

Grace Church, Cambridge

Safeguarding Policy



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1. 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 (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

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 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 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 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 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.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

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

2. Definitions of Abuse - Adults

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

Link: The Care Act 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

3. Signs of Abuse (Children)

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*

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

- 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

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

4. Signs of Abuse (Adults)

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16 yrs

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse:
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns
- Psychological abuse
- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

Institutional Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

5. How to Respond to a Child Wanting to Talk

General guidance

- * Above everything else listen, listen, listen
- * Show acceptance of what the child says (however unlikely the story may sound)
- * Keep calm
- * Look at the child directly
- * Be honest
- * Tell the child you will need to let someone else know - don't promise confidentiality
- * Even when a child has broken a rule, they are not to blame for the abuse
- * Be aware that the child may have been threatened or bribed not to tell
- * Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- * As soon as possible write down what has been shared*

Helpful Responses

- * You have done the right thing in telling
- * That must have been really hard
- * I am glad you have told me
- * It's not your fault
- * I will 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?

- * Never make false promises

- * Never make statements such as "I am shocked, don't tell anyone else"

Concluding

- * Reassure the child that they were right to tell you and show acceptance

- * Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

- * Contact Grace Church's Safeguarding Coordinator or contact an agency such as Thirtyone:Eight for advice or go directly to Social Services/Police/NSPCC

- * Consider your own feelings and seek pastoral support if needed

Making Notes

- * Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity).

- * Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure locked location in the Safeguarding File.



CONFIDENTIAL

SAFEGUARDING 'CAUSE FOR CONCERN' FORM

Any potential Safeguarding issues must be conveyed to the Safeguarding Officer/Deputy Safeguarding Officer. If in doubt, Thirtyone:eight should be contacted. The Cause for Concern Form will be stored separately from the incident forms in a secure place.

Please complete the report as soon as possible and hand it to / post it in an envelope marked confidential to the Safeguarding officer.

Group _____

Name of Child/Young Person _____ Date of Birth: ___ / ___ / ___

Address _____

Name and address of Person Reporting Incident/Discussion _____

Date ___ / ___ / ___ Time of incident/discussion _____

Sequence of Events/Actual Words Used/Observations (Please use reverse or additional paper if necessary)

Action Taken (including person(s) contacted)

Date ___/___/___ Time _____

Notes: _____

Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident

Names, addresses and ages of those involved in the incident

Where did this incident take place?

Name of place of worship/organisation:

Name of the group:

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

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

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

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

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

Have you retained any defective equipment?

YES NO ONE INVOLVED (Please tick)

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

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

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

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

Who else do you need to inform?

Have they been informed? YES NO (Please tick)

If so, when and by whom?

Have you reported a serious/significant accident or injury to the Local Authority environmental health department? YES NO (Please tick)

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

Signed: _____ Print Name: _____

Date: ____/____/____

Form seen by: _____

(state role eg. Church Minister, Head of Organisation/Health & Safety Officer)

Signed: _____ Print Name: _____

Date: ____/____/____

Grace Special Event

REGISTRATION FORM

Child's Details: First name: _____ Surname: _____

Date of Birth: ___/___/___ Age: _____ Current School Year: _____ Date form completed: ___/___/___

Name of parent(s)/carer(s)

Address: _____ Postcode: _____

Tel no: _____ Mobile _____

Email address (if you would like to be kept informed about other children's activities we run)

Additional contact (grandparent etc or other holding parental responsibility, should carer not be present)

Name: _____ Relationship _____ Tel no: _____

Additional needs you want us to know about (dietary, medical, educational, social etc):

CONSENT

Our Privacy Notice can be found on our church website gracechurchcambridge.org/privacy and in this folder.

The privacy and security of your personal information, and that of your children, is important to us. We will not share the information you give us outside of Grace Church, and will use it only for the purposes specified below.

You can withdraw your consent at any time, by emailing jothomson@gracechurch.org

- I am happy for the information above to be used by Grace Church to carry out its roles within church activities with the best interests of my child in mind.
- I give permission for _____ to take part in the normal activities of this group.
- I give permission for photographs or video of my child to be taken for the purposes of recording aspects of the event. Children will never be named in images and permission may be revoked by the parent at any time.
- I understand that while involved s/he will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.
- I understand that my child will be given medical/dental treatment as necessary, though we will always try to contact you first.
- I would like to be informed by email by Grace Church about other events for children and families run by the Church, or endorsed by the Church.

Signed (parent/or adult with parental responsibility): _____ Date: _____

ROCKETS REGISTRATION FORM

Child's Details: First name: _____ Surname: _____

Date of Birth: ____/____/____ Age: _____ Current School Year: _____ Date form completed: ____/____/____

Name of parent(s)/carer(s) _____

Address: _____ Postcode: _____

Tel no: _____ Mobile _____

Email address (ONLY if you would like to be kept informed about the group or other children's activities we run – additional details below)

Additional contact (grandparent etc or other holding parental responsibility, should carer not be present)

Name: _____ Relationship _____ Tel no: _____

Additional needs you want us to know about (dietary, medical, educational, social etc):

CONSENT

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- I am happy for the information above to be used by Grace Church to carry out its roles within church activities with the best interests of my child in mind.
- I give permission for _____ to take part in the normal activities of this group.
- I give permission for photographs or video of my child to be taken for the purposes of recording aspects of the event. Children will never be named in images and permission may be revoked by the parent at any time.
- I understand that while involved s/he will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.
- I understand that my child will be given medical/dental treatment as necessary, though we will always try to contact you first.
- I would like to be informed by email by Grace Church about other events for children and families run by the Church, or endorsed by the Church.

