

# Roundhay Evangelical Church

## Safeguarding Policy

July 2022

This Safeguarding policy is to be placed and clearly signposted on the REC website. *This enables immediate accessibility to public authorities, members of the community, church attendees and ministry leaders and volunteers. It also enables easy revision of the policy, following any legislative changes or specific needs for clarification.*

It is reviewed annually by the elders and agreed by the membership.

Reviewed August 2022

Next review date Feb 2023

Our **Safeguarding Policy Statement**, including key contacts, (attached as **Appendix 7**) is to be displayed on our REC noticeboard.

**Section A**

**Policy – Aims and Objectives**

**Policy Statement** 4

**Governance** 5

*Safeguarding Committee  
Children’s Safeguarding Services  
Ministries and leadership*

**Identifying and understanding safeguarding risks** 7

*Different types of safeguarding risks*

**Key principles of Safeguarding** 9

*Transparency, Openness, Accountability, Action*

**HR Procedures** 10

*Vetting, Recruitment/selection, Training*

**Section B**

**Policy – Guidance**

**Supervision of children** 12

**Personal hygiene involving young children** 13

**Transportation of children** 14

**Taking of photographs and visual images** 15

<b>Emails, online activities, and phones involving children and vulnerable adults</b>	16
<b>Dealing with possession of indecent images of children</b>	16
<b>Dealing with an incident, disclosure, complaint, or cause for concern.</b>	17
<i>Safety</i>	
<i>Securing information &amp; Evidence</i>	
<i>Recording &amp; Reporting</i>	

## **Section C**

### **Policy – Resources**

<b>Appendix 1 – Safeguarding Committee members and responsibilities</b>	20
<b>Appendix 2 – Safeguarding process in recruitment/selection</b>	22
<b>Appendix 3 – Self-declaration Form</b>	23
<b>Appendix 4 – Code of Conduct</b>	25
<b>Appendix 5 – Registration &amp; Consent form</b>	27
<b>Appendix 6 – Report Form</b>	28
- for incidents/disclosures/complaints/cause for concern	
<b>Appendix 7 - Safeguarding Policy Statement</b>	30

## **Section A**

### **Policy – Aims and Objectives**

#### **Policy Statement**

Roundhay Evangelical Church (REC) is a Christian church that believes the truths of the Bible. Given the example of Jesus in the care and respect he showed to others and in particular to vulnerable and younger people in his own community, an effective Safeguarding Policy is entirely consistent with the Christian ministry of our church, as well as meeting the current legislative requirements that our government rightly makes of organisations working with children and vulnerable adults.

We are committed to follow the example of Jesus in showing love to all through both spiritual and practical ministries and in so doing, to treat everyone with dignity, respect and compassion. The safety and wellbeing of children and vulnerable persons is a particular priority, recognising that their needs and vulnerabilities require special care and individual consideration.

We aim to promote a safe environment and nurture a safeguarding culture within all the ministries of the Church, to care for and protect:

1. Children and vulnerable adults
2. Other persons attending
3. Leaders and helpers of church ministries

## Governance

### *Safeguarding Committee*

A group of people, approved by the membership, form the Safeguarding Committee. This committee is responsible for overseeing safeguarding across the ministries of the church. As a church, REC is governed by its Elders, who in turn are answerable to the membership. There is a degree of both *separation* and *inclusion* between the Safeguarding Committee and the Elders which is explained as follows.

One member of the Eldership will be included on the Safeguarding Committee, in recognition that safeguarding is a key responsibility of the Elders and that in most serious safeguarding issues, an Elder will be involved/be responsible for managing the issue.

Oversight by a separate Safeguarding Committee as distinct from the Eldership, provides a helpful degree of independence. We recognise that there have been examples of safeguarding issues in religious institutions involving their leadership. Also, that most safeguarding issues are relatively straightforward, relating to day-to-day procedures that can be better managed by a Safeguarding Committee, with the Eldership having a “line-of sight”.

REC’s Safeguarding Committee includes the following roles:

Chair	currently Gordon Robertson
Safeguarding Coordinator	currently Kim Knowles
Deputy Safeguarding Coordinator	currently Bill Scully

Other people (ideally a church member) may be co-opted on a case-by-case basis to provide additional independence or specific expertise. If any of the persons on the committee is implicated in any incident, they will be replaced by someone else in that investigation.

