

Alverstone Evangelical Church

Alverstone Evangelical Church Safeguarding Policy December 2022

We acknowledge



as the source of this policy

Section 1

Details of the Place of Worship

Name of the Place of Worship

Alverstoke Evangelical Church

Location of Place of Worship

Alverstoke Junior School

Address of the Meeting Place

The Avenue, Alverstoke, Gosport PO12 2JS

General email address: admin@alverstoke-jun.hants.sch.uk.

Telephone Number: **02392 580450**

Leadership

Phil Royle (Elder and Elder Responsible for Youth Work)

David Cunliffe (Elder)

Contact Telephone/Email:

Phil Royle : phil@aechurch.org.uk

David Cunliffe: davidc@aechurch.org.uk

General Contact: 07379 514896 info@aechurch.org.uk

Safeguarding Coordinator Name:

Tammy Williams

Safeguarding Coordinator Telephone/Email:

Safeguarding@aechurch.org.uk

Membership of Denomination:

Affiliated to the Fellowship of Independent Evangelical Churches (FIEC)

Charity Number: 275967

Insurance Company:

Congregational & General Insurance plc

Copies of this policy are available from the Information Deacon: Sue Titterington.

INTRODUCTION

Alverstone Evangelical Church (AEC) is involved in running a number of children's activities both within the church and elsewhere. These guidelines have been produced with the intention of supporting the children, young people and adults of our church in developing good practice and in accordance with government guidance.

OUR COMMITMENT

The leadership recognises 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 Declaration on Human Rights article 2 of which states: 'Everyone is entitled to all the rights and freedom set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinions, national or social origin, property, birth or other status.' We also recognise our responsibility under the UN Convention on the Rights of the Child (1989) to protect children from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, whilst in the care of parent(s), legal guardian(s), or any other person who has the 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.

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.
- ensure that the premises in which activities are held meet the requirements of the Equalities Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Co-ordinator/Deputy 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.

Safeguarding Roles and Responsibilities:

Trustees

- Ultimately responsible for safeguarding
- Responsible for this Safeguarding Policy
- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers
- Responsible for raising awareness about best practice within the church
- Responsible for ensuring that the relevant people have received the appropriate training

Safeguarding Trustee/Elder

Not necessarily the person who heads up safeguarding in the church-could be a trustee or elder.

- Takes a lead on safeguarding matters for the trustees/elders.
- Is the point of contact with trustees/elders for safeguarding issues.
- Ensures church policy and procedures are reviewed annually.

Designated Person for Safeguarding

- Receives all reports of concerns regarding the safeguarding of children, and adults at risk.
- Listens, observes and acts on those concerns appropriately, having taken advice from the relevant people.
- Acts as a link between the church and other agencies on safeguarding matters.

Disclosure and Barring Service (DBS) Verifier

- Responsible for all aspects of processing DBS checks for church staff and volunteers.

Elders (in addition to responsibilities as Trustees)

- Shares with the trustees/elders the general responsibility for the adoption and implementation of the church's safeguarding policy.
- Should be made aware of any safeguarding issues within the church.
- Should take responsibility for ensuring that the pastoral needs of the church are being met.

Section 2

Prevention

Understanding child 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.

Detailed definitions, and signs and indicators of abuse,

Physical signs of abuse and neglect.

- Bruises, bites, burns, fractures, cuts, etc, which do not have an accidental explanation.
- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, knocks in rough games etc.
- Injuries which have not received medical attention.
- Reluctance to change or participate in games or swimming.

Indicators of sexual abuse.

- Any allegations made by a child.
- Child with excessive preoccupation with sexual matters and detail knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity indicated through play, words or drawings.
- Child sexually provocative 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.

Emotional signs of abuse.

- Changes or regression in mood and behaviour including depression and aggression, particularly where a child withdraws or is clinging.

