



ELCE SAFEGUARDING POLICY

Adopted by the ELCE Synod on 2nd October 2015

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1. Details of the place of worship

Name of Place of Worship:

Address:

Tel No: _____

Email address: _____

The _____ congregation is a member of the Evangelical Lutheran Church of England (ELCE).

The ELCE is a registered charity in England and Wales (number 220466). The ELCE Trust Ltd is a registered company (number 579460) and a registered charity in England (number 220467) and Scotland (number SC041204). The registered office is at 28 Huntingdon Road, Cambridge CB3 0HH, United Kingdom.

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 Ansvar House
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 Eastbourne BN21 3UR
 Policy number CHP 48667
 Tel: 0845 6020999

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children / adults at risk:

The Evangelical Lutheran Church of England is a denomination of the Christian Church. We are 'evangelical' because we believe, teach and preach the 'Good News' of salvation through faith alone in Jesus Christ. We are called 'Lutheran' in memory of Dr. Martin Luther, the Protestant reformer, who lived in Germany from 1483-1546. Though there are now ELCE congregations in England, Scotland and Wales - our official name includes 'Church of England' because it is in London that our Synod had its first beginnings in 1896.

As a Church Body, the ELCE is not an ecclesiastical government exercising legislative or coercive powers. The ELCE carries out powers and responsibilities determined by its member congregations, as set by their delegates at annual synodical conventions.

The ELCE's objectives are:

- 1. Proclamation of the Gospel and the strengthening and establishing of congregations by the preaching of the Gospel.*
- 2. The use together of whatever means that may be serviceable to the Gospel.*
- 3. The training of ministers and teachers for the service of the church.*
- 4. The preservation and promotion of the unity of the true faith and a united defence against error, schism and sectarianism.*
- 5. The protection of congregations, Pastors and teachers in the performance of their work and in the maintenance of their rights.*
- 6. The encouragement of liturgical conformity.*

As a registered charity the ELCE reports to the Charities Commission on behalf of all the member congregations in England and Wales and to the Office of the Scottish Charity Regulator on behalf of the congregation in Scotland.

2. Our commitment

This church is committed to promoting and supporting environments which:

- ensure that all people of any age feel welcomed, respected and safe from abuse
- encourage adults who may be at risk to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the church community
- protect adults who may be at risk from actual or potential harm
- protect and promote the welfare of children in our congregation
- enable and encourage concerns to be raised and responded to openly and consistently

We recognise that:

- everyone has different levels of risk, and that each of us may be regarded as at risk at some time in our lives
- all adults and children who may be at risk (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of adults and children who may be at risk can occur in all communities and is most likely to occur within families and by people known to them
- working in partnership with adults and children who may be at risk, their carers and other agencies is essential in promoting their welfare

The church will endeavour to safeguard anyone who may be at risk by:

In all our activities -

- valuing, listening to and respecting adults and/or children who may be at risk
- fostering and encouraging best practice by setting standards for working with adults who may be at risk, and boundaries for acceptable behaviour, in co-operation with statutory bodies, voluntary agencies and other faith communities [see Appendix 7 for guidelines for behaviour]

In our recruitment of paid staff and volunteers, -

- ensuring careful selection and recruitment of ordained pastors and lay office holders in line with safer recruitment principles and checks [see Section 4 Prevention/safe recruitment and Appendix 6 for a protective ethos contract]
- providing supervision, support and training

When concerns are raised -

- responding without delay to every concern raised that an adult or child may have been harmed, or be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child
- working with the Evangelical Lutheran Church of England (ELCE) as a whole and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community

- challenging any abuse of power, especially by anyone in a position of trust

In our care -

- ensuring that informed and appropriate pastoral care is offered to any adult or child who has suffered abuse
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision -

- ensuring, in partnership with the ELCE and other agencies, that care and supervision is provided for any member of our church community known to have offended against an adult at risk or child, or to pose a risk to them

We acknowledge that children, young people and adults at risk 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 Church we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with the Executive Council of the ELCE and the ELCE acknowledges CCPAS' assistance and support in the production of our policy.

