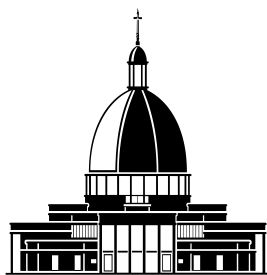


# Church of Christ the Cornerstone

300 Saxon Gate West, Central Milton Keynes, MK9 2ES



# SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS **Policy and procedures**

January 2017

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## SAFEGUARDING – PREFACE AND RESPONSIBILITIES FOR 2017

This is a policy of The Ecumenical Partnership of Christ the Cornerstone and applies to all aspects of the Church of Christ the Cornerstone's work with children, young people and vulnerable adults.

This policy is the joint responsibility of The Ecumenical Council and the Board of Directors of Cornerstone Trading (MK) Limited.

We use the term '*children and young people*' to mean any members of our church community under the age of 18, any visitors to our building under the age of 18 and any under 18s who attend events organised by individuals / organisations hiring or leasing our building.

We use the term '*vulnerable adults*' to mean any adult aged 18 or over who, by reason of disability (mental or physical), age, illness or other situation is permanently (or for the time being) unable to take care of her or himself, or to protect her or himself from significant harm or exploitation. Appendix 3 provides further clarification of this definition.

This policy and associated procedures will be reviewed annually by The Ecumenical Council of the Church of Christ the Cornerstone and Board of Directors of Cornerstone Trading (MK) Limited each July.

The following appointments will be confirmed annually:

A member of the Ministerial Team will be appointed annually to take the lead responsibility for this area of work. Revd George Mwaura will take the lead in 2017. Throughout this document, this person will be referred to as the 'Lead Minister'.
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The Ecumenical Council will annually appoint a 'safeguarding officer', usually a lay member of the congregation with suitable experience, to assist with and monitor the implementation of this policy. The safeguarding officer will report annually to the Ecumenical Council. Peter Cope is appointed to this role in 2017
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The implementation of this policy and procedures for staff and volunteers organised through Cornerstone Trading will be the responsibility of Mark Okor, Church Administrator, in 2017.
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The Church of Christ the Cornerstone is an associate member of **The Churches Agency for Safeguarding** (CAS). This organisation is run in cooperation with The Methodist Church and several other denominations. The Ecumenical Council and Trading Company will use the services

of the CAS for advice and for processing criminal records checks through the new Disclosure and Barring Service (DBS)

This policy has been developed from the model safeguarding policy published by CAS.

Each denomination in our covenant has its own set of procedures for safeguarding. As an ecumenical congregation, it is important that the Church of Christ the Cornerstone has clear procedures. It has therefore been agreed that the safeguarding procedures for **The Methodist Church** will be used for the time being. When advice is needed, the regional child protection officer of the Methodist Church will be contacted initially. (This does not preclude contacting officers from other denominations if felt appropriate.)

Regional officer can be contacted at: [northamptondso@btinternet.com](mailto:northamptondso@btinternet.com)

The Milton Keynes Methodist/URC circuit safeguarding officer can also be contacted for advice. The lead minister and safeguarding officer have contact details.

Safeguarding concerns that arise within the Catholic Congregation will be referred in the first instance to the RC Diocese of Northampton Safeguarding Co-ordinator at Bishops House (01604 792123) who will respond to the concern in line with the National Procedures for the Catholic Church of England and Wales ([www.csas.uk.net](http://www.csas.uk.net)). There will be liaison with the Safeguarding Officer at Christ the Cornerstone as is appropriate.

If any member of the Church of Christ the Cornerstone community wishes to seek advice about, discuss or report a safeguarding issue, they should contact, in confidence one of the following designated people:

- Revd George Mwaura or any member of the Ministerial Team
- Liz Ruthven, Chair of the Ecumenical Council
- Mark Okor, Church Administrator
- Rosemary Kearsey, Pastoral Committee
- Peter Cope, Safeguarding Officer

**Important phone numbers:**

Church of Christ the Cornerstone:	01908 237777
MK Council (main switchboard)	01908 691691
NSPCC helpline	0808 800 5000
Childline	0800 1111

## Policy Introduction - Principles:

The Ecumenical Council of the Church of Christ the Cornerstone and the Board of Directors of Cornerstone Trading (MK) Limited agree to work within the following safeguarding principles:

*(Source: Joint Statement of Safeguarding principles for the Church of England and the Methodist Church, 2010)*

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

### Principles

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- the safeguarding and protection of all children, young people and adults when they are vulnerable
- the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child,

young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

### **'E-Safety'**

The Ecumenical Partnership of Christ the Cornerstone may develop use of video facilities to relay and record services. Issues of confidentiality and 'e-safety' will need to be considered seriously before this initiative is finalized. The Ecumenical Council delegates the responsibility for developing an initial policy about 'e-safety' to the Lead Minister and safeguarding officer.

January 2017

## General Policy Statement

The Church of Christ the Cornerstone recognises its moral and spiritual duties to ensure and promote the safeguarding and welfare of children, young people and vulnerable adults.