Framework

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 a definition of abuse Article 19 as our starting point:

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

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:

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

Safer Recruitment

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

- There is a written job description/person specification for the post.
- Those applying have completed an application form and self-declaration form.
- Those being short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained, and followed up where appropriate.
- A disclosure and barring check have been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information.)
- Qualifications where necessary have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant has completed a probationary period.
- The applicant has been given a copy of **AEC's Safeguarding Policy** (this document) and knows how to report concerns.

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 safeguarding training on a regular basis. (Advised every 3 years).

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. All workers are issued with a code of conduct towards children, young people and adults with care and support needs (Appendix A).

Section 3

Practice Guidelines

As a place of worship working with children, young people and adults 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 to the activities we are involved in and these are included in this policy.

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.

The Care of Children whilst within Children's Activities at AEC:

1. No physical punishment will be used on a child.
2. No sexual contact is ever to take place between a Children's worker and a child.
3. No individual Children's worker will arrange to meet with a child alone outside the planned activities.
4. Teams will attempt to work together to minimise scope for isolation of either a child or an adult. However, in circumstances when it might be necessary to see a child on their own, the interview will be between members of the same sex in a room where the door is kept open (unless the child asks for the door to be closed); another person must be around in the building and will know that the counselling is taking place.
5. Children's workers are required to report all allegations or concerns about possible abuse, to the safeguarding Co-ordinator
6. There should be available addresses and contact telephone numbers for all children. Childrens workers must treat all young people with dignity and respect in attitude, language used and actions.
7. Any arrangements for transporting young people will be with the knowledge of the team leader and the approval of the parent/guardian. As far as possible the principles of point 4 above also applies to the transportation of young people. A First Aid kit will be available in the event of any accidents; a record of any incidents will be kept. Further Procedures for transporting children and young people on church related activities are described in Appendix B.
8. A log book must be kept by each team leader to record 'incidents' that might have child protection implications, e.g., a strange mark on a child's arm, something 'worrying' that a child might say. Any record must be signed and dated.

Boundaries

The level of personal care, e.g., toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.

Guidance on touch

- Keep everything public; a hug in that context is very different from a hug behind closed doors.
- Touch should be age appropriate and initiated by the child and not the worker.
- Avoid any physical activity which is thought to be sexually stimulating to the child or adult.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they may need medical attention.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misunderstood.
- Workers should treat all children and young people with dignity and respect in attitude, language use and actions. Respect the privacy of children, avoid questionable activities, i.e., rough or sexually provocative games or comments.

QUICK CHECK LIST:

THINGS TO AVOID

1. Never place yourself in a vulnerable position.
2. Being on your own with a child or young person.
3. Avoid situations where you will be tempted especially with older young people.
4. Touching a child in private.
5. Favouritism and special relationships.
6. Smacking or physically chastising, but physical restraint for safety reasons may be necessary. **RECORD INCIDENT**
7. Taking a child home on your own, ideally have another leader with you
8. Discussing personal relationships or sexual activity with a child.
9. Sexual comments or making comments about a child's attractiveness.

THINGS TO DO

1. Exercise wisdom in your relationships with children.
2. Listen to what children say without being judgemental
3. Think about child safety at all times.
4. Touch should be appropriate and in public.
5. Allow children privacy when changing or toileting.
6. Aim for at least 2 workers present at any given time.
7. Always be visible when talking with children.
8. Discourage crushes.
9. Have time and space for children to talk to leaders casually.
10. Be prayerful about difficult situations.
11. Inform the leader of the group or Safeguarding Co-ordinator of difficult situations.

SECTION 4

Responding to allegations of Abuse

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

- Accept what the child says (however unlikely the story may sound). Keep calm.
- Look at the child directly.
- Be honest.
- Let them know you need to tell someone else.
- Don't promise confidentiality.
- Even when a child has broken a rule, they are not to blame for abuse.
- Never push for information.

Helpful things to say

I believe you (or showing acceptance of what the child says).

I am glad you told me.

It's not your fault.

I will help you.

I know someone who can help us with this.

What to avoid

Saying "why didn't you tell me this before?"

Saying 'I can't believe it' Saying "are you sure this is true?"

Asking questions that require the answer "Yes or No".

Asking "Why?"

Making false promises.

Making statements such as "I am shocked".

In Summary

- Reassure the child they were right to tell you and that you believe them.
- Let them know what you are going to do next and you will let them know what happens.
- Immediately refer to the Safeguarding Coordinator as indicated in the Safeguarding procedure.

Documenting a Concern.

- The Worker or volunteer should make a report of the concerns as soon as possible (within an hour of the interview), writing down the actual words that the child used and when he/she said them and what was happening immediately before hand (i.e.) description of activity.
- Record dates and times of these events and also record when you made the record.
- Keep all hand written notes, even if these have been typed subsequently.

- **You should not discuss your suspicions or the allegations with anyone other than the Safeguarding Co-ordinator.**
- **Following the information being received by Social Services and/or the police, the person in receipt of allegations or suspicion of abuse should then report concerns as soon as possible to:**

Name: (hereafter the 'Safeguarding Co-ordinator')

Telephone:

Email:

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 suspicion in any way involves the Safeguarding Co-ordinator, the report should be made to:

Name: (hereafter the 'Deputy')

Telephone:

Email:

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, 113, Swanley, Kent, BR8 7UQ

[Tel: 030 3003 1111](tel:03030031111)

Alternatively contact Hampshire Social Services (see below: [Name of Local Authority](#)) or the Police (101 or 999).

The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring thirtyone:eight helpline for advice. They should then contact Hampshire Social Services (OR in the area where the child or adult lives, if they live outside Hampshire).

[Name of Local Authority](#)

Hampshire Children Services

Phone: 0300 555 1384 (Office Hours)

Phone: 0300 555 1373 (Out of Hours)

Email: childrens.services@hants.gov.uk

Hampshire Adult Services:

Phone: 0300 555 1378

Or 0300 555 1386

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern.

The Trustee responsible for safeguarding may need to liaise with the insurance company or the charity commission to report a serious incident.

The Designated Officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer with someone under 18.

Suspensions must not be discussed with anyone other than those nominated above. A written record of 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 a referral to Social Services, the police or taking advice from thirtyone:eight.

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 to seek advice from thirtyone:eight, although the leadership hope that members of the place of worship will use this procedure. If, however, the individual with the concerns 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 demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

Detailed procedures where there is a concern about a child.

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact 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 inform 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 the 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.
- If unsure whether or not to refer a case to Children's Social Services: seek and follow advice given from thirtyone:eight (who will confirm their advice in writing).

Allegations of sexual abuse

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

Contact Hampshire Children's Services for children and families (see above [Name of Local Authority](#)) or the police Child Protection Team direct (101 or 999). They will NOT speak to the parent or anyone else.

Seek and follow the advice given by thirtyone:eight if for any reason they are unsure 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:

Suspicions or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, forced marriage, modern slavery, domestic abuse.

If there are concerns about the above, the Safeguarding Co-ordinator/Deputy will:

- Liaise with Hampshire Adult Social Services (see above [Name of Local Authority](#)) in regards to the suspension of the worker.
- Make a referral to the DBS following the advice of Adult Social Services.

The Care Act 2014 places the duty upon Adult Social Services to investigate situations of harm to adults with care and support needs (clause 42). This may result in a range of options including action against person or organisation causing 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 make not the church.

Records

All records, whether paper or digital, must be kept securely to maintain confidence.

Records will be retained in accordance the Christian Safeguarding Services guidelines, see

Section 5

Pastoral Care

Supporting those who are affected by abuse

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

Working with offenders and those who may pose a risk

When someone attending the place of worship is known to have abused children, is under investigation, or is known to be a risk to adults with care or 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 i.e. Written Agreement Code of Conduct. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Adoption of the Safeguarding Policy

Signed by:

Position:

Signed by:

Position:

Date:

Copies of this policy are not available on the AEC website but are available from the Information Deacon.

Appendix A **SAFEGUARDING CODE OF CONDUCT**

In its simplest form, 'safeguarding' can be defined as 'keeping children, young people and adults at risk, safe from harm'.

1. Implement AECs Safeguarding Policy.
2. Report any concerns about or allegations of abuse to the Safeguarding Coordinator.
3. Listen to any concerns that the children and young people may have.
4. Consider your behaviour.
5. Respect your position of trust and maintain appropriate boundaries and relationships with children and young people.
6. Keep children safe by supervising appropriately, using safe methods and putting children's safety first.
7. Make sure you've got appropriate staffing ratios of adults to participant before the session begins.
8. Respect children's and young people trust and rights whilst being open and honest with them.
9. Lead by example.
10. Support one another as leaders and helpers.
11. Accountability:
This is everyone's personal responsibility. Always know to who you are accountable, be transparent in all you do.

Appendix B **RESPONSIBILITY AND GUIDELINES FOR
TRANSPORTING CHILDREN AND
YOUNG PEOPLE ON CHURCH RELATED
ACTIVITIES.**

General

- The parents/carers must have given written consent so that their children can take part in activities and also give information on health, diet, medication and contact details in case of emergency. Parents/carers should also have the contact details of leaders.
- This consent also applies to the children that attend activities and events to be transported by a leader who is DBS checked (Disclosure and Baring Service.)
- Parents/carers and children should feel secure that they could raise any concerns about the safety and welfare of children and know they will be listened to and taken seriously and should a crisis situation arise where there might be a safeguarding issue, the Safeguarding Coordinator will follow the necessary Safeguarding Policy procedures in order to protect both children and adults.
- Confidentiality will not be promised to a child or young person, if they begin to disclose intimate details to a leader; he or she will explain that they are not able to keep secret anything that might put them or others at risk of harm. If they do tell a leader something of concern, the Safeguarding Coordinator or Deputy will be informed immediately and information will be recorded verbatim, signed and dated.
- A log will be kept by the responsible Adults recording anything said or done relating to individuals that may cause concern.

For transporting children and young people on church related activities the following procedures apply:

- All involved in the transportation of young people should have a valid DBS check before getting involved in this task.
- All helpers should be familiar with and have access to a copy of the churches Safeguarding Policy. This policy must be adhered to by all working with children and young people.
- The aim should be a minimum of two adults per journey, one driver and one other.
- There must always be one person who is a committed Christian, who is DBS checked and where possible an AEC Church member on a mini-bus and this person is the Responsible Adult on the bus.

All drivers must:

Fitness to Drive

- Hold a valid licence for the type of vehicle being driven.
- Be fit to drive.
- Have no medical condition which affects their ability to drive.
- Have a valid MOT.
- Ensure that any vehicle used has current road tax.

- Ensure all seat belts are working and worn by everyone in the vehicle Ensure that they adhere to the appropriate speed limit.

Insurance

- Maintain valid insurance, as a minimum, for third party liability.
- Check with their insurance company and inform them that the driver occasionally conveys children on church activities (This is unlikely to affect the cost of your insurance premium.)

Safety

- Before driving not to consume alcohol or drugs which may impair driving.
- Use child proof locks on rear door when necessary.
- Child seats such as booster seats are to be used at all times according to the height of each child in the vehicle.
- Be familiar with and in accordance with, the Highway Code at all times.
- Measures will be taken so that a child who attends the activities provided should not need to be transported individually and where possible two children will be dropped off last to avoid being with a sole child.
- Circumstance can arise when just one child needs to be transported to the venue, the leader would ask the parent and child if they are comfortable with this arrangement and told who will be transporting the child both to and from the activity. The Safeguarding Coordinator will be informed of this arrangement and agree in the circumstances

Drivers must have contact details of families in case of breakdown.

Appendix C **GUIDELINES**
FOR THE APPOINTMENT OF
CHILDREN'S WORKERS

Commitment

1. All team leaders will be members of AEC, or specifically approved by the eldership.
2. Children's workers should:
 - Attend regularly the Sunday services and be involved in the life of the church. Those who serve on a Sunday morning and are therefore unable to meet with the body of the church are expected to make the evening service a priority.
 - Attend planning and prayer meetings for the work.
 - Follow the Safeguarding policy.
 - Commit themselves to Safeguarding training.

Team members under the age of 18 care should be taken that they are not out of every morning meeting and that they are receiving teaching on a regular basis.

Procedure for appointing new workers

- The names of prospective workers must be cleared with the Eldership before an individual is approached.
- The team leader will meet with a potential worker to discuss what is involved. The team leaders (or the Safeguarding Co-ordinator) will go through this Safeguarding Policy and all accompanying guidelines.
- Each person will sign the Safeguarding Declaration (Appendix D) and references may be taken up.
- Each new worker will be DBS checked.
- Children's workers will plan together and review their work. The team leader will regularly review Safeguarding matters.

Appendix D **RECRUITMENT OF WORKERS IN GROUPS FOR CHILDREN UNDER 18**

Stage 1

- A person approaches the leader of a group or vice versa.
- The leader makes a general assessment of his/her suitability and the willingness to undergo training.
- The leader then instructs them to read the Safeguarding Policy, available from the Information Deacon.
- The leader informs the Elder responsible for Youth Work who must approve the appointment.
- The responsible Elder informs the leader that the person is accepted provided the DBS process gives a positive result.

Stage 2

- The leader gives the person the new workers 'Declaration Form' to fill in. (A copy of this is in Appendix D of the Safeguarding Policy.)
- The leader passes the form on to the DBS administrator who arranges a DBS check.
- When the DBS check has been processed successfully, the DBS administrator informs the leader.

Clarifications

- The recommended ratios of helpers to children are:

Ages: 0 to 2 Ratio 1:3

Ages: 2 to 4 Ratio 1:4

Ages: 4 - 8 Ratio 1:6

Ages: 9-12 Ratio 1:8

Ages: 13- 18 Ratio 1:10

[Reference: NSPCC April 2013 <http://www.nspcc.org.uk/globalassets>]

- There must be at least two adults with any group at all times.
- Adventurers: If on a particular day an allocated helper is absent so that the recommended ratio of helpers to children is not met then another qualified person should be drafted in from the main service. If that is not possible then it will be announced that Adventurers group will not run that day. Parents will be informed that there are toys in the outer hall for their use.

Appendix E **NEW**
WORKERS—SAFEGUARDING
DECLARATION

Please complete the following form and submit it to _____ the team leader.

Name _____

Address _____

Telephone No. _____

Name and address of previous church (if any) _____

Name and contact details of previous church's minister or referee _____

Past experience in Children's work _____

I am willing for you to contact my past church or referee for a reference.

I have read the church's Safeguarding policy and guidelines and commit myself to adhere to them for the good of children and leaders alike. I am willing to attend Safeguarding training.

I give permission for a DBS check to be carried out.

Signed _____ Date _____

New workers—TEAM LEADER'S declaration

Name of Leader _____

Name of New Worker _____

Please initial when completed

1. References (if required) have been taken up and are satisfactory ____
2. Safeguarding policy and guidelines have been read with the new Children's worker and they have received their own copy. ____
3. DBS check has been carried out without any problems arising. ____
4. The Elders have given agreement over this appointment.

Signed _____ Date _____

This page must be returned to:

Appendix F **RETENTION OF RECORDS**

For further information the following websites and documents may be consulted

<https://thecss.co.uk/2020/05/14/record-retention/>

[IRMS Schools Toolkit - Information and Records Management Society](#)

[Summary of advice \(churchofengland.org\)](#)

Records Relating to a Child

Records relating to concerns about or disclosure by a child or young person must be kept as a minimum until the 25th birthday of the child.

Records Relating to an Adult

Records relating to allegations made against a member of staff or volunteer must be kept for as long as they could have an active involvement with a church and as a minimum for 10 years.

Consent Forms

Consent forms should be destroyed once they have fulfilled their purpose.

Review

Before destroying information consider whether it might support a current or historical investigation and therefore needs to be retained for a longer period.

Before retaining information consider whether it is personal information that is not necessary to retain.