The Leadership of the church undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults at risk
- file a copy of the policy and practice guidelines with the ELCE Central Office and any amendments subsequently published. The Church agrees not to allow the document to be copied by other organisations

Notes and definitions:

- The term 'adult at risk' has a number of different definitions. This is the definition which will be used in this policy.

Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.

- The term 'child' refers to anyone under the age of eighteen.
- Safeguarding is the term that describes the function of protecting adults and children from abuse or neglect. It is an important shared priority of many public services, and a key responsibility of local authorities.
Safeguarding relates to the need to protect certain people who may be in vulnerable circumstances. These are people who may be at risk of abuse or neglect, due to the actions (or lack of action) of another person. In these cases, it is critical that services work together to identify people at risk, and put in place interventions to help prevent abuse or neglect, and to protect people.
- The term 'church' refers to the congregation named at the top of this document.
- The term 'adult at risk' has been used in this policy. This is because the term 'vulnerable adult' may wrongly imply that some of the fault for the abuse lies with the adult abused. The term 'adult at risk' is used as an exact replacement for 'vulnerable adult', as used throughout existing government guidance to local authorities.
- Abuse is a violation of an individual's human and civil rights by another person or persons. Abuse may consist of a single act or repeated acts. It may be physical, financial, verbal or psychological or an act of neglect or omission to act. It may occur when an adult at risk is persuaded to enter into a financial or sexual transaction to which s/he has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

The definition of 'abuse' with respect to adults at risk and children is included at Appendix 3.

3. 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.

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 which states:

- 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.

- **Definitions of abuse;** these are included at Appendix 3.
- **Signs and symptoms of abuse;** these are included at Appendix 4
- **How to respond to a child wishing to disclose abuse;** basic guidance for listening effectively are included at Appendix 5.

Safeguarding awareness

The Church 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 by attending the 'Facing the Unthinkable' seminar run by CCPAS, and undertake recognised safeguarding training on a regular basis such as attending the 'Safeguarding and Safer Recruitment' workshop run by the CCPAS. Where appropriate the church will adopt the approach of training the trainers i.e. attendance at the initial training will be by a member of the ELCE Congregational Life Committee who will then organise training to all ELCE workers via the annual Children's Ministry Conference.

Pastors will be encouraged to attend an annual refresher course or review of the policy at either Pastors' Study Week or a Barnes Conference.

Workers are encouraged to follow the CCPAS distance learning courses.

The Church will also ensure that a copy of this policy (Appendix 1) will be displayed prominently on the church notice board together with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

All workers will be required to follow the 'Facing the Unthinkable' distance learning course run by CCPAS and will be encouraged to attend the Children's Ministry Conferences run by the ELCE's Congregation Life Committee.

RESPONDING TO ALLEGATIONS OR SUSPICIONS OF ABUSE

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

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to (Name) _____ (hereafter the "Safeguarding Co-ordinator") tel no: _____ who is nominated by the Church 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 (Name) _____ (hereafter the "Deputy ") tel no: _____. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. 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 CCPAS as above.

The local Children's Social Services office telephone number (office hours) is _____. The out of hours emergency number is _____.

The local Adult Social Services office telephone number (office hours) is _____. The out of hours emergency number is _____.

The Police Protection Team which deals with adults and children telephone number is _____.

Where required the Safeguarding Co-ordinator should then immediately inform the ELCE Chairman or, if he is not available, a member of the ELCE Executive Council; and inform the insurance company if a Pastor or church worker is involved in the allegation [employees insurance details are displayed on the church notice board. Contact details for all Executive Council members can be found at <http://www.lutheran.co.uk/directory.html>.

(ELCE Chairman) _____ tel no: _____

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 CCPAS.

The Church 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 CCPAS, although the Church hope that members of the church will use the procedure detailed here. 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 Church 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.

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 Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) 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 CCPAS (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 CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If an adult 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 adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

For advice contact the Adult Social Care Team who have responsibility for safeguarding under the Care Act 2014 to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

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 need to liaise with

Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO) and, if appropriate, the Disclosure and Barring Service.

4. Prevention

Safe recruitment

The church 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 [see Appendix 8 for a template of an application form from CCPAS]
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- 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 church's safeguarding policy (this document) and knows how to report concerns.