Signed (parent/or adult with parental responsibility): _____ Date: _____

Consent For Transporting Children

Grace Church, Cambridge is able to provide transport for children to and from their homes and/or for specific activities. This transport will be by car and the following principles will be adhered to:

- All drivers will be safely recruited following national government guidelines and our safeguarding policy.
- Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.
- Seat belts will be worn at all times by all occupants of the vehicle.
- Drivers will carry mobile phones, and contact details for parents of children they are transporting, for the duration of the journey.

I give permission for my child(ren) to be transported to and from the activity/I understand that my child(ren) will be transported to/from the address on this form (delete where appropriate).

I have been advised whom I need to contact to report any concerns.

Name of Child: _____

Date of Birth: _____

Address:

Signature: _____ Printed Name: _____

Date: _____

Using Images of Children

Consent form for Grace Church, Cambridge

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

Name and age of child: _____

Activity child attends: _____

Location of photograph:

Church/Organisation (name) _____ would like to take
photograph(s)/make a video/webcam recording of
_____ (name of child/ren)

These images may appear on our website.

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1, 2 and 3 below, then sign and date the form where shown. Please return the completed form to:

(Insert the name of the worker commissioning the photography and the return address.)

To the parent (Delete as appropriate)

1. May we take images of your child during activities of the group or at the event? YES/NO
2. May we use your child's image in our printed promotional publications? YES/NO
3. May we use your child's image on our website? YES/NO

Signed: (parent/adult with parental responsibility)

Date: ____/____/____

Youth/Children's Worker

I have checked which parents are happy for their child(ren)'s images to be used in the (churches/organisation's) _____ printed publications or on its website or both.
YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's worker) _____

Date: ____/____/____

Print name: _____

Activities and Day Visits

Proposed Visit or Activity

Design your own form to include the following:

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

Include the reply slip below in your form

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the place of worship/organisation.

Reply Slip

One form per person

Full name of child/young person

Address

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Telephone number for emergencies

Day: _____ Evening: _____

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

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance from the parent/carer:

1. All necessary information concerning the child/young person's health, allergies, medication etc.
2. Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

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

Signed (parent/or adult with parental responsibility) _____

Date ____/____/____

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

Grace Kids Teacher Job Description

Teaching children at Grace Church is a role with significant responsibility as well as reward. While children's primary teaching and training in God's Word happens through parents in the family home, we believe that weekly teaching in Grace Kids can be significant for children's spiritual development and their sense of belonging to the church family.

Grace Kids teachers should be committed to;

- Teach children biblically sound lessons that demonstrate a high regard for God's word with the aim that they will develop a growing and deeper knowledge of God and will be excited by who he is.
- Pray for the children in their care, that their lives would be changed by coming to a personal faith in Jesus as their Saviour.
- Build good relationships with Grace Kids, and in words and manner, in class and out, respect the dignity, personhood and right to privacy of the children in their care, in their conversations with them, and about them with others.
- Allow time in the week to plan lessons which are biblical, accessible, relevant and engaging for the class they are teaching, and that are in accordance with the curriculum in place for that group.
- Be committed to attending termly team meetings and training sessions.
- Ensuring children's safety, by completing a DBS check and Self-Declaration form, and reading and following the guidance in the Safeguarding Policy and Digital Communication Policy, and allowing time on arrival to carry out a visual risk assessment of their working area to minimise risk.

Candidates for the role should;

- Have a personal faith in God as their Saviour and be able to subscribe to the Grace Church Statement of Faith.
- Have a love of God's word, and an understanding of the overview of the Bible. We expect those teaching to have a secure grasp of the story of the Bible, to be able to handle the bible well.
- Have a desire to work with children or teens and should demonstrate the interpersonal skills necessary for building positive relationships with children in their care, such as good organisation, patience, a sense of humour, respectfulness, good listening, personal assurance.
- Have a DBS check and Self Declaration form free from any past offences that would prohibit working with children.

Grace Kids Helper Job Description

Teaching children at Grace Church is a role with significant responsibility as well as reward. While children's primary teaching and training in God's Word happens through parents in the family home, we believe that weekly teaching in Grace Kids can be significant for children's spiritual development and their sense of belonging to the church family.

Grace Kids helpers should be committed to;

- Being willing to support the teacher as they help children access biblically sound lessons that demonstrate a high regard for God's word with the aim that they will develop a growing and deeper knowledge of God and will be excited by who he is. With the agreement of the team leader, spiritually mature helpers may take on leading sections of a lesson under the leading of the teacher. They may also be encouraged to pray for the children they are serving.
- Build good relationships with Grace Kids, and in words and manner, in class and out, respect the dignity, personhood and right to privacy of the children in their care, in their conversations with them, and about them with others.
- Be committed to attending termly team meetings and training sessions.
- Ensuring children's safety, by completing a DBS check and Self-Declaration form, and reading and following the guidance in the Safeguarding Policy and Digital Communication Policy, and allowing time on arrival to carry out a visual risk assessment of their working area to minimise risk.

Candidates for the role should;

- Be willing to support the Grace Church Statement of Faith in conversations with children at Grace.
- Understand that we have a high view of God's word and hold it as authoritative in what it tells us of God, the work of Jesus and how we should live according to God's will.
- Have a desire to work with children or teens and should demonstrate the interpersonal skills necessary for building positive relationships with children in their care, such as good organisation, patience, a sense of humour, respectfulness, good listening, personal assurance.
- Have a DBS check and Self Declaration form free from any past offences that would prohibit working with children.

CAP Team Job Description

Our CAP Centre exists to reach out with debt coaching to those in the local area who bear the weight of personal debt, as well as to support people through Jobs Clubs and Life Skills courses. In addition to helping adults manage and repay debts in order to be debt free, there is a heart to share with people the true and everlasting hope that comes from becoming a child of God.

Members of the CAP team may carry out some of the following tasks as part of their ministry:

- Offering support to clients by coming on a CAP visit, sitting chatting over a coffee, helping with something more practical like doing some shopping for or with them, accompanying them to the bank or the GP's or the court or anywhere that they might need some extra help and support.
- Be involved with group sessions such as Life Skills or job club or coffee drop in or CAP social events.
- Some may lead and coach individuals in skills for life, such as budgeting, healthy cooking, interview skills, health relationships etc.

Candidates for this role:

- Should have a personal faith in Jesus as their Saviour and be able to subscribe to the Grace Church Statement of Faith.
- Should have a love of God's word, and an understanding of the overview of the Bible, and a desire to share the Gospel, and to support and encourage people to grow in faith in the Lord Jesus.
- Those who are leading / teaching should be able to handle the Bible well, and should give particular consideration to the specific needs within the CAP context.
- Should have a desire to work with vulnerable people and should demonstrate the interpersonal skills necessary for building positive relationships, such as kindness, patience, a sense of humour, respectfulness and good listening.
- Be committed to ensuring the well being and safety of the clients the Team interacts with, and to building good relationships - respecting the dignity, personhood and right to privacy of the clients, in their conversations with them, and about them with others.
- Should have a DBS check and Self Declaration form free from any past offences that would prohibit working with vulnerable people.
- Should sign a Confidentiality Agreement, and commit to not giving any financial advice to clients.
- Should have an induction with the Ministry Leader or experienced Team Member.
- Adhere to Grace Church's Safeguarding Policy, Digital Communication Policy and Pastoral Policy.

Manor Care Home Helper Role

Serving with the Grace Church Manor Care Home Team is a great opportunity to share God's love and God's word with older people.

Team members will have opportunities to provide companionship, encourage people at a challenging time in their lives, and share the truth of God's word with both Christians and non-Christians within the home.

The aim is for Team Members to build good relationships with residents, so we can understand their needs and support them as well as possible.

Tasks may include:

Taking part in the running of a bi-weekly service – roles are varied depending on the gifts and interests of the team member. Some examples:

- Talking to residents before and after the service
- Helping with finding the right page in the service booklets
- Making and serving drinks (see Care and Safety Checklist below)
- Working with staff in the home to enable residents to get to the service (see Care and Safety Checklist)
- Helping with reading, praying and music
- Leading and speaking at the service (other church members are also involved in supporting the team with this part of the work)

Some Team Members who have time during the week may offer to meet with a resident at another time for a chat, to read the Bible or pray (see Care and Safety Checklist)

Team members will also take part in team meetings (every few months) to discuss work within this Ministry and to pray for residents.

Candidates for this role should:

- Should have a personal faith in Jesus as their Saviour and be able to subscribe to the Grace Church Statement of Faith.
- Should have a love of God's word, and an understanding of the overview of the Bible.
- A desire to share the Gospel, and to support and encourage people to grow in faith in the Lord Jesus.
- Those who are leading / teaching should be able to handle the Bible well, and should give particular consideration to the specific needs within the care home context.
- Should have a desire to work with older and vulnerable people and should demonstrate the interpersonal skills necessary for building positive relationships, such as kindness, patience, a sense of humour, respectfulness and good listening.

- Be committed to ensuring the well being and safety of the residents the Team interacts with, and to building good relationships - respecting the dignity, personhood and right to privacy of the residents, in their conversations with them, and about them with others.
- Should have a DBS check and Self Declaration form free from any past offences that would prohibit working with vulnerable people.
- Should have an induction with the Ministry Leader or experienced Team Member.
- Adhere to Grace Church's Safeguarding Policy, Digital Communication Policy and Pastoral Policy, and consider at all times the need to participate in activities within the Home in a safe manner, taking into account possible risks and seeking to minimise them where possible.

Care and Safety Checklist

This is not an exhaustive list, as circumstances change regularly within the home, and an awareness of appropriate care and safety is required at all times. Some particular things to be aware of are:

- Food and drink – discuss each week with a staff member special requirements for serving food and drinks. Some residents may have swallowing issues or food restrictions. Drinks should not be served too hot.
- Consider the safety of residents if any moving is required (annual wheelchair safety training is required by the Home for all Team Members).
- If a resident needs assistance to get up or walk, seek assistance from a member of staff. They have been trained for this and know the needs of the individual.
- If collecting residents from their rooms – first speak to staff member on their floor.
- As guests in the Home, Team Members need to follow the regulations of the Home where relevant and any specific instructions from Care Home staff.
- Be aware of potential risks during each visit to the Care Home. Risks or incidents should be brought to the attention of the Ministry Leader, or the Service Leader if the Ministry Leader is not available. Issues such as room temperature and seating arrangements should also be considered for both comfort and safety reasons.
- Visiting Residents in their rooms
 - Always knock, say who you are and where you are from
 - Check if they would like a visit and if this is a suitable time, or if another time would be better.
 - Leave the door open

Be aware of any safety issues relating to food and drink

CODE OF CONDUCT

For Those in Paid or Voluntary Work With Children and Adults with Care and Support Needs

In our specific ministries to children and adults with care and support needs at Grace Church, as well as in regular church life, we recognise that those who are committed to serving these groups must acknowledge that they are in a position of trust, and that there are responsibilities upon them in particular as a result of this. We also consider it essential that there is a culture of dignity and respect towards those we care for.

This Code of Conduct provides something of a description of our high expectations of those who have made themselves accountable to the church by taking on particular roles serving more vulnerable members of the church family. These expectations exist to protect those members made vulnerable by young age or additional needs. They also exist to protect those serving them from the possibility of false and malicious accusations.

All Workers (employed or voluntary) who work with children, young people and adults with care and support needs at Grace Church are required to adhere to the following: -

- Complete (or provide evidence of) an up to date DBS check, at the relevant level required for the role they are undertaking on behalf of Grace Church.
- Read and familiarise themselves with the Grace Church Safeguarding Policy and Digital Communications Policy, and comply with them fully.
- Make every effort to attend Safeguarding Training provided by Grace Church.
- Take the necessary action(s) to avoid/minimise risk of abuse of trust developing, and/or accusations being made.
- Report to a Ministry Team Leader/Safeguarding Officer if there are concerns about particular relationship(s) developing in such a way as could become/be perceived as being an abuse of trust, or if actions/words may be perceived to be an abuse of trust.
- Know how to respond in the event that abuse occurs – including the following:
 - Ensure that they listen appropriately to Children, Young People and Adults with care and support needs.
 - Respect the boundaries and privacy of those being cared for.
 - Report all Safeguarding concerns to the relevant parties, in line with the Grace Church Safeguarding Policy – including the Safeguarding Officer and Deputy Safeguarding Officer.
 - Refer all matters of discipline to the Safeguarding Officer(s) and/or the Elders.

- Where the Safeguarding matter pertains to concerns about the Safeguarding Officer, Deputy Safeguarding Officer, and one or more of the Elders – to report to a suitable alternative (likely to be one or more of the above) and/or Kent Social Services at the earliest possibility.
- Actively seek to develop an awareness of issues of equality & inclusion – recognising that these rules apply to all, irrespective of gender, race, religion, sexual orientation or disability – of both the worker(s) and the vulnerable person(s)
- Completely avoid (at any time) engaging in sexual activity of any form with children, young people or adults with care and support needs.
- In the event that an accusation is made against one or more workers at Grace Church, the procedure(s) will be as follows: -
 - The matter will be immediately referred to the Safeguarding Officer and/or the Deputy Safeguarding Officer, who will in turn refer the matter immediately on to Cambridge Social Services and Cambridgeshire Police, as appropriate.
 - Where Cambridgeshire Social Services/ Cambridgeshire Police decide no further action is necessary, the matter will be passed on to the Elders/Trustees of Grace Church if there is still reason to believe that the Grace Church Code of Conduct has been ignored/undermined in some way. Otherwise the matter will be recorded and securely filed, and closed.
 - Where matters are referred on to the Elders/Trustees, the Elders/Trustees will discern whether any further action is necessary. This could include: -
 - Removal of the worker(s) from the role/position in question.
 - The creation of a contract, outlining boundaries for the worker(s) to comply with whilst in attendance at Grace Church.
 - Other action(s), as necessary/appropriate.
 - All Safeguarding matters will be recorded and securely filed.

I, _____ recognise that my involvement at Grace Church places me within a position of trust with children, young people and/or adults with care and support needs, due to the power and/or influence that this presents me with. I therefore agree to adhere fully with the above code of conduct, and understand the course(s) of action that will be undertaken in the event that I fail to do so.

Signed: _____ Date: _____

Online Safety Policy and Acceptable Use Policy

A reliance on digital communication in its various forms and the storing and sharing of information electronically is for most of us a way of life in our professional and personal lives. For many people, especially younger generations, the use of social media specifically becomes an extension of physical face to face relationships. We recognise that for church staff, volunteers serving in church ministry, and the groups we are serving, digital communication and information sharing often offers the most efficient means of communicating, disseminating information and building relationships and a sense of community throughout the week.

Digital communication and management of information also offers significant scope for hidden misuse and manipulation as well as human error. As such, we believe it is very important for the protection of the children, young people and adults with care and support needs that we work with, as well as for those that serve them, that clear guidance for appropriate use of digital communication is in place.

Policy guidelines for Church Workers/Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure your church/organisation domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of your church/organisation while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.

- Use of skype and any other web camera or visual communication via the internet is generally not permitted.
- Workers should refrain from using such methods on a one to one basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group uses a web camera/Skype in a group environment for project purposes, and has clear aims and objectives for its use).

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy
- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook
- Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

Acceptable Use Policy

(This can be included with consent/registration forms for children and young people with a request for acknowledgement by both parent and child)

- Where access to the internet is provided on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WiFi Access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with Grace Church's policy on social media.

Children and Workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which Grace Church considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy in the opinion of Grace Church may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

Parent Carer Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for Grace Church and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child/YP Agreement

I understand the importance of safety online and the church guidelines on acceptable use.

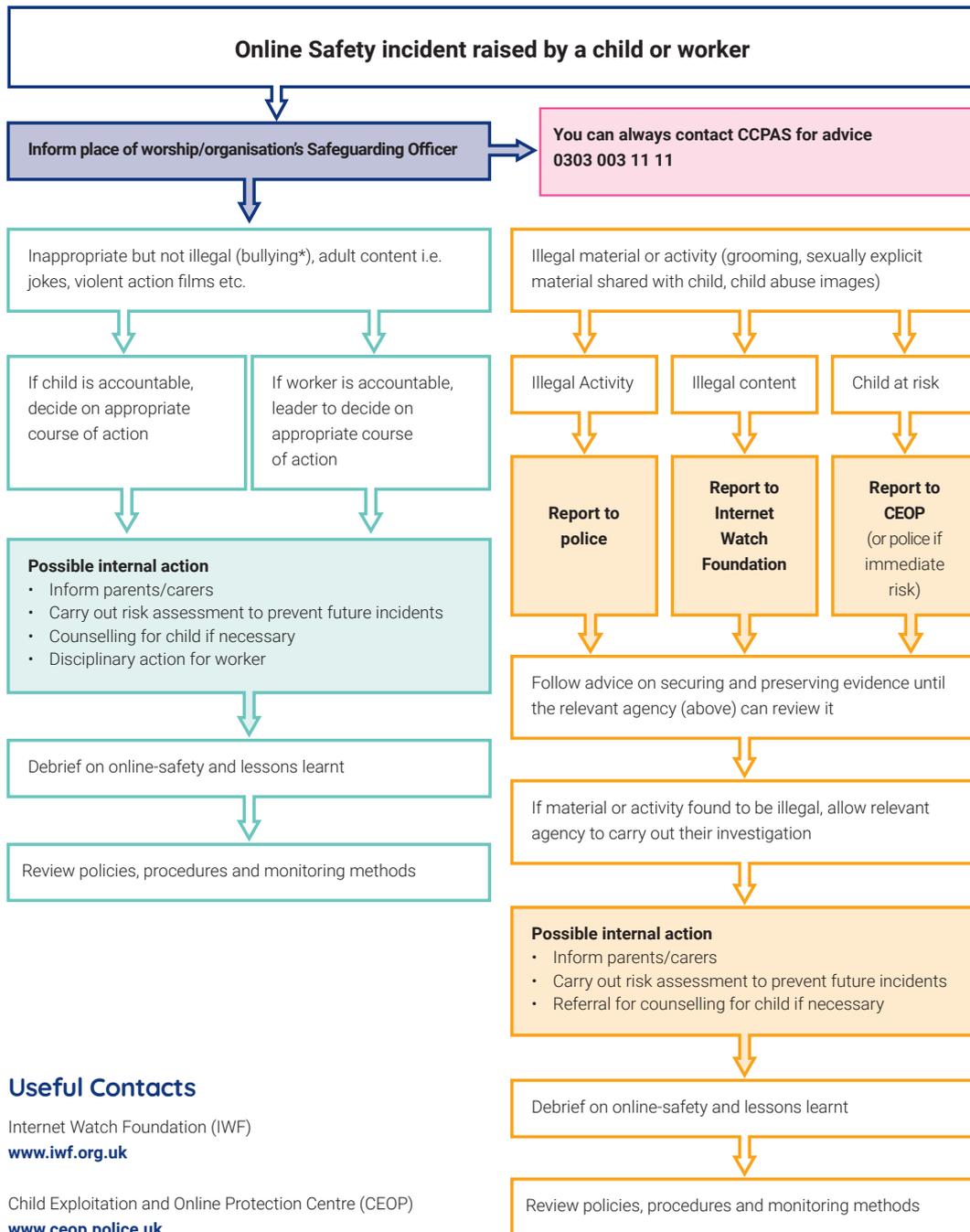
I will share any concerns, where I or another person may be at risk of harm with the safeguarding coordinator or a trusted adult.

Child Name (Please print)	Child Signature	Date
Parent/Guardian (Please print)	Parent/Guardian Signature	Date

Online Safety Flowchart



Creating safer places. Together.



Useful Contacts

Internet Watch Foundation (IWF)
www.iwf.org.uk

Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

(*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.

Application for Voluntary Positions Procedure

Contents

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2. The application process
3. After appointment
4. If you decide not to appoint
5. Additional helpers
6. Workers from abroad
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9. “Safe From Harm” – including guidance on recruitment and training

1. Introduction

Applicants for voluntary roles within Grace Church, e.g. Grace Kids teachers and helpers, CAP befrienders etc, should be directed to the coordinator for the team they wish to join.

Applicants should generally have attended Grace Church for at least six months before seeking to undertake a role within Grace Kids or CAP, as this will give opportunity for them to become known within the church, to confirm their decision to commit to our church community, and to see where their service would be of most value. After this time applicants will undergo the following procedure before they are given a role of responsibility within their chosen area of service.

2. Application Process

There will be an initial conversation with the team leader to outline the role and responsibilities involved in the area of service. This should be a two-way conversation, where applicants can learn in more detail what would be expected of them, and the coordinator can make an initial assessment of their suitability, e.g. ask about previous or relevant experience, why they have an interest in this area.

It may be appropriate at this stage for the applicant to shadow another team member of the team they wish to join in a supervised capacity, as this will also act to confirm whether it is a suitable area of service.

When both parties are happy to continue with the application process, the applicant should complete **a self disclosure form, prior to completing a DBS check**. This check should be completed by the Disclosure and Barring Service promptly, so there need be no delay in arranging the next steps of the application process. They should also complete the Grace Church Application to Work With Children and Adults With Care and Support Needs form and return this to the team coordinator. This should include details of referees where appropriate.

The applicant should also at this point be given a copy of the Grace Church Statement of Faith and the Grace Church Promise, and indicate their commitment to these.

If the applicant has been in attendance at Grace for some time, and is already involved in a homegroup, the leader of that home group should be asked for a reference indicating suitability of the applicant for the role. If the applicant has been at Grace for some time and is not involved in a home group, it may be appropriate to postpone the application process until there is confidence in the applicant's commitment to serving the church.

If the applicant is a more recent arrival to Grace Church, contact details of the previous church should be requested in order to obtain a reference. The coordinator should contact the leadership of the previous church to enquire about the applicant's suitability for the role they are applying for.

If the applicant is a new convert not long known to the church, and without a previous church, it will be necessary to make case by case judgments about whether the applicant has the spiritual maturity necessary for the role they wish to take up. A willingness to serve should be encouraged, and it may be that adjustments can be made to a role to make it more suitable to the stage of spiritual growth, e.g. helping in rather than teaching a children's group, being the second befriender in a pair. A reference from a person outside of the church who is qualified to comment on their ability to serve in the applied for area should be sought.

If the application is for a paid position, then two references should be sought. For a voluntary, supervised role, a single reference may be sufficient, though the elders and team coordinators at Grace may request a second referee is given if felt appropriate.

A second conversation / interview should be arranged with the group coordinator and possibly another member of the church, where there will be a more formal line of questioning, exploring the testimony of the applicant, their gifting and qualification for the role, and how they would respond in scenarios they might face.

If these steps are cleared successfully, in the final instance the applicant should be cleared by the eldership.

If the DBS check reveals information that disqualifies an applicant, the lead recruiter, who will receive this notification, will give notice to terminate the application. The information they receive is confidential, and they will not be able to disclose this to the applicant or the coordinator. CCPAS can be contacted if there is any concern about the information revealed, and whether it provides reasonable grounds for terminating an application.

If the reference from Grace Church, or the applicant's previous church raises concerns about the suitability of the applicant, the process will be terminated and where possible the applicant will be given feedback about why they were not considered suitable. It may be appropriate to suggest an alternative area of ministry instead, or to offer support to the applicant to address any concerns.

3. After Appointment

Once an applicant has been approved for the area of service they have applied for, it will generally be appropriate for them to start by working alongside a more experienced team member until they are familiar with the expectations, routines and groups they will be working with.

Appointed team members will have a 6 month probation period, during which they will be given support by their coordinator to become familiar with their area of service.

After 6 months, there will be a review of the probation period between the new team member and the coordinator. This will be an opportunity to assess how successful the probation period has been, and whether it is right for the new team member to continue in their present role. It will also provide an opportunity to ask about additional support or training the new team member would find useful in carrying out their role.

Following a successful probation period, the new team member can continue to work within their team, and it may be appropriate at this stage to hand over additional responsibilities.

All team members should have opportunity for an annual review of their role with the coordinator, to discuss how their work is going, and any additional support or training they would benefit from.

4. If you decide not to appoint

If an unsuccessful candidate asks for the reasons why they have not been appointed it should be given. Obviously this requires sensitivity and tact on the part of the person giving the feedback, particularly if references are discussed. The reasons for non-appointment are particularly important where past

offences have come to light, which were not disclosed on their application form. As it is illegal to reveal information obtained through a criminal records check Thirtyone:Eight will be consulted. They will talk with the Recruiter/s on matters pertaining to the disclosure. This may contain criminal information which would make the individual unsuitable for working with children. Thirtyone:Eight will advise as to how the church should proceed for the safety and well being of all children.

5. Additional helpers

Although the Children Act 1989 defines a child as someone under the age of 18, if a worker is aged 16 to 18, the process of appointment will be the same as any other worker.

Young people under 16 are sometimes used as helpers. Such helpers will be responsible to a named worker and never be in a position where they are providing unsupervised care of children. They will not be counted as a 'worker' when considering staff/child ratios and need to be included as children in the child/staff ratios.

Due to time constraints in processing DBS checks, in the event of a holiday club or absence of a teacher/youth worker the full recruitment procedures need not be applied for a substitute/additional helper, though Grace Church will acquire basic information about the individual and take up personal references where the individual is not known to the church leadership. Helpers will be required to read through the Safeguarding Policy and sign a Contract. In this case additional helpers will be supervised and will not have sole charge of children.

6. Workers from abroad

The procedure for additional helpers also applies in the instance of workers coming from abroad where a full vetting process (e.g. DBS check) is not possible or desirable, for example, young people visiting from abroad on 'mission'. These workers will not have unsupervised contact with children but they could work alongside an approved worker.

For children's workers from abroad, references will be taken from their church pastor and place of employment, and where possible, the police.

7. Sample questions for interviews

To be conducted by a recruiter and children/youth work leader

NB. This list of questions is not conclusive, but a sample that could be asked depending on the situation and circumstances.

1. How would you handle a child / client who was being aggressive and challenging towards you personally?

2. Could you tell us about experiences working with children / families that have been difficult or unpleasant and how did you handle these?

3. What would be your views on a youth worker having a sexual relationship with a girl (over 16) who attends the youth club?

4. What areas would concern you when considering the suitability of a young person to work as a helper in a youth event you were responsible for?

5. How would you respond to a youth asking for advice about embarking on a sexual relationship with a 15 year old girlfriend/boyfriend?

6. Because you are going to be working with adults and families who face problems in the area of drug and alcohol misuse or child abuse, have you any experience which would be relevant in dealing with these issues?

7. Have you ever had any concerns expressed to you about your conduct with children or vulnerable people?

8. Have you ever had a position of work with children or vulnerable people declined?

9. Have you ever been involved with police or social services in regard to children, either in this country or abroad?

10. Have you ever been involved in court proceedings concerning a child?

11. If you were offered employment, is there anything else we would need to know in terms of your previous work or relationships?

8. Handling of disclosure information

Storage and Access

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

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information will only be passed to those who are authorised to receive it in the course of their duties. A record will be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

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

Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information will not be kept for any longer than is absolutely necessary. This will generally be for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation will be made with CCPAS and/or the Criminal Records Bureau. The above conditions regarding safe storage and strictly controlled access will still apply in these circumstances.

Disposal

Once the retention period has lapsed, Disclosure information will be shredded. Whilst awaiting destruction, Disclosure information will be kept secure. No copies of the Disclosure information will be kept. However, a record may be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

9. 'SAFE FROM HARM'

Safe from Harm is a code of practice for safeguarding the welfare of children in voluntary organisations in England and Wales.

Summary of Recommendations:

1. Adopt a policy statement on safeguarding the welfare of children.
2. Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
3. Introduce a system whereby children may talk with an independent person.
4. Apply agreed procedures for protecting children to all paid staff and volunteers.
5. Give all paid staff and volunteers' clear roles.
6. Use supervision as a means for protecting children.
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
8. Gain at least one reference from a person who has experience of the applicant's paid work of volunteering with children.
9. Explore applicant's experience of working or contact with children in an interview before appointment.
10. Find out whether an applicant has any conviction for criminal offences against children.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their line managers or supervisors, and policy makers in the prevention of child abuse.

Working Together to Safeguard Children - A Guide to inter-agency working to safeguard and promote the welfare of children. (DoH and other government depts 1999)

Grace Church Cambridge



Application Pack for Volunteers Including DBS check and Self Disclosure Form

- Equal opportunities statement
- DBS check requirements
- Self declaration form
- Application form for paid or voluntary work with children and adults with care and support needs
- Contract to work with children and adults with care and support needs
- Reference form
- Reference request letter template

Thank you for considering working with children and young people at Grace Church.

We take the safety of our children, young people and children's team seriously, so please read the enclosed information regarding applying to volunteer with children at Grace and complete the forms as fully as required.

Your DBS check will be submitted electronically following collection of data by our DBS recruiter, Louise Matheson.

Personal data submitted as part of your application will be kept securely according to the terms of our Data Protection Policy, for the duration of your service at Grace, or such time as your application is turned down.

You may be able to volunteer under the supervision of a present team leader before a DBS check has been made, once a satisfactory self declaration form has been submitted, though you will not have sole charge of children at any time.

Equal opportunities statement

1. Grace Church is a Christian organisation committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, sex, sexuality, physical/mental disability, offending background or any other factor. No person requiring services from Grace Church will be treated less favourably than any other person on any grounds.
2. In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of Grace Church.
3. As an organisation seeking to deliver services within a Christian context, some posts can only be filled by Christians. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear personal commitment to the Christian faith. This policy is implemented in accordance with Employment and Race Directives issued by the government and ACAS guidance.
4. As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of trust, Grace Church undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
6. Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under confidential cover to the Lead Recruiter at Grace Church and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
7. Unless the nature of the position allows Grace Church to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in Grace Church who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders eg the Rehabilitation of Offenders Act 1974.
9. At interview, or in separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to withdrawal of an offer of employment or voluntary work.
10. We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

You will need to provide the Safeguarding Officer (Louise Matheson) with the following identification for a DBS application to be made.

DBS (Disclosure and Barring Service) Document Checklist

Please read this document carefully.

In order to complete a DBS check, you must produce the following:

At least 3 original valid ID documents are required to prove identity for the DBS check.

At least 1 document from Group 1 (if you are unable to provide a document from Group 1, please contact safeguarding@gracechurchcambridge.org'

At least 1 document confirming your current address (as listed on your application form)

At least 1 document confirming your date of birth

All documents must show your full official current name, or include proof of change of name.

Please note: We cannot accept photocopies, scans, documents printed from the internet

Group 1: You must provide **at least one** document from this group

o **Current valid passport** (All countries)

o **Biometric residence permit** (UK)

o **Current photocard driving licence** (UK/Isle of Mann/Channel Islands/EU)(Full or Provisional)

o **Birth certificate issued within 12 months of your birth** (UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces)

o **Adoption certificate**(UK and Channel Islands)

Group 2a

o **Current driving licence photocard** (All countries outside the EU)

o **Current driving licence paper version** (Full or Provisional) (if issued before 1998)

o **Birth certificate issued after time of birth** (UK/Channel Islands)

o **Marriage/civil partnership certificate** (UK/Channel Islands)

o **HM Forces ID card** (UK)

o **Firearms licence** (UK, Channel Islands and Isle of Man)

Group 2b

o **Mortgage statement** (UK or EEA)**

o **Bank or building society statement** (UK and Channel Islands or EEA)*

o **Bank or building society account opening confirmation letter** (UK)*

o **Credit card statement** (UK or EEA)*

o **Financial statement, e.g. pension or endowment** (UK)**

o **P45 or P60 statement** (UK and Channel Islands)**

o **Council Tax statement** (UK and Channel Islands)**

o **Work permit and visa** (UK)

o **Utility bill – not mobile** (UK)* **We can accept a Certificate of Status from Senate House, in place of a utility bill**

o **Benefit statement, e.g. Child Benefit, Pension** (UK)*

o **Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC** (UK and Channel Islands)*

o **EU National ID card**

o **Cards carrying the PASS accreditation logo** (UK and Channel Islands)

Documents annotated with * must have a date of issue within the past three months.

Documents annotated with ** must have a date of issue within the past twelve months.

Documents with no annotation can be any age as long as they are valid (i.e. not expired/ cancelled)

Self-declaration Form for a Position Requiring an Enhanced Level Check/Enhanced Level Check with Barring Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all amendments made on or before May 25th, 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants that require an Enhanced Disclosure 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*.

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

Yes

No (please 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.

For notes marked with an asterisk, please see links below

(Please amend the following questions as is applicable to the role being applied for)

1. If the role is in relation to children and young people, has there ever been any cause for concern regarding your conduct with children, young people? Yes No (please tick)

If yes, please give details.

2. If the role is with adults at risk/care and support needs has there ever been any cause for concern regarding your conduct with adults? Yes No (please tick)
Please include any disciplinary action taken by an employer in relation to your behaviour with children, young people or adults at risk (as applicable).

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

I agree to inform the person within 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: _____

For notes marked with an asterisk, please see links below.

Those applying for work with children and/or adults at risk 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 /adults at risk.

Signed: _____ Date: _____

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

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

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/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 contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal record 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).

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 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 and all amendments made on or before May 25th 2018 (the date of GDPR coming into effect), as well as the expectations of the DBS.

Notes for England and Wales - 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: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

**GRACE CHURCH APPLICATION FORM FOR PAID OR VOLUNTARY WORK
WITH CHILDREN, YOUNG PEOPLE AND ADULTS WITH CARE AND SUPPORT NEEDS**

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

1a. 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: _____ Evening Tel No: _____

Mobile Tel No: _____ 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 _____

1b. Would you consider yourself to be a Christian? Yes / No / Not sure Please tell us about your Christian experience:

Please tell us the church(es) you have attended in the last 5 years with rough dates and the name of the pastor(s).

1c. Please give details of previous experience of looking after or working with children and/or adults with care and support needs. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity

Have you ever had an offer to work with children/young people declined? YES / NO (Please circle)

If yes, please give details

Do you suffer, or have you suffered, from any illness which may directly affect your work with children or adults with care and support needs? YES / NO (Please circle) If yes, please give details. (Answering 'yes' to this question does not mean that you will not be considered for this post. As an employer we are committed to meeting the requirements of the Disability Discrimination Act 1995 and 2004, and all other similar legislation).

2. Employment History (last five years)

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

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

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

YES / NO (Please circle)

If yes please give details:

Name of the organisation: _____ Contact person: _____

Address: _____

Email: _____ Tel no: _____

Details of duties:

4. References

Please complete the details below of one person who would be willing to provide a personal reference. This should be someone who is able to comment on your suitability to work with children, for example a ministry leader from a previous church, a camp leader, a Scout leader, a housegroup leader, someone you babysit for, but not someone who is related to you. We reserve the right to take up character references from any other individuals deemed necessary.

Name _____

Address _____

Town _____

City/County _____

Post Code _____

Telephone No _____

Email _____

Relationship to you _____

Church minister (If you have moved churches in the last year please provide details of your previous minister or if you are a student please provide details of the minister from your home church if applicable.)

Name _____

Address _____

Telephone No. _____ Email _____

Please would you complete the Self-Declaration Form, along with this Application Form to work with children or adults with care and support needs at Grace Church, place it in a sealed envelope and address it to Louise Matheson, (who is responsible for processing Disclosure Checks and with whom you are welcome to discuss any aspects of this procedure). The forms of identity should be given IN PERSON to a Recruiter who will give support in completing the DBS application.

Disclosure Check: 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.

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).

CONTRACT TO WORK WITH CHILDREN AND ADULTS WITH CARE AND SUPPORT NEEDS

Please complete this form with your details and signature and then return to the Child Protection Officer, Louise Matheson, who will arrange for signatures from the group leader and Children's/Youth worker.

Name of worker: _____

Group Name: _____

To be read & signed by the Worker with Children/Young People or Adults with Care and Support Needs

- I understand my work is subject to a probationary period of six months after which my appointment will be reviewed.
- I confirm that I have read Grace Church's Safeguarding Policy.
- I will endeavour to carry out the policy and if there are things I do not understand I will talk to my supervisor.
- If I have reason to be concerned about a child or adult I will check with designated Safeguarding Officer(s).
- I will follow guidelines on safe working practice and the code on discipline.
- I will endeavour to attend Safeguarding Training events.

Signed _____ Date _____

To be signed by the Group Leader

We are committed to helping you give the best possible service to the children and adults you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going. Please ask if you have questions or need any help or particular training.

Signed: (Group Leader) _____ Date _____

To be completed by the Team Leader after reading this application form

Signed: (Team Leader) _____ Date _____

Reference Form

(Paid and Volunteer Workers with Children, Young People and Adults with Care and Support Needs)

Private and Confidential.

REFERENCE FOR (name):

POSITION APPLIED FOR:

Your name:

Occupation:

How long have you known this person?

In what capacity do you know this person?

Do you have any reason to be concerned about this person being in close contact with or having responsibility for children/young people/adults with care and support needs*?

Yes No

If you have answered yes, we will contact you for further details

What, in your view makes them suitable for this role/post (Job Description attached)?

Is there anything about them that would make them less suitable for some aspects of this role?

How would you describe their personality and motivation for working with children/young people/adults with care and support needs*?

Please rate the person on the following:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Reliability					
Self-Control					
Commitment					
Trustworthiness					
Understanding/Empathy					
Awareness of Risk					
Practicality					
Patience					

You may wish to add further relevant criteria

Signed :

Date :

Name :

Address :

Contact phone number:

Thank you for providing this information. We may need to contact you to confirm that you have written this reference.

* Children/young people/adults with care and support needs - delete as appropriate

Reference Request Letter

Dear

Re: Reference Request for [*Name of Applicant*]

The above-named person has applied to be a worker with the children/young people/adults with care and support needs at Grace Church, Cambridge.

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

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible. A copy of the job description/person specification/volunteer role profile* is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent". Except for those old or minor cautions and convictions which have now been filtered.

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

Should you require any further information do not hesitate to contact [*name*] on telephone number [xxxxxxxxxxxxxx].

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

Yours sincerely,

*Delete as appropriate