



Fernielea Gospel Hall

Safeguarding Policy

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Terminology

1) Safeguarding

Many policies still refer to Child Protection. Our duty of care is to protect both children and adults from harm and this comes under the term 'Safeguarding' and as such your policy should come under this title.

2) Adults with additional Care and Support Needs

These were previously referred to as vulnerable adults and although that term is used at times, the Adult Support and Protection (Scotland) Act 2007 refers to adults with care and support needs. Adults in Scotland are generally considered to be over 18, however, depending on the legal circumstances there are some cases where an adult is considered to be over 16. Furthermore, there are cases where a person may be aged 16-18 (and considered an adult) but their care is rolled out through a Child's Plan. Churches encounter these adults through both regular services and other activities such as luncheon clubs and pastoral visitation.

Policy Overview

The model policy and procedures have been divided into five sections covering all 10 of thirtyone:eight's safeguarding standards.

Section 1 - Details of the place of worship / organisation

This section refers to Standard 1 of Safe and Secure

Name of Place of Organisation: Fernielea Gospel Hall

Address: 27 Summerhill Terrace, Aberdeen, AB15 6HE

General Email address: fernielea_gospelhall@sky.com

Safeguarding Coordinator Name: Paul Coxall

Safeguarding Coordinator Contact Telephone / Email: paul_coxall@sky.com

Charity Number: SC006896

Insurance Company: Ansvar – CHP 20098

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

The Christian Faith is fundamental to the values of Fernielea Gospel Hall. Teaching and demonstrating its message are a core activity that brings many of its members into contact with children and vulnerable adults. As such we provide a wide range of activities for children and adults, such as youth clubs, parent and toddler groups, senior citizen lunches, discovering Christianity study groups and help groups for those in need.

Our commitment

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

procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the **ten Safe and Secure safeguarding standards** published by thirtyone:eight <https://thirtyoneeight.org/get-help/safeguarding-manual/scotland/>

The Leadership undertakes to:

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

The policy seeks to be compliant will all of the relevant legislation including:

- Children and Young People (Scotland) Act 2014
- Protection of Vulnerable Groups (Scotland) Act 2007
- National Guidance for Child Protection in Scotland 2014
- Adult Support and Protection (Scotland) Act 2007 and the Code of Practice 2014

Section 2 - Prevention

**(This section refers to Standards 2, 3 and 4 of thirtyone:eight 10 standards
2 Training and Awareness, 3 Safer recruitment & 4 Management of workers)**

Understanding abuse and neglect

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

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

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

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

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

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in the appendices. These are entitled:

- Statutory Definitions of Abuse (Children)
- Statutory Definitions of Abuse (Adults)
- Signs of Possible Abuse in Children
- Signs of Possible Abuse in Adults

Safer recruitment

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

- There is a written job description / person specification for the post
- Those applying have completed an application form that includes self-declaration.
- All potential appointments have been interviewed
- Safeguarding has been discussed at interview with the group leader
- Where appropriate (if the applicant is a member of Fernielea Gospel Hall and not under any recorded disciplinary process then references are not required) written references have been obtained, and followed up.
- In all appointments a disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). A Protecting Vulnerable Groups (PVG) check in respect of each new applicant will also be made in relation to any previous convictions or information that would debar the applicant from such work. In the event of information being received about an individual which affects the integrity of Fernielea Gospel Hall, and which may require further action to be taken in that regard, that person will be advised by the Co-ordinator of the action about to be taken.
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant.
- The applicant has completed a probationary period of 3 months.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- All Leaders will be at least 16 years of age. Young people under 16 can be used as helpers. All helpers, of whatever age, will be responsible to the named supervisor of the activity and will never be in a position where they are providing unsupervised care of children. They must not be included when considering staff/child ratios. The full recruitment procedure need not be applied, though we will acquire basic information about the individual and take up personal references. Disclosure checks would not normally be required. We will take care to ensure that this process is not used to avoid proper checks and not as a short cut to meeting the needs of the organisation.

