



Bradley Stoke Evangelical Church

Safeguarding Policy (Revised - December 2025)

**Bradley Stoke Evangelical Church
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Membership of Denomination/Organisation: FIEC

“Safeguarding is everyone’s responsibility”

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Section 1.

Who we are

Bradley Stoke Evangelical Church is a gathering of Bible-believing Christians. We seek to follow Jesus in obedience to God's word through the power of the Holy Spirit. We are committed to following the truths of historical biblical faith.

We believe that everyone is created in the image of God and has inherent and equal dignity and worth. We strive to make our building a safe place for children, vulnerable people and everyone who enters into our doors. Our words and actions therefore reflect this belief and underpins this policy.

Our main activities

Children's Church	Sunday provision for children of primary school age. A typical Children's Church session will involve songs, Bible stories, memory verses, crafts and prayers.
Boing	Term time only activities for children in school years 3 to 6
Grounded	Fortnightly group for teenagers in school years 7 to 13
Chill	Term time activities for children in school years 7 to 13
Busy Bees	Mother and toddler group - parents/carers usually present

*The activities highlighted blue are where parents/carers are not usually present

The list above is not exhaustive but captures the main activities designed for children. Occasional residential youth events and trips to be planned in conjunction with the safeguarding Coordinator.

Clarification of terms

- Eldership - The Pastor and Elders with overall responsibility for governance of the church
- Trustees - Have legal responsibility for governance of the church.
- Youth Leader - the person who leads the activity or youth group
- Helper - Those who regularly help out within the youth group
- Worker - Relates to both the youth leader and the helpers
- Junior helper - Helpers under the age of 18 (must be supervised at all times)

1.1 Our commitment

As a Church, we recognise the need to provide a safe and caring environment for children, young people and everyone. 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 responsible church 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.

This policy and any attached practice guidelines are based on the **Safe and Secure** safeguarding standards published by Thirtyone:eight and Save the Children.

The Eldership 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.
- The Eldership agrees not to allow the document to be copied by other organisations without permission
- Display on church premises where children’s activities take place, the contact details of the Safeguarding Coordinator, along with Childline and Thirty-One-Eight telephone numbers.

Section 2

Prevention

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 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:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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** the church.

Roles and responsibilities

Senior leader/Elder

To provide assurance to the Eldership and Trustees that the safeguarding policy, systems and processes are in place and that the guidance contained within the Safeguarding policy are being followed.

Lead Safeguarding Coordinator

To ensure that the Safeguarding Policy is consistent with current Child Protection and Safeguarding legislation and is available and accessible to everyone; in particular to those members that lead Children and youth activities.

The Coordinator makes sure that training is available to everyone involved in children and youth work and will facilitate Disclosure and Barring Service (DBS) checks.

The Coordinator ensures that DBS checks are kept up-to-date and reports to the Deacons. The Coordinator provides advice and guidance when required on issues related to Safeguarding and will liaise with the Senior leader/Elder and the Local Authority if a serious safeguarding incident occurs

Provide access to Safeguarding training and recording training compliance

Is the first point of contact in the event of a Safeguarding incident or concern.

Assistant Safeguarding Coordinator

Will deputise for the Lead Safeguarding Coordinator in their absence

Support the Lead Safeguarding Coordinator in the activities described above.

Is the second point of contact if the Lead Coordinator is not available
Can also provide advice and guidance on issues related to Safeguarding.

Children and Youth Leaders

The role of Children and youth leaders is to:

RECOGNISE anything that causes you concern

RESPOND appropriately

RECORD exactly what you have seen/been told at the earliest opportunity and

REPORT to the Safeguarding coordinator or their deputy

Make sure that the Safeguarding policies and Guidelines are followed.

Follow the safe recruitment guidelines when selecting people to assist with youth work

Attend appropriate safeguarding training

2.1 Safer recruitment

The Eldership will ensure that all workers including volunteers and ministry leaders who work with children and young people, are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment (**Appendix 1**). This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form (**Appendix 2**)
- Safeguarding has been discussed at interview
- A disclosure and barring (DBS) 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)
- Qualifications where relevant have been verified
- A suitable training programme is provided
- The applicant has completed a probationary period
- The applicant has been given a copy of the BSEC safeguarding policy and knows how to report concerns.
- Please refer to the ministries that require DBS check and level on page 23.

It is the responsibility of the Youth Leader to ensure that helpers are recruited using the process described above.

On some occasions a person may wish to see whether they have a heart for children's work and want to assist the youth leaders before deciding to become a helper. In this instance, the person must work under the supervision of the youth leader, they **must not** be left alone with children. The person must be advised that if they do decide to become a helper, then they will be required to have a DBS check and comply with the recruitment process described above.

2.2 Safeguarding training

The Eldership is committed to ensuring that all workers receive on-going safeguarding training and development opportunities for all workers facilitated by the Safeguarding Coordinator. The Elders will

develop a safeguarding culture that protects everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis (at least every three years).

The Eldership supported by the Safeguarding Coordinator 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.

2.3 Management of Workers – Codes of Conduct

The Eldership is committed to supporting all workers and ensuring they receive support and supervision supported by the Safeguarding Coordinator..

Section 3

Practice Guidelines

As a place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation as a result a number of good practice guidelines have been produced including:

- Safe recruitment protocol
- Eligibility for DBS check
- How to report a safeguarding concern

3.1 Working in Partnership

There can sometimes be great variation in practice when it comes to safeguarding children, young people and adults. 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 regards 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. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that is aligned with our safeguarding standards.

We believe 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.

3.2 Ratios

OFSTED prescribes the minimum staff - child ratios for those groups which are required to register with it. For groups such as those run by BSEC that are not subject to registration, these ratios are recommended. Youth leaders will assess the potential risks if the recommended ratios are not met.

Age	
0-2	1 person for every 3 children
2-3	1 person for every 4 children
3-8	1 person for every 8 children
Over 8 years	1 person for every 8, and then 1 extra person for every 12 extra children

If a worker is working with just one child/young person in the church building, they must inform a colleague where they are in the building, they must try and be visible and leave the door ajar if possible

3.3 Transport arrangements

Transport, travel or escort arrangements to or from church activities are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the church if the church formally organised them. It should be clearly understood by all concerned at which point responsibility for the child is passed from the parent to the church, and at which point it is returned to the parents.

Drivers acting on behalf of the church need to have appropriate insurance and comply with the law in relation to seat belts and booster seats. Children should travel in the back seats of cars. Transporting children on behalf of the church is a regulated activity and subject to DBS checks.

3.4 Registration and consent forms

Contact details and special requirements should be noted for all children who regularly attend church activities such as Children's Church and youth groups. A ***register of workers and children must be taken at each event***. Consent should be obtained for all activities and should include, as appropriate, consent for making and using appropriate images of children.

Section 4

Responding to allegations of abuse /Who to contact

Under no circumstances should a leader or helper carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

The leader should make a report of the concern in the following way, complete the **Responding to Abuse/Concern Workers Action Sheet (Appendix 1)**. And contact the Safeguarding Coordinator.

The key things YOU MUST DO if an individual discloses abuse to you;

Assume the individual is telling the truth.
Speak to them in a calm and sensitive way.
Encourage them to give you basic information. <i>Do not ask leading questions.</i>
Listen carefully and make sure you record what was said including: <ul style="list-style-type: none">• dates• times• places• names of any people involved. Information should be recorded using agreed ways of working.
Reassure the individual that you are taking this seriously and inform them that you must report it in order to get them the help that they need. Do not promise to keep the information disclosed to yourself..

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Helen Whiteway (hereafter the "Safeguarding Coordinator")

Tel: 07795 066658

Email: Helen.whiteway@bsec.org.uk

The above 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 Coordinator, then the report should be made to:

Name: Julie Dart (hereafter the "Deputy")

Tel: 07530 707028

Email: julie.dart@bsec.org.uk

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Coordinator should contact the appropriate agency or they may first ring the Thirtyone:eight helpline for advice. They should then contact the Pastor and inform social services in the area the child or adult lives.

Name of local authority: South Gloucestershire

Children's Social Services**Tel: 01454 866000****Out of hours Tel: 01454 615165****Website Address: southglos.gov.uk/safeguarding****Adult Social Services****Tel: 01454 868007****Out of hours Tel: 01454 615165****Website Address: southglos.gov.uk/safeguarding****In an emergency please dial 999**

- The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Elder responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or helper working with someone under 18.
- 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 or concern will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirty one:eight.
- The Eldership will support the Safeguarding Coordinator/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 Thirty one:eight, although the Eldership expects that members of BSEC will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact the relevant Local Authority department directly. We hope by making this statement that the Eldership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Coordinator and 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.

4.1 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 Coordinator/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 directly 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

4.2 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 Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with 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 decision should be informed by the LADO if they are involved.

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

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

Section 5

Pastoral Care

5.1 Supporting those affected by abuse

The Eldership 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 are part of the place of worship/organisation.

5.2 Working with offenders and those who may pose a risk

When someone attending the church is known to have abused children, is under investigation, 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, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties such as the probation service.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by:

Position:

Signed by:

Position

Date:

A copy of this policy is available on our website.

Further Information

Further Information on Child Protection Issues can be found from the following:

Churches Child Protection Advisory Service

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

Every Child Matters

<http://www.everychildmatters.gov.uk/>

Appendix 1.

Bradley Stoke Evangelical Church **Safe Recruitment Checklist**

New Youth/Children's Worker

Name of Volunteer:

Name of Ministry Volunteering in:

Name of Leader(s) of that Ministry:

Person responsible for seeing this checklist is completed:

Process	Completion Date	Signature of Volunteer	Signature of person responsible
Job Description for Volunteer role given and explained to volunteer			
Volunteer application form filled in			
Volunteer self-declaration form filled in			
Discussion about safeguarding, and what training to expect			
DBS Check			
Safeguarding Policy given to Volunteer to read			
Volunteer knows how to report safeguarding concerns			
Code of conduct given to Volunteer to read			
Safeguarding induction training delivered to volunteer			
Date of end of probationary period given to Volunteer			

Appendix 2.

Bradley Stoke Evangelical Church

Application for voluntary work with children and young people

Full Name

Maiden or Former Name

Home Address
.....

Telephone: day.....evening.....email.....

Date of Birth

How long have you lived at the above address?

If less than 3 years please provide your previous address

.....
.....

How long there?

Name of previous church(s) attended in the past three years

.....
.....

Name of minister(s).....

Please give details of previous experience of looking after or working with children and/or young people, including details of training received.(use the reverse side).

Please provide overleaf the name, address, telephone number and position or relationship of someone who knows you.

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges? **Yes / No** (If Yes, please detail overleaf). See note below *

(N.B. The disclosure of an offence may be no bar to your appointment)

I consent to any relevant searches being carried out to ascertain my suitability to work with children or young people.

Signed Date

* Because of the nature of the work for which you are applying, this post is exempt from the provision of section 4 (ii) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and / or young people within the church.

Appendix 3.

Bradley Stoke Evangelical Church

Child Protection Declaration and Youthwork guidelines

Please complete and sign the declaration below and hand it to the event leader or Child Protection Coordinator before the event. The remaining portion of this form is to be kept as a reminder of what is expected of Youth leaders and helpers.

GOOD PRACTICE GUIDELINES

You should never be on your own in an unsupervised situation with a child or young person.

You should never meet with a child or young person outside the organised activity without another worker being present.

You will be responsible for ensuring that abusive peer activities do not occur, i.e. bullying, etc.

All steps must be taken to ensure the site is safe for children and young people and any concerns must be reported to your Youth Leader or Safeguarding Coordinator who will then deal with the situation from there.

As a Youth leader or helper you are required to:

1. Attend any Safeguarding training provided by BSEC
2. Do any necessary preparations for your role before the event
3. Attend the team meetings for prayer and preparation
4. Wear the badge/sash etc. (if appropriate) that identifies you as a team member during the event
5. Act responsibly with the children, with no behaviour or language that will abuse a child or compromise the Christian message being taught.
6. Be aware that your actions are open to misinterpretation and therefore great care should be taken to avoid situations in which they could be misunderstood.

As a Team Member you can expect:

1. The full support of the Youth Leader in the task before you
2. To have no unreasonable demands made on you
3. The prayerful support of others
4. Craft materials and basic tools to be provided

CHILD PROTECTION DECLARATION

I declare that I have not been subject to criminal or civil proceedings and have not caused harm to children or put them at risk.

Signed:

Date:

Full name:(PRINT)

PLEASE RETURN THIS SECTION TO THE YOUTH LEADER OR CHILD PROTECTION COORDINATOR.

Appendix 4.

Bradley Stoke Evangelical Church

Job description for workers with children and young people

Under Home Office Guidelines this form should be completed for all workers with children and young people. If the role changes substantially a new form should be completed.

Copies should be retained by the worker, and the Safeguarding Coordinator.

TO BE COMPLETED ON BEHALF OF THE ELDERS

Name of worker

Name of Group (e.g. Children's Church)

Where/when they meet

Age range

Person to whom immediately responsible (e.g. Youth Group Leader)

.....

Work to be undertaken:

Group to whom responsible (e.g. Elders)

.....

Signed on behalf of the Elders

.....

TO BE COMPLETED BY THE NEW WORKER WITH CHILDREN/YOUNG PEOPLE

I have understood the nature of the work I am to do with children / young people. I have read the guidelines produced by the church for the protection of children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is discovered or suspected. I will inform a Youth Leader of any facts that may affect my suitability to work with children or young people.

Signed:

Date:

Appendix 5.

Bradley Stoke Evangelical Church Junior Helper Form

Name of Place of Worship/Organisation: **Bradley Stoke Evangelical Church**

Group:

Full Name of Junior Helper:

DOB:

Address: Phone number:

Thank you for agreeing to be a junior helper. We very much value and appreciate your willingness to serve God in this way. You will be expected to help with various tasks but above all **help** the children to have **lots of fun** not forgetting to have **fun yourself**.

Never be aggressive, angry or unfriendly towards the children. Try and have a happy smile and be gentle with them during games. Give praise for their achievements but help and encourage them with consideration when they find things difficult. Above all show them **God's love** through your caring actions.

You will be assigned a named leader () who will give you care, personal supervision and guidance. You can talk to her at any time on any topic, even if it's not related to **Sunday School / Children's Church**. Please also contact her if you are no longer able to attend.

During **Sunday School / Children's Church** other leaders may ask you to assist them when children are separated into different groups: please take your supervision from them for that period.

Finally, avoid too much close physical contact, children may wish to cling to you or constantly sit on your lap or jump on you whilst rolling around on the floor. Instead just encourage them to take part in what has been organised for them. To support you in the great work you will be doing as a helper we will ensure that you are NEVER alone with the children. We will ensure that you will only be involved in activities where you are under direct supervision and eye contact of the leader.

I _____ commit to attend and help at **Children's Church** for the agreed period of time (with the exception of sickness).

Signed:

Age:

Date:

Approved by:
parental responsibility)

Parent/Carer (person with

Signed:

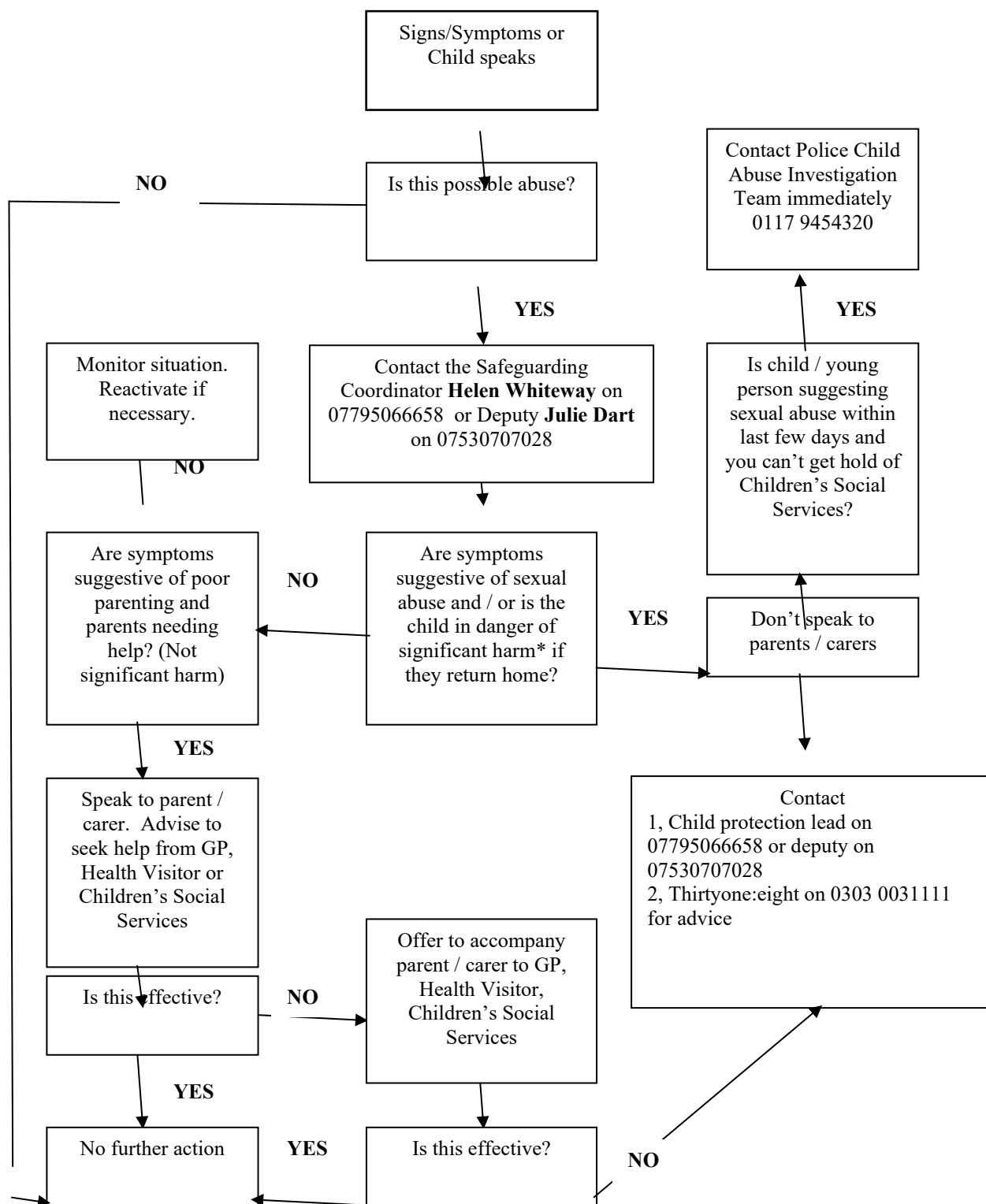
Date:

Please keep a copy for your records and return the other to the Safeguarding Coordinator

Appointment approved by: Named Leader:

Contact Number:

Appendix 6. Child Protection Flow Chart



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

WRITE IT UP – ALL EVENTS/DISCUSSIONS THAT TRIGGER A CONCERN OR THIS PROCESS MUST BE WRITTEN UP USING THE CHILD PROTECTION RECORDING FORM BELOW.

No part of this publication may be shared, distributed, or transmitted to any party outside of the member organisation, without the prior written permission.

Responding to Abuse / Concern – Workers Action Sheet

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse.

CONFIDENTIAL

Name of Church/Group _____

Name of Child/Young Person _____

Address _____

Date of Birth _____ / _____ / _____

Name of Person Reporting Incident_____

Date ____/____/____ Time of incident _____

What Happened?

Sequence of Events/Actual Words Used/Observations

[illegible]

What actions did you take?

Date ____/____/____ Signature _____

Continue on separate sheets as required.
ALL PAGES MUST BE NUMBERED, SIGNED AND DATED BY THE WORKER

Template Consent Letter to Parents re: Youth Activities

This template letter can be modified to suit the event. Please also refer to the risk assessment in appendix 10.

Dear Parent,

Re: Name of Activity/Event

Your child (name of child) is invited to attend this event, which will take place at
..... Date

..... Time

Please arrange for your child to arrive by(time).

In order to ensure your child's safety at the event, please complete and return the information below and sign the consent section.

If it is an all-day event, will they be required to bring a packed lunch or will food be provided?

If the event is outdoors, will they need to dress for weather conditions/ bring sunscreen/ drinking water/ waterproof clothing?

Does your child have any special dietary requirements? **Yes** ☐ **No** ☐

Does your child have any health concerns that may affect their ability to participate in the event?

Yes ☐ **No** ☐

If you have responded "yes" to any of the questions above, please give details

.....
.....
.....
.....
.....

I hereby consent for my child to participate in the above event, and the information provided above is true.

Name: Signature

Date:

Contact telephone number in case of emergency:

Appendix 9

Roles and Ministries that require DBS check

Disclosure and Barring (DBS) Check alone is not a guarantee that a person is suitable or safe to work with children and young people or with vulnerable adults. DBS must be carried out in conjunction with safe recruitment practices as set out in this policy.

Below are the roles and ministries for which a DBS is required.

Role/Ministry	Member/Christian/Non-Member/ Non-Christian/Child/Youth	DBS Level
Elders, Deacons, Ministry Leaders	Member	Basic DBS unless working with Children and Youth
Childrens Church <ul style="list-style-type: none"> Ministry leader Teachers Helpers 	Member Member Christians with DBS & Youth (supervised)	Standard/Enhanced DBS Standard/Enhanced DBS Standard/Enhanced DBS
Youth Discipleship <ul style="list-style-type: none"> Leaders Regular helpers Occasional helpers 	Member Christians/Members Christians/Members(Supervised)	Standard/Enhanced DBS Standard/Enhanced DBS (DBS required if they become regular helpers)
Busy Bees <ul style="list-style-type: none"> Group Leader Team Helpers 	Member Member Christians or Members	Standard/Enhanced DBS Standard/Enhanced DBS *Basic DBS unless contact with children
Boing/Chill <ul style="list-style-type: none"> Leader Team Helpers 	Member Member Christians/Non Christians	Standard/Enhanced DBS Standard/Enhanced DBS *Basic DBS unless contact with children
Schools Work	Members and Christians	Standard/Enhanced DBS

Exceptions to the above must be approved by the elders.

We should also be asking: Is it right before the Lord and for them that they serve? Do they have the right heart, attitude, behaviours? Are they gifted/competent? Could they be better employed elsewhere in the church? Do we know them well enough?

If in doubt, ask. Who will vouch for them? Who will support them? Exceptions to the above must be approved by the elders.

Appendix 10. Youth Activity Risk assessment

A copy of completed risk assessment must be sent to the safeguarding Coordinator ***before*** the activity takes place.

Church / Organisation			
Activity		Location	
Date of Risk Assessment		Frequency	
Responsible Leader			

What are the hazards?	Who might be harmed and how?	What are you doing already?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Date Completed