The Ecumenical Council and Board of Directors of Cornerstone Trading (MK) Limited are committed to ensuring that the Church of Christ the Cornerstone and its premises

- Provides a safe environment for children, young people and vulnerable adults.
- Identifies children, young people and vulnerable adults who are suffering
- Takes appropriate action to see that such children, young people and vulnerable adults are kept safe from harm

In pursuit of these aims, the Ecumenical Council and Board of Directors of Cornerstone Trading (MK) Limited will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children, young people and vulnerable adults and the promotion of a safe environment for these children, young people and vulnerable adults.
- Providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff
- The safe recruitment of staff

The Ecumenical Council will appoint a member of the ministerial team to have special responsibility for safeguarding issues each year. This appointment is referred to as the 'Lead Minister' in the following text.

The Ecumenical Council will annually appoint a 'safeguarding officer', usually a lay member of the congregation with suitable experience, to assist with and monitor the implementation of this policy. The safeguarding officer will report annually to the Ecumenical Council.

The Ecumenical Council and Board of Directors of the Trading Company recognise that the Church Administrator, will implement its safeguarding procedures for Cornerstone Trading Company employees and volunteers.

## **Training**

The Church of Christ the Cornerstone aims to provide all staff and volunteers working with children, young people and vulnerable adults with training to familiarise them with child protection issues and responsibilities and the Church's safeguarding procedures and policies. Refresher training should be offered at least every 3 years. The Church delegates the responsibility for this training to the Lead Minister and the safeguarding officer and recommends that use is made of some of the relevant training packages offered by our parent denominations.

The Ecumenical Council will receive an annual report from the Lead minister and safeguarding officer. This will review how the Church's safeguarding policies and procedures have operated during the previous year. The scope and nature of any training undertaken during the year will be included in the report.

## **DEFINITIONS OF ABUSE**

The definitions of abuse are included in Appendix 3.

For children, these are from the Dept of Education guidance 'Working Together to Safeguard Children' 2015.

For adults these are set out in the Dept of Health guidance 'No More Secrets 2014'.

All children, by virtue of their age are defined as vulnerable. Definitions of vulnerability in adults are set out in the Disclosure and Barring Service (DBS) guidance, also shown in appendix 3.

## **Specific duties of Officers with Responsibility for Safeguarding.**

The Lead Minister will head a safeguarding team which includes the safeguarding officer and Church Administrator, with a key duty of raising awareness within the organisation of issues relating to the welfare of children, young people and vulnerable adults, and the promotion of a safe environment for these groups. The Lead Minister can co-opt other members to this team if specific expertise or help is needed at any time.

This team is responsible for ensuring that safe recruitment practices are followed for staff and volunteers who may work with children, young people and vulnerable adults. Safe recruitment practices are outlined later in this policy.

The Lead Minister, safeguarding officer and Church Administrator should seek and have access to suitable training and should keep up to date with developments in safeguarding issues. They will also have responsibility for making new staff and volunteers aware of the existing safeguarding policy.

The Lead Minister will be the main contact point for safeguarding issues and will have contact details for relevant organisations available for employees and volunteers.

## **Dealing with Disclosure of Abuse and Procedure for Reporting Concerns**

The Church of Christ the Cornerstone recommends the following procedure if a child or young person tells a member of staff or volunteer about possible abuse:

- *Listen carefully and stay calm.*
- *Do not interview the child, but question normally and without pressure, in order to be sure that you understand what the child is telling you.*
- *Do not put words into the child's mouth.*
- *Reassure the child that by telling you, they have done the right thing.*
- *Inform the child that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter. Never promise to keep something secret.*
- *Note the main points carefully.*
- *Make a detailed note of the date, time, place, what the child said, did and your questions etc.*

**Staff should not investigate concerns or allegations themselves, but should report them immediately to one of the church officers listed at the start of this document.**

The same general points apply if a vulnerable adult discloses information of concern. However, the nature of the vulnerability will influence how the response will be made. Appendix 3 gives further definitions of vulnerability and lists the values that must be respected in the Church's work with vulnerable adults.



## **Reporting and Dealing with Allegations of Abuse Against Members of Staff and Volunteers.**

The procedures apply to all staff, whether trustees, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

It is the case that staff of Christian organisations have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. The Church of Christ the Cornerstone recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons, but all allegations must be taken seriously and preliminary investigations must be done thoroughly and without delay. It is important not to make any assumptions about the veracity of an allegation before it has been investigated.

In dealing with such allegations the welfare of the child or vulnerable adult must be the paramount consideration (Children Act 1989). Any child or vulnerable adult making an allegation must be appropriately supported by someone other than the person conducting the investigation, and their concerns respected. However, it is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations must maintain an open mind and conduct the investigation sensitively and in a careful, measured way.

All allegations **MUST** be reported to the Lead Minister.

This minister and / or safeguarding officer will carry out initial investigations and follow the safeguarding procedures of The Methodist Church. Serious safeguarding issues will be reported to the regional Safeguarding Officer of the Methodist Church who will support and advise through the procedure.

The minister and / or safeguarding officer may involve another officer of the Church of Christ the Cornerstone to assist with confidential investigations. The regional safeguarding officers of our other denominations will be kept informed as appropriate.