Safeguarding training

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

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

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. A code of conduct will be given to all helpers and will be required to be signed and returned to the safe-guarding co-ordinator.

During events held by members of Fernielea Gospel Hall there will be occasions when leaders have to intervene and ensure good discipline is maintained, for the well-being of all attendees and the efficient running of the event. The guidelines for disciplining children are given below:

Guidelines for Discipline

- Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-11 and Proverbs 22:6)
- Ask God for wisdom, discernment and understanding and pray for and with the child. Pray before you meet and talk over the session before you leave.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- Look honestly at your programme - if children are bored, they misbehave.
- NEVER smack or hit a child and don't shout - change voice tone if necessary. Discipline out of love, NEVER anger. (Call on support from other workers if you feel you may deal with the situation unwisely in your anger.)

- Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have the child sit right in front of you or get a helper to sit next to the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (care re: supervision), or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.

Section 3 - Practice Guidelines

(This section refers to Standards 5, 6 and 10 of thirtyone:eight 10 standards - 5 Working safely, 6 Communicating safely and 10 Working in partnership).

As Fernielea Gospel Hall works with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached or in the appendices.

Parental Consent Forms

A parent or guardian for every child attending an event organised by Fernielea Gospel Hall must complete a **Parental Consent Form** (see appendix). This form will contain details of any medical problems or medication required and a contact address and telephone number should the parent(s) need to be called. Additionally, permission should be sought for photography/video footage in line with the Photography section of this Policy.

The forms must be accessible during the activity when working with children or young people. These forms should be issued, along with a general information letter if necessary, outlining club times, activities etc. The form or information letter should state who is responsible for the running of the activity and how contact can be made. It must also stress that the parent is responsible for the child before and after the activity unless special arrangements have been made, which should be stated. Parents will be informed that they must collect their children from the foyer of the building, unless specific alternative arrangements have been made.

Forms containing confidential information will be held as per Fernielea Gospel Hall's Data Protection Policy.

Loco Parentis

The phrase 'in loco parentis' has legal significance when it comes to looking after other people's children – either on a casual or educational basis. 'In loco parentis' is Latin for 'instead of a parent'.

Loco Parentis gives the appointed leader the right to tell the child or young person what to do and what not to do with the same authority as a parent. Workers who are in 'loco parentis' cannot be held responsible for any crime committed by a child, or any injury sustained by them providing that he or she has taken reasonable precautions against foreseeable events.

There are two statutory provisions that relate to the role of leaders acting in loco parentis: first, the Children Act 1989 provides that leaders have a duty of care towards the children under their supervision, as well as promoting the safety and welfare of the children in their care. The level of this duty of care is measured as being that of a 'reasonable parent.' The Health and Safety at Work Act 1974 puts a further obligation on Fernielea Gospel Hall as a whole to safeguard the wellbeing and safety of pupils in its care.

Attendance

An accurate record of the children's attendance should be made and filed by the leaders at each activity. The parental consent forms should be readily accessible during the group meeting. This documented information could be valuable if allegations of abuse are raised.

Leader to Child Ratios

The group leader of the activity is responsible to ensure that there is 'adequate supervision' as required by current legislation. This clearly varies depending on the activity undertaken. The following are the standards set by Social Care and Social Work Improvement Scotland (SCSWIS).

Adult: Child ratios in non-domestic premises

Age	Ratio
Under 2s	1:3
2 to under 3s	1:5
*3 and over	1:8
If all children are 8 or over	1:10

* Where children aged 3 and over attend facilities providing day care for a session which is less than a continuous period of four hours in any day the adult: child ratio may be 1:10. providing individual children do not attend more than one session per day.

Two adults to be in attendance at any one time. Only adults in contact with children for the majority of the session should count towards the ratios.

The supervisor is able to vary the ratios up or down where warranted for example attendance of children with special needs, awkward premises and additional support staff on the premises.

Leaders should avoid any situations in which one leader is on their own with one child and could not be seen by other adults. At times when a leader is working on their own with a group of children then they should ensure that they would be easily visible to other leaders. Other leaders must be in the hall and having a clear glass paned door in a closed classroom or leaving the classroom door open would be suitable arrangements.

