



3C Community Church Safeguarding Policy

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(The policy and any attached practice guidelines are based on the ten 'Safe and Secure' safeguarding standards published by Thirtyone:eight)

Section 1

The following is a brief description of our organisation and the type of work / activities we undertake with children, young people and adults who have care and support needs:

3C Community Church

Address: Church Road, Upper Cam, GL11 5PG

Tel No: 01453 546775

General Email address: admin@3ccommunitychurch.org.uk

Ministers Name: Philip Greenow

Ministers Contact Telephone / Email:
07809118584 / phil@3Ccommunitychurch.org

Protection Verifier Name: Keren Bass

Protection Verifier Contact Telephone / Email:
01453 546775/ admin@3ccommunitychurch.org

Charity Number if registered: N/A

Insurance Company: Congregational

Church Vision Statement

3C Community Church is a community of Christians committed to live by faith, to be known by love, and to be a voice of hope. Our vision is to reach out to people with the good news about Jesus, to become His disciples as we follow Him together and serve our community in His name.

3C Community Church meets for public worship on a Sunday at 10.30am

The church's involvement falls into three categories:

- a) The informal fellowship of people of different ages and capabilities in the worshipping community.
- b) Groups organised specifically for children, young people or adults.
- c) Groups organised by other agencies on the church premises.

a) Informal fellowship

Church Members have a shared responsibility for all those attending worship and other all-age activities. No one of any age but especially those under 18, elderly or in currently vulnerable circumstances, should be left in a dangerous situation.

No person should be subjected to physical or verbal abuse, or inappropriate contact of any kind. All members have a responsibility to step in and challenge such behaviour, and to report it straight away to a church officer.

The Church accepts a shared responsibility for all its children and young people, and undertakes to be diligent in their care and supervision.

The Church accepts a shared responsibility for adults who share in its life, and is committed to developing awareness of their needs and dignity.

b) Church groups

At present these are:

Group	Leader
Trailblazers	Becky Greenow
Supertroopers	Tim Fletcher
Lifeline	Lis Palmer
Who let the Dads Out?	Phil Greenow

- Holders of these positions are required to notify the Elders each time they wish to appoint an assistant leader, so that the church can assure itself that the necessary recruitment steps are taken.
- The church also runs adult small groups headed by appointed group leaders.
- An Open the Book Team ministers at Cam Woodfield Junior School. All members of the team are DBS checked.
- A group from the church runs a 'Songs of Praise' on the last Sunday of the month at The Hollies care home.

c) Other groups using church premises

At present there are no outside groups using the church premises.

- The Church advises holders of the positions above that all work on its premises must meet the standards set down in this policy. The Church ensures that rental agreements are supplied and amended as appropriate. The groups are advised to have sufficient insurance cover appropriate for the activity carried out on the church premises.

Our Commitment

As Elders, young people and adults:

- We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.
- We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.
- We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse.
- They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”
- 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 Elders undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action, they may need to take in order to protect children and adults with care and support needs.
- The Elders of the church agree not to allow the document to be copied by other organisations.

Section 2

Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm to vulnerable people but if you are aware or witness or fail to protect someone and do not report it then that will increase the chances of the abuse continuing too. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our place of worship and organisation 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 states:

- i. 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.*
- ii. 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:

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

Our ministries, activities and community involvement of may bring us into contact with the following types of abuse:

- Physical Abuse
- Grooming
- Sexual abuse
- Emotional Abuse
- Spiritual Abuse
- Neglect

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

Safer Recruitment

The Elders 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.
- Safeguarding has been discussed at interview and the panel was satisfied the principles were understood and any training needs were highlighted.
- Written references have been obtained and followed up where appropriate.
- A Disclosure and Barring Service check (DBS) for England and Wales has been completed where necessary. (*We will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information*).
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant will complete a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Levels of checks required for key roles & responsibilities