In appointing workers, whether paid or voluntary, the church is responsible for ensuring that the worker has completed a protective ethos contract [see Appendix 6]. The worker is given a written note about his/her responsibilities and the name of the person who will support and supervise him/her. She/he will also be issued with guidelines for behaviour in working with adults and children [see Appendix 7]. These guidelines are designed to discourage people who seek contact with adults and children in order to abuse them and also to protect workers from situations where allegations of misconduct might arise. Workers are strongly advised not to accept working conditions that do not conform to the guidelines.

Where the work involves substantial one-to-one contact with adults at risk and children, especially where the worker will often work alone, a criminal records check at the appropriate level is undertaken. For other situations the voluntary disclosure statement contained in the protective ethos contract is usually deemed sufficient, but if in doubt this congregation always takes the more cautious approach.

Management of Workers – Codes of Conduct

As a church we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a guideline for behaviour in working with adults and children [Appendix 7]. The Church 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.

5. Pastoral Care

Supporting those affected by abuse

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

The practice of pastoral care for clergy within the ELCE is that the Chairman of the ELCE is the “pastor’s pastor”. In addition the ELCE has the post of Pastoral Advisor within the ELCE Executive Council. Pastors are also encouraged to develop a ‘brother/father confessor’ relationship with one or more other pastors within the ELCE to discuss issues and concerns.

Working with offenders

When someone attending the place of worship is known to have abused children, or is known to be a risk to adults, the Church will supervise the individual concerned and offer pastoral care.

The Church will appoint a group to work with the offender and link with the statutory agencies. The group will draw up a contract, monitor the activities of the offender and provide them with support. This will take the form of a written contract tailored specifically to individual circumstances and be informed by risk assessments from the statutory agencies. The group will meet with the person regularly and ensure that the contract is adhered to. Their work with the offender is confidential. Standard Nine of Safe and Secure gives more detail.

6. Practice Guidelines

As a place of worship working with children, young people and adults at risk 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 unfounded allegations.

We have established guidelines for those working with children and adults at risk. These are included at Appendix 7 and all workers will be required to agree and sign the Protective Ethos Contract for Work with vulnerable groups [Appendix 6].

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 at risk. 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 CCPAS' 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 at risk and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Signed by: _____ (Congregation Chairman)

Date: _____

Appendix 1: Church Safeguarding Statement

The _____ Lutheran Church recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the church voter's assembly on:

This place of worship/organisation is committed to the safeguarding of children and adults at risk and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- 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 suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults at risk and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults at risk.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults at risk and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.

- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children / adults at risk.
 - Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
 - Nurturing, protecting and safeguarding of children and young people
 - Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
 - Supporting all in the place of worship/organisation affected by abuse.
 - Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a adult at risk.
- 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 and procedures 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/organisation.

_____ Child Safeguarding Coordinator
 _____ Deputy Child Safeguarding Coordinator
 _____ Adult Safeguarding Coordinator
 _____ Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the pastor and the Chairman of the congregation; or Central Office of the ELCE at 28 Huntingdon Road Cambridge CB3 0HH; telephone 01223 355265; email info@lutheran.co.uk

A copy of our safeguarding policy has been lodged with CCPAS / ELCE Central Office / Local Government Agency with Safeguarding responsibility.

Signed: _____ Chairman _____ Lutheran Church

Print Name _____

Date _____

Appendix 2: CCPAS Safeguarding poster

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed _____ Date _____
On behalf of the Leadership

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Stop it Now
0808 1000 900

Through the Roof
01372 749955

Action on Elder Abuse
0808 808 8141

Childnet Int
www.childnet.com

CEOP
ceop.police.uk

NAPAC
020 3176 0560



CCPAS
setting standards in safeguarding

CCPAS, PO Box 133,
Swanley, Kent, BR8 7UQ.
Tel: 0845 120 45 50
Email: info@ccpas.co.uk
Web: www.ccpas.co.uk

Appendix 3: Definitions of Abuse

Statutory Definitions of Abuse (Adults at Risk)

The following definition of abuse is laid down in *No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults at risk from abuse* (Department of Health 2000):

Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when an adult at risk is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect or Act of Omission

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. An adult at risk may be suffering from neglect when their general well being or development is impaired

Discriminatory Abuse

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an

institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Statutory Definitions of Abuse (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.

ENGLAND

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2013)'.

What is abuse and neglect?

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 for example, via the internet. They may be abused by an adult or adults, or another child or children.

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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. 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 (including cyberbullying), 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, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

WALES

The following definitions of child abuse are recommended as criteria throughout Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, Working Together to Safeguard and Promote the Welfare of Children (2000).

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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy'.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment 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, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, 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.

SCOTLAND

In 1998 and 2000 The Scottish Office, now the Scottish Executive, published a guide to inter-agency co-operation 'Protecting Children: A Shared Responsibility'. This publication set out a framework for collaboration between Social Work Departments and other agencies.

Categories of Abuse

For recording all cases, the following are standard categories of abuse. Although these are represented as discrete definitions, in practice there may be overlap between categories. In such cases local authorities should enter the name on the Child Protection Register under one main category of abuse although for the purposes of individual case management, the case conference may identify combinations of abuse which the child protection plan will need to address. It may also become necessary to change the category of abuse under which a child is registered as the case progresses.

Physical Injury

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Sexual Abuse

Any child may be deemed to have been sexually abused when any person(s) by design or neglect exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated, or consented, to the behaviour.

Non Organic Failure to Thrive

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

Emotional Abuse

Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

Physical Neglect

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing cleanliness, shelter

and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which will endanger the child.

Appendix 4: Signs of Possible Abuse

Adults at Risk

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems unattended

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Discriminatory

- Inappropriate remarks, comments or lack of respect

- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

Children & young people

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*¹

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia

Emotional

¹ These indicate the possibility that a child or young person is self-harming.

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging
- 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

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

Appendix 5: Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or adult at risk to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

You have done the right thing in telling

I am glad you have told me

I will try to help you

DON'T SAY

Why didn't you tell anyone before?

I can't believe it!

Are you sure this is true?

Why? How? When? Who? Where?

I am shocked, don't tell anyone else

Appendix 6: Protective Ethos Contract for Work with Adults at Risk and Children

To: (Name of worker)

Thank you for volunteering to work here at (Name) Lutheran Church. Your contribution to the work of the congregation is greatly appreciated.

The Safeguarding Co-ordinator to oversee the safeguarding of adults at risk and children is the XXXXX. He/she is available to talk over any concerns you may have, and to support and supervise your work. Please read the Protective Ethos Guidelines (Appendix 7 of this document) you have been given, and discuss anything that is not clear with the person named above. Please also read and sign the "*Protective Ethos Agreement for Those Working With Vulnerable Groups*" and return it to Pastor.

Thank you. May God bless your service to His Church.

Protective Ethos Agreement for Those Working With Adults at Risk and Children

I confirm that I have read the church's policy for the safeguarding of adults at risk and children. I will do my best to carry out the policy and to speak to the supervisor if there are any matters I do not understand or if I have reason to be concerned about any safeguarding matter.

I confirm that I have also read the protective ethos guidelines and will work within them to the best of my ability.

- I have not been charged with or convicted of any criminal offence.
- To my knowledge there has never been an allegation made against me that has been reported to, and investigated by, Social Services and/or Police.
- If it is considered appropriate, I consent to a formal Disclosure and Debarring Service Check.

Signed.....

Print name.....

Date.....

Appendix 7: Guidelines for Behaviour

When working with Adults at Risk

Treat the individuals you are working with, with respect, referring to them by name.

Act respectfully, for instance knocking before entering their room/house, asking permission to join them, and respecting their privacy and possessions.

When visiting, use cards or letters of authority.

- Respect differences, their likes and dislikes.
- Respect dignity and feelings; ask about personal preferences, forms of address and how much help might be required.
- Take care over the language you use. For instance, promote positivity by using language that describes the person as having a physical, mental or learning disability, not being the disability
Use appropriate language and provide for those who do not have spoken language, i.e. sign language
Include all in conversation or question-and-answer sessions
- Actively promote empowerment and the well-being of the individuals with whom you are in ministry through appropriate opportunities

Bear in mind that the protective ethos is designed to protect the adults you are dealing with from those who might try to abuse them. It also seeks to protect you from false allegations that might arise, whether this is through simple misinterpretation of your actions or a malicious untruth. So it is important that you always think about what you are doing from the point of view of an outside onlooker. Apply the 'video test': if your actions were caught on videotape, how easy would it be to explain what you were doing?

The first and most basic rule for working with adults at risk is not to put them - or you - in a situation where suspicion could be aroused. But don't be paranoid either. Use common sense and sound judgement, and in addition bear in mind the following general principles:

1. Do not meet one to one in any place or situation where you cannot be seen by another trusted adult.
2. Do not give lifts in your car unless it is unavoidable, especially if it will mean being alone in the car with just one adult at risk. If this is unavoidable, make sure someone else knows what you are doing, and ask the adult to sit in the back seat.
3. ALWAYS have a GOOD reason for any kind of physical contact. Use appropriate contact. Break away from contact as soon as you can without distressing the adult. Afterwards, make sure your pastor or another trusted adult knows what happened. If you feel at all worried about it, make a written note (with the date, the facts of what happened, and why you acted as you did).
4. Be very careful about offering confidentiality. If you are asked if you can keep a secret, say something like, 'That depends. I will keep secrets where I can, but if I

think it involves someone being hurt I might have to tell.’ If an adult is clearly distressed and will not talk without a guarantee of confidentiality, give him/her access to a telephone to call one of the contacts above. If you have questions about handling confidentiality, seek advice from your pastor.

5. If you see a fellow worker doing something that breaks the protective ethos, talk to him/her about it and point out the risk. Expect and encourage others to do the same for you, not in a spirit of suspicion, but in the spirit of strengthening the protective ethos and of looking out for each other in Christian love and concern. If you are still worried about that person, talk to the Designated Person.
6. These guidelines do not suggest that you never touch under any circumstances. Most human beings would find it impossible to keep this rule anyway, as our instinct is to reach out and touch people who are in need or distress. Accept that some level of risk is always there when you work with adults at risk, and your actions may be misinterpreted. The only way to avoid this risk altogether is to having nothing to do with adults at risk at all. The important thing is to minimise the risk, and communicate quickly and efficiently with others at the first sign of a problem.

When Working with Children and Teenagers

In all your interactions with children and teenagers, treat them with the same respect you would accord to people of your own age. Also, bear in mind that the protective ethos is designed to protect the children in your care from those who might try to abuse them. It also seeks to protect you from false allegations that might arise, whether this is through simple misinterpretation of your actions or a malicious untruth. So it is important that you always think about what you are doing from the point of view of an outside onlooker. Apply the ‘video test’: if your actions were caught on videotape, how easy would it be to explain what you were doing?

The first and most basic rule for working with young people is not to put them - or you – in a situation where suspicion could be aroused. But don’t be paranoid either. Use common sense and sound judgement, and in addition bear in mind the following general principles:

1. Do not meet one to one in any place or situation where you cannot be seen by another trusted adult. For example, if your Sunday School room is off in an annexe somewhere behind a closed door, try to change it. If this can’t be done, arrange with the supervisor that someone will pop in at random intervals to see if everything is O.K.
2. Do not give lifts in your car unless it is unavoidable, especially if it will mean being alone in the car with just one child. If this is unavoidable, make sure someone else knows what you are doing, and ask the child to sit in the back seat.
3. ALWAYS have a GOOD reason for any kind of physical contact. Do not pick up young children to say hello, or place them on your lap. Reading stories etc. can be done just as well with children gathered round your feet or sitting beside you on the floor. If a child is sick or distressed, of course you will wish to help them. Use appropriate contact – for example, a comforting arm around the shoulders, not a full frontal hug. Break away from contact as soon as you can without distressing the child. Afterwards, make sure your pastor or another trusted adult knows what happened. If you feel at all worried about it, make a written note (with the date, the facts of what happened, and why you acted as you did).

4. Physical discipline e.g. a smack is always unacceptable when you are working in a professional or voluntary capacity with someone else's child. If you are having problems with particular individuals, talk it over with the child's parents as well as the child. Also, seek advice from your pastor or another trusted adult.
5. Sometimes, the behaviour of a child will grate particularly on you even though it does not seem to affect others in the same way, or a clash of personalities might make it difficult for you to relate to an individual child. This is an unfortunate and inevitable part of human relationships, but it is important to recognise the situation for what it is, and seek support. If you know that you are very angry, step away. It may be that you will have to hand over to someone else for a short time, or call the parents to collect the child or, in the case of older teenagers, exclude them from that day's activity. Do not struggle on alone; seek support before there is any risk of the situation getting out of control.
6. Be very careful about offering confidentiality. If you are asked if you can keep a secret, say something like, 'That depends. I will keep secrets where I can, but if I think it involves someone being hurt I might have to tell.' If a child is clearly distressed and will not talk without a guarantee of confidentiality, give him/her access to a telephone to call Childline. If you have questions about handling confidentiality, seek advice from your pastor.
7. If you see a fellow worker doing something that breaks the protective ethos, talk to him/her about it and point out the risk. Expect and encourage others to do the same for you, not in a spirit of suspicion, but in the spirit of strengthening the protective ethos and of looking out for each other in Christian love and concern. If you are still worried about that person, talk to the child protection co-ordinator.
8. These guidelines do not suggest that you never touch under any circumstances. Most human beings would find it impossible to keep this rule anyway, as our instinct is to reach out and touch people who are in need or distress. Accept that some level of risk is always there when you work with children, and your actions may be misinterpreted. The only way to avoid this risk altogether is to having nothing to do with children at all. The important thing is to minimise the risk, and communicate quickly and efficiently with others at the first sign of a problem.

Appendix 8: Job Application Form

The job application form in Appendix 8 is a CCPAS template and an example of best practice. Questions may be added as appropriate [such as: “Why are you applying for this job?”] and all responses questioned and expanded upon during an formal documented interview.

APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN, YOUNG PEOPLE AND AT RISK ADULTS

Name of place of worship/organisation:

We ask all prospective workers with children, young people and 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 place of worship/organisation, unless requested by an appropriate authority.

1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name:

Maiden/Former Name(s):

Date and place of birth: ____ / ____ / ____

Address :

Postcode: _____

Daytime Tel No: _____

Mobile Tel No: _____

Evening Tel: _____

Email address: _____

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

If less than 5 years, please give previous address(es) with dates:

From/To __/__/__ __/__/__

From/To __/__/__ __/__/__

Previous _____

Previous _____

Address _____

Address _____

Post Code _____

Post Code _____

Please tell us about your Christian experience/experience in the church(es)/organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.

Please give details of previous experience of looking after or working with children, young people or at risk adults. 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 or at risk adults declined? YES

NO (Please tick)

If yes, please give details

2. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title and 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 of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. You should also provide details of your leader of place of worship/line manager. We reserve the right to take up character references from any other individuals deemed necessary.

Name _____ Name _____

Address _____ Address _____

Post Code

Post Code

Tel No

Tel No

Relationship

Relationship

Place of worship leader/ line manager

Name

Address

Tel no: _____

Please would you complete the attached Self-declaration Form, place it in a sealed envelope and address it to _____(the person responsible for processing Disclosure Checks) with whom you are welcome to discuss any aspects of this procedure. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with vulnerable adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-declaration Form to the Recruiter in a separate, sealed envelope.

Signed: _____ Date _____

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).



Self-declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, **to the Recruiter detailed below, in a separate sealed envelope**

To: _____

(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: _____

Appointment applied for: _____

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

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. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)*?

Yes No (please tick)

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 tick)

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 tick) 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) _____

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers 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 the place of worship/organisation 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 the place of worship/organisation 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 at risk 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 at risk adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<https://www.gov.uk/government/publications/dbs-filtering-guidance>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf

LEGALESE – ATTACHED NOTES

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

As this post involves working with children, young people and/or at risk adults all applicants who are offered an appointment will be asked to submit to a criminal records 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 details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. 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 with the exception of those that are subject to the DBS filtering rules. 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/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

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 must 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 Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (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: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/eligibility-guidance>

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 child care 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/>