not be taken in isolation. Try not to jump to conclusions; there could be other explanations.

- ⓘ Any injuries not consistent with the explanation given for them.
- ⓘ Any signs of self-harm. These might include cutting, substance misuse etc.
- Injuries on parts of the body which are not normally exposed to falls, rough play etc or those inconsistent with the age of the child
- ⓘ Illnesses or injuries which have not received appropriate medical treatment.
- ⓘ Long-term inappropriate clothing and/or poor health and hygiene.
- ⓘ Eating disorders or significant weight loss.
- Changes in mood or behaviour, particularly where a child withdraws or becomes clinging.
- ⓘ Unusual depression or aggression.
- ⓘ Sudden instances of running away, stealing or lying.
- ⓘ Frozen watchfulness or flinching.
- Severe sleep disturbances with fears, phobias, vivid dreams, nightmares, or persistent bedwetting.
- Age-inappropriate sexual knowledge or behaviour through actions, words, play or drawing.
- Direct allegations concerning abuse.

Do be aware that many forms of abuse do not have physical symptoms.

If in doubt, complete a Welfare Concern Form (available from the church office, Activity Leaders or download from the member's area of the church website) and speak to the Safeguarding Co-ordinator in confidence about your concern.

### What should I do?

If a safeguarding concern is suspected, disclosed or discovered:

DO NOT DELAY  
 DO NOT ACT ALONE  
 DO NOT START TO INVESTIGATE  
 DO NOT CONTACT ALLEGED ABUSERS  
 DO NOT DISCUSS WITH ANYONE EXCEPT THE SAFEGUARDING CO-ORDINATOR OR DEPUTY

If you have any reason to suspect a child or young person has been abused, you should inform the Safeguarding Co-ordinator (or the Deputy in their absence) immediately unless they are directly involved.

### How should I react to a child who wants to talk about abuse?

If a child tells you about abuse they have suffered, they have chosen you because they trust you and think you will know what to do to help.

It is important that you react in a way which will be helpful and supportive to the child. It is not easy to give precise guidance but the following may be of help and should be followed wherever possible.

DO NOT

- Agree to keep the information secret.

- Say or suggest that you are shocked or disgusted, even with the alleged perpetrator.
- Say or suggest that you do not believe the child.
- Ask questions, other than to elicit basic information.
- Make false promises.

#### DO

- Reassure the child that they were right to tell you.
- Explain to the child at the outset that you may have to tell someone else if you think it is necessary.
- Remain calm and supportive.
- Show acceptance of what the child says.
- Tell the child what you are going to do next.

#### **What shall I do after the child has spoken to me?**

Immediately after the child has spoken to you, write down exactly what you have been told using the Welfare Concern Form. Use the child's words as much as possible. Do not add anything - your own opinions, feelings or what you think might have happened. Date and sign these notes, putting them in a sealed envelope. Assuming they are not involved, inform the Safeguarding Co-ordinator at once and give them your notes.

Whilst email provides an excellent timed and dated record of any report of suspected abuse, please take great care if sharing your concerns via email or text. It is very easy to click the wrong recipient or for an email to be otherwise read by someone other than the intended reader (i.e. forwarding, reading over the shoulder, shared email accounts, hacking). Names should not be used in email, but different means of identification e.g. "the child we discussed this morning".

Do not talk to anyone else about the incident.

If the matter is so serious that you think it is unsafe for the child to return home, you should inform the Safeguarding Co-ordinator, Deputy or an Elder while the child is still with you.

Remember that you have the right, as a member of the public, to contact Social Services or the Police if you have serious concerns over the welfare and safety of a child. In an emergency situation when you are unable to reach an appropriate person in the Church you may have to take this step.

After you have informed the appropriate person, you no longer have direct responsibility for dealing with the situation. If you are dissatisfied with the response you receive from the Safeguarding Co-ordinator/Elders, you are free to make a referral to Social Services yourself, advising the Safeguarding Co-ordinator/Elders that you have done so.