Children should not be admitted to the Hall until sufficient leaders are present to maintain appropriate leader to child ratios – this emphasises the need for all leaders to arrive promptly for every session in which they are on duty.

Social Media (Video, Photography etc)

Parental consent will be sought before any photographs or video footage are taken of children. Any photography or video footage showing children will only be used for purposes related to Fernielea Gospel Hall children's activities. Examples of such purposes include showing in presentations at Prize Night/Parents' Evenings, or uploading to official media of Fernielea Gospel Hall, e.g. the Fernielea Gospel Hall website or official Facebook page. At no time will photos or video footage of children be uploaded to personal social media pages.

General Safety

- All passageways, doorways, entrances and exits must be free from obstructions.
- All Fire Exits must be kept clear of obstructions at all times. The Church will ensure that all Fire exits are properly signposted, and operational.
- All Children's Workers must know the location of all Escape Routes, Fire Exits, and Fire Extinguishers.
- In the event of a fire, the building should be evacuated, children and leaders assembled in appropriate places, and a double-check of those present should be made (using the Register). The person in charge of the activity is responsible, without undue risk to his/her own life, for ensuring by personal inspection, all areas, including the toilets, are empty.
- Rooms, corridors, entrance and activity areas must be clean and tidy, and the toilets maintained in hygienic condition.
- Children's workers must ensure that the premises are cleared of any materials used during any activity, and that all the rubbish is suitably disposed of.
- All areas must be adequately lit during period of occupancy and use. Children's workers should ensure that any passageways, toilets etc. likely to be used, are appropriately lit.
- External areas must be clean and free from broken glass, any dangerous materials, or obstacles. Fernielea Gospel Hall endeavours to maintain the grounds in good condition, but Children's Workers should be aware of any dangers noticed prior, during or after Activity, and clear these away.
- Children's Workers should notify the Building Maintenance Deacon and/or the Elders of any aspect of the Premises that appear to be inadequate to ensure safety when working within the building.
- In setting up, if ladders, machinery, electrical equipment, games, sports, or gymnasium equipment is used, it is the responsibility of Leaders to ensure that this is done with due regard to the safety of themselves and others.

Accidents and Injury

- Fernielea Gospel Hall will endeavour to ensure that at least one person on site is trained in basic first aid whilst children's activities are ongoing.

- Fernielea Gospel Hall will ensure that First Aid Boxes are available on the premises, that the locations of these are known, and that they are accessible to all Children's Workers. If these are not available, Children's Workers must ensure a kit is made available, and report the absence of First Aid Boxes to the Co-ordinator.
- All incidents requiring more than minor first aid treatment (plaster on a small cut or burst spot) must be recorded in the Accident Book, which is kept alongside the first-aid kit. A recorded incident must be reported, in writing (text, e-mail) to the safeguarding co-ordinator.
- Written permission must be received beforehand from parents (or guardians) to authorise hospital or dental treatment of the child in the event of an emergency. Every attempt shall be made to contact parents (or guardians), in the event of an emergency requiring hospitalisation.
- In the event of transporting a child to hospital or home because of injury or illness, another person should accompany the driver.
- Parents must be informed of all injuries. Immediate contact should be made with parents (or guardian) in the event of serious situations.

Food Hygiene

- All food and drink preparation must be carried out in accordance with food hygiene regulations, as these apply to church premises.
- The Food Safety (General Food Hygiene) Regulations (1995) state that anyone who handles food or whose actions could affect its safety must follow the regulations.
- Where food is being provided then best practice dictates that those with responsibility for food should possess the basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).
- Fernielea Gospel Hall will endeavour to ensure that all those who supervise the handling of food have been trained in basic food hygiene.

Working in Partnership

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

We therefore have clear guidelines with regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults

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

Letting out Premises to other Individuals or Groups

When an Fernielea Gospel Hall allows other individuals or groups to use its premises, the organisation using the premises will be given a copy of the safeguarding statement and agree to abide by it unless they have their own safeguarding policy.