- i. Barred List Check for Children & Adults** (*includes Enhanced Check*)
 - Any Minister, Pastor or Church Ministry leader
 - Any retired Minister or Pastor still engaged in Church work
- ii. Barred List Check for Children** (*includes Enhanced Check*)
 - Leaders/Supervisors of people regularly working with Children
 - People transporting children on behalf of the Church
- iii. Barred List Check for Adults** (*includes Enhanced Check*)
 - Leaders/Supervisors of people working with Adults
 - People transporting adults on behalf of the Church to hospital/health care providers.
 - Visitors authorised by the Church who undertake assistance with shopping, bills etc.
- iv. Enhanced Checks Only**
 - The Leaders of groups or activities which involve children or young people under 18 on a regular basis.
 - The Leaders of groups or activities which involve adults on the Church premises.
 - Protection Verifiers with a safeguarding role.
- v. Applicants requiring Self Disclosure Only** (*completion of LWF and references sought*)
 - Helpers in any group who are supervised at all times.
 - Protection Verifiers checking documents only.

*There may be other roles identified within the Church in addition to the ones listed.
Checks are not available for people under 16 years.*

Safeguarding Training

The Elders are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Elders 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.

Supervision of Volunteers – Codes of Conduct

The Elders are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers/volunteers have been issued with a code of conduct towards children, young people and adults with care and support needs. (See *Appendix 1*)

Section 3

Practice Guidelines

As a church 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 a risk assessment is produced for all activities that includes specific safeguarding sections.

Working in Partnership with Churches

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

We are affiliated to the Congregational Federation and we hold a Safeguarding certificate. This was issued in October 2018 and is valid until **October 2022**

This check covers:

- Premises e.g. Fire equipment and First Aid
- Practise e.g. risk assessment and security of the building
- Policy
- Safer recruitment

A nominated Safeguarding Checker visits the church and liaising with the protection verifier and National Safeguarding Officer of the CF to ensure agreed standards are maintained and a certificate to display on premise is presented. 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.

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

Section 4

Responding to allegations of abuse

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

Follow the procedure below:

1. The worker or volunteer should identify the concern. For example:
 - a. Signs of neglect.
 - b. Unexplained bruising or injuries.
 - c. Sudden changes in behaviour.
 - d. Sexualised speech or actions.
 - e. Troubling social interactions or relationships.
2. The worker or volunteer should make a report of their concern:
 - a. Ideally make a written record, in private, as soon as possible.
 - b. Submit a factual report rather than speculation.
 - c. Pass on your concerns to the safeguarding lead.
3. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Safeguarding Lead

Name: Philip Greenow

Tel: 07809118584

Email: phil@3Ccommunitychurch.org

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding lead or, if the suspicion in any way involves the safeguarding lead, then the report should be made to:

Deputy Safeguarding Lead

Name: Beryl Gleich

Tel: 07973677849

Email: berylgleich@gmail.com

If the suspicions implicate any of the above listed, then the report should be made in the first instance to:

Gloucestershire Social Services - Tel: 01452 426565

Advice may also be sought from:

Thirtyone:eight (PO Box 133, Swanley, Kent, BR8 7UQ.) - Tel: 0303 003 1111.

4. The named safeguarding contact above should contact the appropriate agency, or they may first ring the Thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Name of local authority: Gloucestershire County Council

Children's Social Services

Tel: 01452 426565

Out of hours Tel: 01452 614194.

Website Address: <https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/report-a-child-at-risk/>

Adult Social Services

Tel: 01452 426868

Out of hours Tel: 01452 614194

Website Address: <https://www.gloucestershire.gov.uk/health-and-social-care/adult-social-care-information-advice-and-support/>

Police Protection Team Tel: 101

5. Philip Greenow may need to inform others depending on the circumstances and/or nature of the concern and whether there was any action to protect i.e. suspension
 - a. The Elder responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - b. Designated officer or LADO (*Local Authority Designated Officer*) if the allegation concerns a worker or volunteer working with someone under 18.
6. 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.

7. Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding lead, the absence of the Safeguarding lead should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
8. The Elders will support the Safeguarding lead 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.
9. 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 Elders hope that members and staff of the church will use this procedure. If, however, the individual with the concern feels that the Safeguarding lead has not responded appropriately, or where they have a disagreement with the Safeguarding lead as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Eldership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

(The role of the Safeguarding lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.)

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding lead 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 lead 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 to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult needs 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 lead 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 lead 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 lead, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding 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.

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

The Safeguarding lead 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 5

Pastoral Care

Supporting those affected by abuse

The Elders are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the 3C Community Church.

Working with offenders and those who may pose a risk

When someone attending 3C Community Church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Elders or designated person 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.

Adoption of the policy

This policy was agreed by 3C Community Church and will be reviewed annually at the Annual General Meeting.

Signed by:

Position:

Signed by:

Position

Date:

A copy of this policy is also lodged with: The Elders



CODE OF CONDUCT

3C Community Church's behaviour code for working with children, young people and adults at risk of harm.

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect vulnerable adults, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for 3C Community Church. You will be seen as a role model and must act appropriately.

Good Practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse, or sexual abuse (*including inappropriate physical contact such as rough play and inappropriate language or gestures*)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable Behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches 3C Community Church's social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (*particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate*). Depending on the seriousness of the situation, you may be asked to leave this ministry position. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (*in the case of a paid staff member*).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

Additional guidelines**a) Staffing numbers**

Recommended ratios of adults and children are:

Age Group	No. of Adults
0-2 years:	1 adult for 3 children
2-3 years:	1 adult for 4 children
3-7 years:	1 adult for 8 children
8+ years:	1 adult for 10 children.

b) Safe Activities

Leaders should avoid inherently dangerous or inappropriate games – e.g., young children lifting each other off the ground.

c) Emergencies

A first aid box is provided in the kitchen. Leaders should ensure there is a telephone available for use in an emergency. Any accidents must be recorded in the accident book. Other serious incidents should also be recorded in writing and the record kept securely.

Leaders must be familiar with the fire procedure and evacuation routes. It is suggested that a fire drill be performed with the group once each term.

d) Safe Use of Images

All photographs which include children used on a church website or for any other public display (*such as a church magazine*) must reflect normal children's activities and show the children fully clothed.

Photographs in which individual children can readily be identified may only be displayed on the church's website provided parents / carers have given specific written permission.

Larger group photographs in which children cannot readily be identified may be used on the website provided parents / carers have given general written permission for their children to be included in church publicity.

This general permission must also be obtained by the church before children's images are used in magazines, posters, etc. or published by a third party, such as a local newspaper or a denominational magazine.

e) Electronic communications

Only church post holders holding a valid Disclosure and Barring Check may have their contact details included in the website or contact young people directly by electronic means.

It is recommended that meeting times are only given on a church website for children's groups where all children are met by parents or carers and there is no unrestricted entry to the building. (i.e., there is a locked door with bell or someone attending the entrance).

It is recommended that all contact with under 18's or other vulnerable persons through e-mail, message boards, etc. is copied to a church officer or available for regular inspection in some other way as agreed by the church.

It is recommended that phone calls and texts between leaders and young people are kept brief and functional. For example, 'what time is club tonight?' 'It's at 7, see you there'.

It is recommended that the Church adopts a Social Media policy and has this available for church leaders and volunteers.

The church appoints Beryl Gleich to administer and monitor this if necessary.

f) Possible physical hazards

Hazards should be noted, and appropriate guidelines given to prevent accidents etc. Leaders are responsible for seeing that safety rules are kept. Regular risk assessments should be carried out.

g) Off the premises

Written risk assessments are recommended for any trips off premises. A simple pro forma is available. Prior consent by the Church Elders is required for any planned residential trips.

h) Support for Leaders

The Church seeks to support and encourage all leaders in their work and expresses this support through the **Ministry Team meeting**. Leaders may ask to meet with the **Elders** at any time to discuss their work.