The committee roles have no hierarchy (including the chair who acts by common consent) to enable all members to act with a degree of independence in recognition of their individual knowledge, skills, and experience.

The present members of the Safeguarding Committee, together with their roles, responsibilities and means of contact can be found at **Appendix 1**.

The Safeguarding Committee meets annually on a formal basis and additionally if required. Formal minutes are recorded. Committee members regularly work together outside of the formal meeting structure to deal with more immediate issues.

#### *Church Safeguarding Services (CSS)*

REC currently uses the Church Safeguarding Services (CSS), an organisation that serves, supports, equips, and empowers churches and faith-based charities to exceed best practice in safeguarding. Ordinarily, the Safeguarding Co-ordinator will be the first point of contact with and for CSS.

#### *Ministries and Leadership*

REC has a range of church ministries/activities across the week catering for diverse groups of people, many of whom are children and vulnerable persons. Each ministry has a leader or leadership team who are often supported by other helpers.

The Elders directly lead some ministries and retain oversight of all other ministries of the church through the appointment of leaders and helpers.

As a general principle, REC identifies the leaders of each ministry to be responsible for managing safeguarding within their ministry and their team. This is the most appropriate

arrangement as leaders are best placed to understand what safeguarding issues are relevant to their area of activity, their team and those who are participating.

We recognise that most leaders and helpers give up their own personal time to undertake their roles. Whilst gifted in their ministry/activity, they are not necessarily fully conversant with all safeguarding issues, particularly those of a more serious or complex nature. For this reason, training and support is focused upon ministry leaders and then upon their helpers. A degree of subjectivity and proportionality in training is exercised in recognition of the different demands of each ministry.

In terms of support, all leaders should escalate concerns they feel unable to deal with or need to share, to members of the Safeguarding Committee who can then take responsibility for managing the issue, often with the support of the Elders.

In respect of all children's ministries, we ask parents/guardians of children to sign a Child Registration form annually– **Appendix 5**. This single form covers their child's involvement in any of the children's ministries of the church and the basis of our understanding with parents/guardians as to how we will care for their children in the normal course of a ministry and its activities. It includes up-to-date contact numbers, relevant medical condition/medication information and agreement to us holding this personal information in running these ministries.

Where a special ministry/activity takes place an additional Specific Event/Activity Consent form will be sought by ministry leaders from parents/guardians to ensure they are fully informed and in agreement.

### **Identifying and understanding safeguarding risks**

Understanding the different ways in which the safety of individuals can be impacted is important in understanding how we can safeguard them. There are risks in the way

leaders/helpers behave towards others and between peers within ministries. We aim to recognise and avoid these risks where possible.

*Physical harm risks* – Most people readily understand these to include the use of violence through assault or threatening behaviour. It is equally important to consider physical risks that arise because of reckless and unintended behaviour – particularly with young people where inappropriate play, peer pressure and bullying can result in injury and harm.

*Neglect risks* – Whilst the physical or mental needs of another person can be deliberately ignored, more commonly risks of this kind arise by failure to think about their potential to occur. Simple risk assessment of an activity and the proper consideration of an individual's personal needs is good practice in preventing such risks arising in the first place.

*Emotional risks* – Includes bullying and the use of behaviour and words which undermine and humiliate other persons. At its most extreme, it can be abusive and intimidating, but often can be more subtle and demeaning, including the use of inappropriate humour. These risks often develop over time in the behaviour between two persons or within a group dynamic and have lasting impact upon those suffering it.

*Discrimination risks* – At its simplest we should aim to treat everyone within our ministries fairly and equally, without any prejudice or discrimination towards them. This is different from simply treating people the same, for example it can be fair to treat a 3-year-old child differently from a teenager. In UK law, it is unlawful to discriminate against anyone on the basis of the defined “protected characteristics” – age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

*Sexual harassment risks* – a key point in understanding these risks for leaders and team members/volunteers is the position of authority and trust they possess in relation to the children and vulnerable people within their ministries. Any relationship between these parties is therefore commenced on an imbalance of power and equality. It can also manifest itself between peers, particularly if inappropriate behaviour and language (including humour)

is allowed to become “sexualised” in nature. Sexual harassment thrives upon secrecy and therefore activities and interactions of all parties should be conducted openly and transparently.

*Financial abuse risks* – involves the inappropriate control and mishandling of a person’s finances in ways which can result in misappropriation/theft of money/property or are calculated to manipulate the person. Vulnerable adults, including the elderly, mentally ill or incapacitated are particularly vulnerable to these risks, although children can be susceptible as well e.g. inappropriate gifts. Again, secrecy and lack of transparency is usually a key factor.

## **Key principles of Safeguarding at REC**

Policies, understandably, often focus upon detailed guidance and procedures. However, when dealing with an issue such as Safeguarding which can be both wide-ranging as well as complex and nuanced, understanding and using key principles is critical in guiding our decisions and actions and in developing our safeguarding culture.

### *Transparency*

Maybe more than any other principle, transparent procedures should be the “golden thread” running through our Safeguarding ethos. It operates at many levels:

- It guards against secrecy and unscrupulous individuals behaving inappropriately towards children and vulnerable persons within our ministries.
- It allows parents/carers and others to see and understand how REC cares for their loved ones.
- It demonstrates Christian service in practice to those who are not part of the church, including public authorities.

### *Openness*

Being open and responsive to feedback and criticism encourages concerns and issues to surface at an early stage. Being committed to Christian principles and being earnest to serve

in the church does not automatically guarantee we will always get it right or are incapable of mistakes. The insight and feedback of others is often the instrument through which problems are brought to light and change effected.

### *Accountability*

Accountability is not merely a formal hierarchical process in which oversight is exercised. Rather it should be our individual attitude, exhibited in holding others to account but equally in holding ourselves accountable to others. Whilst the role of the Safeguarding Committee members or ministry leaders brings with it a degree of authority, it is equally incumbent upon them to exhibit their accountability to team members and those being served within ministries.

### *Pro-activity*

Being prepared to act and being allowed to act, underpins our safeguarding policy. Acting may require doing something promptly. It equally requires willingness to highlight or raise an issue rather than “letting it pass”. It is a practical reality that issues requiring action tend to come to the attention of those at the “coal-face” of ministries earlier than those charged with their oversight – which is why it is important to explicitly encourage all to act promptly in good conscience.

## **HR procedures**

### *Vetting and appointment of helpers*

All persons involved in leading or helping ministries involving contact with children and vulnerable adults at REC will be appointed, trained, supported, and supervised in accordance with government guidance on safe recruitment.

A flow chart, **Appendix 2**, shows the steps that will be taken in this process. This includes ensuring that they:

- Understand the role they are being asked to take on
- Complete a self-declaration form, if necessary, **Appendix 3**
- Enable a Disclosure and Barring Service (DBS) check to be undertaken if appropriate
- Provide two references (not family members)
- Read this safeguarding policy and know how to report concerns
- Work within a Code of Conduct, **Appendix 4**, and understand that action will be taken if this code is not followed
- Follow the specific good practice guidelines for the activity they are involved in.

### *Training*

Ministry leaders and helpers of ministries involving children and vulnerable adults are required to undergo safeguarding training organised by the safeguarding committee. This involves attending an **initial training** event upon commencing work in a ministry and subsequently receiving **refresher training** every year. Leaders and helpers must read the current Safeguarding Policy annually.

Our training seeks to build upon this policy in raising awareness about safeguarding, good practice and how to deal with safeguarding issues. It aims to be practical and uses scenarios to explore safeguarding issues as well as learning from real issues that have occurred during church ministries and in other organisations.

REC is a member of the Christian Safeguarding Services (CSS) an independent organisation that seeks to provide churches with a wide range of current resources and advice in safeguarding within a church setting. These resources are used by REC in delivering our safeguarding policy and practice.

## **Section B**

### **Policy – Guidance**

#### **Supervision of children**

Ministry leaders and helpers take responsibility for the safeguarding of children within their ministry from the time when a child has been left in their care by the parent/carer until the time when they are collected by the parent/carer. Throughout this time, leaders/team members should:

- Avoid, wherever practicable, any situation where an adult is left alone with a child or children
- Where a one-to-one situation is unavoidable consider the use of an open door or similar arrangement that allows other team members to view or overhear the situation
- Have at least two adults when taking a group of children off the premises
- Have a parent/carer/other adult present if arranging to meet a child off the church premises outside of the normal ministry arrangements
- Meet the OFSTED day-care staff to child ratios for the under 8s which are as follows:
  - 0yrs to below 2yrs - 1 staff: 3 children
  - 2yrs to below 3yrs - 1 staff: 4 children
  - 3yrs to below 8yrs - 1 staff: 8 children

(Note: where parents or carers remain present with their children, their children can be supernumerary when meeting the required ratios e.g. the Toddlers Group)

There is no official guidance about children aged 8yrs to below 18yrs. Given our requirement of a minimum of two adults working with any group of children our general guideline is 1 member of staff to every 10 children. Leaders should also consider where the group will be and the nature of the activity and increase staff supervision in proportion to any risk assessment.

Ministry teams should seek to foster a sense of care and respect with and between children and young people during ministry activities and should feel confident to set clear expectations and standards of behaviour. Helpers should actively supervise relationships between

individual members as well as team dynamics including looking out for overly rough or physical play/activities and inappropriate humour/verbal ridicule. Left unchecked these behaviours can quickly become bullying. In dealing with incidents:

- Seek to remain calm and avoid shouting/raised voices.
- Separating or removing child/ren from the incident should be considered before discussing the incident with them.
- Physical restraint should only be used when absolutely necessary, typically to prevent immediate harm to the child/ren or others. An incident form should be completed and shared with/signed by the parents/guardian and the Safeguarding Co-ordinator –

### **Appendix 6**

Ministry leaders can exercise discretion in informing/involving parents/carers of the general behaviour of their child - recognising the balance between allowing children the individual freedom to develop self-esteem and self-discipline and the knowledge/support that parents/carer can bring to specific circumstances.

A detailed Code of Conduct, **Appendix 4**, gives clear guidance as to the expected conduct of all leaders and helpers.

### **Personal hygiene involving young children**

Taking a young child to the toilet requires an appropriate degree of privacy that could potentially lead to an accusation of abuse, particularly when another team member has to supervise the remaining group of children. It is not generally possible for two adults to accompany a young child to the toilet. The staff member should check to ensure the toilet is empty and safe and then allow the child in, leaving the main door open. The team member should stand back from the cubicle but remain available to the child if necessary, the level of care being age/care needs appropriate.

Parents should be encouraged to take their children to the toilet before an activity starts, to avoid this situation as far as possible. It is advisable to let older children go to the toilet one

at a time, to avoid bullying and other associated problems.

If a young child has soiled themselves and needs to be changed, the team member should advise other team members that a child is being changed and should ensure the child's privacy but be as 'open as possible' e.g. consider changing the child out of view of other children but leave a door open.

### **Transportation of children**

This policy only relates to transportation arrangements of children in the following specific circumstances:

- Transport undertaken *during the course* of an activity
- When transport *to and from* an activity forms part of the activity arrangements

Transportation of children falling outside of these circumstances is not covered by this policy and is regarded as an ordinary private arrangement between the parent/guardian of a child and the person providing the transport. This includes situations where a leader or helper and a parent have arranged for their child to be transported to and from a ministry meeting/activity, whether on a one-off or regular basis.

In all cases of where the transportation of children falls into the specific circumstances described above, children are to be safeguarded using escorts who comply with the following criteria:

- A minimum of two leaders/helpers must act as escorts, one of whom may be the driver
- Helpers acting as escorts must have been appropriately DBS checked
- A driver should be at least 21 years, and has specific responsibility to ensure that traffic safety laws, including the wearing of seatbelts, is complied with
- A non-driving escort must be at least 18 years of age and has specific responsibility for supervising the behaviour of the children and supporting the driver

### *Driving Licences*

All drivers engaged in church organised transport for children must hold a full UK driving licence for the class of vehicle they are using.

### *Insurance*

Drivers using their own vehicles in church organised transport for children must have appropriate insurance to cover their use. Such use is generally regarded as “business use” by insurance companies and most policies provide limited cover for business use which is normally specifically described in the policy conditions. However, drivers should confirm that the use is covered with their insurance company.

### *Further guidance*

Additional escorts should be provided if the supervisory ratios, identified in the preceding section, would be exceeded.

Additional escorts may be considered, having regard to the nature and duration of a journey or the needs of a child or group of children.

It is good practice for both escorts to carry mobile phones for use in emergencies.

### **Taking of photographs and visual images**

During public church meetings or any other church activity photographs/other visual images may only be taken with the prior permission of one of the Elders. The taking of photographs/other visual images and the reasons for doing so, will normally be explained beforehand to members of the congregation or parents/guardians giving an opportunity for individuals or their children to be excluded from any photographs.

No photographs of children will be used on the church website.

## **Emails, online activities, and phones involving children and vulnerable adults**

Leaders and helpers should not interact with children under 18 by email, text or Whatsapp. All communications should be via their parent/guardian. Under no circumstances should social media be used in relation to children.

Use of Apps such as a Bible Reading App where content is openly shared is acceptable provided this can be done without disclosing email addresses or phone numbers, and parents are informed.

If ever an occasion arises where social media needs to be used leaders must talk through what they wish to do with the Safeguarding Committee before beginning to do so.

## **Dealing with possession of indecent images of children**

***This section is included because of the unusually severe consequences of doing anything with the indecent image, even what appears to be a logical course of action.***

*It is an offence to possess, take, make, or distribute an indecent image of a child.*

In the event of a child being found in possession of an indecent image of a child (most likely an electronic image on a phone or other device) or forwarding such an image to another child or adult, the following action must take taken

1. Immediately secure the devices holding the image. If not possible ensure the images are deleted from every device holding the images.
2. Immediately contact a member of the safeguarding committee who will consider how to report the matter to the police.
3. DO NOT take a screen shot of or share the image under any circumstances

This video prepared by West Yorkshire Police clearly explains this issue:

<https://youtu.be/KI7LuDHD2g> or



## **Dealing with an incident, disclosure, complaint, or cause for concern.**

Most safeguarding matters will be relatively minor in nature and will be managed within a ministry setting through the leader and their team undertaking their normal supervision and care.

Occasionally there will be incidents that are more serious in nature. These will include situations where during a ministry activity a child or vulnerable person has been injured or has narrowly avoided being injured. It also includes a situation where someone discloses information or makes a complaint suggesting an occurrence of a form of abuse, a criminal offence, or a serious breach of our normal safeguarding standards. Similarly, during ministries, team members may become aware of information or situations that give rise to a serious cause for concern regarding a child or vulnerable adult's safety.

Recognising that these situations occur very rarely and that leaders/helpers will not have extensive safeguarding experience, the following is recommended as an effective way to respond:

### **1. *Safety***

Our first action should always be to make the situation safe for any person still at risk at that point in time. Practically this may be removing the risk or alternatively removing the vulnerable party to a safe location away from the risk. In the case of injury, it would include seeking prompt medical attention. In the case of a serious disclosure or complaint against another person, it may include taking steps to avoid the parties coming into further contact.

### **2. *Secure information and evidence***

Once the situation is safe, it is important to secure any immediately available information or evidence in order that the facts can be established objectively by any subsequent review or investigation. Failure to do this at the time can not only result in the loss of key information, but it can also be subsequently perceived as a lack of transparency.

This step does not require leaders or team members to become investigators, it is simple common-sense steps that are needed. If a piece of equipment has failed (causing an injury)

take possession of it. Where disclosures/complaints are made verbally, try to recall exactly what was said when later recording it, or if the person has it written down on paper or on a social media/text message take possession of it or seek to ensure that it is preserved. If you have your mobile phone, taking photos or a short video may be a useful record, subject to appropriate consideration of personal dignity and consent.

### **3. Reporting and Recording**

At the earliest opportunity after having acted to make the situation safe, the ministry leader, or another team member should seek to contact one of the Safeguarding Committee to obtain further support and advice, as required. If it would be advantageous for a specific member/s of the committee to become involved, due to their area of expertise, this will be arranged by the committee member rather than the leader/team member to enable them to focus on managing the situation. Involvement of the committee at an early point should be considered normal procedure. If none of the committee can be contacted, and the situation is urgent, the pastor should be contacted.

REC has a single proforma for ministry leaders and team members to record incidents, disclosures, complaints, and cause for concern - **Report Form - Appendix 6**.

#### *Further Guidance*

Where a disclosure by a child or vulnerable person is made to a leader or team member, care should be taken when asking further questions. Questions should be limited to those needed to establish the “*basic facts*” of what has happened or is being alleged. In particular, the use of leading questions should be avoided – a leading question is one that only requires a “Yes” or “No” answer, as the question itself contains the information or scenario the questioner is seeking to confirm/discount. As a result, leading questions have the potential to *lead* or *taint* the recollection/account of the child or vulnerable person. Leaders and team members should therefore focus on supporting the child/vulnerable person concerned and quickly referring the matter to the Safeguarding Committee for further advice.