If, as a result of these preliminary investigations an allegation of abuse is substantial, it **MUST** be referred to the appropriate statutory agency. This reporting may be done by the lead minister, safeguarding officer or regional Safeguarding Officer of the Methodist Church.

Staff members or volunteers will be suspended from duties pending the outcome of any investigation. Appropriate support should be offered to the alleged abuser during this time, by someone other than the person conducting the investigation..

If an allegation is made about a member of the ministerial team, the safeguarding procedures for their own denomination will be followed, as these will include specific pastoral support.

**Strict confidentiality must be ensured.** The church officers who will be notified of any allegation will be restricted to the **minimum** number required to ensure that procedures can be followed correctly. See Appendix One for more information about record keeping.

## **Recruitment and Selection – Checks using Disclosure and Barring Service**

The Church agrees that, alongside the usual recruitment systems for staff and volunteers followed by the Church and Cornerstone Trading Company, a Disclosure and Barring Service (DBS) enhanced check should be carried out for all volunteers / staff members who will work with children, young people and vulnerable adults and who meet the criteria for a DBS check as shown in Appendix 5

The Church Administrator will administer DBS checks for Cornerstone Trading staff members and volunteers who may work with children, young people and vulnerable adults.

The safeguarding officer will administer DBS checks for Sunday School Teachers, Toddler Group supervisors and other church activities involving children, young people and vulnerable adults.

All DBS checks will be conducted through CAS (The Churches' Agency for Safeguarding).

The Lead Minister, the Church administrator and the safeguarding officer will all be registered as DBS check 'verifiers' with CAS.

The DBS process has strict data protection and confidentiality rules. All officers of the Church will follow these rules closely. (see appendix 1) One copy of the permitted data will be stored securely on the church premises. No other copies will be kept.

The Lead Minister, Church Administrator or safeguarding officer are responsible for ensuring that the following wording is included on all application forms for employees and volunteers whose duties might involve work with children, young people and vulnerable adults. This wording makes clear to applicants that an enhanced DBS check may be carried out before employment / duties can start.

*'This post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any applicants for this post who are offered employment or who become*

*volunteers at the Church of Christ the Cornerstone will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. A criminal record will not automatically bar a person from successfully taking up this post.'*

Occasionally, CAS may contact the Lead Minister, safeguarding officer or Church Administrator to reveal a conviction not declared by an applicant. If the conviction is not serious and not related to work with children or vulnerable adults, the appointment can still go ahead once officers have consulted with the Lead Minister. The applicant should be notified that the conviction has been revealed.

If it proves difficult for the Lead Minister and other officers to decide if an application should be approved once a conviction has been revealed, the Lead Minister can refer the decision to the chair of the Pastoral Committee. She / he will chose 3 members of the Pastoral Committee (one of whom can be the chair) to form a decision making group. Ideally, the 3 members should be suitably qualified or experienced in safeguarding and / or personnel issues. These members must not be members of Church staff or hold any other official safeguarding responsibilities within the church. The committee's function would be, for a specific case, to:

- Meet initially with the Lead Minister
- Be presented, in confidence, with the facts and disclosure resulting from a DBS check by the Lead Minister
- To decide if an applicant can be appointed as a member of staff or volunteer. The decision would be made by a simple majority vote. The decision of this committee is final and there is no appeal procedure.
- To briefly record notes of their meeting, one copy of which is to be securely kept at the Church. All other notes and records should be destroyed.

On very rare occasions, the local police commander may send a separate letter disclosing confidential information confirming that an applicant is not suitable to work with children, young people and/or vulnerable adults. The applicant will **not** know that such a letter has been sent and **must not** be told. It is a criminal offence to disclose such information to anyone, except the Lead Minister. The Lead Minister will usually seek immediate and confidential advice from the regional safeguarding adviser of the Methodist Church.

If known sex offenders wish to worship at Christ the Cornerstone, the Minister in receipt of this information will follow the appropriate policies and procedures laid down by his/her own denomination, and seek guidance from his/her own denominational authorities.

## Who should have a DBS check?

The Ecumenical Council agrees that it will use the guidance given in:

**“The Methodist Church in Britain Practice Guidance on carrying out Disclosure and Barring Service (DBS) checks as part of safer recruitment for England and Wales – August 2015’ – a joint statement with The Church of England**

to decide who will need a DBS check. The relevant sections are summarised in Appendix 5. All Ministers and all members of the congregation who engage in regulated / eligible activities will have a DBS check.

A record of who has current DBS checks will be securely kept along with the date of the check.

New DBS checks should be completed every 5 years, though a new national on-line system that will enable the Church to check updated DBS information should be operational shortly. The Cornerstone Trading Company( MK) Limited has agreed to fund the cost of DBS checks for paid employees.

DBS checks carried out by other organisations for people working as teachers, social workers, etc. can be accepted providing that the original DBS registration form is seen and recorded by the Church Administrator or safeguarding officer and is not older than 3 years.

## **Some guidelines for Sunday School and other church groups for children and young people**

The Ecumenical Council recommends the following:

### **Minimum staffing levels for children’s groups:**

**Ages 0 to 2** 1 person for every 3 children

**Ages 2 and 3** 1 person for every 4 children

**Ages 3 to 8** 1 person for every 8 children

**Over 8 years** 1 person for the first 8 children then 1 extra person for every 12 children

**Where individual children have particular physical or learning needs, the level of supervision will usually need to be increased.**

Where Sunday School classes are in adjacent rooms / areas, one adult per room is acceptable (provided ratios above are not exceeded) providing that help can be summoned easily.

Otherwise, groups should have at least 2 adults at all times and it is recommended that there should be at least one male and one female.

Leaders of activities / Sunday School need to ensure that any volunteers under 18 years old are well supported and can always easily seek support and advice.

**Appendix 2** shows recommended guidelines for individual workers with children and young people. These guidelines are recommended to be used for training purposes.

Leaders of children and young people's activities should be aware of the Church's health and safety policy and procedures and familiarise themselves with fire / evacuation procedures and the location of first aid equipment, etc. Appropriate risk assessments need to be carried out particularly for any physical and off site activities.

## **Covenants of Care - Members of the congregation who are on the 'Sex Offenders Register'**

Denominational Area Safeguarding Officers or the police may notify the Lead Minister that a convicted sex offender wishes to be part of the congregation. In such a case, the procedures given in the Methodist Church safeguarding handbook will be followed and a 'Covenant of Care' agreement set up. The agreement will include the names of a small group of church members who will act as a support group to the ex-offender. This agreement will be reviewed annually by the church safeguarding team and the support group named in the covenant. We would like to welcome all to our church. However, those who may be a risk to others do not have a rightful place if they still aim to abuse. The welcome is for those who want to repent and move on. Information about covenants of care will be treated in strictest confidence and will only be known to the clergy team, safeguarding team and the ex-offender's support group.

## **Lettings and Tenancies in the building of Church of Christ the Cornerstone**

Many organisations hire our building and we have a number of longer term tenants. As part of our safeguarding policy, The Ecumenical Council and the Board of Directors of Cornerstone Trading (MK) Limited require that any organisation hiring or leasing our premises for activities involving children, young people and/or vulnerable adults ensures that individuals are protected at all times and takes reasonable steps to prevent abuse, emotional harm, injury, illness, loss or damage occurring. The hirers should have full liability insurance for this.

The hirers should abide by their own safeguarding policy, if they have one, otherwise they should use the Church's policy.

The written hiring agreement for lettings requires hirers to indicate that they can comply with these Church requirements.

**This policy was agreed by the Ecumenical Council on 22<sup>nd</sup> February 2017**

**This policy was agreed by the Board of Directors of Cornerstone Trading (MK) Limited on \_\_\_\_\_ 2017.**

January 2017

## **Appendix 1**

### **Church of Christ the Cornerstone - Policy Statement on handling, use, storage, retention and disposal of DBS disclosures and disclosure information**

#### **General principles**

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, The Church of Christ the Cornerstone aims to comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This written policy must be made available to anyone who asks.

#### **Storage and access**

Disclosure information is to be kept securely, in a lockable, non-portable, storage cabinet with access strictly controlled and limited to those who are entitled to see it as part of their duties. The Lead Minister and Safeguarding Officer are responsible for arranging this. The aim is for there to be one paper copy of any records to be securely stored. At the end of an investigation, all other written and computer records should be destroyed or deleted.

It is recognised that communication by e-mail is an efficient way of safeguarding team members communicating during investigations. Great care must be taken that confidential information is not circulated to those who should not have it. Wherever possible, the following guidelines should be followed when using e-mail communications:

- the circulation list for any e-mail should be strictly limited to those immediately involved in an investigation (NB Once an e-mail has been sent, the sender loses control of who it might be forwarded to, so no highly confidential information should be included.)
- recipients of an e-mail should be asked to delete the e-mail as soon as possible and to shred any printed copies as soon as no longer needed. Senders of e-mails should delete sent e-mails as soon as practicable.
- wherever possible, actual names should not be used in e-mails

The safeguarding officer is permitted to keep a list of people with current DBS checks and dates for renewal securely on a home computer. This information does not contain anything other than name, date and DBS certificate number.

## **Handling**

In accordance with the DBSs Code of Practice, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. (Please see Safeguarding Policy for further details) We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we are clear that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## **Usage**

Disclosure information is only 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, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.



## **Appendix 2 – Code of Safer Working practice**

### **1. Guidelines for Individual Workers**

You should:

- Treat all children and young people with respect & dignity.
- Ensure that your own language, tone of voice and body language is respectful.
- Always aim to work with or within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.
- Ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- If any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand
- Administer any necessary First Aid with others around.
- Obtain consent for any photographs/videos to be taken, shown or displayed.
- Record any incidents of concern and give the information to your Group Leader. Sign and date the record.
- Always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding representative.

You should not:

- Initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child.
- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Use any form of physical punishment.
- Be sexually suggestive about or to a child even in fun.
- Touch a child inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, group or adult.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one child or group.
- Allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature.

- Give lifts to children or young people on their own or on your own.
- Smoke tobacco in the presence of children.
- Drink alcohol when responsible for young people.
- Share sleeping accommodation with children.
- Invite a child to your home alone.
- Arrange social occasions with children (other than family members) outside organised group occasions.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.
- Allow strangers to give children lifts

### Touch

Church sponsored groups and activities should provide a warm, nurturing environment for children and young people whilst avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse. All volunteers must work with or within sight of another adult.

Very occasionally it may be necessary to restrain a child or young person who is harming her/ himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the Church Safeguarding Representative.

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

*(Source: Safeguarding Children and Young People – Policy of the Methodist Church November 2010)*

## **Appendix 3 – Definitions**

### **‘Vulnerable Adults’**

#### **What makes an adult vulnerable?**

Vulnerability is a part of being human and no one is invulnerable.

We refer to the Church as the ‘broken body of Christ’. However, in the context of this policy, vulnerability has a particular meaning. All people may be vulnerable at some time or times of their lives. Vulnerability can be permanent or temporary and can be of a greater or lesser degree. It can be increased by various factors including any of the following:

- sensory or physical disability or impairment learning disability physical illness
- mental illness dementia substance and alcohol misuse impact of an event in life such as bereavement, the actions of others or a change in living situation.

Vulnerability may bring with it some difficulties in making decisions or communicating those decisions. This may range from simple decisions, such as what to choose to eat, to more complicated decisions, such as whether to participate in certain activities or where to

live. The capacity to make decisions should always be presumed to exist and care should be taken to understand what choices are being made, even where this is expressed non-verbally or in a different language. If the vulnerability prevents the ability to make some choices, it should be assumed that other choices are not so limited unless it is clear that this is so.

The term 'vulnerable adult' has a number of different definitions. In order to bring into focus those adults for whom the Church should have a particular care, this is the definition which will be used in this policy:

Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation. (The definition of significant is a matter for the workers concerned. It should take into account issues such as the vulnerability of the individual, the gravity and extent of the harm, the length of time of the harm and the intention of the alleged perpetrator as well as the effect upon the individual.)

The Disclosure and Barring Service (DBS) (established by the Protection of Freedoms Act 2012) defines vulnerable adults as follows:

A person aged 18 or over who receives services of a type listed in paragraph i below and in consequence of a condition listed in paragraph ii below or has a disability of a type listed in paragraph iii below:

i

- a) accommodation and nursing or personal care in a care home
- b) personal care or support to live independently in his or her own home
- c) any services provided by an independent hospital, independent clinic, independent medical agency or National Health Service body
- d) social care services
- e) any services provided in an establishment for a person with learning disabilities

ii

- a) a learning or physical disability
- b) a physical or mental illness, chronic or otherwise including an addiction to alcohol or drugs
- c) a reduction in physical or mental capacity

iii

- a) a dependency upon others in the performance of or a requirement for assistance in the performance of basic physical functions
- b) severe impairment in the ability to communicate with others
- c) impairment in a person's ability to protect him/herself from assault, abuse or neglect.

Christian communities should be places where all people (children and adults alike) feel welcomed, respected and safe from abuse. The Church is particularly called by God to support those at the margins, those less powerful and those without a voice in our society. The Church can work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability. Issues which need to be considered include both the physical, emotional and spiritual environment and the attitudes and actions of workers.

## What Constitutes Abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons.

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

The following are considered the main forms of abuse:

- **physical abuse**, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;
- **sexual abuse**, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent 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, isolation or withdrawal from services or supportive networks;
- **financial or material abuse**, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- **neglect and acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; and
- **discriminatory abuse**, including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

In addition we need to consider (*quoted from Diocese of Oxford Safeguarding Handbook 2012*):

- **survivors of abuse**, which may have been in childhood or adulthood, and who may need specific pastoral care
- **domestic abuse**, which is usually a systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors: note that there is often an overlap between domestic abuse and child abuse.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

(From 'No More Secrets' Department of Health guidance 2014)

## Definitions of abuse – for Children

(*from Dept of Education guidance 'Working Together to Safeguard Children' 2015*)

### Abuse

A form 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 others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

### **Physical abuse**

A form of abuse which 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**

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 a child 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 a 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 cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual abuse**

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**

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.

## **Spiritual Abuse**

Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the church. Aspects of spiritual abuse can be recognised under the four categories of abuse such as emotional abuse or physical abuse (e.g. forced healing rituals). Within faith communities, harm can be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, obtrusive or forced healing and deliverance ministries or rituals, any of which may result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in cooperation with appropriate statutory agencies. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of harm include the denial of the right of faith or the opportunity to grow in the knowledge and love of God.

## **Values underlying our policy**

A person who might be considered vulnerable has the right in common with all people to:

- be treated with respect and dignity and with recognition of abilities and gifts
- have their privacy respected be able to lead as independent a life as possible
- be able to choose how to lead their life and make their own decisions
- have the protection of the law
- have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background
- be able to use their chosen language or method of communication
- be heard.

Adult vulnerability must be recognised as a human condition that affects people's ability to participate. Churches must seek to live out our calling by valuing all people and the contributions each individual can make.

## **Appendix 4 – Safer Recruiting**

We must ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.

We must take reasonable steps to prevent those who might harm children or adults who may be vulnerable from taking up positions of respect, responsibility or authority in our churches. A process of safe recruiting is essential for this.

We have agreed to follow the 'safer recruitment' guidance as shown in the Church of England / The Methodist Church joint publication – August 2015:

*'Practice Guidance on carrying out Disclosure and Barring Service (DBS) checks as part of safer recruitment for England and Wales'*

Appendix 5 of this document provides further details of this.

### **Who needs to be recruited safely?**

We have 3 main groups of paid posts / volunteers:



- A. **People who work regularly with children, young people and/or vulnerable adults who carry out ‘regulated activities’ or have ‘substantial contact’** (see appendix 5 for details). The activities these people engage in come into the work of groups 1 and 2 as indicated in appendix 5. These people will need criminal record checks (Disclosure and Barring Service (DBS) checks) before they can undertake their activities.
- B. **People who have some, but not substantial contact with children and young people / vulnerable adults.** This group is not eligible for DBS criminal record checks, but the church needs to use safer recruiting procedures. (Group 3 as indicated in appendix 5)
- C. A wider group of congregation and community members who volunteer for a wide range of activities not especially related to children, young people and vulnerable adults. (Groups 4, 5 and 6 on diagram on page 23) Safer recruitment procedures are not necessary for this group, with the proviso that it is the responsibility of all church members to notify any safeguarding concerns to the safeguarding officer or member of the clergy team.

Sometimes volunteers move upwards from group to group, possibly filling a temporary vacancy that arises. We must take care that should someone move into a group that needs safer recruitment procedures to be undertaken, we follow those procedures carefully, and don't just let someone slide into a position of trust

*‘Note: there could be a significant risk when a member of one of these groups becomes known and trusted within the church, and then allowed to move into GROUPS 1 and 2 without checks, because of the sense of trust the person has engendered. This can be understood as part of the process of grooming. This is one of the main reasons for the emphasis on safer recruitment processes in all situations.’ (page 9 of Joint Anglican / Methodist practice Guidance)*

### **Our safer recruitment procedure:**

- Identify which roles will be carrying out regulated activity and those with substantial children and young people / vulnerable adult (CYP / VA) contact. Anyone recruited to these roles will need a DBS check.
- Prepare a job description (paid staff) or role description (for volunteers) outlining the duties to be undertaken.
- All applicants for paid posts should be asked to complete an application form. Application forms are not usually necessary for volunteer posts applied for by church members.
- The lead minister / safeguarding officer should be made aware of the application and to decide if he/she should be present at any interview.
- Arrange an interview. This can be formal or informal depending on the role applied for. Safeguarding procedures should be explained during the interview. A copy of the safeguarding policy should be given, or an indication of where to find it on our website. During the interview it should be ascertained that the applicant has the appropriate Christian ethos for the work involved.
- Carry out a DBS check (if necessary) and explain that the role cannot be started until this is successful.

- If a DBS check is not being carried out, applicants should be asked to sign our 'Self Declaration Form' (This is a form where they sign to say they are not aware of any reason why they are not able to undertake the work – or they declare any matters that need to be taken into account before any employment or voluntary appointment can be confirmed.)
- The applicant should be asked for 2 references which are to be followed up. Appropriate training needs should be discussed. The Ecumenical Partnership will encourage all new appointments to attend a half day safeguarding training course.

Please see appendix 5 for more details of DBS procedures and who can be checked.

'It should not be forgotten that only a small proportion of adults who abuse are caught and still fewer are convicted, so organisations must **never** rely solely on the DBS check, which, although crucial, remains only one element of safeguarding and safer recruitment.' (Joint Statement)

December 2016.

## Appendix 5

### Disclosure and Barring Service criminal record checks Who should be checked?

The Protection of Freedoms Act 2012 introduced several changes to the way criminal record checks can be carried out. New elements of this Act came into force on 17<sup>th</sup> June 2013.

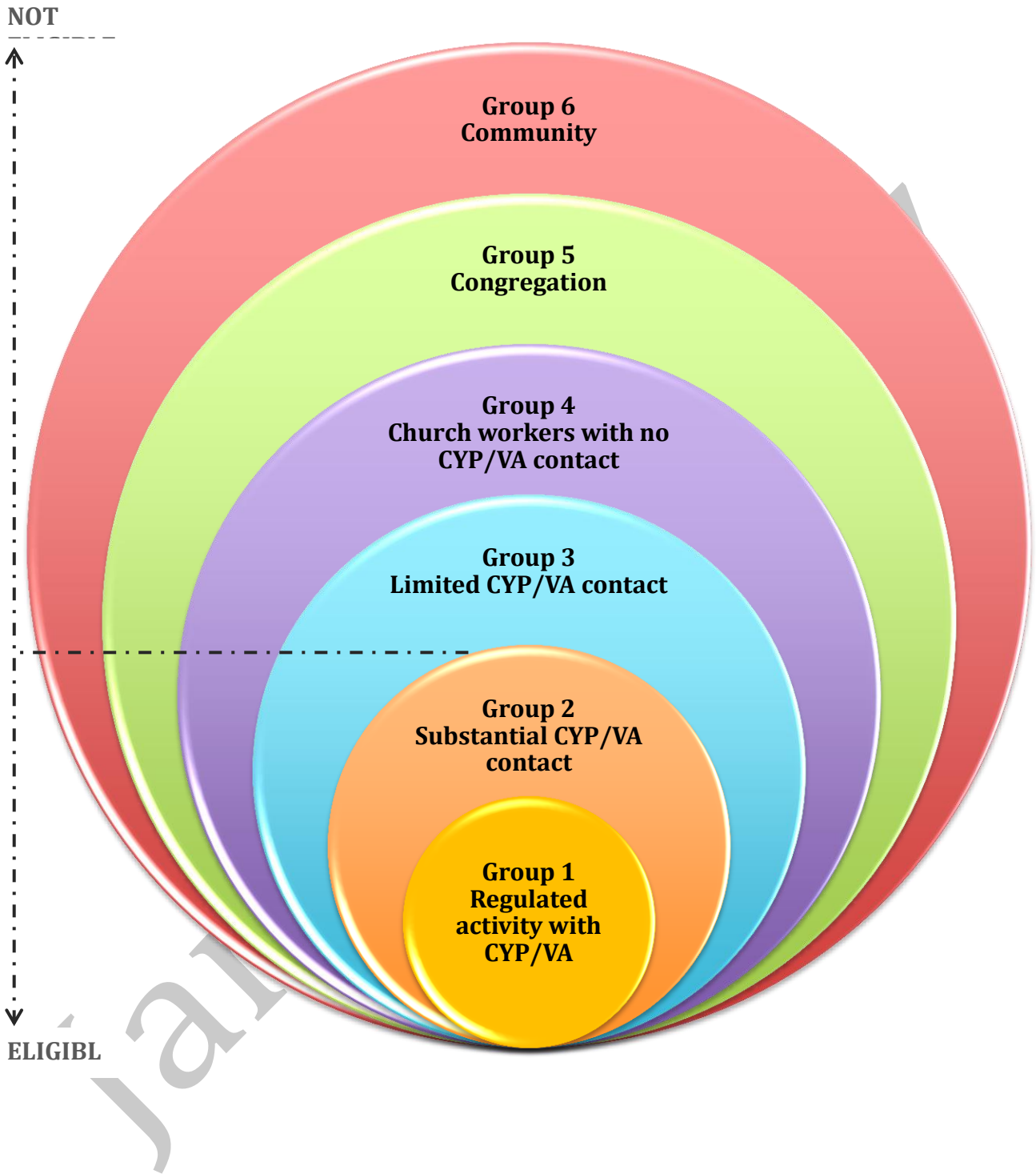
The following paragraphs are summarised from:

***'The Methodist Church in Britain Practice Guidance on carrying out Disclosure and Barring Service (DBS) checks as part of safer recruitment for England and Wales – August 2015.'* a joint statement with The Church of England.**

The following information gives guidance about which paid and volunteer posts are eligible for the new Disclosure and Barring Service checks. It shows that fewer posts are now eligible for checks than previously.

The following diagram shows that only those people who are in 'groups one and two' are now eligible for Disclosure and Barring Service (DBS) checks. The following pages give further details about which posts will be in each group. There are also details of the revised definition of 'vulnerable' adults, which is much narrower than previously (see also appendix 3)

**ELIGIBILITY**  
**Criminal Record Check Eligibility Circles**  
**in Relation to Children, Young People (CYP) and Vulnerable Adults (VA)**



## A. Criminal Record (DBS) Check Eligibility (Circles)

<p><b>Group 1 (Yellow)</b> Those who undertake 'Regulated Activity' with children or vulnerable adults (See below for definition of 'Regulated Activity')</p> <p><b>Eligible for: Enhanced Plus</b> (with the barred list check)</p>
<p><b>Group 2 (Orange)</b> Those who carry out activities which involve substantial contact with children or vulnerable adults, but are not undertaking 'Regulated Activity'. This may be because they are being supervised. (See below for definition of 'substantial contact' and 'supervised activity')</p> <p><b>Eligible for: Enhanced check</b> (without the barred list check)</p>
<p><b>Group 3 (Blue)</b> Those who have limited contact with children and vulnerable adults</p> <p><b>Eligible for: Basic check</b> (currently only available via Disclosure Scotland but anyone can apply) <i>NB: Basic checks via Disclosure Scotland will not be undertaken for this group at Christ the Cornerstone.</i></p>
<p><b>Group 4 (Purple)</b> Those where it would be useful to know about any convictions but their work does not relate to children, young people or vulnerable adults.</p> <p><b>Eligible for: Basic check</b> <i>NB: Basic checks via Disclosure Scotland will not be undertaken for this group at Christ the Cornerstone.</i></p>
<p><b>Groups 5 and 6 (Red and Green)</b> Those people within the congregation or known through community engagement</p> <p><b>Eligible for: No DBS checks</b> (but concerns may be addressed through the police or social care. Either through normal 'Working Together' arrangements or through the Child Sex Offender Disclosure Scheme (Sarah's Law) or the Domestic Violence Disclosure Scheme (Clare's Law) ).</p>

*Note: there could be significant risk when a member of one of these groups becomes known and trusted within the church and then is allowed to move into Group 1 or 2 without checks. This can be part of the process known as 'grooming', and is one of the most common ways in which abusers gain access to children or vulnerable adults. This is one of the main reasons for the emphasis on safer recruitment processes in all situations.*

## B. Definitions

### **Regulated Activities – Adults**

This is determined by the TYPE of activity undertaken, and includes those either supervising, or undertaking the activities. These include:

- Help with washing/dressing, eating/drinking, toileting
- Teaching someone to do one or more of these tasks
- Help with a person's cash, bills or shopping because of age, illness or disability
- Helping someone in the conduct of their affairs (eg Power of Attorney for someone who is not a relative or friend)
- Driving someone because of their age, illness or disability to/from places in order to receive health, personal or social care (not as family or friend, but as part of church role)

### **Regulated Activities – Children**

To meet this definition the 'Period Condition' must be met AND the person must not be supervised to the level of the definition below.

In addition those who supervise or are responsible for people undertaking work which meets these criteria are deemed to be undertaking 'regulated activity'.

The 'Period Condition' is defined as where the activity meets one or more of the following:

- Frequency – at least once a week
- Intensity – at least 4 days in a 30 day period
- Overnight – between the hours of 2am and 6am

### **Supervised Activity**

Whether or not the worker or volunteer is supervised is important. The CofE and Methodist Church define 'supervised activity' as:

*Activity where the supervisor – who has him/herself been safely recruited – is always able to see the supervised worker's actions during his/her work*

Where it is uncertain whether this level of monitoring can be maintained continuously – for example covering for holidays, or sickness of the supervisor – then the role is NOT a supervised position.

An unsupervised position falls into Group 1 regulated activity. A supervised position falls into Group 2 substantial contact.

### **Substantial Contact – Adults**

This is a complex area, but essentially includes:

- Any work which was previously defined as 'Regulated Activity' in relation to vulnerable adults
- Any position which involves regularly caring for, training, supervising or being solely in charge of vulnerable adults

### **Substantial Contact – Children**

The threshold frequently cited, in church terms, would be more contact than the door steward or coffee maker after the service. It essentially involves regularly caring for, training, supervising or being solely in charge of, children.

## **C. Examples of Church roles and Eligibility for DBS Checks**

*Note: this is not an exhaustive list, but is provided as a guide*

## **Group 1: Those who require an enhanced DBS check plus barred list check**

This includes:

### **Ministers**

- All ordained ministers with authority to exercise their ministry

### **Work with Children**

- Youth workers
- Children's workers
- Managers of youth and children's workers in Group 1 (regulated activity) roles
- Music leader where the choir or music group consists mainly of children or young people
- Steward where the role includes supervision of children or young people
- Drivers of children or young people where the driving is organized by the church

### **Work with Vulnerable Adults**

This includes:

- Pastoral visitors where the role includes direct feeding, physical care, or assistance with financial matters;
- Driving (organised by the church) to medical or social care appointments

### **Managers (Regulated Activity)**

- Those who manage workers who undertake Regulated Activity with children or adults who are vulnerable, for example:
- Sunday School Superintendent or equivalent
- the manager of a luncheon provision for adults with serious physical disabilities where help with feeding is required

## **Group 2 - substantial contact : those who are likely to require an enhanced DBS check without a barred list**

This includes:

### **Those who work alongside parents**

Those working with children in the presence of their parents, carers, or supervisors, but where on occasion the worker cares for the child without the parents present.

For example:

- family worker
- leader of parent and toddler groups
- Messy Church helper

### **Those covered by the previous definition of Regulated Activity**

- Any work which was defined as Regulated Activity relating to children within the meaning of Schedule 4 Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012.
- Any regulated position within the meaning of Part 2 of the Criminal Justice & Court Services Act 2000 (CJCSA). (This does not include those working with 16/17 year olds on work experience.)
- Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children.

### **Members of the church council or circuit meeting**

- Where the church or circuit works with children and/ or vulnerable adults, then all members of these governing bodies, as Charity Trustees, are deemed to be in Group 2 and as such are eligible for a criminal record check. A minimum of three checks should always be undertaken: the safeguarding lead person and two stewards. For the other members, the meeting can decide on what checks are appropriate. It would not normally be deemed necessary to require checks from all the trustees.

### **Substantial work with children**

- All those working with children or young people where either the requirements for Regulated Activity are not met (the period conditions -frequent, intense, overnight) or where there is sufficient supervision to move the role out of GROUP 1 Regulated Activity. For example:
  - *a volunteer youth worker whose turn on the rota is only every other week (not frequent)*
  - *a crèche worker who is never alone with children and whose work is always directly supervised.*

### **Substantial work with vulnerable adults**

Those who work with vulnerable adults where the role is substantial (GROUP 2) but does not fit the criteria for Regulated Activity. This includes:

- Worship leaders
- Local preachers
- Drivers for church activities
- Pastoral visitors

*Note The Church of England and Methodist Church define **supervised activity** as: Activity where the supervisor – who has him/herself been safely recruited – is always able to see the supervised worker's actions during his/her work.*