The Care and support statutory guidance identifies ten types of abuse six of which could be encountered by the ministry of 3C Community Church, these are:

Physical abuse

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Making someone purposefully uncomfortable (*e.g. opening a window and removing blankets*)
- Involuntary isolation or confinement
- Misuse of medication (*e.g. over-sedation*)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (*e.g. tying someone to a chair*)

Domestic violence or abuse

Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in this appendix relating to psychological, physical, sexual, financial, emotional abuse.

Sexual abuse

- Rape, attempted rape or sexual assault
- Inappropriate touch anywhere
- Non-consensual masturbation of either or both persons
- Non-consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

Psychological or emotional abuse

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

Financial or material abuse

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home
- Misuse of benefits or direct payments in a family home
- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, (*e.g. unauthorised use of a car*)
- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – (*e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship*)

Self-neglect

- Lack of self-care to an extent that it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

Example Procedure for Safer Recruitment

Step One: Role/Job Descriptions

Provide a role description for the volunteer or a job description for a paid employee.

Step Two: Self-Declaration

Ask the new recruit to complete a self-declaration form. See the Congregational Federation Local Workers Form (LWF).

Step Three: References

Take up at least two references. If possible, the new recruit should provide one reference from their workplace, previous church or another organisation they have volunteered with. Another reference should be a character reference. The referee should be provided with the role/job description when asked to provide a reference.

Ask specific questions of the referees!

Step Four: Interview

An interview should take place in all circumstances. This can range from very informal if for a volunteer to a panel of deacons/elders for a Church leader. This also gives opportunity for the new recruit to ask questions.

Step Five: Disclosure and Barring Checks

Depending on the role/job the Church Secretary or Protection Verifier should advise what level of checking is required. This could range from Self-declaration only to Enhanced including a Barred List check. If the new recruit commences the role/job before the result of the disclosure check has been received, they should be supervised at all times and clearly told that acceptance depends on the disclosure result.

Step Six: Probation Period

A probation period should be agreed upon especially in the case of employed positions. A final interview should be held at the end of the probation period.

Role Description Form

Thank you for agreeing to be a (*Name of Role*)

In (*Name of Church*)

Below is a brief description of the role which you will be undertaking.

This role will be **Supervised / Unsupervised**

You will be responsible to.....

Please inform them immediately of any issues or problems that may arise.

You will be required to complete a Self- Declaration (Form LWF) and may also be asked to obtain an Enhanced Disclosure Certificate with or without a Disclosure and Barring Check dependant on the role you are carrying out.

.....

Church Checklist to be completed by.....

(*On behalf of the Church*)

Please tick boxes when actions completed

- LWF Completed
- References received
- Interview carried out
- Enhanced Certificate (if required)
- Disclosure and Barring List Checked (if required)
- Probationary Period Completed

All documents to be held securely and safely disposed of as required by the General Data Protection Regulation and outlined in the church Data Protection and Privacy Policy.

Local Worker's Form (CF15)

This Congregational Church greatly values the service of those called to work with young people or vulnerable adults. As part of our Safeguarding policy, we need to place on record that appropriate information has been asked of anyone wishing to serve in this way.

Under the Rehabilitation of Offenders Act 1974 this includes the disclosure of any criminal convictions. The Church seeks to treat all applicants fairly. So, declaring a conviction will not necessarily preclude someone from being appointed to this work. **Completed forms should be returned to the appointed church officer, who undertakes to keep them securely.**

*This section to be completed by an appointed person on behalf of the church **before** completion by the applicant.*

APPLICATION FOR THE POST OF:

DISCLOSURE CERTIFICATE REQUIRED:

Barred List Check and Enhanced / Enhanced only / None at this time

DATE **SIGNED**

NAME OF CHURCH

PERSONAL DETAILS

Surname **First names**

Date of Birth

Address

.....

Post Code **Phone: Day** **Evening**

E-mail

BACKGROUND INFORMATION

What experience and skills do you have for work with young people / vulnerable adults?

Please give details of any relevant training or qualifications.

Are you prepared to undertake appropriate training?

YES / NO

REFERENCES (NEW WORKERS ONLY)

Please give contact details of two people who can advise us of your suitability for this work.

1) Name Position

Address

.....

Post Code Telephone

2) Name..... Position

Address

.....

Post Code Telephone

DISCLOSURE

Have you any criminal convictions, cautions or bind-overs*? **YES / NO**

Are you at present the subject of criminal investigations? **YES / NO**

Is there any other information you should declare affecting your suitability for this work?
YES / NO

If the answer to any of these questions is 'yes', then please attach details to this form.

** Please note that 'spent' convictions must still be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.*

DECLARATION

I declare that the information in this application is true and complete. I agree to provide such further information as may be required for this post, such as proof of identity and an appropriate certificate from the Disclosure and Barring Service or Central Registered Body in Scotland. I understand that an interview and a probationary period may also be required.

Signed **Date**

Thank you for your help.

Safeguarding Checks

Record of Certificates Obtained (*all certificates to be renewed every five years*). Certificates or copies should not be held by the church. Certificates are the property of the applicant.

*Please note: This document should **not** be displayed with the policy or a copy given to outside users. It should be locked away with self- disclosure forms, references etc. **A copy should however be sent to the Congregational Federation's Safeguarding Officer with the policy when applying for safeguarding status.***

Name	Role	Certificate Number	Date of Issue	Seen & Checked by (Signature/date)

Adoption of Safeguarding Policy

- 3C Community Church adopts the Congregational Federation guidelines as the standards for all its work with children, young people and vulnerable adults.
- This document was discussed and approved at the Church meeting held on ??????????
- This policy is displayed on Church premises and is available for inspection.
- This policy has been given to all leaders of Church groups for guidance and implementation.
- This policy has been given to all leaders of groups using the church premises for guidance and implementation.
- This policy will be updated annually however any changes will be noted immediately and the appropriate people notified.
- 3C Community Church has appointed Beryl Gleich to keep this policy up to date.

Signed

Position in Church

Date

Signed

Position in Church

Date

To be signed by two church officers and to be included with the documents sent to the Congregational Federation's Safeguarding Officer.

Adoption of Safeguarding Policy

LEADERS DECLARATION (*Church Groups*)

Please complete and return to the Church Administrator.

- I have read the Church's Safeguarding Policy.
- I agree to abide by the sections that apply to my role within the Church.
- I shall make sure that those assisting me are aware of their safeguarding responsibilities.
- I will notify the church of any change in personnel.
- I will ensure that the guidelines for safer recruitment are followed by providing role descriptions, obtaining references, initiating interview and probationary periods where necessary.
- I will notify the church of any incidents that put the Safeguarding of the attenders of the group or their leaders at risk.
- I agree that any equipment brought onto the premises is safety tested.

Name

Address

.....

.....

Tel: Email:

Name of Group

Signed

Dated.....

Position in the Group

Appendix 10

Adoption of Safeguarding Policy

LEADERS DECLARATION (*Groups using Church premises*)

Please complete and return to the Church Administrator or other appointed person.

- I have read the Church’s Safeguarding Policy.
- I agree to abide by the sections that apply to my group and relate to the use of the church premises.
- I agree that any equipment brought onto the premises is safety tested.
- I shall make sure that those assisting me are aware of their Safeguarding responsibilities.
- I will notify the church of any change in leadership.
- I will notify the church of any incidents that put the Safeguarding of the attenders of the group or their leaders at risk.
- I will ensure that appropriate insurance is held to cover the activities being held on the church premises.
- I will ensure I have an up-to-date rental agreement with the church.

Name

Address

.....

.....

Tel: Email:

Name of Group

Signed

Dated.....

Position in the Group