There is a joint responsibility to ensure that any activities involving vulnerable people are covered by a safeguarding policy. The host is ultimately responsible for the activities that take place in their facilities and it is therefore their responsibility to assure themselves of the existence of policies, training and good practice for the visiting organisation. Failure to uphold such arrangements may result in harm to vulnerable people and implications for any subsequent insurance claims that may be made against the visitors or the host.

Section 4 - Responding to allegations of abuse

(This refers to Standard 7 of thirtyone:eight 10 standards - 7 Responding to concerns).

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

The flowcharts contained in the appendix '**Section 4 - Flowchart-for-action-adults**' and '**Section 4 - Flowchart-for-action-children**' should be used to determine the appropriate course of action.

As soon as possible the helper/worker/volunteer (preferably within the hour and using the **Reporting of Abuse Form**) must make notes of the allegations or suspicions. These notes should include, if possible, a verbatim record of what was said, and a record of dates and times. All hand-written notes should be kept, even if these have been subsequently typed up. The pro-forma of the Reporting of Abuse form can be found in the appendix.

Workers - Initial Response to a Concern or Allegation of Abuse

If there is a concern that a child, young person or adult with care and support needs may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and if possible a drawing of its location and shape on the child's body.
- Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- These notes should be passed on to the safeguarding co-ordinator to assist them should the matter need to be referred to the statutory agencies such as Adult or Children's Social Work or the police.

Workers need to share concerns with the co-ordinators as well as clear allegations made by, or about, children, young people and adults at risk. Sharing 'gut feelings' at an early stage, may assist helping those who need it.

Remember someone becoming quiet and withdrawn does not automatically mean that they are being harmed. By sharing your concern about them with your safeguarding coordinator, it will enable you to discuss ways of asking 'open questions' which may clarify their worries.

Questions such as 'you seem a bit quiet today. Can you tell me about it?' will enable them to talk to you (if they wish) and let them know you are interested in them.

Workers need to know what the process is for the 'dos' and 'don'ts' of reporting concerns and allegations.

- Offer privacy and give the person time to talk without 'jumping in' too soon
- Be clear about the boundaries of confidentiality. For those under 18, it is important to state that where concerned about harm to themselves or others then this cannot be kept secret but reassurance can be given that the information will be kept confidential between those who need to know.
- For adults, it is advisable that the same principle applies and the statutory agencies will decide whether further action will be taken based upon whether there is harm to others and whether the person has the mental capacity to make decisions for themselves.

Follow procedures as below:

- Documenting a concern
The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:
Name: (hereafter the "Safeguarding Co-ordinator") Paul Coxall
Tel: 07368 496516
Email: paul_coxall@sky.com
The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:
Name: (hereafter the "Deputy") Margaret Pudney
Tel: 07543 636354
Email: m.pudney@tiscali.co.uk

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

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

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency, or they may first ring the thirtyone:eight helpline for advice. They should then contact the relevant Social Services department in the area the child or adult lives.

Name of local Health and Care Partnership**Children's Social Services:** Tel: 01224 306877 (Joint Child Protection Team)**Out of hours Tel:** 0800 731 5520 (Emergency Out of Hours)**Website Address:** <https://www.aberdeencity.gov.uk/services/social-care-and-health/child-protection>**Adult Social Services****Tel:** 0800 731 5520 (Aberdeen City Council Duty Social Work Team/Out of Hours Social Work Team (24 hours))**Out of hours Tel:** 0800 731 5520 (Aberdeen City Council Duty Social Work Team/Out of Hours Social Work Team (24 hours))**Website Address:** <https://www.aberdeencity.gov.uk/services/social-care-and-health/adult-support-and-protection>**Police Scotland Tel: 101**

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the Office of the Scottish Charity Regulator to report a serious incident.
 - report to Disclosure Scotland if the allegation concerns a volunteer working with a child or vulnerable adult
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight. (0303 003 11 11)
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or, where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making

this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

If the accusation concerns any worker, the following additional steps will need to be taken by the Safe guarding co-ordinator or their deputy:

- The person(s) involved will be requested to withdraw from involvement in children's and vulnerable adults work while the matter is further investigated.
- Inform the elders of the allegations and the steps taken to deal with the matter. Whilst ensuring all legal considerations are maintained, with respect to data protection and appropriate confidentiality.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy (or in their absence the group leader) will:

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

Allegations of sexual abuse

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

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

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

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

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

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

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

Allegations of abuse against a person who works with children/young people

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

- The person(s) involved will be requested to withdraw from involvement in children's and vulnerable adults work immediately, until the matter is further investigated and resolved.
- Refer the matter to Children's Social services who will investigate the concerns and pass on information to Disclosure Scotland in relation to the worker
- Make a referral to Disclosure Scotland for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. A referral must be made within 3 months of the organisations disciplinary actions or the organisation will find themselves criminally liable.

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

The safeguarding co-ordinator will:

- The person(s) involved will be requested to withdraw from involvement in children's and vulnerable adults work immediately, until the matter is further investigated and resolved.
- Liaise with Adult Social Services to discuss concerns and where appropriate with Disclosure Scotland in regards the suspension of the worker
- Make a referral to the Disclosure Scotland. A referral must be made within 3 months of any disciplinary measures.

The Adult Support and Protection (Scotland) Act 2007 and the Code of Practice April 2014 places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Services to decide not the church.

Section 5 - Pastoral Care

(This refers to Standards 8 and 9 of thirtyone:eight 10 standards – 8 Pastoral care and 9 Managing those who may pose a risk).

Supporting those affected by abuse

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

Pastoral care is something that we all need from time to time in order to cope with the ups and downs of life. We need to belong to a caring community and we need the reassurance and comfort that comes from having friends and companions to accompany us on our journey.

We need to take great care that we don't inadvertently cause even greater suffering. This is particularly the case when dealing with the long term effects of childhood abuse and neglect.

The most basic level of pastoral care is listening and simple listening can make a tremendous difference for those experiencing difficulties. Those assuming a listening role should not be afraid to acknowledge their limitations and refer people on to those with the requisite skills. Sometimes it is difficult to know when that moment arrives but if in doubt, it is always better to take advice from an experienced leader or Elder, being careful not to breach any areas of confidentiality between the listener and the person they have been helping.

Fernielea Gospel Hall does regard prayer as an intrinsic part of pastoral care. If this is being offered then it needs to be undertaken sensitively and responsibly and only by those deemed suitable by leadership.

Prior to praying, always make sure you have the child's permission and always pray in an open area where other leaders and/or children are around. Use clear uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply "let us pray for you as you are feeling tired" not "I think you are depressed, let's pray about that". Keep the prayers simple and short so you can then be confident your prayers have been understood by the child.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will

be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

If a person has committed sexual offences, they should never again work or be placed in any position of responsibility that puts them in contact with children, young people or vulnerable adults. Similarly, where an individual has committed offences of a violent nature a thorough risk assessment will need to be carried out to ascertain their suitability for working with the above.

When a known or suspected offender joins Fernielea Gospel Hall a welcome will be given but there will be conditions attached to their activity and level of involvement in order to maintain the safety of the whole congregation, the integrity and safety of all activities and to assist the offender to avoid temptation.

Even though the individual may have repented and accepted responsibility for what they have done, the possibility of succumbing to opportunity or habit is still present. Therefore, Fernielea Gospel Hall needs to recognise its responsibility in protecting all, both offenders and potential victims.

Alongside the safeguarding policy there will be an agreement for use with known or suspected offenders. This should stipulate what the offender/suspected offender can do and cannot do within the organisation. When an agreement is needed, details should be added that reflect the particular areas of risk for that individual.