The Safeguarding Co-ordinator, Social Services and/or Police may want to interview you in the course of an investigation.

It can be distressing to hear of abuse, perhaps for the first time, and you may need support and reassurance yourself. If you do, speak to the Elders or Safeguarding Co-ordinator who can arrange this for you.

*You should not share your information with anyone else.* Confidentiality should be respected for the sake of the child and the family.

Your care and prayers will be invaluable to the child and the family in what may well prove to be a difficult and disruptive time for everyone.

## **CONTACT TELEPHONE NUMBERS**

### **CHURCH DETAILS**

King's Church Uckfield office – **01825 765115**

Part of Newfrontiers, Catalyst Network of Churches and a member of the Evangelical Alliance.  
Registered Charity No 1124576; Company No6587980.

Police

For all Child Protection Teams, dial **101**, and ask for the relevant team – Hastings, Eastbourne, Brighton, Littlehampton or Horsham

East Sussex County Council Single Point of Advice (SPOA) Team – **01323 464222**

If you urgently need help outside of office hours you can contact the Emergency Duty Service for East Sussex Children's Services - **01273 335906** or **01273 335905**; or Adult Social Care – **0345 6080191**

Safeguarding Co-ordinator – Dave Guckenheim – **01825 278322; 07742 526025**

Deputy Safeguarding Co-ordinator – Julie Roe – **01825 791165**

Thirtyone:eight advice line – **0303 003 111** (membership no. 1266)

## **OFFENDERS IN THE CHURCH**

There is a place for everyone in the church, including those who have offended. However, sexual offences are often of an addictive nature, so no matter how old the offence is, the offender may still be a risk to children. Any adult who is a known offender, who has committed acts of violence or sexual offences against adults or children, shall not work or be alone with children or vulnerable adults in King's Church Uckfield. A convicted offender should not be a key holder for the church or have access to any church computers.

When someone attending the church is known to have abused children, it is important to extend love and friendship to the individual, but the Elders will meet with the person to establish clear boundaries for both the protection of the young people and to lessen the possibility of the adult being wrongly suspected of abuse in the future. Details of the offender will be shared on a 'need to know' basis, with the Elders, Safeguarding Co-ordinator and Activity leaders.

After this discussion has taken place, a written contract will be drawn up with boundaries set depending on the degree of the offence(s) and the age of other individuals involved. The Probation Officer of the offender may be contacted.

## **SUPERVISION AND SUPPORT GUIDELINES**

**Part of our commitment to our workers with children and young people is the provision of good supervision and support.**

**Activity Leaders have a crucial role in providing this.**

**It is anticipated that new volunteers will be established members of the church and, therefore, be reasonably well known to activity leaders. During a new worker's early weeks, the Activity Leader will have to plan for some support and supervision. When planning and implementing group activities the Activity Leader needs to bear in mind the welfare of workers as well as that of the children and young people.**

**The Activity Leader may find that the following questions help in providing supervision and support for workers.**

### **PLANNING**

Is the ratio of adults to children sufficient?

NSPCC recommended ratios: (but variable!) e.g. SEND

- Always 2 adults, even in smaller groups
- Ages 0-2 – 1 adult : 3 children
- Ages 2-3 – 1 adult : 4 children
- Ages 4-8 – 1 adult : 6 children
- Ages 9-12 – 1 adult : 8 children
- Ages 13-18 – 1 adult : 18 children

Is there an appropriate gender mix of adults and children?

Could the activity still take place safely if a worker dropped out unexpectedly?

Has written permission from parents been obtained if necessary?

Are workers involved in planning the activity?

Do workers have an outline plan of the activity?

Is there a preliminary meeting of workers?

What are the responsibilities and duties for each worker?

How are these explained to workers?

Are workers being asked to do too much?

### **REVIEW**

How often are activities reviewed?

Are all workers involved in reviewing activities?

Is there a feedback procedure for individual workers to use?