Committee members will take responsibility as to how incidents/disclosures/complaints should be managed including referral to public authorities such as social services or the police, if appropriate.

Leaders and team members are encouraged to make early contact with committee members whenever they seek further advice or support about any safeguarding matter.

## **Section C**

### **Policy - Resources**

#### **Appendix 1 – Safeguarding Committee: members and responsibilities.**

##### **Safeguarding Committee members**

Chair	Gordon Robertson
Safeguarding Coordinator	Kim Knowles
Deputy Safeguarding Coordinator	Bill Scully

##### **Key responsibilities of the Safeguarding Committee members include:**

- To act as an early point of contact and advice on safeguarding incidents.
- To direct how safeguarding issues and incidents are to be managed, recorded, and reported (including referral to external agencies if appropriate).
- To regularly monitor and review safeguarding issues and incidents as they arise and agree future preventative action
- To deliver ongoing safeguarding training and awareness of this policy and to develop ministry leaders and volunteers in safeguarding.
- To advise and monitor safeguarding issues, including preparation of job descriptions/role profiles, selection processes and vetting procedures including DBS (Disclosure and Barring Service) checks and taking up of references.
- To support individual ministry teams to understand and address the specific safeguarding issues they may face.
- To be an independent point of contact for anyone to raise safeguarding concerns and issues, including “whistleblowing”.
- To oversee the administration procedures of the church concerning safeguarding to ensure that proper records are maintained, and that personal data is managed securely.

## **Specific responsibilities of the Safeguarding Coordinator:**

### *Purpose of the role:*

- To coordinate safeguarding policy and procedure in the church.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

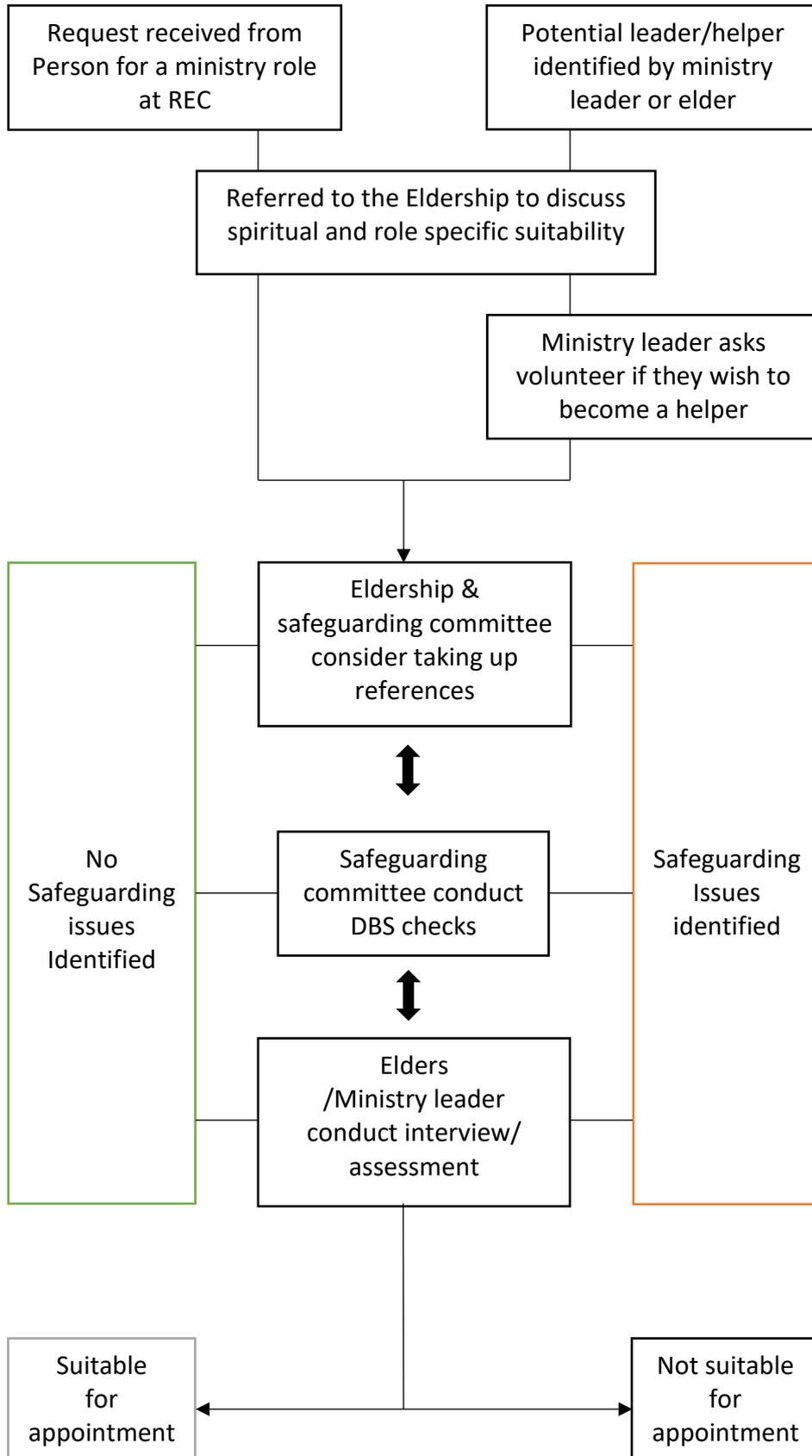
### *To coordinate safeguarding policy and procedure in the church:*

- To familiarise themselves with church policies and procedures in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the church aware of the church safeguarding policies and procedures,
- To ensure safer recruitment practices are operated in the recruitment of all workers, including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS).

### *To be the first point of contact for safeguarding issues:*

- To be a named person that children, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be the named person for communications with CSS.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Police and/or Social Care Services of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the church.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.

**Appendix 2 – Safeguarding process in recruitment/selection**



### **Appendix 3 - Self-declaration Form for a position requiring a Disclosure**

#### **Strictly Confidential**

All applicants are asked to complete this form and return it to the Safeguarding Co-ordinator in a sealed envelope.

**Name of Applicant:**

**Position 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.

\*Please see guidance provided with this form.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

YES / NO please circle as appropriate.

If yes, please give details, on a separate sheet of paper, including the nature of the offences and the dates. Please give details of the court(s) where your convictions were heard, the type of offences and the sentences received. Also, give details of the reasons and circumstances that led to the offences.

#### **Police Investigations**

Have you ever been the subject of a police investigation that did not lead to a criminal conviction?

YES / NO please circle as appropriate

If yes, please give details, on a separate piece of paper, 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?

YES / NO please circle as appropriate

If yes, please provide details on a separate piece of paper.

Has there ever been any cause for concern regarding your conduct with children and/or young people?

YES / NO please circle as appropriate

If yes, please provide details on a separate piece of paper.

### **Declaration**

Please read the notes you have been given and complete the following declaration.

I (full Name):

of (address):

consent to a criminal records check. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the Safeguarding Committee for Roundhay Evangelical Church (REC) if I am convicted of an offence after I take up post within REC. I understand that failure to do so may lead to the immediate suspension of my work with children and vulnerable adults.

I agree to inform the Safeguarding Committee for REC if I become the subject of a police and/or social services investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and vulnerable adults.

Signed:

Date:

If you are applying for work with children in positions that falls within the scope of Regulated Activity, please confirm that you are not barred from working with children.

I confirm that I am not barred from working with children

Signed:

Date:

## Appendix 4 - Code of Conduct

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children. Therefore, all workers should agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children.

All workers should agree to the following code of conduct when working with children:

- Do treat all people with dignity and respect
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo)
- Do act inclusively, seeking to make everyone feel welcome and valued
- Don't exclude other children or workers from conversations and activities unless there is a good reason
- Do treat people with equal care and concern
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from any particular child (e.g. gifts)
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- Don't threaten or use sanctions which have not been agreed, or make empty threats
- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences
- Don't feel you have to deal with every problem on your own
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Don't use physical restraint except as a last resort to prevent injury and then the minimum necessary
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- Don't spend time alone with children out of sight of other people
- Do make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies

- Don't keep communication with children secret, while still respecting appropriate confidences
- Don't take photos or videos without prior approval of Elders and parents/carers. Store approved photos/videos in a safe place designated by the church and only use them in the ways agreed.
- Do use physical contact wisely; if it is appropriate, it should be:
  - in public
  - appropriate to the situation and to the age, gender, and culture of the child
  - in response to the needs of the child, not the adult
  - respectful of the child's privacy, feelings, and dignity
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual
- Do respect children's privacy
- Don't assume that children should tell you anything you ask just because you are a worker
- Do respect the right of children to wash, change and use the toilet in private
- Do listen to children and tell the Safeguarding Coordinator if you have any concerns about a child's welfare
- Don't promise to keep something secret if it is about a child being harmed or at risk of harm.
- Do respect and promote the rights of children to make their own decisions and choices
- Don't work in ways that put your needs and interests before those of the children you work with
- Do encourage respect for difference, diversity, beliefs, and culture
- Don't discriminate or leave discrimination or bullying unchallenged

**Appendix 5 – Safeguarding Child Registration & General Consent form**

**Registration Form for REC activities**

**Child's details...**

First name m/f  
Surname Date of birth  
Address

**Parent's/carer's details... (primary contact)**

First name Surname  
Relationship to child  
Telephone number  
Email  
Address (if different to that given for the child)

Health/personal info - any allergies, disabilities, medication or other info that we may need to know whilst your child is **at a REC activity**

*In signing this form, you are indicating that you are happy for Roundhay Evangelical Church (REC) to contact you by email and/or text, with regards to activities organised by REC.*

Signed Date

*Please be assured that we will not share this information.*

## Appendix 6 – Report Form for incidents/disclosures/complaints/cause for concern

### Strictly Confidential

*Note: Please do not interpret what is seen or heard; simply record the facts.*

Name of child:

Activity/Event/Occasion:

Date of Activity/Event/Occasion:

Leader at time of Activity/Event/Occasion:

Ministry helpers directly involved:

Ministry helpers present but not involved:

Other witness to the incident, including children and third parties:

Report of incident, disclosure, complaint, or cause for concern:

- *Please use the reverse.*
- *Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words. Include details such as tone of voice, facial expression, and body language. Record what you said as well as what the child said. If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.*

Name:

Signed:

Date:

Now pass this form to the Safeguarding Coordinator

To be completed by the Safeguarding Coordinator

<b>Basic information</b>				
<i>Full name of child concerned</i>				
<i>Date of birth</i>				
<i>Address (including postcode)</i>				
<i>Contact email</i>				
<i>Contact telephone number</i>				
<i>Date and time of incident</i>				
<i>Location of incident</i>				
<i>Other people present (witnesses)</i>				
<b>Who has been spoken to about the incident?</b>				
	<b>Name</b>	<b>Email</b>	<b>Tel. number</b>	<b>Date</b>
<i>Church Safeguarding Coordinator</i>				
<i>Elder</i>				
<i>CSS</i>				
<i>Children's Services</i>				
<i>Police</i>				
<i>Parent/Carer</i>				
<i>Other (please state role and organisation)</i>				
<b>Feedback and follow up actions (continue on a separate sheet if necessary)</b>				

Signed:

Date:

## **Appendix 7 - Safeguarding Policy Statement for Roundhay Evangelical Church**

Roundhay Evangelical Church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

### **Specifically:**

- We know all children and vulnerable adults have a 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, and emotional abuse of, and neglect of, children and vulnerable adults and to report any such abuse that we discover or suspect.
- We believe every child and vulnerable adult should be valued, safe and happy. We want to make sure that children and vulnerable adults we have contact with know this and are empowered to tell us if they are experiencing significant harm.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and vulnerable adults.

### **We are committed to:**

- Following statutory and specialist guidelines in relation to safeguarding children and vulnerable adults and will ensure that all workers will work within the agreed procedure of our safeguarding policy.
- Supporting, resourcing, training, and providing supervision to all who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Supporting the Safeguarding Coordinators in their work and in any action they may need to take to protect children.
- Supporting all in our Church affected by abuse.

### **We recognise:**

- REC Safeguarding Committee has responsibility for maintaining high safeguarding standards within REC and as the first point of contact for all matters relating to safeguarding within REC.

- Christian Safeguarding Services (CSS) as the organisation that can be communicated with at any time to receive advice. Ordinarily this will be done by the Safeguarding Co-ordinator.
- Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child or vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

If you have any concerns for a child or adult, then speak to a member of the safeguarding committee, which comprises of:

Chair	Gordon Robertson
Safeguarding Coordinator	Kim Knowles
Deputy Safeguarding Coordinator	Bill Scully

Please ask a member of the Safeguarding Committee if you would like to see a copy of our Safeguarding Policy.

*Signed*

Chair:

Date:

Safeguarding Coordinator:

Date:

Deputy Safeguarding Coordinator:

Date: