



Safeguarding Policy

**Safeguarding Children,
Young People and
Adults with Care & Support Needs**

September 2022

(Please dispose of any older versions of this policy)

Introduction to the New Day Church Safeguarding Policy (September 2022)

This policy is based on the CCPAS model policy (now Thirtyone:eight an independent Christian charity providing comprehensive safeguarding advice and services for churches, charities and other organisations). New Day Church holds membership with Thirtyone:eight. The policy and procedures have been divided into five sections covering all ten safeguarding standards. Along with details of our organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

- Section 1. Church details**
Online safeguarding manual – Standard 1
- Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse**
Online safeguarding manual – Standards 2 and 7
- Section 3. Prevention**
Online safeguarding manual – Standards 3 and 4
- Section 4. Pastoral care**
Online safeguarding manual – Standards 8 and 9
- Section 5. Practice guidelines**
Online safeguarding manual – Standards 5, 6 and 10

The following Appendices and Forms can be read and downloaded from the church website.
(www.newdaychurch.uk Safeguarding Section)

- Appendix 1. Leadership Safeguarding Statement
- Appendix 2. Safeguarding Poster
- Appendix 3. Creating a Safe Environment
- Appendix 4. Recognising & Responding to Possible Abuse – additional information
- Appendix 5. Discipline
- Appendix 6. Thirtyone:eight Guidelines for Praying with Children and Young People
- Appendix 7. Equal Opportunities Statement
- Appendix 8. Handling of Disclosure Information
- Appendix 9. Taking Photographs and Video of Children
- Appendix 10. Code of Conduct for safe working practice with children and young people
- Appendix 11. Safeguarding Essentials – an initial verbal briefing for a new worker.
- Appendix 12. Safeguarding Adults with care and support needs – Values, Principles and DBS check eligibility charts.
- Appendix 13. How to Submit a DBS (Disclosure Barring Service) Application
- Appendix 14. Thirtyone:eight Guidelines on Working with Sex Offenders
- Form 1. Checklist – Recruiting Volunteers to work with Children or Adults with care and support needs
- Form 2. Responding to Abuse
- Form 3. Contract
- Form 4. Application Form for DBS clearance (Disclosure and Barring Service)
- Form 5. Self-Declaration Form
- Form 6. Request for Reference
- Form 7. Sample Appointment Letter
- Form 8. Accident and Incident Form
- Form 9. General Information and Consent Form
- Form 10. Special Activity Consent Form
- Form 11. Using Images of Children Consent Form



new day
church

a fresh start and a secure future

Ward Street
Lostock Hall
Preston
PR5 5HR
01772 461454
www.newdaychurch.uk

Safeguarding Policy

SECTION 1

Church Details

Name: New Day Church
Address: Ward Street, Lostock Hall, Preston. PR5 5HR
Tel No: 01772 461454
Website: www.newdaychurch.uk
Email address: admin@newdaychurch.uk

Senior Pastor: Anthony Parkinson

Safeguarding Co-ordinator – Anthony Parkinson	07595 119769
Deputy Safeguarding Co-ordinator – Elizabeth Hebson	07840 086764
Deputy Safeguarding Co-ordinator – Angie Parkinson	07712 898973
Lancashire County Council Social Care Dept (24 hour line)	0300 123 6720
Thirtyone:eight (church's independent safeguarding advisors)	0303 003 1111

Member of Evangelical Alliance

Charity Number: 1188645 – Charitable Incorporated Organisation

Regulators details: Annual Report to Charity Commission.
Audited Accounts.

Insurance: Public Liability Insurance
Kingdom Bank Limited, Ruddington Fields Business Park, Mere Way, Ruddington,
Nottingham, NG11 6JS

Policy No: RC01011865

Description

New Day Church hosts a number of groups and Communities to serve encourage faith in Christ and create community for people. Some of these activities undertaken with children and adults with care and support needs are as follows:

1. Children's Activities: (Calvary Kids, Surf & other occasional activities)
2. Youth Activities: (Talk and Tucker, Jailbreakers and other occasional activities)
3. Children and Families: (Family Service)
4. Elderly: (SALT)
5. Food Hub
6. Pastoral Care

Up-to-date information can be found on our website and Facebook pages.

Our commitment

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

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by Thirtyone:eight.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- facilitate 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.
- Maintain an up-to-date policy on-line along with appendices and forms. Available in print form on request

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

UNDERSTANDING ABUSE AND NEGLECT

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

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.

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

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

STATUTORY DEFINITIONS OF ABUSE (ENGLAND - CHILDREN)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

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

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2006)'.

Physical Abuse

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

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited

even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Extremism

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

For further information about recognising and responding to possible abuse see Appendix 4 and Forms 1 & 2 on the church website (www.newdaychurch.uk).

SAFEGUARDING TRAINING

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training (based on appendices 10 & 11) and undertake recognised safeguarding training using either Thirtyone:eight resources or similar training developed either in-house or by other organisations. We request evidence from workers of their training.

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

Our workers are encouraged to renew their training every three years by attending a Safeguarding refresher training session.

RESPONDING TO ALLEGATIONS OF ABUSE

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Anthony Parkinson (hereafter the 'Safeguarding Co-ordinator') tel. no: 07595 119769 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Elizabeth Hebson (tel. no. 07840 869764). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy Coordinators, then the report should be made in the first instance to Thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111. Alternatively, contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from Thirtyone:eight as above.

The local Children's Social Services office telephone number is:

Lancashire County Council Social Care –
Children and Adults: 0300 123 6720
The out of hours emergency number is: 0300 123 6722
If you think a child is in immediate danger – don't delay call the police on 999.

Lancashire Social Services will involve the police where necessary but If you think a child is in immediate danger –call the police on 999.

Relevant police phone numbers are:

Lancashire Police Control Room (Hutton) 101 (non-emergency)
or call Lancashire Police HQ Switchboard (Hutton): 01772 614444

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company:
Kingdom Bank Limited, Ruddington Fields Business Park, Mere Way,
Ruddington, Nottingham, NG11 6JS.
Email: insurance@kingdom.bank
Telephone: 0115 921 7250
New Day Church Policy Number: RC01011865
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Procedures where there is a concern about a child:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

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

ALLEGATIONS OF SEXUAL ABUSE

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

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

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

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If an adult with care and support needs has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.

- If the adults with care and support needs is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- As a starting point contact Thirtyone:eight for advice.

DETAILED PROCEDURES WHERE THERE IS A CONCERN THAT AN ADULT IS IN NEED OF PROTECTION:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

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

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support.
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN / YOUNG PEOPLE

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children’s Social Services in regard 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.

Contact the LADO or equivalent via Lancashire County Council Social Care Dept on: 0300 123 6720

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

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.

SECTION 3

Prevention

SAFER RECRUITMENT

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

- There is a written job description / person specification for the post.
- Those applying have completed an application form and a self-declaration form.
- Those short listed have been interviewed (voluntary roles don't require short listing).
- Safeguarding has been discussed at interview or at an initial meeting with the volunteer.
- Written references have been obtained and followed up where appropriate.
- A disclosure and barring check has been completed (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 for the successful applicant.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

CHECK LIST: RECRUITING VOLUNTEERS TO WORK WITH CHILDREN AND ADULTS WITH CARE AND SUPPORT NEEDS (FORM 1)

Most workers with children and young people are volunteers and fulfilling roles and responsibilities at the request of church leaders (either paid or voluntary).

A checklist (Form 1) will be commenced at the first meeting with a volunteer, whether this is initiated by the church (Ministry Group Leader [with children, young people or elderly people]) or by the Volunteer. This Checklist (entitled: Recruiting volunteers to work with children and adults with care and support needs) will provide the basic information to enable a Volunteer to be appropriately inducted into a role in the church, enabling all checks to be completed.

After initially receiving a Job Description, the Volunteer will receive a **Recruitment Pack** which will include the Safeguarding Policy, a Contract (Form 3), a Self-Declaration Form (Form 5), How to Submit a DBS (Disclosure Barring Service) Application (Appendix 13) and a Code of Conduct (Appendix 10).

The Ministry Leader and the Recruiter will ensure that the checklist is carefully followed and completed and, once all procedures have been satisfactorily completed, the Pastor will sign the Contract and all documents will be filed in the Safeguarding safe.

ROLE OF THE RECRUITER

The Recruiter is authorised by Thirtyone:eight to complete identity checks as required through the Disclosure and Barring Service application (DBS). He/she will follow all procedures as outlined in the Recruiters Guide (available from the Thirtyone:eight website).

EMPLOYED STAFF

Employed/paid roles will be advertised in line with current legislation and candidates interviewed by the New Day Church Board.

MANAGEMENT OF WORKERS – CODE OF CONDUCT

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Note: The Home Office issued 'Caring for Young People and the Vulnerable. Guidance for Preventing Abuse of Trust'. This guidance is intended to apply to those caring for young people or adults with care and support needs in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. It is important that places of worship and organisations have clear boundaries in regard to the personal relationships which can develop.

Therefore, the church has a Code of Conduct for Safe Working Practice with children and young people (Appendix 10) which is a required part of the induction process for new workers. It is included in the Recruitment Pack.

As a Christian church there are times when it may be appropriate for a worker to pray with a child or young person. See the Thirtyone:eight 'Guidelines for praying with children and young people' (Appendix 6).

SECTION 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse and who have contact with, or are part of, the church.

Counselling support needs are accessed through the church's Church Leadership who can refer individuals to appropriately trained counsellors.

Working with offenders and those who may pose a risk (Refer also to Appendix 14)

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, 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.

The Safeguarding Co-ordinator or Deputy will meet with any such individual and agree a code of conduct with him/her. They would be restricted to using the main entrance, lounge area, the main hall and the main toilets only and they would not be allowed to enter any of the areas used for children's ministry.

SECTION 5

Practice Guidelines

As an organisation 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 well as a general code of conduct for workers we also have specific, good practice guidelines for the activities we are involved in. These are developed as required and can be found as appendices on the website under the section: Safeguarding Children. The list of appendices, covering topics like "Discipline" and "Creating a safe environment", can be found in the introduction to this policy. Consent forms can also be found on our website.

Working in Partnership

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

We therefore have clear guidelines in 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 meets Thirtyone:eight's safeguarding standards.

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

Adoption of the Policy

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

Signed by: _____

Position: _____

Signed by: _____

Position: _____

Date: _____

APPENDIX 1 LEADERSHIP SAFEGUARDING STATEMENT

Version 2



PROTECTION OF CHILDREN AND ADULTS' POLICY STATEMENT

Name of place of worship: **NEW DAY CHURCH**

The following statement was agreed by the leadership of New Day Church on: **18th August 2020**

This place of worship is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.

We recognise the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.

We believe all adults should enjoy and have access to every aspect of the life of the place of worship.

We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.

We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing harm.

We are committed to:

Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship all workers will work within the agreed procedure of our safeguarding policy.

Implementing the requirements of the Equality Act 2010 and all other relevant legislation.

Supporting, resourcing and training those who undertake this work.

Ensuring that we are keeping up to date with national and local developments relating to safeguarding.

Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship.

Supporting all in the place of worship/organisation affected by abuse.

We recognise:

Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.

Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship.

Anthony Parkinson, Pastor and Safeguarding Co-Ordinator

Elizabeth Hebson, Administrator and Deputy Safeguarding Co-Ordinator

Angie Parkinson, Elder and Deputy Safeguarding Co-Ordinator

A copy of this place of worship's policy can be found on our website or by request to admin@newdaychurch.uk

Signed by the leadership:

Chris Hebson

John Kay

Barbara Treasure

Graham Hooke

Anthony Parkinson

Date: 4th October 2022

APPENDIX 2

Version 1



Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



Your safeguarding team:

Children's safeguarding lead(s):
(for anyone under 18 years)

Contact details

Adult's safeguarding lead(s):
(for anyone 18 years or over)

Contact Details

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:

0303 003 11 11

With safeguarding support from:



Thirtyone:eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487

APPENDIX 3 CREATING A SAFE ENVIRONMENT

Version 1



Minimise the situations where there is potential for abuse, or allegations of abuse, to occur.

All of our work with children and young people needs to be open, honest and accountable. Activities should not be kept secret.

(i) Keep to staff ratios

- The following staff ratios are advised for all children's and youth work:

0 – 2's	1 adult to 3 children
2 – 3's	1 adult to 4 children
3 – 8's	1 adult to 8 children
8+	1 adult to 10 children

- It is recommended, wherever possible, that an adult should have at least a helper (aged 16 or above) when working with a group.

(ii) Maintain good communication and, if necessary, use consent forms.

- Parents and other leaders should be kept aware of any activities involving children and young people. There should be good communication between leaders and between leaders and parent/carers.
- In certain circumstances consent forms should be given to parents to allow them time to decide whether they want their son/daughter to take part in an activity. Consent forms should be used for activities that:
 - (a) take place in a different place than usual. (See Forms 9 & 10)
 - (b) are potentially hazardous
 - (c) may be controversial
- A range of sample consent forms is listed on the New Day Church website under SAFEGUARDING CHILDREN / FORMS. They can be amended to suit particular circumstances.

(iii) Keep a register

- A register of all activities should be kept. This should include a record of children/young people and adults present. A record should be made of the time of arrival and departure of any child not attending the whole session. In case of fire, if possible, this register should be used to ensure that everybody is safely accounted for.

(iv) Keep a log of situations causing concern

- Should you encounter any situation involving a child which gives you cause for concern; make a written note of the conversation, observation, dates, times, names etc. Pass on this information immediately to the Safeguarding Co-ordinator or Deputy.

- A record should also be kept of children who display challenging behaviour including the date of the incident and any action that was taken.
- A young person who constantly makes throw-away comments about a leader/helper may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context.
- Where several children/young people make similar comments about someone, this should warn the leadership that they might have a problem with that person.
- Logbooks can protect both children and adults. Accusations of abuse may be made many years later, so records should be kept for as long as possible.

(v) Minimise one-to-one situations with children and young people

- Wherever possible avoid being alone with a child/young person. In rare situations where this may be necessary, other people should be made aware of the situation. We strongly recommend that the door is left open. Prayer for children should take place in an open area with other children and leaders around. (See Appendix 6 for more details.)
- Any home visit or one to one activity should be with parental agreement and with the knowledge of the other leaders.
- Where children/young people are transported by leaders to or from an event or home, agreement should have been sought from their parents. Ask the children to travel in the rear seat of the car.

(vi) Be aware of the appropriate boundaries of physical contact

- All leaders and carers should be aware of what is considered to be appropriate 'physical contact' when working with children/young people. i.e. personal care of children, comfort
- The level of personal care, e.g. toileting, must be appropriate and related to the age and the sex of the child, whilst also accepting that some children have special needs.
- Guidance on touch – e.g. physical contact between adults and children. This can be quite healthy and acceptable in public places but discouraged in circumstances where an adult/child is on his/her own.
- Adults should treat all children/young people with dignity and respect in attitude, language used and actions.
- Respect the privacy of children and avoid questionable activities. e.g. rough and/or sexual provocative games and comments.
- Make sure that the only people allowed into a children's activity are the adults assigned to that group.

(vii) Make sure that the location is safe

- Keep an eye open for any faults or damage to internal and external parts of the building, fixtures, fittings and equipment and notify the site supervisor of any problems with the premises.
- Ensure that potentially dangerous activities are properly supervised.
- Ensure that the activity area is as safe and clear as possible, especially for games and activities involving movement. Ensure that children/young people are not expected to run towards protruding objects and that there is no equipment left around which is likely to cause injury.
- All workers should be aware of where to find First Aid equipment and the name of a First Aider.
- All workers should be familiar with the Fire procedures as displayed.
- Make sure that when food is being prepared hygiene requirements are observed.
- Have an annual safety review to consider all aspects of safety for children and young people. It is desirable that at least one member of the team holds a current First Aid certificate.

(viii) Take additional care on external visits

- Check that all drivers carry a full driving licence and valid insurance and that seat belt rules, requirements for minibuses etc. are complied with.
[Further details and information be found from the following, government website:
<https://www.gov.uk/driving-a-minibus>]
- Leaders should act wisely and use their own discretion when transporting young people. It is preferable to have another adult in the vehicle. If this is not possible then the group should travel in convoy so that assistance is close at hand.
- Adult/Child ratios may need to be increased for external activities.
- Be especially vigilant and aware when using unfamiliar buildings and outdoor spaces. A careful assessment of the location should be made, preferably with an advance visit.
- Consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. Workers should not share sleeping accommodation with children or young people of the opposite gender.

(ix) Let children talk

- Children and young people should be made aware that they can talk with church leaders about concerns they have.

APPENDIX 4 RECOGNISING AND RESPONDING TO POSSIBLE ABUSE (ADDITIONAL INFORMATION)



Version 1

The following signs **may** be indicators that abuse has taken place but should not be taken in isolation.

TYPE OF ABUSE	BRIEF DESCRIPTION
Physical	Where children's or young people's bodies are hurt or injured.
Sexual	Where adults (and sometimes other children or young people) use children to satisfy sexual desires, not necessarily involving physical contact. e.g. exposure to pornography or being made to watch a sexual act.
Neglect	Where adults fail to care for children or young people and protect them from danger, seriously impairing health and development.
Emotional	Where children/young people don't receive love and affection, may be frightened by threats or taunts, or are given responsibilities beyond their years.
Organised	Is sexual abuse where there is more than one abuser and the people concerned appear to act in agreement to abuse children, sometimes under cover of a position of authority.
Spiritual	Is when someone's spiritual being is violated. It can occur through a leadership which is oppressive and excessively strong and controls the church family through fear.
In some instances of abuse, God can be used or scriptures read by the abuser. This is also a form of spiritual abuse as well as sexual abuse.	

Indicators of possible physical abuse

- Any injuries not consistent with the explanation given for them.
- Injuries, which occur to the body in places, which are not normally exposed to falls, rough games etc.
- Injuries that have not received medical attention.
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc.
- Reluctance to change for, or participate in games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures etc., which do not have an accidental explanation.
- Cuts, scratches, substance abuse.

Indicators of possible sexual abuse

- Any allegations made by a child concerning sexual abuse .
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.

- Severe sleep disturbance with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders – anorexia, bulimia.

Indicators of possible emotional abuse

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

Indicators of possible neglect

- Looking ill-cared for and unhappy.
- Being withdrawn or aggressive.
- Having lingering injuries or health problems.

Who abuses children and young people?

- Very rarely a stranger.
- Often someone who knows the child/young person. e.g. parent, carer, baby-sitter, sibling, relative, or friend of the family.
- Sometimes someone in authority such as a teacher, youth leader, children's worker, or a church worker.
- Sometimes paedophiles and others who set out to join organisations (including churches) to obtain access to children. Remember that such people are often very plausible and may outwardly seem to be the last person you would suspect.

What to do if abuse is disclosed, discovered or suspected

- Do not panic. Do not delay. Do not start to investigate.
- In most scenarios you will just have collected a small piece of information. It will be for others with more training and experience, to evaluate this information.
- Overreaction can be extremely harmful to the child or young person, the accused, the group, the authorities and yourself!
- Your immediate responsibility is to contact the Safeguarding Co-ordinator or Deputy. If the suspicions or allegations involve the Safeguarding Co-ordinator, contact the Deputy, or if the suspicions in any way implicates both, then the report should be made in the first instance to our church's safeguarding advisory service, who will guide you through the next steps:

Thirtyone:eight
 PO Box 133, Swanley, Kent, BR8 7UQ.
 Telephone: 0303 003 11 11 Email: info@thirtyoneeight.org.

Alternatively contact Social Services or the Police:

LCC Social Care (children):	0300 123 6720
LCC Social Care (adults):	0300 123 6721

LCC Social Care out of hours emergency number:	0300 123 6722
The Public Protection Unit Lancashire:	01772 209122
Lancashire Police HQ at Hutton:	101 or 01772 614444

- A flow chart detailing “What to do when you suspect child abuse” is available (see Form 2). This is a guide only and not a substitute for carefully following the procedures detailed in our safeguarding policy.

How the church will respond

- The Safeguarding Co-ordinator will collate the information and refer to the Safeguarding Policy to assess what action should be taken.
- The Safeguarding Co-ordinator may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company.
- Suspicions will not be discussed with anyone other than those nominated above.

What to do once a child has talked to you about abuse

- Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity).
- Record the dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.
- An action Sheet and chart is available (See Form 2).
- Report your discussion as soon as possible to the Safeguarding Co-ordinator. If the latter is implicated report to the Deputy Safeguarding Co-ordinator. If both are implicated, report to Thirtyone:eight (see notes above) or to Social Services if preferred.
- You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- Once a child has talked about abuse the worker should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or Police to discuss putting into effect safety measures for the child so that they do not return home.

How to respond to a child / young person wanting to talk about abuse

Children’s workers are in a unique position and their relationship with children/young people cannot be underestimated. The church may be providing a safe haven and perhaps the only place where a child feels comfortable and able to talk to adults. It is therefore possible that a child may approach people in the group to talk about abuse.

It is not easy to give precise guidance, but the following may help:

General points

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm, look at the child directly and be honest.
- Reflect back what the child has said.
- Don’t ask the child ‘leading questions’.
- Tell the child that you will need to let someone else know – **don’t promise confidentiality.**
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell.

- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

Helpful things you may say or show

- “I believe you” (or showing acceptance of what the child says)
- “Thank you for telling me”
- “It’s not your fault”
- “I will help you”

Don’t say

- “Why didn’t you tell someone before?”
- “I can’t believe it!”
- “Are you sure this is true?”
- “Why? How? When? Who? Where?”
- “Never make false promises”
- Never make statements such as “I’m shocked, don’t tell anyone else.”

Concluding

- Again, reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse).
- Contact the person in your church responsible for co-ordinating child protection concerns or contact an agency such as Thirtyone:eight for advice or go directly to Social Services / Police / NSPCC.
- Consider your own feelings and seek pastoral support if needed.

APPENDIX 5 DISCIPLINE

Version 1



What is discipline?

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement.

Why discipline?

It brings security, produces character, prepares for life, is evidence of love, and is God's heart.

Hebrews 12: 5-12, Proverbs 22: 6

Do's and Don'ts of Discipline in Children's Work

- We need to be insistent, consistent, and persistent.
- Never smack or hit a child.
- Discipline out of love, never anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Do not shout in anger or put down a child.
- Lay down ground rules, e.g. no swearing, racism or calling each other names; respect for property.
- Keep the rules simple and clear and make sure the children understand what procedures will be taken if they are not kept.
- Talk to a child away from the group, not publicly. (Explain what they have done wrong, encourage remorse and leave them on a positive note.)
- Never reject a child, just the behaviour. (Encourage the child that they are loved and accepted but it's their behaviour you do not accept.)
- If you have disciplined a child, you must make the parents aware of your actions.
- Each child is unique, special and individual and each child needs a different method of being dealt with. We, therefore, need to ask ourselves, "Why is the child behaving like that?"

Then:

- Ask God for wisdom, discernment and understanding, and pray for and with the children.
- Identify the best method for disciplining and encouraging that child.
- Work on each child's positives; do not compare them with each other but encourage and build them up.
- Work on relationships.
- Be a good role model and set a good example. (Don't expect children to do what you don't do and vice versa.)
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.

Some practical ideas for the classroom and bad behaviour

- Change voice and tone but try not to shout!
- Separate children who have a tendency to be disruptive when together. These children are often friends; give them a chance – perhaps warn them and only separate if they continue to be disruptive.
- Have the child sit right in front of you.
- Get a helper to sit next to the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenging them to change, whilst encouraging them on their strengths.
- Warn a child that you will speak to their parents; do so if necessary. (With some non-churched children, we need to be wise, as speaking to parents may incur their wrath and ban the child from attending.)
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.
- Don't be afraid of discipline.
- Warn them and send them outside the room (take care regarding supervision) back into the service or ban them for a week. **Red** (children are taken back to their parent and advised about their child's behaviour) & **Yellow cards** (as a warning) may be a helpful tool to use.
- Encourage good behaviour.
- Remember each child is individual and unique. We need God's wisdom and love to encourage each one to reach their potential and needs.
- Pray before you meet.

APPENDIX 6 THIRTYONE:EIGHT GUIDELINES FOR PRAYING WITH CHILDREN AND YOUNG PEOPLE

Version 1



Introduction

Some of the main ingredients that underpin any effective ministry to children and young people, including prayer, are:

- acceptance
- respect
- non-judgemental listening
- sensitivity
- discernment
- patience

In applying these values in the area of prayer, not only will you build trust and respect, but you will also be providing a good 'prayer' model so that children and young people can learn how to pray for others in a sensitive and responsible way.

Although it may seem obvious, it is important parents/carers are aware that prayer is an integral part of church life (particularly if they don't attend church themselves), and that on occasions you may pray with their child either corporately, or individually at the child's request.

You can reassure any concerned parent/carer with the principles contained in these guidelines, or if a child is part of a club or Sunday school within the church this could be mentioned, for example, on the information leaflet given to parents/carers when the child joins the group.

In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must be respected.

Praying

Prior to praying, always make sure you have the child's permission and always pray in an open area where other leaders, and/or children, are around. If there is a general invitation to come forward for prayer in or after a family service then it will be helpful to have children's workers available to pray with the children/young people rather than relying on other leaders who may be used to dealing with adults. Only those authorised by the church leadership should be involved in this ministry.

Ask the child what they are requesting prayer for and remember to listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (e.g. my cat's poorly). If they do not have specific needs or requests then simply ask God to bless them. Having said this, a child or young person may want prayer for a specific reason e.g. following a church service with a sermon on David & Goliath, they may want prayer for 'giants' they feel they may have in their own lives.

Those praying with children and young people should always be alert to child protection issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate action because you are caught up with praying!

If you have prayed about a specific issue it may be helpful to write it down afterwards and give it to the child so that they can let their parents/carers know and remember it themselves.

If a child/young person becomes distressed, stop praying. Stay calm and gently ask them what has caused the distress and talk to another leader if appropriate. Before continuing to pray, consider with whom they might feel more comfortable. Are there any gender issues? If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/carers, assuming you have no child protection concerns.

Practicalities

When it comes to praying, consider your body language, particularly in relation to things like your height and the height of the child/young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down; but do avoid crowding.

Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening. If you think they may appreciate something like an arm round a shoulder or their hand being held always ask them if this is what they would like *before* doing it.

Some churches use substances such as oil on the forehead when praying for healing. Bear in mind that a child/young person may be uncomfortable with the use of anointing oil, so it is important to take care with this and only go ahead with the child and parents' agreement.

Remember also that a child/young person may not, for example, understand the use of 'tongues' and it is important therefore not to do anything that may cause confusion or distress.

Language

Use clear uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply, "let us pray for you as you are feeling tired" not "I think you are depressed, let's pray about that". Keep the prayers simple and short so you can then be confident your prayers have been understood.

Giving Advice

Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed. Be careful what you say even if you believe you have heard from God about their situation. It would be far wiser to pray this through on your own or with another leader. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

Confidentiality

Never promise total confidentiality. Should a child/young person wish to disclose to you within a prayer ministry context, a situation such as abuse, you have a duty to pass this on to your church's child protection co-ordinator/social services/police. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.

Deliverance / Exorcism

When consideration is being given to pray for anyone in the area most commonly known as deliverance or exorcism, they should always be referred to those within the church/denomination/movement authorised in this area of ministry who have recognised expertise and experience. Where this type of praying is being considered for a child or young person we would ask you to consider the following notes of caution:

(i) Victoria Climbié was a vulnerable little girl who was being horribly abused by her 'so-called' carers, sustaining over 100 injuries to her body from which she eventually died. An Inquiry into her death found that her 'carers' managed to convince the pastor that she was possessed by demons and she was severely traumatised by 'deliverance' prayer sessions held at the church. Tragically Victoria came to believe she was demonised, evil and wicked.

(ii) Children are easily frightened and very susceptible to suggestion. They may also be upset by shouting and will easily believe they are bad, wicked etc. A child should *never* be told they are demonised/possessed/oppressed.

(iii) It is important not to miss psychological or physiological factors e.g. behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours. In Thirtyone:eight's experience these are far more likely to be the cause of a child's difficulties and should be handled with care.

Thirtyone:eight has consulted widely on this issue and spoken to experienced church leaders from a range of different traditions including Pentecostal, modern church movements and a Church of England Diocese. Although some leaders could not say this type of prayer would never be used for children attending their church, they did recognise the necessity for those in authority within the church to handle such situations with wisdom and discernment. Every leader consulted expressed the need for caution, never acting on impulse, and never shouting at a child. Some also suggested that this type of prayer did not necessitate the child's physical presence.

Whatever your church's view, the interests and welfare of the child are paramount. In all your actions towards children and young people, the greatest model is that of Christ himself. In all his dealings with children he was approachable, gentle and *never* frightening. In applying this model and following these guidelines on prayer, your ministry to children and young people can prove to be fruitful, effective and enrich the life of your church.

Thirtyone:eight (formerly CCPAS, February 2005)

APPENDIX 7 EQUAL OPPORTUNITIES STATEMENT

Version 1



1. This organisation 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 an organisation using the Disclosure and Barring Service (DBS) Disclosure Service/Scottish Criminal Records Office (SCRO) to assess applicants' suitability for positions of trust, the church (organisation) undertakes to comply fully with the DBS/SCRO Code of Practice and to treat all applicants for positions fairly. It undertakes 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 organisation.
4. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. 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 organisation and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
6. Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in the organisation 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 e.g. 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/SCRO Disclosure aware of the existence of the 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 you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.

APPENDIX 8 HANDLING OF DISCLOSURE INFORMATION

Version 1



New Day Church abides by the following requirements of the DBS (Disclosure and Barring Service) regarding disclosure information.

Storage and Access

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

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. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept 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, consultation should be made with the registered/umbrella body and/or the DBS/SCRO. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Disposal

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept 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.

APPENDIX 9 TAKING PHOTOGRAPHS AND VIDEO OF CHILDREN AND YOUNG PEOPLE

Version 1



Since the introduction of the Data Protection Act in 1998, churches must be careful **when using photographs, videos and web cams** of clearly identifiable people. The Data Protection Act was subsequently revised in 2018 enforcing even stricter controls regarding collection and use of data, consents etc.

There are several issues to be aware of:

- Permission must be obtained of the people (children and adults) who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded. (See notes - the onus can be placed on people to **opt out** rather than to **opt in**.)
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- If photographs or recordings of children's/ youth groups are made and individual children can be easily identified, children's / youth leaders must find out whether any parents do not want their children to be in the photograph.
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- Obtain written and specific consent from parents or carers before using photographs on a website.

Applying these guidelines

The following additional notes may help in applying these guidelines.

1. There are no current instances on record of inappropriate images of children being recorded in a church setting. Any such illegal images are readily available on the web for those who want to find them. Therefore, these guidelines have more to do with the Data Protection Act 2018 and respect for individual's rights than with Child Protection.

2. It is not necessary to have an "opt-in" clause for children/young people. It is quite acceptable to have an "opt-out" clause so that any child or parent who wishes for their child not to be photographed or filmed notifies the church. Form 11 "Using Images of Children" may be distributed to all children and young people when they first join a church activity, or at the start of a new year, or prior to an occasion when it is known that filming will take place.

3. Opting out may also take place verbally at an event, or by moving out of shot. A general invitation may be made to the whole of a group to be filmed or photographed. Individuals are then at liberty to opt out by moving out of shot or to request that any image of them or their children that may be captured is not used.

4. Where images are taken at a public event permission from a crowd is not necessary. Footage of a BBQ on Ward Street (Bank Holiday, Aug 28th 2005) falls into this category. However, where individuals become the main focus of the shot it is appropriate to seek permission before any public use of it is made, as was done in this case.

5. When filming takes place in many churches it is possible to use a general statement regarding filming and give people the option of sitting in certain seats (usually behind pillars) where they can be sure that they will not be visible on camera. In our church, with no pillars, this is more difficult. If there are events where we expect to film the congregation a note in the Bulletin can be included to the effect that certain seats would be out of shot. In normal circumstances these would be likely to be at the back on the right hand side.

6. It is customary for filming and photography to take place at weddings and guests know this and can choose not to attend if this is an issue. The main focus of such filming is the Bride and Groom along with their family. Guests can choose to opt out of photographs / video in the customary fashion by alerting those filming or by just staying out of shot. Their wishes should be respected.

APPENDIX 10

Version 3



CODE OF CONDUCT FOR SAFE WORKING PRACTICE WITH CHILDREN AND YOUNG PEOPLE

Introduction

This document provides a guide for adults working in church about acceptable and desirable conduct to protect both adults and children. It is an Appendix to the New Day Church Safeguarding Policy and should be read in conjunction with that policy.

All church staff, leaders and volunteers (hereafter described as “Workers”) working in church should know the name of the Safeguarding Co-ordinator and Deputy, be familiar with the church child protection policy and understand their responsibilities to safeguard and protect children, young people and adults with care and support needs.

Safeguarding Co-ordinator:	Senior Pastor, Anthony Parkinson 07595 119769
Deputy Safeguarding Co-ordinator:	Administrator, Elizabeth Hebson 07840 869764
Deputy Safeguarding Co-ordinator:	Elder, Angie Parkinson 07712 898973

Basic Principles

- The child’s welfare is paramount (Children Act 1989).
- All workers have a ‘duty of care’ to the children and young people.
- Workers are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Adults working in church must work and be seen to work in an open and transparent way.
- Adults should discuss and/or take advice promptly from a church leader about any incident which could give rise for concern.
- This would include reporting infatuations by a young person for another worker, to ensure that such situations can be handled promptly and sensitively.
- A record should be kept of any such incident and of decisions made/further actions agreed.
- Workers should apply the same professional standards regardless of gender or sexuality.
- Workers should be aware that breaches of the law and other guidelines could result in criminal or disciplinary action being taken against them.
- Workers should be fully committed to safeguarding the welfare of all children and young people by taking all reasonable steps to protect them from physical, sexual or emotional abuse.
- All adults should conduct themselves in a way that reflects the values of the church and meets the expected high professional standards.
- Our safer recruitment procedures will be followed for all appointments.

All staff, leaders and volunteers who have contact with children and young people at New Day Church must:

- Be familiar with and work in accordance with the Safeguarding Policy.
- Provide a good example and a positive role model to children and young people.
- Behave in a mature, respectful, safe, fair and considered manner.
 - For example:
 - Not making sarcastic remarks or 'jokes' to children or young people that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive.
 - Not embarrassing or humiliating students.
- Not discriminate favourably or unfavourably towards any child or young person.
 - For example:
 - Treating all children/young people equally – never building 'special' relationships or conferring favour on particular children/young people.
 - Not giving or receiving (other than token) gifts, unless arranged through the church.
- Ensure that relationships with children/young people remain on a professional footing.
 - For example:
 - Only touching children/young people for professional reasons when this is necessary and appropriate for their wellbeing or safety.
 - Not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people's children.
- Not developing 'personal' or sexual relationships with children/young people.
 - Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child or causes or incites that child to engage in or watch sexual activity)



An initial briefing on the essentials of safeguarding for a new worker

This information is to be communicated verbally by a Group/Ministry Leader to the Volunteer in a 10 to 15 minute conversation, early in the recruitment process. (See FORM 1 CHECKLIST: Stage 5)

1. Safeguarding children/young people/adults with care and support needs is a legal requirement for the church, but it is also something that we want to do because we care for people. It's consistent with our ethos and message.
2. The recruitment process may seem to be bureaucratic, but it does enable us to recruit workers and helpers as safely as possible and is reassuring to people who entrust their children/young people to us.
3. All workers should be familiar with our Safeguarding Policy, put it into practice, and make use of the appendices and forms which can be downloaded from our website.
4. Safeguarding issues should be raised with either the Safeguarding Co-ordinator or a Deputy. Currently, these are: Safeguarding Co-ordinator - Graham Hooke (Pastor)
Deputy Safeguarding Co-ordinators – Elizabeth Hebson (Administrator), John Kay (Elder).
5. If a situation arises in which you are concerned about potential abuse taking place, inform the Safeguarding Co-ordinator or a Deputy straightaway.
6. Refer to the Safeguarding Policy if you need to clarify your understanding of what the different forms of abuse and neglect are.
7. Remember that most abusive situations occur at the hands of someone who is known to the child.
8. If a child or young person starts to open up to you revealing a possibly abusive situation, allow them to talk but don't conduct your own investigation. It is not your place to do this. If you investigate you may jeopardise a future investigation by Children's Services or Police.
9. Allow a child to talk by listening well. Reflect back to the child what they have told you. Do not make any suggestions or lead the child to any speculative conclusions.
10. Keep a confidential record of the conversation and report it to the Safeguarding Co-ordinator or a Deputy at the earliest opportunity.
11. Do not talk to anyone else about this situation.
12. Remember that while it is important to be vigilant and aware, there is no need to become paranoid!

ANY QUESTIONS? The Recruiter will do their best to answer any questions.
If in doubt, check the policy or ask the Safeguarding Co-ordinator or a Deputy.

APPENDIX 12 SAFEGUARDING ADULTS WITH CARE AND SUPPORT NEEDS

Version 1

The New Day Church Safeguarding Policy provides relevant and required information about the principles and practices to be followed for the protection of both children and vulnerable adults. The principles and procedures described there make up the New Day Church policy and are supplemented with appendices and forms for use in a range of situations. This Appendix provides some more specific information with reference to adults with care and support needs with whom the church may become involved through various ministries: Pastoral care, SALT, Foodbank etc.

The following values and principles are drawn from published guidance for good practice in safeguarding adults with care and support needs.

Values and Principles:

- **Access to information and knowledge** – all vulnerable adults will have access to information that they can understand to make an informed choice, including access to expert knowledge and advocacy, as required;
- **Choice** – all vulnerable adults will have the opportunity to select independently from a range of options based on clear and accurate information.
- **Confidentiality** – all vulnerable adults will know that information about them is managed appropriately and there is a clear understanding of confidentiality and its limits among staff/volunteers.
- **Consent** – all vulnerable adults have the right to be supported to make their own decisions and to give or withhold their consent to an activity or service. Consent is a clear indication of a willingness to participate in an activity or to accept a service. It may be signalled verbally, by gesture, by willing participation or in writing. No one can give, or withhold, consent on behalf of another adult unless special provision for particular purposes has been made for this, usually by law.
- **Dignity and respect** – all vulnerable adults will be accorded the same respect and dignity as any other adult, by recognising their uniqueness and personal needs.
- **Equality and diversity** – all vulnerable adults will be treated equally, and their background and culture will be valued and respected.
- **Fulfilment** – all vulnerable adults will be invited to engage in activities and offered services that enable them to fulfil their ability and potential.
- **Independence** – all vulnerable adults will have as much control as possible over their lives whilst being safeguarded against unreasonable risks.
- **Privacy** – all vulnerable adults will be free from unnecessary intrusion into their affairs; and there will be a balance between the individual's own safety and the safety of others.

- **Safety** – all vulnerable adults will feel safe, and live without fear of violence, neglect or abuse in any form.
- **Support** – all vulnerable adults will be supported to report any form of abuse and to receive appropriate support following abuse for as long as may be required.

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Government policy establishes the following key principles:

Empowerment - Presumption of person led decisions and informed consent.

Prevention - It is better to take action before harm occurs.

Proportionality – Proportionate and least intrusive response appropriate to the risk presented.

Protection - Support and representation for those in greatest need.

Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

Accountability - Accountability and transparency in delivering safeguarding.

Read the full Department of Health policy document here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/215591/dh_126770.pdf

Recruitment

Staff and volunteers are recruited by New Day Church following the procedures and practices established in our Safeguarding Policy. (A copy of this can be obtained from our church administrator, Elizabeth Hebson admin@newdaychurch.uk)

Leaders will follow the usual checklist (Form 1) in appointing workers with vulnerable adults. This includes talking through our code of conduct (Appendix 10) and what to do if abuse is suspected.

One reference is required as is standard good practice in the recruitment of leaders of ministries working with vulnerable people, whether young or old.

With regard to having a DBS (previously CRB) check made, we have to be careful in making the decision whether or not to apply for this check. It is illegal for an organisation to apply for a check when it doesn't have a clear requirement to do so. We cannot apply for checks "just in case". The following guidance is offered to help leaders make a correct decision whether an application for a DBS check is required and therefore legal, and also whether it should be made for "regulated activity" or not.

Extract taken from the Gov.uk website on DBS eligibility

Legal responsibilities

Before an organisation considers asking a person to apply for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. This means that if you are a countersigning officer you must satisfy yourself that the position is eligible under the current legal provisions before you countersign each application form.

Guidance on Eligibility for a DBS check

There are two decisions to be made.

1. Does the volunteer/employee require a DBS check? If so, because it involves working with children and/or vulnerable adults, it will automatically be an “enhanced” check. Leaders are asked to use the Guide on pages 4 and 5 to determine whether a role requires a DBS check and what the role description should be.
2. Does the volunteer/employee require a DBS check for Regulated Activity (RA)? Please use the flowchart on page 6 to answer this question.

If a DBS check is not required then a note of this should be made on Form 1. The normal process of recruitment using Form 1 can then be completed.

DBS Eligibility for Church Workers Guide

Please note this list is not prescriptive – eligibility decisions should always be made on the specific and individual duties within a role.

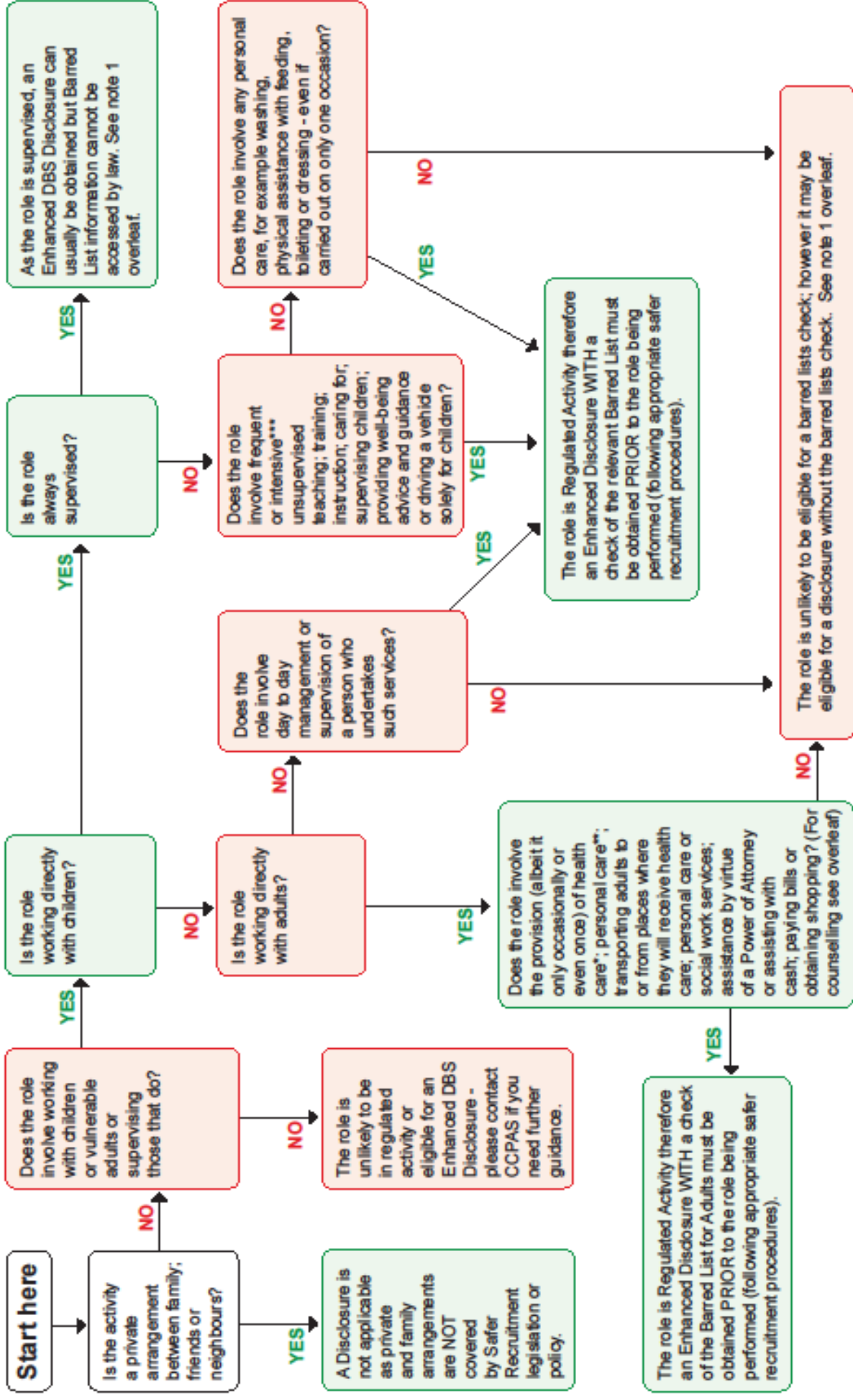
ROLE	ELIGIBILITY CRITERIA	LEVEL OF CHECK & ADVISORY NOTES	PREFERRED TITLE (if different from role)
CAP Befriender	Eligible	Enhanced, possibly RA** with adults and children, see Flowchart and notes	
CAP Centre Manager	Eligible	RA** with adults and children	
CAP Debt Counsellor	Eligible	Enhanced – RA** with adults and children if dealing with money on behalf of client	
Caretaker/Premises Manager	Not Eligible	Unless they work in a school or their responsibilities include supervising children	Caretaker supervising children
Children’s worker/helper	Eligible	Enhanced If working regularly on a rota – but RA** if role includes taking children to the toilet or they work frequently or intensively* unsupervised	Church Children’s Worker
Choir member	Not Eligible	Unless also has chaperone/teaching role with junior choir members	Choir supervising children
Church Leader/Pastor	Eligible	RA** with children and adults	
Church Administrator/Secretary	Not Eligible		
Coffee/tea servers	Not Eligible		
Counsellor	Eligible	Enhanced if carried out frequently or intensively* with adults or regularly with children* and RA** if receiving referrals from healthcare professionals and/or if unsupervised with children.	Either Counsellor or Counsellor in RA**
Creche Worker	Eligible	Enhanced – with RA** if changing nappies/toileting children and/or not supervised.	
Director of Music	Eligible	Eligible only if supervising/teaching children or supervising those who do – then usually Enhanced and RA** with children	Leader of Music supervising children
Driver of Adults at Risk	Eligible	Enhanced if carried out frequently or intensively* RA** if taking adults to or from a place where they receive health care i.e. hospital, GP surgery, nursing home (not residential home) etc. on one occasion or more	
Driver of children	Eligible	RA** with children if frequently or intensively* Enhanced if regularly	
Elder	Not Eligible	Unless a Trustee and/or responsibilities include supervising the work of children or adults at risk	
Evangelist	Eligible	Enhanced if a C of E commissioned Evangelist	
Family Worker	Eligible	Enhanced with adults & children but see Flowchart and notes	
Foodbank Visitor	Eligible	Enhanced if frequently or intensively* with adults	
Foodbank Worker	Not Eligible	Generally not eligible but see Flowchart and notes	
Home Visitor	Eligible	Enhanced if frequently or intensively* with adults	

ROLE	ELIGIBILITY CRITERIA	LEVEL OF CHECK & ADVISORY NOTES	PREFERRED TITLE (if different from role)
Homeless Shelter Worker	Eligible	Enhanced and possibly RA** - see Flowchart and notes – <i>unless only serving food/refreshments or having a supervised 'friendly chat' in which case not eligible</i>	
Lay Minister of Communion	Not Eligible		
Nightshelter Worker	Eligible	Enhanced and possibly RA** - see Flowchart and notes – <i>unless only serving food/refreshments or having a supervised 'friendly chat' in which case not eligible</i>	
Parent & Toddler Group Helper	Not Eligible	Unless they supervise activities with children in which case normally Enhanced – see Flowchart and notes	
Parent & Toddler Group Leader	Eligible	Group leader is usually eligible for Enhanced Check in RA** if the role includes supervising/caring for/toileting children away from the parent/carer	
Pastoral Assistant	Eligible	Enhanced If carried out frequently or intensively* RA** if doing shopping and therefore taking money	Pastoral Worker
Pastoral Team Member/Visitor	Eligible	Enhanced If carried out frequently or intensively* RA** if doing shopping and therefore taking money	Pastoral Worker
Pastoral Worker	Eligible	Enhanced If carried out frequently or intensively* Not usually RA** unless specific duties – see flowchart and notes (i.e. if doing shopping and therefore taking money)	Pastoral Worker
Prayer Team Member	Not Eligible	Unless praying regularly unsupervised with children.	
Safeguarding Officer	See notes	C of E guidance suggests the Safeguarding Lead should be on the PCC and checked in that capacity as a Trustee; otherwise not eligible unless supervising those engaged in RA or they work directly with children or adults at risk	
Steward	Not Eligible	Unless specifically designated to supervise/toilet children	Steward Supervising children
Street Pastor	Eligible	Only eligible for enhanced with children	
Treasurer	Not Eligible	Unless they are also a Trustee of a charity that works with children or adults at risk – see notes under 'Trustee'	Trustee of Charity
Trustee	Eligible	Only eligible for Enhanced Check if Trustee for a charity that works with children or adults at risk	Trustee of Charity
Welcomer	Not Eligible	Unless specifically designated to supervise/toilet children	
Worship Leader	Not Eligible	Unless also has chaperone/teaching role with child members in which case 'children's worship leader' should be the position applied for	
Youth Worker	Eligible	Enhanced if working regularly on a rota and often RA** if working weekly, intensively or overnight not supervised	
Youth Camp Worker	Eligible	Usually in RA**	

* **Frequently or intensively** means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30 day period (or in some cases overnight between 2am and 6am, where there is opportunity for face-to-face contact). **Regularly** is the dictionary definition.

** **RA is Regulated Activity** which means the applicant has an Enhanced disclosure plus a check of the appropriate barred list/s.

Regulated Activity Decision Making Flowchart



APPENDIX 13

Version 1



How to Submit a DBS (Disclosure Barring Service) Application

Will you need a DBS Check?

We will look at your role and let you know if you require a DBS (Disclosure and Barring Services) check. Most roles involving work with children always require a DBS check. Some roles involving work with Adults with care and support needs may not. Legally, we must not apply for a DBS check unless it is required by the nature of the role, we are inviting you to take on.

**If a DBS check is required, then the following explains what you need to do.
If not, then you can ignore this form.**

An Outline of E-bulk Online Checks with Thirtyone:eight

E-bulk is the Thirtyone:eight online DBS (previously named CRB) application system used by New Day Church. Thirtyone:eight is an approved body with the Disclosure and Barring Service . The many benefits of this fully secure system include:

- Much faster recruitment decisions – E-bulk reduces total processing time by at least two weeks
- Manual administration greatly reduced - saves time and aggravation
- Error rates much diminished due to self-validating mandatory fields – no more forms returned in the post for re-submission
- Electronic Disclosure Certificates provided for all clear applications
- Absolutely no postage costs whatsoever

To use E-bulk, you, the applicant, will complete an online disclosure application form via the Thirtyone:eight fully secure system and forward it to the New Day Church Recruiter electronically. The Recruiter, in turn, will send it to Thirtyone:eight, once he or she has verified certain sections of the form and your identity documents. Thirtyone:eight then send it straight to the DBS.

Often the entire process, from the applicant completing their form to its arrival at the DBS, takes less than one working day.

The DBS then processes the form and sends back either a secure electronic notification (if the certificate is clear) or a paper copy, if there is information disclosed. Under E-bulk applicants will still always receive their own paper copies of the DBS Certificate.

What happens next?

1. The New Day Church recruiter (also known as the ID checker) needs to have your consent to undergo an ID verification check. The check will appear on your credit file as an ID check but will not affect your ability to obtain credit in any way.

2. You must complete the Self-Declaration Form 5 in your Recruitment Pack and give it to the Recruiter in a sealed envelope.

3. The New Day Church recruiter will invite you to complete an online form in a secure area of the Thirtyone:eight website. At this point, please follow these instructions:

Go online to: <https://disclosure.capitarvs.co.uk/thirtyoneeight/> This is where you start your DBS clearance. You will need to type in the organisation reference: 868, and the organisation's password for applicants to access online application forms: CALVARY868.

Click on the **Start Application** box. That should open up an online form for you to complete.

4. Once this is completed, the New Day Church Recruiter will need to meet with you to do the ID Check and complete the rest of the online form. A list of required ID is given at the end of this form.

Please bring as much as possible to make sure we get it completed successfully! Preferably:

- a) Current Passport (if you have one)
- b) Current Driving Licence
- c) Birth Certificate (preferably from time of birth but a later copy will be acceptable)
- d) Marriage certificate (especially relevant for women re surname change)
- e) A couple of other official documents with your name and current address showing. e.g. Mortgage statement, credit card statement, P45/P60 statement (dates must be within 3 months), Council Tax statement.

5. Once the process is completed, the New Day Church Recruiter will receive the result as a "pass" or "fail" along with the ID Check reference number. You will receive a certificate which you will need to show to the New Day Church Recruiter.

What Identity Documents are acceptable?

You must show three documents, one from Group 1, plus any two others from Groups 1, 2a, or 2b, with at least one verifying your address.

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Photo Driving Licence (UK) (Full or provisional) Isle of Man / Channel Islands; (a photocard is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (this can be used up to 12 months from the date the applicant entered the UK).
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Financial Statement ** - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement **(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). **
- Work Permit/Visa (UK) (UK Residence Permit) - valid up to the expiry date.
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)* – Not Mobile Telephone.
- Benefit Statement* - e.g. Child Allowance, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/19 year olds in full time education UK only – to be used in exceptional circumstances when all other documents have been exhausted).

Please note: If a document in the List of valid identity documents (above) is:

Denoted with * - it should be less than three months old.

Denoted with ** - it should be issued within the past 12 months.

Not denoted – it can be more than 12 months old.

Thirtyone:eight Guidelines on Working with Sex Offenders

Sex Offenders and Church Attendance

The Christian church is unique in that, based on the uncompromising message of the gospel, it opens its doors to all. It has also been known for some time that a significant number of sexual offenders living in the community also attend church. This may come as a surprise to some, a shock to others, and it is likely to stir up all sorts of feelings and strong opinions. On a personal level if you are told, or you find out, that a sexual offender has joined or plans to join your church, what is your reaction and what should you do to ensure others, (children and adults) who also attend your church are protected? This booklet attempts to answer some of these dilemmas and includes comments from a pastor and a sexual offender ('D') in this situation.

How do I feel?

It is perfectly understandable to be fearful, panicky or, at the very least, apprehensive. Perhaps you feel angry at the thought that someone who has abused children or adults should even be allowed back into the community. There are probably others in your church that, if they knew, would feel exactly the same. Whilst it is important to acknowledge your feelings, any information you have concerning an offender should only be shared on a 'need to know' basis with the leadership in the church who are responsible for ensuring that appropriate safeguards are in place.

What do you mean by 'sexual offender'?

A sexual offender is someone who has committed sexual offences against either children or adults. In this guide we are primarily referring to people who have offended against children or vulnerable adults. Sexual offences include rape, indecent assault and indecent exposure, exposing children to pornography, and encouraging children to perform sexual acts on themselves, other children or the offender. They also include looking at images of children being abused or photographed in provocative poses. These are called indecent images of children (IIOC).

A number of sexual offenders will have downloaded child abuse images. Others will have made these images, or distributed them to others as well as possessing them. Whilst some offenders will also have gone on to 'hands-on' offending, others may gather large collections of images on their computer. These offences are often described as 'child pornography' but this is inaccurate as every image captures an actual situation where a child has been abused, therefore a more appropriate term is indecent images of children (IIOC).

Some sexual offenders target children at a specific stage of sexual development. Others do not discriminate in this way, and may also target adults who they see as vulnerable in some way. Most target children of a particular gender, but some target both.

Most offenders "groom" victims by forming a friendship with them, giving gifts, praise etc. so that the child or adult is comfortable in their presence and trusts them. They also groom parents, carers and others in the community to gain their confidence that it is alright for them to be around their family. This grooming is very subtle and is usually more recognisable by outsiders than by those being groomed. Lone parent families, as well as children from low income families, are often targeted. Most people think of a sexual offender as a lone adult male because this is the image frequently portrayed by the media. Such offenders actually represent between a third and a half of the total. A significant number of allegations of sexual crimes are against other children and young people (between a quarter and a third). Allegations against women account for up to a quarter and groups of offenders a similar amount also.

It needs to be borne in mind that offences are often not reported. However, thirtyone:eight have dealt with serious cases of abuse referred by churches relating to all these different types of offenders.

Whilst most abuse of children happens in families, it is important to realise that children of any age may be at risk of abuse by an offender who is part of your church. You should not therefore be complacent about the

risks to a child whatever their age and never assume that because, as far as you know, the offender abused younger children they would be safe with an older age group. Any safeguards must be applied across the board! We also know that abuse of adults can be by family members, by carers within the home or within care homes or hospitals.

What are the on-going risks?

Sexual offenders often display addictive or repetitive behaviour towards their victims. For this reason, however repentant a sexual offender may appear to be, there are no cast-iron guarantees that they will not re-offend. Even if the offender has undergone treatment or received prayer ministry, they should not be assumed to be safe.

For some worshipping communities there is sometimes a denial that sexual offenders from within their own culture would frequent their place of worship. The fact that an individual demonstrates they are “Born Again” or is “Spirit-filled” is often the only requirement to place them within a position of trust within that community. Sexual offenders are present in all cultures, regardless of ethnicity and religious affiliation. Therefore, good sense safeguarding policies and procedures should not be disregarded purely because someone has had a spiritual renewal or experience.

True repentance is a change in thinking and behaviour, to “go and sin no more” so, apart from safeguarding considerations, in support of the repentant offender’s desire not to fall again we should not place them in a position of vulnerability where they could be tempted to re-offend. Sexual offenders need to be regarded in the same way as someone who has an addiction.

Whilst some offenders when arrested feel relief that their offending behaviour has been stopped, many initially refuse to admit that they have committed an offence and may continue to deny their guilt. This denial can be reinforced by family members who cannot accept the facts. (See the thirtyone:eight leaflet “Help.. Someone I care about may be a sex offender”).

Those offenders who represent a risk to children should be monitored closely and strict boundaries placed on their movements and behaviour within the church setting. A small group needs to be told of the situation, a contract written regarding the conditions necessary. There are three options;

- In some parts of church life, for example, morning worship, the offender must be monitored and discreetly supervised.
- Where provision cannot be made to monitor the individual at meetings involving children or adults who are vulnerable, it may be necessary to ensure that such offenders only attend meetings where those who are vulnerable are not present which may mean for the person not to attend morning worship where large numbers of those who are vulnerable may be present.
- Some churches have created a home group with the person specifically in mind and where other members of the group know of the circumstances. It is important that such a group does not include families with children or is held in a house where children reside.

What can we do?

Having described the worst-case scenario, it is possible to help those who accept that what they have done is wrong and want to change. When they leave prison or the criminal court, they may feel:

- Worried about how people will react
- Frightened in case the temptation to re-offend overcomes them
- Guilty and ashamed
- Isolated and lonely.

‘D’: ‘When leaving prison, society doesn’t exactly welcome you with open arms. I did have support from friends and family but generally people don’t trust ex-offenders. I felt like a second-class citizen’.

Like anyone, an offender wanting to change will need people around them who will love and accept them, offering care and protection with the assurance that God does not reject them. Alongside this, the people supporting the offender will need to:

1. Challenge risky or wrong thinking and behaviour.
2. Not allow themselves to be manipulated.
3. be relied upon to be supportive to help maintain self-control.

We encourage the setting up of Support and Accountability Groups, particularly for high risk offenders, which can provide a group of people not only to share any necessary chaperoning and monitoring of the offender in church, but also provide a context in which they can address and be supported through the issues they face in life. They will be held to account for their thinking and behaviour, develop a range of close relationships with adults and be disciplined, all of which are key to maintaining an offence-free lifestyle and not giving into temptation.

On-going monitoring is essential and it is important that, with changes of staff and leadership over time, knowledge of the offender is passed on to new leaders or staff. It is important that the offender is never placed in a position of trust including leadership, a door welcomer, a leader of worship, a reader or member of a worship band. All these roles suggest that the person is trustworthy and may lead others not to see the risk they may pose.

In every situation a careful assessment needs to be made as to whether the church can safely and adequately work with the person. Seek the help of police and probation in carrying out risk assessments which need to consider the details of offending and subsequent behaviour and attitudes. You will also need to take into account your own church circumstances, accepting the fact that some people will be just too risky and may need to be helped to find another fellowship where the risk to children can be more easily managed.

'D': 'I know I can phone if I'm in trouble. I know they want to help me. These people give up their free time. It's about feeling like a person again, not a number'.

What about boundaries?

Behavioural boundaries need to be put in place. These should help the offender feel secure and less at risk of false accusations. Most importantly, these boundaries will serve to protect children and young people who attend church activities.

- An offender should not be permitted to get close to children or adults who are vulnerable (either physically or emotionally)
- He or she should not sit in the vicinity of children or known vulnerable adults at church or attend house/cell group meetings where there are children in the home.
- An offender should never be allowed to work with children and young people or with adults who are known to be vulnerable
- They should not hold positions of leadership or responsibility where they are seen by others as someone who can be trusted.
- They should not undertake any activity where they might be seen as in a position of trust. e.g., giving books out at the door, greeting people, reading the lesson, leading prayers or a bible study, because those roles are regarded as suitable for those who are trustworthy.

'D': Working to a contract is a helpful and necessary procedure for ex-offenders in the church. It helped me know what I could and couldn't do'.

Pastor: 'In the beginning I found myself policing him, thinking and worrying whether it was going to work. Now, my pastoral team take care of this and I am more relaxed'.

Internet sexual offending includes not only indecent images of children but also online grooming, so helping an offender with online boundaries may also be needed.

See also; thirtyone:eight Practice Guide – Contracts and Agreements.

What about forgiveness?

An offender needs pastoral care to help them deal with the spiritual and emotional aspects of their life. They may feel that their sins are too awful for God to forgive, that they can never change or be healed of their own hurts. A pastor or carer needs to distinguish between forgiveness by God and forgiveness offered to the offender by those abused.

Offenders do not always appreciate that the consequences of their behaviour can be devastating for the person(s) involved and forgiveness by the victim may take a considerable time. Some may choose not to forgive. Offenders need to know that they have no inherent right to be forgiven by those they have harmed.

An offender may feel that they could never forgive themselves for their actions. In acknowledging they have done wrong they need to know that God forgives them and because of this they can forgive themselves. That is not to say they should forget what has happened and neither should the church. One offender commented that remembering his offence was a reminder to him to keep certain boundaries so that he would not be tempted to re-offend.

What about confidentiality?

Confidentiality is an important principle in any dealings with people in pastoral situations. However, where safety may be compromised, confidentiality has to take second place to the protection of others. Open communication with the person who has offended and sharing information with the police and probation service are vital for the protection of children and adults who are vulnerable. A church leader may be given confidential information by one of the statutory agencies that cannot be shared with the wider church. However, leaders responsible for children and vulnerable adults can be made aware of any boundaries that are in place without being given details of the offender's history. This is an important distinction; to know the boundaries without the reasons.

What about people who have never been convicted of an offence?

Most people who offend against children are not convicted. We know this by the number of adults admitting to unreported sexual offences against them as children and the number of cases reported to the police actually resulting in a conviction (about 5%). Even if an allegation is reported to the police, most are denied by the accused, and the case generally won't reach court if, for example, there is a lack of corroborative evidence or because it is not in the interests of the child or adult victim to take the matter further. For a case that reaches court, it is necessary for a jury to find someone guilty 'beyond all reasonable doubt'. Unless the jury agree on a verdict, the person will be found not guilty.

Where there are reasonable grounds for concern, churches will still need to respond even if the allegation is denied and in particular by applying appropriate boundaries. Failure to do so could place vulnerable adults and children at risk and it is also in the interests of someone who feels they have been falsely accused to work within given boundaries in order to minimise the possibility of further allegations.

Support for offenders - not an optional extra

Supporting offenders safely in the church is fundamental if others are to be protected from abuse. Safeguarding policies and good working practice are vital. If general procedures are in place and working, spelling out, for example, who has access to the crèche, then sudden changes do not have to be initiated immediately a person with a known problem comes to church. Having said this it is important, as a matter of course, to review policies and procedures on a regular basis, whether or not a known offender joins the church.

We cannot be all things to all people. For example, a church with one meeting room overflowing with children cannot provide appropriately for a high risk offender. In this situation the church could seek the help of another local church who may be in a better position to provide a safer environment. Alternatively, the church may minister to an individual outside of public meetings. For example, in some situations offenders have been restricted to attendance at a particular cell group.

Part of a bigger package

The help and pastoral support available in the church needs to run alongside the monitoring of the individual by police and probation. Multi-Agency Public Protection Arrangements (MAPPA) exist in all areas. MAPPA places a duty on the police, the probation service and the prison authorities to assess and manage risks posed by offenders in every community in England and Wales. Similar arrangements apply elsewhere in the UK. They do this work in partnership with other agencies including health services, housing, social services etc. Where an offender is subject to a supervision plan it will be vital for churches to work closely with these agencies both in order to reduce risk and also to understand how the church can positively contribute to the supervision plan as well as the offender's relapse prevention or "better life" plan.

MAPPA guidance issued in 2009 by National Offender Management Service (NOMS) Public Protection Unit, Section 6.5, 'Offenders and Worship', stresses that MAPPA should work in partnership with places of worship and "that religious leaders should be provided with sufficient information to protect their congregation" Page 70. The guidance has been updated in 2012, 2014 and 2016. This guidance also says 'Any breaches of the 'contract' with the offender must be reported to the offender/ case manager'. Therefore it is important to contact the police/probation at an early stage and involve them in attending meetings and/or setting the contract where possible.

Further help and resources

The UK has led the world in sexual offending treatment programmes. There are accredited programmes in many prisons as well as community-based services. Research shows that those who complete treatment are less likely to fantasise about children or deny they harmed their victims, and are therefore less likely to re-offend. It is vital that any help provided by the church is not seen as a substitute for working with the statutory agencies. It will also be important in any contract arrangement with an offender to emphasise keeping to agreed programmes and meeting the expectations of supervising agencies. If we are to gain full co-operation from an offender it is important that the Agreement we put in place is discussed and agreed with them, possibly asking them what they think should be helpfully included, and is proportional to the risk they pose, reflects their pattern of offending and also their needs in terms of pastoral support.

Over the years, thirtyone:eight has pioneered work with sexual offenders in churches. This whole area is dealt with in detail in our safeguarding manual 'Safe and Secure'. It covers all the issues outlined above including working with perpetrators, and the model contract suggested between church and offender has been adopted by a number of mainstream denominations and many individual churches. We will also provide help and support in regard to individual cases which might include meeting with church leadership teams to help them deal with such issues and in some areas deliver direct training in working with sexual offenders in the church context.

Sexual offenders are not born as sexual offenders. Their sexual attraction to children developed mainly through their childhood experiences of abuse, be it emotional, physical, mental or sexual. They are typically people with low self-esteem, emotionally lonely and unable to relate deeply to adults, and who, to quote a probation officer, feel "powerless to change and hopeless". Many are full of shame for their activities, and that sense of shame may actually drive their sexual offending cycle. All of these characteristics, and more we have not mentioned, reflect what has come to be known in some Christian circles as an "orphan heart" and this gives us clues as to how we might fruitfully help them, for all of them are loved by God. The mandate for Christ's life, which we have inherited, was to heal the broken-hearted, set captives free, bring recovery of sight to the blind (self-deceived people?), to proclaim the Lord's favour etc. (Isaiah 61).

Key things to take away

A sexual offender is someone who has committed sexual offences against either children or adults.

Whilst most abuse of children happens in families, it is important to realise that children of any age may be at risk of abuse by an offender who is part of your church.

Those offenders who represent a risk to children should be monitored closely and strict boundaries placed on their movements and behaviour within the church setting.

Like anyone, an offender wanting to change will need people around them who will love and accept them, offering care and protection with the assurance that God does not reject them.

Supporting offenders safely in the church is fundamental if others are to be protected from abuse.

Thirtyone:eight provides training and advice on all areas of child protection and good working practice to churches, organisations and individuals across the UK as well as a 24 hour helpline service.

The Lucy Faithful Foundation

A national safeguarding agency working with perpetrators of child sexual abuse.

Tel: 01527 591 922

Web: www.lucyfaithfull.org.uk

Circles of Support and Accountability

A Community support system for sexual offenders

Tel: 0118 950 0068

Web: www.circles-uk.org.uk

Stop It Now!

A national campaign that aims to prevent child abuse by encouraging offenders to seek help.

Email: help@stopitnow.org.uk

Web: www.stopitnow.org.uk

FORM 1 RECRUITING VOLUNTEERS TO WORK WITH CHILDREN YOUNG PEOPLE OR ADULTS WITH CARE & SUPPORT NEEDS

Version 2

CHECKLIST

SUMMARY: Stage 1 - 7 Initial stages by Ministry Group Leader (Children, Youth, Elderly)
 Stage 8 – 16 Recruiter liaises with applicant in completion of forms and DBS check
 Stage 11 Application Form given to Administrator to take up Reference(s)
 Stage 19 Checklist and all documents/forms returned to Administrator
 Stage 20 Checklist and all documents shown to Pastor for final verification
 Stage 24 Checklist stapled on top of documents and filed securely in a safe at New Day Church

NAME OF VOLUNTEER:-		
NAME OF MINISTRY GROUP LEADER:-		
STAGES	ACTION	DATE
Initial Approach		
1	Initial verbal approach to, or by, Volunteer	
2	Leader gives single page job description or explanation to Volunteer (JD written by Group Leader)	
Volunteer Acceptance		
3	Volunteer agrees to role. A trial period may be offered. <input type="checkbox"/> or <input type="checkbox"/> for trial	Duration
4	Leader gives initial explanation of the following stages that will be followed for safeguarding children/adults/legal reasons and tells them that a Recruitment Pack will be provided.	
Safeguarding Basics and the Recruitment Process		
5	Safeguarding basics with Volunteer: Leader gives 15 min verbal summary of Appendix 11	
6	Leader uses Appendix 12 to check if a role with adults requires DBS check. Informs Volunteer	
7	Leader notifies Recruiter and hands over Form 1.	
8	Recruiter gives the Volunteer the rest of this Recruitment Pack and sets in motion the DBS check. Pack includes: SAFEGUARDING POLICY, CODE OF CONDUCT (Appendix 10), SAFEGUARDING ESSENTIALS (Appendix 11), CONTRACT (Form 3), APPLICATION FORM (Form 4), SELF-DECLARATION FORM (Form 5), DBS ID INFORMATION (IF A DBS CHECK IS REQUIRED) (Appendix 13)	
Completion of Forms		
9	Volunteer returns completed forms to Recruiter (Application (Form 4), Contract (Form 3) (Contract signed by Volunteer – not signed by pastor until all checks completed)	
10	Volunteer keeps the Safeguarding Policy, and Appendices 10 & 11 for future reference.	
11	Recruiter gives Application (Form 4) to a Pastor or the Administrator to take up reference(s).	
DBS Check (when required)		
12	Volunteer returns a completed Self-Declaration form (Form 5) in a sealed envelope to Recruiter	
13	Recruiter asks Volunteer to start Online DBS Application (instructions in Appendix 13).	
14	Volunteer fills in the online application and notifies Recruiter when completed.	
15	Recruiter checks Self-Declaration Form and arranges and completes an ID check (online) with the Volunteer.	
16	Recruiter shreds Self- Declaration form (Form 5) asap and within 6 months.	
Clearance and Record Keeping		
17	DBS clearance received by Recruiter who notifies the Leader of clearance.	
18	Recruiter records the certificate number and date of issue here and on DBS/Training record spreadsheet.	
DBS CERTIFICATE NUMBER: -		DATE OF ISSUE: -
19	Recruiter returns this Checklist (Form 1) and all other documentation to the Administrator.	
Filing and Future Training		
20	All documentation given to Pastor who countersigns and dates the Contract.	
21	Satisfactory reference(s) received by and stapled to Application Form (Form 4).	
22	Volunteer notified that all required checks have been completed (verbal or by letter).	
23	Volunteer asked to attend the next Safeguarding Training Course at New Day Church.	
24	Completed checklist stapled to Application form and reference(s) and filed securely.	



FORM 2 RESPONDING TO ABUSE - WORKERS ACTION SHEET

Version 1

Confidential

Name of Group _____

Name of Child/Young Person _____

Address _____

Date of Birth ____ / ____ / ____

Name of Person Reporting Incident _____

Date ____ / ____ / ____ Time of incident _____

Sequence of Events/Actual Words Used/Observations

Action Taken (including person(s) contacted)

Date ____ / ____ / ____ Time _____

Notes: _____

**FORM 3a TEMPORARY CONTRACT FOR VOLUNTEER
HOLIDAY CLUB WORKERS
(CHILDREN, 4-11 YEARS OLD)**



Version 1

Name of Voluntary Worker: _____

Address: _____

_____ **Telephone:** _____

Name of Group/Event:

NEW DAY CHURCH'S CHILDREN'S HOLIDAY CLUB EVENTS (Easter, Summer, Hallow Light)

Holiday Club Details:

Mondays to Fridays, 9.00am – 3.30pm, or in an evening.

Held at New Day Church premises – Ward Street, Lostock Hall, PR5 5HR

Some activities MAY be held on local field.

Worker's duties:

General housekeeping i.e. washing up, preparing drinks (hot for adults, cold for children), clearing up after lunch, door/registration/welcome/departure duties.

Attending children who may be upset, hurt or needing time out for any reason, in a supervised capacity.

No leadership role. Not working with children in an unsupervised role.

Age Range:

Primary school age children, 4-11 years old.

Person to whom you are responsible:

Holiday Club Team Leaders

To be completed by the voluntary worker:

I have understood the nature of the work I am to undertake with and around children.

I have read the **Safeguarding Policy** produced by New Day Church for the protection of children, young people and vulnerable adults.

I understand that it is my duty to protect the children with whom I come into contact.

I know what action to take if abuse is discovered or suspected.

In signing this, I am committing myself to this position for: the duration of the event/duration of my agreed hours of voluntary work as discussed with Holiday Club Team Leader

Signed _____
Voluntary Worker

Date _____

Signed _____
Holiday Club Team Leader

Date _____

Signed _____
Pastor on behalf of New Day Church

Date _____



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

Name of Worker: _____

Address: _____

_____ **Telephone:** _____

Email address: _____

Name of Group

[Please tick the relevant box(es)]

- Children’s Activities** (age 0-11)
- Youth Activities** (age 11+)
- Family Activities** (Jolly Tots, etc)
- New Dawn**
- Food Bank**
- Pastoral Care**

Person to whom you are responsible

[Please tick the relevant box(es)]

- | | |
|---------------------------------------|-------------------|
| Children’s Activities | Karen/Bren Whaite |
| Youth Activities | Andy Prosser |
| Family Activities (Jolly Tots) | Wendy Hodgson |
| New Dawn | Barbara Coates |
| Food Bank | Pete McDermott |
| Pastoral Care | Linda McDermott |

A wide range of work/tasks is undertaken:

Some work is focussed on children and young people, other work is focussed on adults. All the above roles are likely to involve interaction with both under 18s and vulnerable adults.

[Please tick the relevant box(es)]

- teaching and caring for children (0-11) Sunday classes or weekday groups
- leading and helping with activities for young people (11+) Sunday classes or weekday groups
- looking after babies and toddlers and liaising with parents/carers at Jolly Tots
- supporting individuals and families with Foodbank
- offering pastoral care and support to families or individuals
- leading and helping with children’s activities at Holiday Clubs, Hallow Light

To be completed by the worker with children / young people / vulnerable adults

I have understood the nature of the work I am to do with children, young people or vulnerable adults. I have read the Safeguarding Policy produced by New Day Church for the protection of children, young people and vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or suspected.

In signing this I am committing myself to this position for a minimum period of twelve months.

Signed _____
By the volunteer

Date _____

Signed _____
By a Pastor on behalf of New Day Church

Date _____

FORM 4 APPLICATION FORM

Version 1



Application Form for Paid or Voluntary Work with Children, Young People or Vulnerable Adults.

NEW DAY CHURCH

Name of Activity/Small Group _____

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

1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name. This will be part of the DBS (Disclosure and Barring Service) process.

Full Name _____

Maiden/Former Name(s) _____

Date and place of birth ____/____/____ _____

Address : _____

_____ Postcode _____

Daytime Tel No: _____ Evening Tel No: _____

Mobile Tel No: _____ Email address: _____

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

Please provide details of any other church(es) you have attended and dates, the name(s) of minister/leader together with any activities undertaken.

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

Have you ever had an offer to work with children/young people declined?

YES NO (Please circle)

If yes, please give details:

Do you suffer, or have you suffered from any illness, which may directly affect your work with children or young people? YES NO (Please circle)

If yes, please give detail:

2. Employment History

Please give details of your recent employment (last 5 years) in the table below.

Employer's Name and Address	Employed from (Date)	Employed to (Date)	Job Title & Description	Reason for leaving

3. Are you currently working in any other care position in either a voluntary or paid capacity?

If yes, please give details:

Name of the organisation: _____ Contact Person _____

Address: _____

_____ Tel No: _____

Details of Duties _____

4. References

Please complete the details below for two people who would be willing to provide a personal reference. If you are currently working, one of these should be your present employer.

We reserve the right to take up character references from any other individuals deemed necessary.

Name	_____	Name	_____
Address	_____	Address	_____
Town	_____	Town	_____
City/County	_____	City/County	_____
Post Code	_____	Post Code	_____
Tel No	_____	Tel No	_____
Relationship	_____	Relationship	_____

Current Church Leader (Leave blank if New Day Church is your regular place of worship)

Name	_____	Tel No	_____
Address	_____		

Please also complete the Self-Declaration form (FORM 5), place it in a sealed envelope, and address it to 'The Recruiter', with whom you are welcome to discuss any aspects of this procedure.

I confirm that the submitted information is correct and complete.
I understand and agree to the conditions involving a DBS disclosure check.
I enclose the Self-Declaration form (FORM 5) for the recruiter in a separate sealed envelope.

Signed _____

Date _____

As a church / organisation we undertake to meet the requirements of the Data Protection Act 2018, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000

ADDITIONAL NOTES: WORKING WITH CHILDREN AND YOUNG PEOPLE

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. You must therefore declare all convictions whenever they occurred. 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.

As a church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 2018 as well as the expectations of the Criminal Records Bureau/Scottish Criminal Records Office.

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

FORM 5

Version 1



SELF DECLARATION FORM FOR A POSITION REQUIRING DISCLOSURE

Strictly Confidential

As a church, we undertake to meet the requirements of the Data Protection Act 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data protection of individuals. All applicants are asked to complete this form and return it in a separate, sealed envelope to:

(Name of person in church [Recruiter] responsible for processing Disclosure and Barring Service checks)

Name: _____

Address: _____

Appointment applied for: _____

Have you ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules (see box below); or are you at present the subject of a criminal investigations/pending prosecution?

Yes No (please circle)

Filtering rules for Disclosure and Barring Services check certificates

For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS criminal record certificate if:

- 11 years have elapsed since the date of conviction; and
- It is the person's only offence; and
- It did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding.

If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

- The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years
- The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Please also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

Police Investigations

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes No (please circle)

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

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

Yes No (please circle)

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

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

Yes No (please circle)

If yes, please give details.

Declaration

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

I (full name) _____ of (address) _____

I consent to a disclosure and barring (DBS) services check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

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

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

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults. I confirm that I am not barred from working with children / vulnerable adults.

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the last declaration above.

LEGALESE – ATTACHED NOTES

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

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

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

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed

could be considered to place children or vulnerable adults at risk. As a place of worship we, the leadership at New Day Church, agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 2018 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

As a condition of employment, we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or vulnerable adults. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

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

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences or included on either of the two barred lists held by the Disclosure and Barring Service.

Where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012) an enhanced with barred list check will be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

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

DBS Eligibility from: thirtyoneeight.org/dbs-links

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Notes for Scotland Only - Children and Young People

Under the Protection of Children (Scotland) Act 2003 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the List (outlined in Section 1 of the Act) or:

- Those included (other than provisionally) in the Disqualified from Working with Children List established under Section 1 (1) of the Protection of Children (Scotland) Act 2003;
- Individuals considered unsuitable to work with children in the List kept under the Protection of Children Act 1999; [Now DBS List]
- Individuals prohibited from teaching under Section 142 of the Education Act 2002, held on the DfE List 99.[Now DBS List]
- Individuals subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.

Under the Protection of Children (Scotland) Act 2003 (Section 11) it is an offence for an individual who is disqualified from working with children (as outlined above) from applying for, offering to do, or accepting any work in a childcare position.

The Protecting Vulnerable Groups Scheme (PVG Scheme), which is administered by Disclosure Scotland delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 by:

- helping to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour,
- being quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required,
- striking a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

Ref: <http://www.disclosurescotland.co.uk/>

FORM 6 REQUEST FOR REFERENCE

Version 2



Paid / Volunteer Worker with Children / Young People / Vulnerable Adults

To:

New Day Church,
Ward Street,
Lostock Hall,
Preston,
Lancashire.
PR5 5HR
www.newdaychurch.uk
01772 461454

Name of Worker/Volunteer: _____

Date

Dear

The person named above has applied to be a worker/volunteer with the children/young people/vulnerable adults *(delete as appropriate)* for *(name of activity)* _____ at New Day Church.

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

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible. *(if internal - use pigeonholes at Church)*

Include explanation of job role here

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent".

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

Should you require any further information, please do not hesitate to contact:

(name) _____ on *(tel. no.)* _____

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

Yours sincerely,

REFERENCE FORM FOR PERSONS WORKING WITH CHILDREN / YOUNG PEOPLE /VULNERABLE ADULTS

All the information contained on this form will remain absolutely confidential and will only be shared with the applicant's leader should they be offered a position.

Name: _____

Address: _____

_____ Post Code _____

The person named above has expressed an interest in working/volunteering within New Day Church. This involves substantial access to children /young people / vulnerable adults. As a church committed to the welfare and protection of everyone, we would like you to tell us if you have any reason at all to be concerned about this applicant being in contact with children/young people/vulnerable adults.

Yes / No

If you have answered 'YES' we will contact you in confidence.

We would appreciate it if you would provide further information as follows:

1. How long have you known this person? _____

2. In what capacity? _____

3. Any further comments:

Name of Referee: _____

Signature: _____

Contact No. _____ Date: _____

Please return to:

Administrator, New Day Church, Ward Street, Lostock Hall, Preston, PR5 5HR



FORM 7 SAMPLE LETTER OF APPOINTMENT

Version 1

Paid / Volunteer Worker with Children / Young People / Vulnerable Adults

Name and Address

New Day Church,
Ward Street,
Lostock Hall,
Preston,
Lancashire.
PR5 5HR
www.newdaychurch.uk
01772 461454

Date

Dear

I am delighted that you have accepted the role of _____ as part of the _____ (group). The role is subject to a satisfactory DBS (Disclosure and Barring Service) check and references. It is also subject to New Day Church's Safeguarding Policy and procedures for work with children, young people and vulnerable adults, which are designed to provide both adults and children/young people with a safe and supportive environment. Please make sure that you are familiar with the current version of our policy.

Your appointment is therefore probationary for six months during which time your involvement will be reviewed by _____. This will also give you a direct means of clarifying any questions or issues you wish to raise. Your appointment will be confirmed at the completion of a satisfactory probationary period.

New Day Church is committed to providing a loving, nurturing and safe environment to enable protection and healthy growth of our children, young people and vulnerable adults. You will be provided with information and training for the role and on how to play your part in creating a safe environment through enacting New Day Church's policy and procedures.

We wish you God's direction and blessings in this chosen work.

Signed _____

Group / Activity Leader

FORM 8 ACCIDENT AND INCIDENT FORM

Version 1



This form should be completed immediately after any accident or significant incident.
The worker should discuss with a pastor/church leader what follow up action is necessary.

Day, date and time of the incident _____

Names, addresses and ages of those involved in the incident

Where did this incident take place? _____

Name of church: New Day Church

Name of the group: _____

Who is normally responsible for this group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

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

Have you retained any defective equipment?
YES NO NONE INVOLVED (Please circle)

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

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

Is the site or premises still safe for your group to use YES NO (Please circle)

Is the equipment still safe for your group to use? YES NO (Please circle)

Who else do you need to inform? _____

Have they been informed? YES NO (Please circle)

If so, when and by whom? _____

Signature of person in charge of group at time of accident/incident

Signed: _____ Print Name: _____

Date: ___/___/_____

Form seen by Pastor / Leader

Signed: _____ Print Name: _____

Date: ___/___/_____

FORM 9 GENERAL INFORMATION AND CONSENT FORM

Version 1



Church: New Day Church

Activity / Group:

Full name of child/young person _____

Date of Birth: ____/____/____

Address: _____

Mobile: _____ E-Mail: _____

Name of GP: _____ Tel No: _____

Address: _____

NHS No: _____ Date of last anti-tetanus injection: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

Name of parent/carer: _____

Tel no: Day _____ Eve _____ Mobile _____

Additional contact (grandparent etc or other holding parental responsibility)

Name: _____ Tel no: _____

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

Name(s): _____ Tel no: _____

Address: _____

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

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic. (please tick) YES NO

Signed (parent/or adult with parental responsibility) _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent. (NB This may not include a foster carer).



Name of Church: New Day Church

Proposed Visit or Activity _____

Design your own form to include the following:

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

Include as much information about the nature of the activity or residential trip as possible.

Include the reply slip on the next page in your form

Reply Slip

One form per person

Name of Child: _____ Date of Birth: _____

Address: _____

Name of Parent/Carer: _____

Tel no: Day _____ Eve _____ Mobile _____

Contact Address (if different from above): _____

Name of GP: _____ Tel No: _____

Address: _____

NHS No: _____ Date of last anti-tetanus injection: _____

Details of any illness/disability: _____

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day)

Details of any allergies or special dietary requirements

CONSENT

I have read the above information and I give permission for _____ to take part in this activity.

I give my consent to any medical treatment that may be necessary in event of an emergency.

I enclose a cheque or cash to the sum of £ _____ : _____

Signed (parent/or adult with parental responsibility) _____

Date ____ / ____ / _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the church.

Consent form for New Day Church

To: _____

Name of parent/carer* (**person with parental responsibility*)

Name of child: _____

Activity/Club child attends: _____

Location of photograph: _____

New Day Church would like to take photograph(s) / make a video/ webcam recording, which may include your child.

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate).

To comply with the Data Protection Act 2018, permission must be granted by the parent/carer before any images of your child/children are taken and used.

Please answer questions 1 and 2 below, then sign and date the form where shown.

Please return the completed form to: _____

*(Insert the name of the worker commissioning the photography and the return address.)***To the parent** (*Delete as appropriate*)

1. May we use your child's image in our printed promotional publications? YES / NO

2. May we use your child's image on our website? YES / NO

Signed: (*parent/adult with parental responsibility*) _____

Date: ____/____/____

Conditions of use of images

1. We will not include details or full names (which means both first name and surname) of any person in an image on our website or in printed publications, without good reason and only with your express consent.

2. We will not include personal e-mail or postal addresses, telephone or fax numbers on our website or in our printed publications.

3. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".

4. We will only use images of children/youth who are suitably dressed, to reduce the risk of such images being used inappropriately, e.g. we will not publish material from a youth group's swimming activity.

5. Please state any other conditions that may be applied:

NB This form can be adapted to include video if required.