Appendices

Section 3 – Parental Consent Form

FERNIELEA GOSPEL HALL
PARENTAL / GUARDIAN CONSENT FORM



Group Name	
Group Meeting details	

1. Personal Details

Full name of Child	
Date of Birth	
Address	
Postal Code	
Telephone Number(s)	
Details of any regular medication, medical problem, disability or dietary requirements	

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

Names	
Address	
Postal Code	
Telephone Number(s)	
Email address:	

2. Consent



a) I give permission for the above named child to take part in the normal activities of this group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the 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.



b) Please mark a cross in this box if you do NOT wish your child to receive necessary hospital or dental treatment including an anaesthetic in the event of an emergency and if you are not contactable.



c) Please mark a cross in this box if you do NOT wish your child to be included in any photographs and / or videos which may be taken from time to time during games/activities or any group photographs. Photographs and videos will only be used as detailed in the Child Protection Policy.



d) Please mark a cross in this box if you ARE WILLING for your child to leave the hall without an adult (over 18 years of age) collecting them.



The information supplied on this form will be stored securely. It will be accessible only to those involved in organising children's activities at Fernielea Gospel Hall, and used only for purposes related to these activities. It will not be disclosed to any other organisation. You have the right to make a written request to see the information held about your child. Your email address will be used to connect with you using the ClassDojo application.

e) I confirm that I have read and understood the information in the above paragraph.

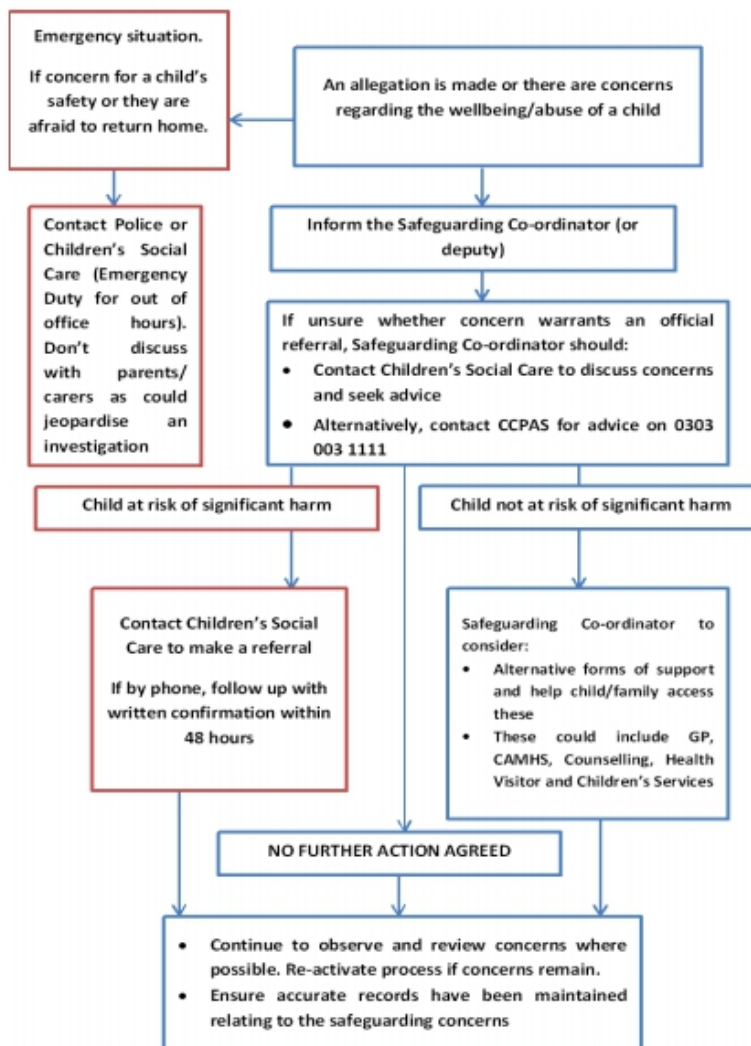
Signed		Date	
Print name			
Address			
Postal Code:		Telephone:	
Email address			