How are reviews used to inform future planning?

### **RECORDING**

Are all the required recording procedures (register, incident book etc) in place?

Who is responsible for each of these?

How is the fulfilment of this responsibility monitored?

### **TRAINING**

What training is offered to the worker?

Does the worker have an opportunity to request training?

Is there a possibility of training within the group?

### **INDICATORS**

Does the worker relate well to other workers?

Have other workers expressed any reservations regarding the worker? If so, what steps have been taken?

Does the worker relate well to the children or young people? If there are any doubts about this, who has been consulted?

Is there any evidence to suggest individual children are receiving exceptional treatment, being highly favoured or treated harshly?

Does the worker adhere to the Good Practice Guidelines? If not, how has this been handled?

If there have been ANY doubts about the worker's suitability, have these been pursued until the situation has been resolved?

**If not, it is imperative that action is taken IMMEDIATELY. The Activity Leader should talk to the Safeguarding Co-ordinator at the earliest opportunity.**

## **GOOD PRACTICE FOR ACTIVITY LEADERS AND THE CHURCH LEADERSHIP**

### **Guidelines for working with children and young people**

The Church should, as far as possible, ensure safe access to, and use of, the facilities at its disposal.

As far as possible, all small group activities should take place in an open environment. This may involve sharing space, leaving doors ajar, or using rooms with glass-panelled doors.

The ratio of adults to children should always be adequate (see page 9) to ensure safety and a minimum of two adults should be supervising a group at any one time. Wherever possible, activities should be planned to include more than the minimum adult requirement to account for any unexpected shortfall.

Mixed gender groups of older children should wherever possible be planned to have both male and female workers to enable children to relate to workers of the same sex. An adult of the same sex as the child or young person should undertake all counselling or matters of a confidential nature.

A register to record names and the arrival and departure of children should be kept for all activities. This should also record the presence of any adults at these activities by name.

When occasional activities (including outings) are held, written agreement (detailing departure and arrival times etc) for the children to attend must be obtained from the parents.

An Incident Log should be maintained for all group activities. The Activity Leader should ensure that any incident which causes concern is recorded, listing details of the incident, names of those involved, action taken and any future action required.

Workers should be aware of the location of First Aid facilities. Minor First Aid should be given either in public or in a room with the door ajar. If First Aid requires privacy, two adults should be present. All instances of First Aid should be recorded in the appropriate book.

If a child requires urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers as soon as possible afterwards of the action taken. The hospital staff should be made aware of any safeguarding concerns.

As far as possible, a child should not be alone in a car with an adult. Where this is unavoidable for short journeys (eg the last of a group to be dropped off at home) the child should be asked to sit in the back of the car. Every driver who transports children on behalf of the church will have a Disclosure and Barring Service (DBS) disclosure, and will have been through the Church's application process.

When groups are taken on residential trips, care should be taken to ensure that sleeping arrangements are appropriate. All bedrooms/dormitories should be single gender and workers should not share sleeping accommodation with children unless this is deemed necessary for the welfare of the children. At no time should a worker share a room with only one child. In cases where workers will be sharing rooms with children, parental consent should be obtained in writing prior to the trip.

#### **NOTE:**

Any activities unable to meet these guidelines should not be started or continued without the express permission of the Activity Leaders and the Elders, who should consider the risks involved in allowing the activity to take place.

## **CODE OF CONDUCT FOR INDIVIDUAL WORKERS**

This Code Of Conduct is relevant to all church members but applies especially to staff, both voluntary and paid, working with children and vulnerable adults, whether in the UK or overseas. It has been written to protect children, vulnerable adults and workers themselves.

Everyone involved in work with children and vulnerable adults should be familiar with the King's Church Safeguarding Policy (available in the members' section of the Church website) and should undertake to attend regular safeguarding training provided by the church.

Workers should maintain awareness that their private lives may impact on their work for the church and consequently should act with integrity and in a way which would not cause a responsible observer to question their suitability as a role model.

They should not use their role within the church to exploit anyone in any way whatsoever.

They should treat everyone with respect and consideration, neither showing favouritism nor excluding anyone.

Workers should be aware of their own vulnerability as well as that of others - avoiding situations where they are alone with a child or vulnerable adult. For example, if a child wanted to speak privately, another leader should be told and the child taken to a quieter, but still public, place.

One to one accountability meetings with young people should take place in a public place, for example a quieter area of a cafe, the Church office with the door open and other people present in the outer office, or similar. The young person should always be of the same sex as the worker and such meetings should always take place with the Activity Leader (or an Elder if it is the Activity Leader).

Workers should not go beyond their competence in a counselling situation. The other person should be made aware from the start that, although confidentiality will be respected wherever possible, the church has a duty of care to protect people from harm. If the content of the discussion exposed risk of harm then it must be referred on to the relevant person responsible for safeguarding within the church and, potentially, to social services and the police. It is important that the child/vulnerable adult be made aware of this from the outset to prevent a breach of trust later.

No young person should be invited to your home alone unless you have discussed this in advance with your Activity Leader and the young person's parents.

Physical contact (hugging etc) can be misconstrued and should only occur when appropriate and in a public place, usually at the instigation of the child or young person.

Sexual contact of any sort should not be engaged in and, if initiated by the young person or vulnerable adult, should be very clearly - but kindly - rebuffed. A situation of this kind would always need to be referred to the church's Safeguarding Co-ordinator. It is worth considering at all times if any action, phrase or gesture may be perceived as sexual in nature, and taking appropriate steps to ensure that there are no misunderstandings. This may be even more relevant when working overseas in a different culture where norms of behaviour may be different.

Workers should avoid developing inappropriately intimate relationships - being thoughtful about their boundaries, for example when and how they can be contacted and how swiftly someone might expect a response.

The church's preferred method of communication with young people is via the [youth@kingschurchuckfield.org.uk](mailto:youth@kingschurchuckfield.org.uk) email address which is accessible by various different people for transparency and safety.

We would not advise workers or volunteers having young people who attend the groups added as personal friends on social media. Again, the 7Up Facebook page is a more open method of exchanging information

Only the group leader(s) will have personal telephone numbers for the young people - for example for trips and visits - and then only with parental permission. We would not advise communication by text message, WhatsApp or similar except in exceptional circumstances, preferring the use of the [youth@kingschurchuckfield.org.uk](mailto:youth@kingschurchuckfield.org.uk) email for day-to-day communication.

Should any communication take place which gives cause for concern, a record (screenshot or similar) should be kept and the Safeguarding Coordinator should be informed.

Workers should seek to use positive reinforcement to manage behaviour wherever possible. Where sanctions need to be used they should be agreed in advance. Never strike, shake, ridicule or humiliate. Seek to calm aggressive or intimidating behaviour without using force. Only use physical restraint as an absolute last resort to prevent injury.

When undertaking children's or young people's group work, a register should always be kept. Group leaders will always need to be church members over 18 years old who have, as a minimum, completed the church's safeguarding application process (including DBS Enhanced Disclosure) and have received safeguarding training.

If you have to give personal care to a child (eg changing a child who has been sick) this should be done in a way in which the privacy of the child can be maintained and whilst ensuring that there is no undue intimacy. If possible, more than one adult should be involved. If this is not possible you should ensure that another adult is within earshot. Sometimes it may be more appropriate to take a child home or call the parents if a high level of intimacy will be involved in the care needed.

You should recognise the potential vulnerability of all workers both to temptation and to false allegation. You are accountable to other workers and they, in turn, are also accountable. If you see another worker acting in ways which might be misconstrued, you should be prepared to speak to them and to your Activity Leader about your concerns.

In the event of an allegation of misconduct, a worker will be required to withdraw from working with children and young people in order for a full investigation to be made. In the event that an allegation is proved to be true, the worker may no longer be eligible to work with children. Where the law does not prohibit future work with children, a worker's position will be decided upon by the Elders and the church's Safeguarding Co-ordinator after consultation with thirtyone:eight (formerly CCPAS) and local authorities.

Photographs on websites and publicity materials should have the approval of parents and the children concerned where appropriate. Avoid sending or receiving personal photographs to/from young people via message, reporting any inappropriate images you receive immediately. If you become aware that a young person has an indecent image on their phone, do not take their device from them

(you then possess child pornography), but complete a Welfare Concern Form and speak to the Safeguarding Co-ordinator. Snapchat images which are timed and expire should be avoided altogether.

Travel arrangements - when giving lifts to children or young people, there should always be two leaders present in the car and the car driver should have appropriate insurance cover.

Concerns about the potentially inappropriate behaviour of another worker should be voiced immediately, in confidence, to one of the below without any fear of subsequent discrimination:

Lead Elder -	Ade Ward;
Safeguarding Co-ordinator -	Dave Guckenheim;
Deputy Safeguarding Co-ordinator -	Julie Roe;
Or Lead Recruiter -	Sid Martin

Concerns should not be discussed with the person(s) involved, or anyone other than one of the above, as this may make any necessary investigation more difficult and may cause harm to either party.

## **PARTICULAR NOTES FOR ACTIVITIES AT THE CIVIC CENTRE:**

Children should be restricted to parts of the building where effective supervision can be maintained.

During Sunday Club/Youth meetings, those on Sunday Club/Youth worker duty should be asked to remain vigilant, and to keep an eye on children going in and out of the toilets at the beginning and end of meetings. While they are not at Sunday Club/Youth meetings, children are the responsibility of parents and guardians.

Children under 11 years of age should not be allowed to leave any activity until their parents come to collect them. Alternatively, they can be returned to their parents' care by one of the activity workers.

## **PARTICULAR NOTES FOR CHILDREN WITH SPECIAL NEEDS**

Children and young people with special needs can be at greater risk of abuse. They often require more help with personal care, may have limited understanding, communication or learning difficulties, and behave in a non-age-appropriate way.

Workers should be aware of any special needs of the children they look after and try to meet them where possible. Advice from parents/carers should be sought where possible.

The definition of what constitutes abuse is wider for children and adults with disabilities. This can include force-feeding, financial abuse, over-medication and segregation. Workers should be vigilant with regard to these and other forms of abuse.

## **PRAYING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

When praying with children, young people or vulnerable adults you should always gain their permission and pray in an open area with other leaders or children present. Ideally, one of the children's workers who knows the child should pray for them. This should, where possible, be a member of the same sex.

Don't assume that the child or young person is used to being prayed for – they may not be a Christian and/or new to the group and never had anyone pray for them before. It may be necessary to explain 'tongues', prophecy or manifestations in an age-appropriate way.

Ask the child what they are requesting prayer for and remember to listen to their reply. Speak quietly and calmly and try to use language appropriate to their age and needs. Be sensitive to their request and do not laugh at or dismiss anything you think is irrelevant. Be alert to safeguarding issues and other concerns such as bullying.

Consider your body language and any difference in height that may intimidate the child. Seek permission to place your hands on a young person when praying for them and **do not** lay hands on inappropriate parts of the body at any time. Be sensitive to the fact that this may be uncomfortable for some people.

## **PARTICULAR NOTES FOR CHILDREN FROM THE STREET**

Any child/ren with no adult supervision who want to join in with any of the Church's activities (sometimes without their parents' permission) should initially be allowed to do so. Attempts should be made to discover if the child/ren's parents are aware where they are, and if there are any arrangements between the child and parent/carer that need to be honoured. If a child appears to be

too young to be unsupervised, or if there are other issues such as not speaking English or (learning) disabilities that cause concern, speak to the Safeguarding Co-ordinator.

The parent/carer's permission should be sought for subsequent visits by giving the child a parental consent form for their parent/carer to complete. If this is not returned within three months, then it is reasonable to refuse entry to the child until parental consent is given.

On arrival, a welcome card should be filled in which will establish the child's name, age, and any contact details or special needs that they are willing/able to divulge. Their visit should also be recorded in the appropriate register.

## **POLICIES RELATING TO THE USE OF CRIMINAL RECORDS INFORMATION**

Name of church: King's Church Uckfield

Contact: Sid Martin

Address: c/o Holy Cross CE Primary School, Belmont Road, Uckfield, East Sussex,  
TN22 1BP

Phone: 01825 765115

Email: [office@kingschurchuckfield.org.uk](mailto:office@kingschurchuckfield.org.uk)

On behalf of the church detailed above (referred to in this document as "The church") I confirm our commitment to recruit all staff and volunteers in accordance with "Safe from Harm" principles, the Criminal Records Bureau "Code of Practice" and legislative requirements.

In particular, the church has adopted an equal opportunities policy and a policy on the secure storage, handling, use, retention and disposal of disclosure information in accordance with the Disclosure and Barring Service code of Practice.

### **Equal Opportunities**

1. This church is committed to providing a vital, practical response to the needs of those we serve, regardless of race, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor.
2. As a church using the Disclosure and Barring Service to assess applicants' suitability for positions of trust, we undertake to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
3. 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 candidates for interview based on their skills, qualifications, experience and commitment to the values of the church.

4. A Disclosure is requested only in roles where the individual is working in regulated activity as defined by the DBS. 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 a position.
5. Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the church and we guarantee that this information will be seen only by those who need to see it as part of a recruitment process.
6. Unless the nature of the position allows the church to ask questions about an applicant's entire criminal record, we ask about only "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in the church who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders eg the Rehabilitation of Offenders Act 1974.
8. At interview, or in 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 or voluntary work.
9. 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.
10. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment. ***Having a criminal record will not necessarily bar an applicant from working with us. This will depend upon the nature of the position and the circumstances and background of the offences.***

For additional information, see the Church Equality Policy.

## **SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE OF INFORMATION**

**1. General Principles.** As a church using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for a position of trust, King's Church Uckfield complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention, and disposal of disclosures and disclosure information. It also complies fully with its 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 all those who wish to see it on request.

**2. Storage and access.** Disclosure information is never kept on an applicant's personal file and is always kept separately and securely, **in lockable, non-portable, storage containers** with access strictly controlled and limited to those who are entitled to see it as part of their duties.

**3. 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.

**4. Usage.** Disclosure information is used only for the specific purpose for which it was requested and for which the applicant's full consent has been given.

**5. 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 CCPAS Disclosure Unit, who in turn will discuss this with the DBS and will give full consideration to the Data Protection and Human Rights individual subject access requirements before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

**6. Disposal.** Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, ie by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg 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 disclosure. However, notwithstanding the above, we may keep a record of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

**7. Our relationship with CCPAS as an umbrella organisation.** We accept that the CCPAS Disclosure Unit as our umbrella organisation has a responsibility to ensure, as far as reasonably practicable, that we comply with all the requirements made upon us in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

## **DATA PROTECTION**

As a church registered with the Churches' Child Protection Advisory Service as our "umbrella organisation", the church complies with the DBS Code of Practice in respect of Disclosure information. In addition, the church complies with the Code (where applicable) in respect of all other data.

For more information, consult the church's GDPR policy and Privacy Notice which is on our website.

## **OTHER POLICIES AND DOCUMENTS TO BE READ IN CONJUNCTION WITH THE CHILD PROTECTION POLICY**

Child Protection Recruitment forms  
Child Protection Activity forms  
Health & Safety Policy  
Equality Policy  
Feedback Procedure  
GDPR Policy and Privacy Notice

## **POLICY REVIEW**

This policy should be reviewed every two years. The next review of this policy is due in June 2023.