Section 4 – Flowchart for Children and Young People

Flowchart for Action Children and Young People



This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



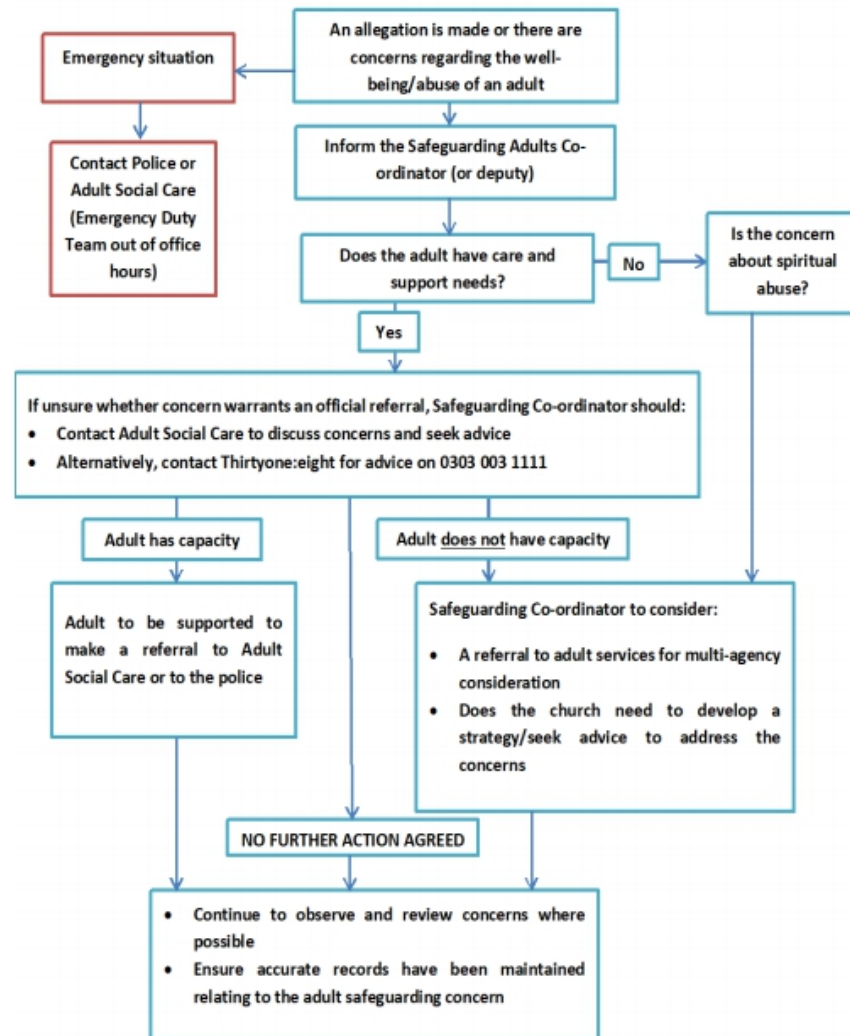
Working Together to Safeguard Children defines significant harm as:

"... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."

Section 4 – Flowchart for Adults

Flowchart for Action Adults at risk

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.

Section 4 – Reporting abuse form

REPORTING OF ABUSE FORM STRICTLY CONFIDENTIAL

|

Complete as much as possible

Name of Person:	
Address	
Date of Birth	
Name of Person Reporting Event	
Date & Time	
Sequence of Events/Actual Words Used/Observations	
Action Taken	
Action agreed by (signatures)	
Name of Person Contacted:	
Date & Time	
Notes:	
Further action agreed by (signatures)	

The Safeguarding Co-ordinator or the Deputy, if appropriate, will hold the completed form.

Section 4 - Statutory Definitions of Abuse (Children)

Scotland

The Scottish Government have produced National Guidance for Child Protection in Scotland 2014 (The Scottish Government, 2014) along with the Children and Young People (Scotland) Act 2014. This guidance replaces the previous version published in 2010 and Protecting Children – A Shared Responsibility: Guidance on Inter-agency Co-operation, which was published in 1998 and incorporates the Scottish Government guidance, Protecting Children and Young People: Child Protection Committees (2005).

What is child abuse and child neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Assessments will need to consider whether abuse has occurred or is likely to occur. While it is not necessary to identify specific areas of concern when adding a child's name to the Child Protection Register, it is still helpful to consider and understand the different ways in which children can be abused. The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child.

Physical abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

Emotional abuse

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age - or developmentally - inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children.

Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

Sexual abuse

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from, non-organic failure to thrive, where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

Section 4 - Definitions of Abuse - Adults

The following information relates to the Safeguarding of Adults under the Adult Support and Protection (Scotland) Act 2007.

Safeguarding duties apply to 'Adults at risk'

- "Adults at risk" are adults who—
 1. are unable to safeguard their own well-being, property, rights or other interests,
 2. are at risk of harm, and
 3. because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

- An adult is at risk of harm for the purposes of subsection (1) if—
 1. another person's conduct is causing (or is likely to cause) the adult to be harmed, or
 2. the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm

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 Adult Support and Protection \(Scotland\) Act, 2007](#)

The following section considers the different types and patterns of abuse and harm 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.

The Adult Support and Protection (Scotland) Act defines harm as, "harm" includes all harmful conduct and includes—

1. conduct which causes physical harm,
2. conduct which causes psychological harm (for example: by causing fear, alarm or distress),
3. unlawful conduct which appropriates or adversely affects property, rights or interests (for example: theft, fraud, embezzlement or extortion),

4. conduct which causes self-harm”.

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.

Section 4 - Signs of Possible Abuse (children & young people)

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

Physical

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

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, et

*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.

Section 4 - Signs of Possible Abuse in 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
- Coercive, 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

Section 4 – Application Form

Fernielea Gospel Hall asks all prospective workers with children and vulnerable adults to complete this form. We will keep the information confidentially, unless requested by an appropriate authority.

Please write legibly, in ink, using BLOCK CAPITALS. Once you have completed the form sign the Declaration on the final page, and sign each page at the foot, where indicated.

1. Personal Details

(We may need to see birth/marriage certificates to check names.)

Full Name	
Maiden/All former Name(s)	
Age (If over 18 then record 18+) and place of birth	
Address	
Town	
Postal Code	
Daytime Telephone No.	
Mobile Telephone No.	
E-mail	

2. Experience

a) Please tell us about your Christian experience (i.e. how long have you been a Christian, which Church(es) have you attended and dates, name of elder/minister/leader, any activities undertaken.)

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

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

YES NO (Please delete as appropriate). If yes, please give details

d) Do you suffer, or have you suffered, from any illness, which may directly affect your work with children or young people?

YES NO (Please delete as appropriate). If yes, please give details

3. References

If the applicant is a member of Fernielea Gospel Hall and not under any recorded disciplinary process then references are not required.

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference.

	1 st Referee	2 nd Referee
Name		
Address		
Town		
County		
Postal Code		
Telephone No		
Role		

4. Conduct with Children and Vulnerable Adults

Have you ever been involved in court proceedings regarding your conduct with children or vulnerable adults?

YES NO (Please delete as appropriate). If yes, please give details and dates

To your knowledge have you ever had any allegation, regarding your conduct with children or vulnerable adults made against you, which has been reported to, and investigated by, Social Services and/or the Police?

YES NO (Please delete as appropriate).

If yes, we will need to discuss this with you

As this post involves substantial, contact with children or vulnerable adults, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Criminal Records Bureau/Scottish Criminal Records Office. As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. 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.

5. Declaration

I have sent the voluntary disclosure form to the Co-ordinator in a separate, sealed envelope.

I have read and understood the Safeguarding Policy.

I have read and understood the appropriate job description for the role I'm applying for..

I have read, understood, signed and returned the code of conduct form.

I confirm that the submitted information is correct and complete.

Signed _____

Date _____

Office Use Only		
	Date	Signature
Signed application form received		
Code of Conduct form received		Safeguarding co-ordinator
Interviewed by Ministry Supervisor		
If applicable References received		
PVG disclosure completed		Safeguarding co-ordinator
3-month review		

Adoption of the policy

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

Signed by:

Position:

Signed by:

Position

Date:

A copy of this policy is also lodged with: