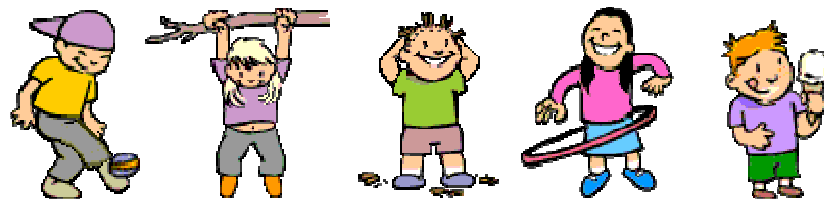


SAFE AND SOUND POLICY

Nationchangers Church
in Merthyr Tydfil
Registered Charity Number: 1071620



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INTRODUCTION

Details of the Charity

Nationchangers Church in Merthyr Tydfil is registered with the UK Charity Commission under number 1071620. There is a board of Trustees (Directors) who meet to oversee all the activities of the Charity.

Registered Office:

Gellideg Chapel
Swansea Road
Merthyr Tydfil
CF48 1HT
Tel. +44 (01685 388788

Scope of policy

The Trustees of the Charity recognises the importance of The Charity's growing ministry to children and young people and its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care. The Charity also recognises the importance of protecting the interests of the workers themselves. The Trustee's have therefore developed and adopted this 'Safe and Sound' child protection policy.

This document is based on a Model Child Protection Policy supplied by the Churches' Child Protection Advisory Service (CCPAS). A copy of the policy and all amendments will be filed with the CCPAS. This policy must not be copied by other churches/organisations without the written agreement of the CCPAS.

'Children and young people' in this policy means persons under 18 years of age as defined by the 1989 Children Act.

Churches Operating under the Charity

Nationchangers Church
Gellideg Chapel
Swansea Road
Merthyr Tydfil

Throughout this document:

"The Charity" refers to Nationchangers Church Merthyr Tydfil

"The Trustees" are the Trustees of Nationchangers Church in Merthyr Tydfil

"The Church" is Nationchangers Church

"The Elders" will be the elders of Nationchangers Church

SECTION 1: APPOINTING WORKERS

The Charity will ensure that all workers are appointed, trained, supported and supervised in accordance with the principles set out in the government guidelines "Safe from Harm" (HMSO 1993), the Criminal Records Bureau, the Churches Child Protection Advisory Service (CCPAS) and the practise guidelines detailed below. These same principles will be applied to anyone appointed to work with vulnerable adults (a definition of which is provided in Appendix 1).

Recruitment practise

- All potential workers with children or young people will be asked to complete a 'Worker proposal form' (NCSSP1).
- All potential workers will be members of the church operating under the Charity.
- If a person is deemed suitable, their experience of working with children or young people will be explored in an interview with a Leader or Child Safety Co-ordinator of the Church.
- At least 1 referee who has experience of the person's work with children or young people will be contacted. ['Reference request letter' (NCSSP2) and 'Reference response form' (NCSSP3)].
- All potential workers will undergo a Criminal Records Bureau (CRB) disclosure check.
- Approval will be sought from the parents of all potential workers under the age of 18.
- The Elders will give the final approval of all workers.
- All approved personnel will be asked to sign a 'Worker contract' (NCSSP4) to confirm their acceptance of this 'Safe and Sound' policy.

Training

The Charity is committed to helping its workers provide the best possible service to the children and young people they work with, and will therefore endeavour to provide for any training needs.

- Trustees responsible for Child Protection and Child Safety Coordinators will keep up to date with current legislation in this area, and attend relevant training.
- Everyone working with children or young people will be trained in issues surrounding child protection and this Safe and Sound policy, intended that this will be at least annually.
- Everyone working with children or young people will be offered other training opportunities as and where necessary, and individuals will also be free to approach a Child Safety Co-ordinator with suggestions of training that would be useful.
- Training for workers in other relevant areas, such as food hygiene and first aid, will be arranged as necessary.

General role description for workers with children and young people

As a worker with children or young people, you must be willing to adhere to our Safe and Sound policy. You will be asked to sign a 'Worker contract' (NCSSP4) to confirm this.

A structure of accountability exists within the church within which every individual operates:

- God has the ultimate authority over us all
- The Elders have authority delegated to them from God
- The Elders delegate authority to the Leaders
- The Leaders delegate authority to the Workers

The leaders have the right to ask any worker to step down from their role. Each worker is also accountable to their named Child Safety Co-ordinator, who is in turn directly accountable to the Elders. The names and contact details of the approved Child Safety Co-ordinators can be obtained from the Church Elders.

We expect all those working with children or young people to make any meetings relating to children's or youth work a priority.

There is a duty of all workers with children or young people to prevent the abuse of children when in contact with the church. If abuse is discovered or disclosed, action should be taken in line with our 'Safe and Sound' Policy.

Potential workers should be aware that the church will apply for a 'Criminal Records Bureau (CRB) Disclosure' for all successful applicants. Potential workers will be asked for their full co-operation with this. The Rehabilitation of Offenders Act 1974, requires that workers be asked to declare any spent or unspent convictions on the 'Worker proposal form' (NCSSP1) and verbally in an interview (this information will be treated in the strictest confidence). The Charity has statements on 'Equal opportunities' and on the 'Handling of CRB disclosure information' in our Safe and Sound policy and copies of these are available on request.

Specific roles may require a more detailed role description. These details will be available on the 'Worker contract' (NCSSP4) and/or from your Leader.

Equal opportunities statement

The Charity is committed to providing a vital, practical response to the needs of those we serve, regardless of race, sex, physical/mental, disability or offending background.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, The Charity undertakes to comply fully with the CRB Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

The Charity actively promotes equality of opportunity for all, with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values of The Charity.

A disclosure is only requested when proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered a position.

Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the 'Worker proposal form' (NCSSP1). This information is only to be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows The Charity to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in The Charity who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment or voluntary work.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Handling of CRB disclosure information

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, The Charity will undertake to comply fully with the CRB Code of Practice.

Storage & Access

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

Handling

In accordance with section 124 of the Police Act 1997, disclosure information will only be passed to those who are authorised to receive it in the course of their duties. A record will be kept of all those to whom disclosures or disclosure information has been revealed [Disclosures storage and destruction record (NCSSP6)]. The Charity recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

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

Retention

Once a recruitment (or other relevant) decision has been made, The Charity will not keep disclosure information for any longer than is absolutely 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 CRB 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 safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has lapsed, The Charity will destroy any disclosure information by shredding. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). The Charity will not keep any copy or representation of a CRB disclosure or its contents, however, it will keep a record of the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number and the details of the recruitment decision taken [Disclosures storage and destruction record (NCSSP6)].

SECTION 2: CHILD PROTECTION

Definitions of abuse

Abuse or neglect of a child may occur by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

The four main 4 types of abuse are as follows:

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child or young person.

Neglect

Neglect is the persistent or severe failure to meet a child or young person's physical or psychological needs, which is likely to result in the significant impairment of the child or young person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing; failing to protect a child or young person from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

Emotional abuse

Emotional abuse is the persistent or severe emotional ill treatment or rejection of a child or young person that is likely to severely affect their emotional and behavioural development. It may involve conveying to the child or young person that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on a child or young person. It may involve causing a child or young person to feel frightened or in danger, or their exploitation or corruption. Some level of emotional abuse is involved in all types of ill-treatment of a child or young person, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving a child or young person in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging a child or young person to behave in sexually inappropriate ways.

Recognising abuse

The Charity recognises that abuse may have occurred in 3 ways:

1. A direct report from a child or young person that they have been subjected to a form of abuse (a disclosure).
2. An indirect report that a child or young person has been subjected to a form of abuse (also known as a disclosure). This may be from another child or young person, or another adult.
3. Observing signs from a child or young person. The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered:

Physical signs of abuse

- 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 or rough games
- Injuries which have not received medical attention
- Repeated urinary infections or unexplained tummy pains
- Neglect, such as failure to grow, constant hunger, stealing or gorging food or untreated illnesses
- Cuts, scratches or substance abuse*

Indicators of possible sexual abuse

- Child or young person with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child or young person who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders: anorexia, bulimia*

Emotional signs of abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Nervousness or frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with adults and/or peers
- Attention-seeking behaviour
- Persistent tiredness
- Running away, stealing or lying

Please remember that the above is not a formula for suspecting abuse and that these indications should be noted and dealt with carefully.

(*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning or self-poisoning.)

How to respond to a child wanting to talk

If a direct or indirect disclosure is made to a paid employee or volunteer of The Charity, it is important that they respond in an appropriate way. The following may be of help:

General points

- LISTEN to the child or young person, even if you do not believe them
- React calmly
- Reassure them that they were right to tell but DO NOT promise confidentiality
- Take what they say seriously
- Avoid leading questions, only ask enough to ensure that you have a clear understanding of what is being said to pass information on
- Be aware that the child or young person may have been threatened or bribed not to tell
- It is a good idea during a disclosure to repeat back to the child what they have said to you. This shows that you are listening and checks that you have heard them correctly.
- Don't re-question a child following a disclosure or get involved in questioning / talking with any other children involved in the disclosure.

Helpful things you might say or do

- "I'm glad you have told me"
- "It's not your fault"
- "I will help you"
- Look at the child or young person directly

Do not say

- "Why didn't you tell anyone before?"
- "I can't believe it!"
- "Are you sure this is true?"
- "Why? How? When? Who? Where?"
- "I am shocked, don't tell anyone else"

It is very important that the paid employees and volunteers of The Charity NEVER PROMISE CONFIDENTIALITY either to a child disclosing abuse or to an adult disclosing concerns about another adult or information about their own behaviour. The paid employees and volunteers of The Charity must make it clear that they are obliged to follow this Safe and Sound policy and explain the possible outcomes that will result from information being given to them. If a child refuses to proceed with a disclosure when you have told them that you can't promise confidentiality, then there isn't anything you can do about this, but log the event.

Responsibility to report

It is not the responsibility of the paid employees and volunteers of The Charity to decide whether a child or young person has been abused, but IT IS their responsibility to refer any disclosures or concerns appropriately. If an incident does arise the Charity insurance company should be contacted, speak with one of the Trustees about relevant contact details.

How to report

Once a disclosure or concern exists the worker should aim to discuss with the church child safety coordinator as soon as possible. And without delaying the process fill out a sensitive information form (NCSSP7a). In no way should anyone mentioned in the disclosure or concern be included in any discussions at this stage.

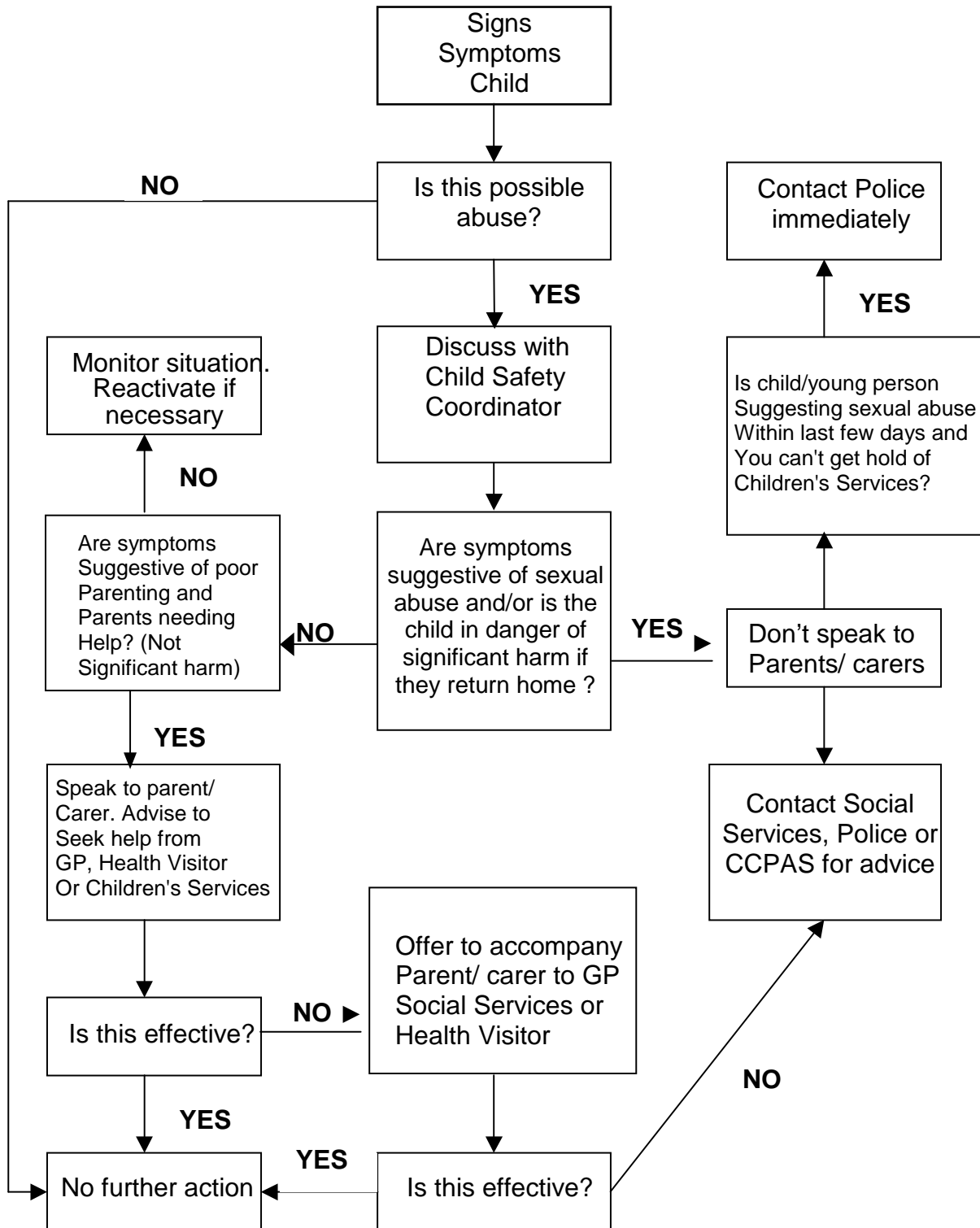
'Sensitive information forms' (NCSSP7a) should be filled out as soon as possible. The reporting should be detailed and precise, focusing on what was said or observed, who was present and what happened. Speculation and interpretation should be clearly distinguished from reporting. If physical abuse is alleged, it may be useful to use the 'Skin maps' (NCSSP7b).

All Sensitive information forms should be treated as extremely confidential. The forms should be passed ONLY to the persons detailed on form (NCSSP5), provided they themselves are not involved in the disclosure or concern. It is the responsibility of each individual in possession of the information to maintain confidentiality.

It is, of course, the right of any individual to make a direct referral to the child protection agencies or seek advice from CCPAS.

What will be done

The guiding principle in responding to any disclosures or concerns raised is that the best interests of the child or young person should always govern any decisions that are made regarding what action should be taken. Once a disclosure or concern has been reported to a Child Safety Co-ordinator, they will follow the response model detailed below.



SECTION 3: GUIDELINES FOR GOOD PRACTISE

General

- Ensure that the only workers allowed to participate in an activity are the workers assigned to that group. Other adults should not be allowed free access. Where parents want to attend an activity (e.g. Kids Clubs), seating should be provided that is separate from the children.
- Consideration should be given to issuing cloakroom style tickets for parents collecting children from groups for under 5 year olds, particularly in large groups.
- Where possible, workers should use a different toilet to the children and young people they are working with in the course of a club.
- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst accepting that some children have special needs.
- Operate a no-alcohol, -tobacco, -solvents or -illegal substances policy in all groups at all times.
- When feeding children and young people, always check for any allergies to certain foods or drinks.
- Never lend money to a child or young person.
- Always ensure the safe keeping of medical treatments.
- Pray with workers before any sessions and take time to debrief before you leave.

Adult supervision

- Below are the required ratios of adult to child governing registered day care for under 8 year olds:

	Adults:Children
0 to 2 years	1:3
2 to 3 years	1:4
3 to 8 years	1:8

It may not, in practise, be possible to achieve the same standards as for registered activities, but it is vital to ensure that there are sufficient adults for child supervision.

- For children over 8, there is no official guidance. A suggested ratio is 2 adults (1 of each gender if possible) for up to 20 children, with an additional worker for every 10 children.
- All suggested ratios would need to be increased for outdoor activities, activities considered high risk or for those catering for children with special needs.
- No person under the age of 16 should be left with the sole responsibility of caring for or supervising other children.
- Whilst there may be a valid argument for groups of 16 years+ to be led and run by their peers, adult leaders should always be present or within earshot.
- Have in mind a clear strategy for summoning additional adult help (if needed).

Keeping records

- Maintain a register of children or young people attending a club or activity, together with a register of helpers. It may also be helpful to include a record of arrival and departure times, particularly if an individual is not attending a whole session. Make a note of other people in the building (e.g. maintenance person, visiting speaker etc) and of any other events taking place at the same time.
- Ensure that a 'Personal information record and consent' form (NCSSP8) is signed and submitted for each child or young person that is involved in any club where there is no one with parental responsibility on site.
- Log books can protect children, young people and workers. Introduce a log book for minor incidents and use an 'Accident and incident form' (NCSSP9) for accidents or significant incidents. This may be very helpful, for example, if leaders have to deal with a difficult child who subsequently makes an accusation of assault. Patterns of behaviour may also emerge from log records that might not otherwise be so obvious. Parents and older children could be asked to read and sign a log book.

Children from the street

Sometimes children playing outside or wandering the streets with no adult supervision will want to join in with church activities without the knowledge of their parents. The Charity recommends the following practise:

- On arrival, welcome the child and young person and try to establish their name, age, address and telephone number for registration.
- Ask the child or young person if a parent/main carer is aware where they are and what time they are expected home. If this is before the session ends, the child or young person should be encouraged to return home, unless permission to stay can be obtained from the parent/main carer via a telephone call.
- On leaving, give the child or young person a leaflet about the group with contact telephone numbers and a 'Personal information record and consent' (NCSSP8).
- Without interrogating the child or young person, try to find out as soon as possible whether they have any special needs (e.g. medication), so that you can respond appropriately in an emergency.

Home visits and detached work

- When carrying out home visits or detached work, a Church ID badge should be worn clearly at all times. If you lose or have your Church ID badge stolen, inform your Child Safety Co-ordinator as soon as practically possible.
- Never go into a child's home if the parent/main carer is absent.
- When visiting homes, do so at appropriate times, ~7pm at the latest for children (up to 11 years) and ~9pm at the latest for young people.
- Visit in pairs rather than alone, preferably with one member of each sex.
- Consider keeping a journal of visits, detailing the purpose, time and who was present.
- The invitation of a child or young person to your home must be done with the permission of the parent/main carer. Obtain verbal permission for those within the church and use a 'Consent form' (NCSSP10) for those children or young people outside of the church.
- Be sensible with the time that you have children or young people at your house, ~8pm at the latest for children and ~10pm at the latest for young people.
- Do not let children or young people stay in your house during school hours. If they are distressed get to the bottom of the problem as soon as possible, but remember that

children and young people are required by law to attend school. If appropriate ring the Intergrated Children's Services on 01685 725000

- No child or young person should ever go into your bedroom for any reason.
- No child or young person should ever stay the night in your home. If they turn up homeless, refer the situation to your Child Safety Co-ordinator. To arrange formal 'sleep overs' use a 'Consent form' (NCSSP10).
- Never give out your house keys to a child or young person.
- Never allow a girls only group into a lad's house, or a lads only group into a girl's house.
- Try to avoid being left with a member of the opposite sex when members of a mixed group leave your house.
- As a house, agree a set of rules of behaviour which each person in the house will agree to and uphold. Do not be afraid of asking children or young people to leave for breaking these rules.

Conversations

- Where privacy is important (e.g. counselling) and a child or young person is being seen on their own, ensure that other workers know that the meeting is taking place and that someone else is in the building. Ensure that the meeting is visible, either by leaving the door ajar or by using a room with a window in the door.
- Never enter into a conversation which addresses a child or young person's personal life or problems if the child or young person is of the opposite sex.
- Be extremely careful in offering physical contact to a child or young person in the course of a conversation. (Further details below under 'Taking care of touching'.)
- Refer to Section 2: 'How to respond to a child wanting to talk' and 'How to report' if a disclosure is made.
- Limit any counselling/mentoring conversations to 1 hour and always keep your Child Safety Co-ordinator informed as necessary.

Taking care of touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child or young person's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child or young person rather than the worker.
- Avoid any physical activity which is, or may be thought to be, sexually stimulating to the adult, child or young person.
- Children and young people have the right to decide how much physical contact they have with others, except in exceptional circumstances i.e. when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child or young person to do what they can manage themselves, but consider the child or young person's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

Discipline

- Workers should treat all children and young people with dignity and respect in attitude, language and actions.

- Ask God for wisdom, discernment and understanding for the children or young people in your care.
- Work on an individual's positive attributes, do not compare one child or young person with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Take care to give quieter and well behaved children or young people attention and resist allowing demanding children or young people to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit a child or young person and try not to shout. Change your voice tone if necessary.
- Discipline out of love, never out of anger. Call on support from other workers if you feel so angry that you may deal with a situation unwisely.
- Lay down ground rules e.g. no swearing, racism, calling each other names, respect for property and make sure the children understand what action will be taken if these are not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore, each child or young person should be dealt with on an individual basis.
- Some children have a tendency to be disruptive in a group. Give them a chance, warn them and then separate them if they are disruptive as a last resort.
- Have a disruptive child or young person sit right in front of you or get a worker to sit next to them.
- Remedial action can be taken against a constantly disruptive child or young person. Consider talking to their parent/carer and banning them from the group for a period of time. Do not let a few children or young people ruin what you are trying to achieve with the rest of the group.
- Be pro-active rather than waiting to be told to deal with a situation - unless there is a designated worker that deals with discipline.
- If a child or young person is harming him/herself, another person and/or property a pair of workers should tell the child or young person to STOP. If this is ignored warn them that you will call for additional help, including if necessary the Police. In exceptional circumstances you may need to restrain the child or young person to prevent them from harming themselves, others or property until the Police arrive or you may need to use the minimum force necessary to escort them off the premises.

Transporting children and young people

- Only those approved to work with children and young people should provide transport.
- Parental consent should be given. Obtain verbal permission for those within the church and use a 'Consent form' (NCSSP10) for those children or young people outside of the church.
- All minibuses should have a small bus permit, the necessary insurance, seatbelts for all passengers and a driver aged 21 or over who has held a full driving license for at least 2 years.
- If when using a minibus, the children or young people are asked to make a contribution towards the trip, there is a legal requirement to obtain a Section 9 permit from the Department of the Environment, Transport and the Regions.
- Try to plan routes so that the most vulnerable child or young person is not dropped off last.
- Drivers should not spend unnecessary time alone in a car with a child or young person. If a child or young person wants to talk to the driver about something, the driver should explain that it isn't convenient to talk there and then and arrange to meet the child or young person when there are other adults around.
- When travelling in groups with more than one vehicle it is good practise to insist that children and young people stay in the same groups on the out-going and return journey. This will help to avoid the confusion of whether a child has been transported home.
- When travelling in convoy with more than one vehicle, the drivers may transport children or young people of the opposite sex providing that another driver is of the same gender.
- If parents transport children or young people around, ensure that they are all aware that such arrangements are the responsibility of the parents involved and not of King's Church.

Trips and residentials

- Ensure that a 'Personal information record and consent' form (NCSSP8) and 'Consent form' (NCSSP10) is signed and submitted for each child or young person that is involved. Always take these forms away with you, but leave copies on file.
- At any event you attend where you have taken children or young people in the name of the church, you and your group will come under the child protection policy of that event organiser. Where such a policy does not exist, you and your group will continue to come under this Safe and Sound policy.
- No child should participate in 'adventurous activities' without the written consent of the parent/main carer [Detail the activities on the 'Consent form' (NCSSP10)].
- Ensure that the premises used for 'adventurous activities' are licensed and that the staff are properly trained and qualified.
- If taking children or young people swimming, a 'Swimming consent form' (NCSSP11) should be completed and taken on the trip (leave a copy on file).
- When taking children or young people swimming, at least 1 worker should stay out of the water for better surveillance.
- Where possible workers should have separate sleeping arrangements to the children and young people they are looking after.
- Always maintain separate-sex bedrooms for children, young people and workers (except for married couples).
- Regular checks should be made of rooms where children or young people are sleeping.
- Where possible workers should use separate toilet/bathroom facilities to the children or young people.

- Never take a child or young person somewhere without another worker. At least 1 of you should be the same sex as the child or young person with you.
- Ensure there is adequate fire protection and appropriate means of escape and that the group are fully aware of what to do in the event of an emergency.
- Check and ensure that any unreasonable risks are removed or dealt with.
- Ensure that appropriate first aid skills and treatment are available.
- Familiarise yourself with the distance and location of the nearest GP practise and hospital with an A and E Department.
- Ensure that any medication being looked after on a child or young person's behalf is kept securely and is always available to the child.

Filming and photographing children and young people

- If images are taken at an event attended by a large number of people, this is regarded as a public area and permission from a crowd is not necessary.
- For children and young people inside and outside of the church, permission to take images is assumed unless their parent/main carer contacts a Leader or Child Safety Co-ordinator of the Church to state otherwise.
- Written consent must be obtained from the parent/main carer of any child or young person before using their individual photograph on a website, as this significantly increases their vulnerability ['Website images consent form' (NCSSP12)].
- In all uses of images, children and young people should not be identified by surname or by any other personal details.

Section 4 DEFINITIONS OF A VULNERABLE ADULT

A vulnerable adult is a person aged 18 or over who has at least one of the following:

Condition:

- A learning or physical disability,
- A physical or mental illness, chronic or otherwise including an addiction to alcohol or drugs, or
- A reduction in physical or mental capacity

Disability:

- A dependency upon others in the performance of, or a requirement for assistance in the performance of, basic physical functions
- Severe impairment in the ability to communicate with others, or
- Impairment in a person's ability to protect him or herself from assault, abuse or neglect

And because of this receives:

- Accommodation and nursing or personal care in a care home
- Personal care or support to live independently in his or her home
- Any services provided by an independent hospital, clinic, medical agency or National Health Service body
- Social care services, or any services provided in an establishment catering for a person with learning difficulties

SECTION 5: SAMPLE FORMS

Worker proposal form	NCSSP1
Self Disclosure Form	NCSSP1a
Reference request letter	NCSSP2
Reference response form	NCSSP3
Worker contract	NCSSP4
Approved child safety co-ordinators	NCSSP5
Disclosures storage and destruction record	NCSSP6
Sensitive information form	NCSSP7a
Skin maps	NCSSP7b
Personal information record and consent form	NCSSP8
Accident and incident form	NCSSP9
Consent form	NCSSP10
Swimming consent form	NCSSP11
Website images consent form	NCSSP12
Minor Accident / Incident / Behaviour Log	NCSSP13

NCSSP1 – Worker Proposal Form Page 1 of 3

Name of Church: _____

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

1. Personal Details

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

Full Name: _____

Maiden/Former Name(s): _____

Date and place of birth ____ / ____ / ____ Place _____

Address _____ :

_____ Post Code _____

Phone: _____ Mobile: _____

Email address: _____

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

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

From _____ To _____

Address _____

From _____ To _____

Address _____

From _____ To _____

Address _____

From _____ To _____

Address _____

NCSSP1 – Worker Proposal Form Page 2 of 3

Please tell us about your Christian experience in this church or previously, including names, dates and detail of the areas of your involvement.

Please give details of previous experience of looking after or working with children, young people or vulnerable adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children, young people or vulnerable adults declined?

YES NO (Please circle)

If yes, please give details

Do you suffer, or have you suffered, from any illness which may directly affect your work with vulnerable adults?

YES NO (Please circle)

If yes, please give details.

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

If yes please give details:

Name of the organisation: _____ Contact person: _____

Address:

Tel no: _____

Details of duties:

NCSSP1 – Worker Proposal Form Page 3 of 3

3. Employment History

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

Employer's Name & Address	From	To	Job Role	Reason for Leaving

4. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer.. We reserve the right to take up character references from any other individuals deemed necessary.

Name _____

Name _____

Address _____

Address _____

Post Code _____

Post Code _____

Tel No _____

Tel No _____

Relationship _____

Relationship _____

Please would you complete the attached self-declaration form, place it in a sealed envelope and return it to your church CRB Recruiter with whom you are welcome to discuss any aspects of this procedure. Disclosure Check: please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with vulnerable adults.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the self-declaration form to the recruiter in a separate, sealed envelope.

Signed: _____ Date _____

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

NCSSP1a – Self Declaration Form Page 1 of 3

STRICTLY CONFIDENTIAL

As a Church we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: _____
(Name of person in Church who applies for Criminal Records Disclosure checks)

Address: _____

Proposed Role in Church: _____

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

Yes No (please circle)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes No (please circle)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

NCSSP1a – Self Declaration Form Page 2 of 3

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children’s or Adult Social Care)?

Yes No (please circle)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please circle) if yes, please give details

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

Confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999/Care Standards Act 2000 (Protection of Vulnerable Adults List)/ the POCVA (NI) Order 2003.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be know to the police, and Lists held in accordance with the Protection of Children Act 1999/.

I agree to inform the person within the Church responsible for processing applications for Criminal Records Bureau/SCRO/Access NI Service checks if I am convicted of an offence after I take up any post within the Church. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the Church responsible for processing applications for Criminal Records Bureau/SCRO/Access NI Service if I become the subject of a police and/or a social services/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

NCSSP1a – Self Declaration Form Page 3 of 3

Legalese – attached notes

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

As this post involves substantial, unsupervised contact with children, young people and vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Criminal Records Bureau (CRB) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the CRB/SCRO/ACCESS NI Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or vulnerable adults. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or DCSF List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children from applying for, offering to do, or accepting any work in a child care position.

NCSSP2 – Reference Request Letter Page 1 of 1

Dear

Re: _____

We are considering appointing the above named person to be a worker with children and young people in our church

As I'm sure you are aware, before we can appoint anyone to work with children or young people we must be sure that they are suitable and under our child protection policy we are required to take up written references. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of this person's suitability for the post by completing the enclosed form and returning it in the pre-paid envelope as soon as possible.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent".

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

Should you require any further information, please do not hesitate to contact me.

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

Yours sincerely,

NCSSP3 - Reference response form Page 1 of 1

PRIVATE AND CONFIDENTIAL

Reference for: _____

Church Name _____

Proposed role: _____

Your name: _____

Occupation: _____

How long have you known this person? _____

In what capacity? _____

Please could you comment on the suitability of this person to the above role (e.g. previous experience, any health problems etc). Please continue overleaf if necessary.

The position for which this person is being considered gives substantial access to children and/or young people. To your knowledge, is there any reason why this person should not be entrusted with care of children and/or young people?

YES NO (*Please circle one*)

If yes, please provide details:

Signed: _____ Date: _____

NCSSP4 – Worker Contract Form Page 1 of 1

Name of Church _____

Name of worker: _____

Job title: _____

Job description including any specific responsibilities:

Person to whom you are responsible:

We are committed to helping you give the best possible service to the children and/or young people you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

Signed: _____

Date: _____

To be read and understood by the worker:

I confirm that I have received a copy of the King's Church's 'Safe and Sound' policy.

I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will report this to my Child Safety Co-ordinator.

Signed: _____

Date: _____

NCSSP5 – Approved Child Safety Coordinators Page 1 of 1

Name of Church _____

Name	Address	Phone	Mobile	Email

NCSSP7a Sensitive Information Form Page 1 of 1

This form should be filled in as soon as possible after a piece of sensitive information has been disclosed to you. Give it to your appointed Child Safety Co-ordinator in an envelope marked 'Private and Confidential'.

CONFIDENTIAL

Church Name _____

Child / young person's name: _____

Date of birth: _____

Address: _____

Location that disclosure was made: _____

Date of disclosure: _____ Time of disclosure: _____

Sequence of events/actual words used/observations: *Continue additional sheets if necessary. Use the skin maps (KCSSP7b) where appropriate, but DO NOT undress the child.*

In your opinion is this person at immediate risk from significant harm?

YES NO (Please Circle)

Name of worker: _____

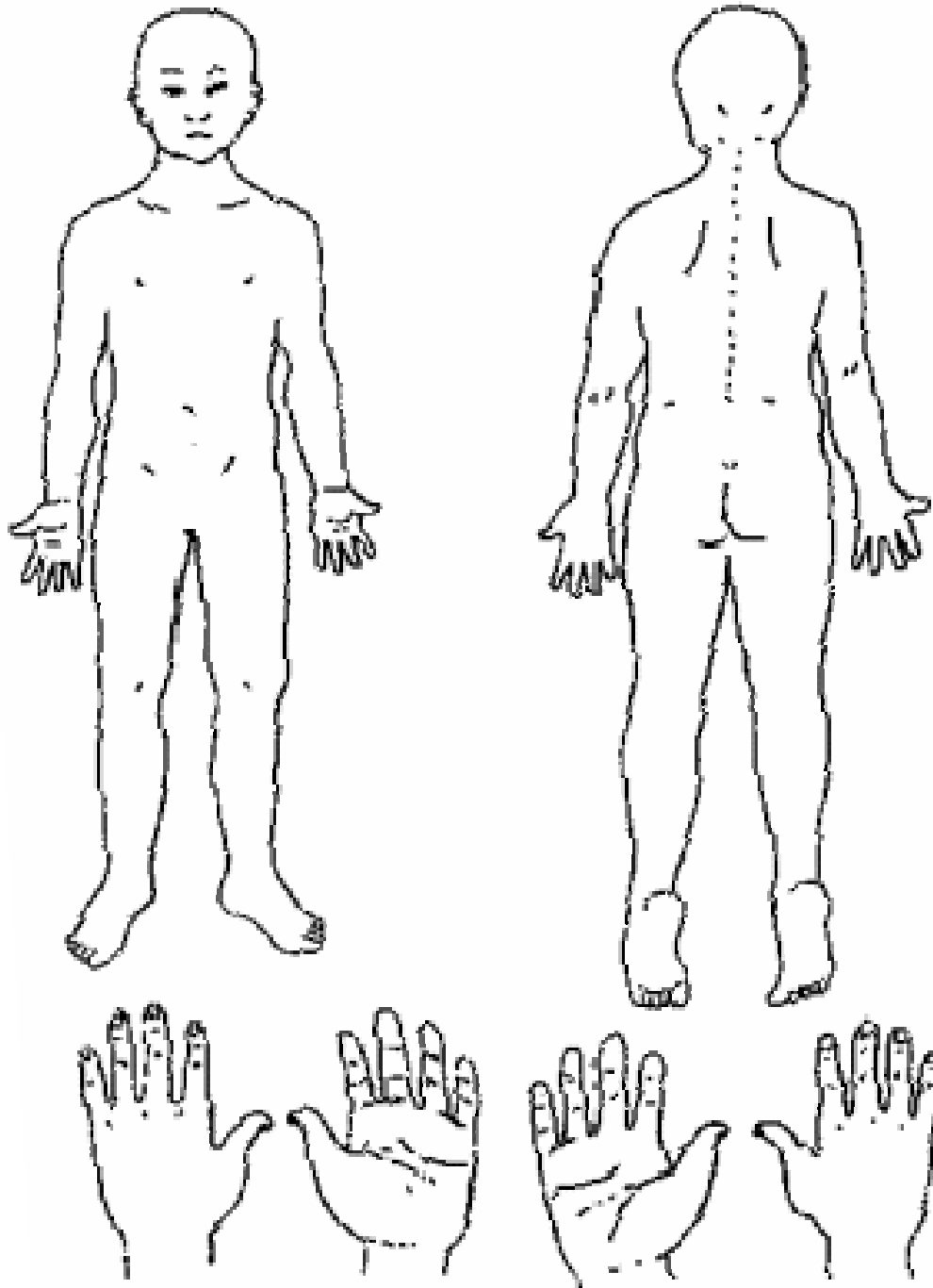
Signature: _____

Telephone number: _____

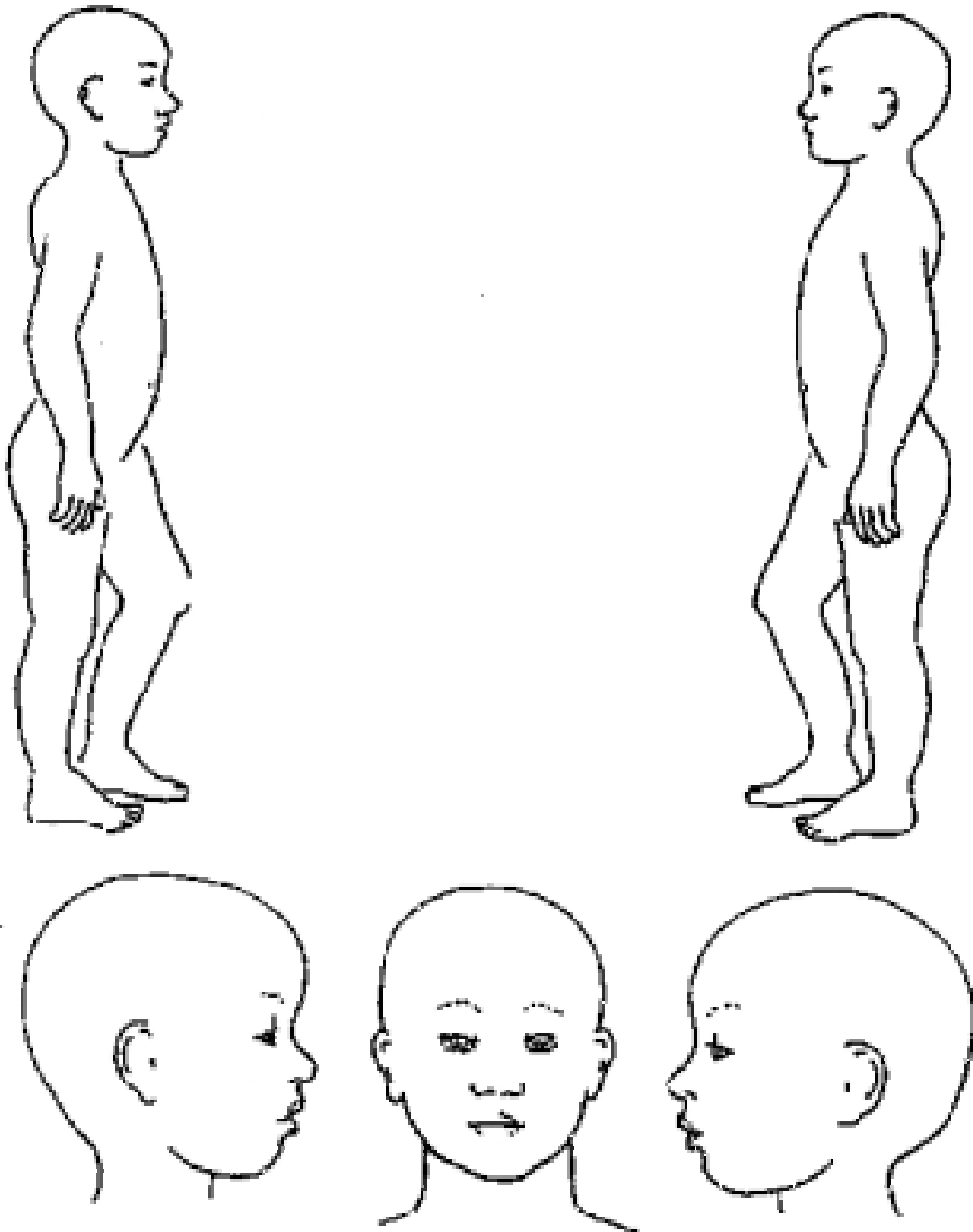
Date and time form passed to Child Safety Co-ordinator: _____

NCSSP7b Skin Maps Page 1 of 2

These skin maps can be used to support a Sensitive Information Report where appropriate, but never undress a child or young person.



NCSSP7b Skin Maps Page 2 of 2



NCSSP8 Personal Information Record & Consent Form Page 1 of 2

Name of Church _____

Child's details

First names _____

Surname: _____

Home address: _____

E-mail address: _____

Date of birth: _____

School attending: _____

Emergency contacts:

Name of parent/carer: _____

Telephone number: daytime: _____

evening: _____

mobile: _____

Name of second emergency contact: _____

Telephone number: daytime: _____

evening: _____

mobile: _____

Medical details:

Name of child's GP: _____

Surgery address: _____

Surgery telephone number: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs etc.) or disability which may affect normal activity:

NCSSP8 Personal Information Record & Consent Form Page 2 of 2

Medical details (continued):

Is your child allergic to sticking plasters: YES NO (circle)

I give permission for _____ to take part in the normal activities of The Church.

In an emergency and/or if I or the 2nd emergency contact are not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic or serum injection.

I understand that while involved, he/she will be under the control and care of the Church workers and that, while these workers will take all reasonable care of the children, they cannot be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity. I am also aware that if my child does not comply with any rules of the Church, or by their own decision takes themselves away from the Church group or building, my child will no longer be part of, or the responsibility of the Church.

The Church may take and use images (video and photographs) of my child for publicity and training (except on a website where specific written permission will be sought). I will speak to a Church worker if I wish to withdraw this consent.

Signature of parent/carer: _____

Date: _____

The Church will endeavour to meet the requirements of the Data Protection Act 1988.

NCSSP9 Accident & Incident Form Page 1 of 2

Name of Church _____

This form should be completed immediately after any accident or significant incident and passed to a Leader or Child Safety Co-ordinator.

Day, date and time of the incident: _____

Names, addresses and ages of those involved in the incident:

Where did this incident take place? _____

Name of the group: _____

Who is normally responsible for the group? (name, address and telephone number):

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

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

Name two witnesses of the incident (names, addresses, telephone numbers and ages if under 16):

NCSSP9 Accident & Incident Form Page 2 of 2

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

Have you retained any defective equipment?

YES NO NONE INVOLVED (*Please circle one*)

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

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

Is the site or premises still safe for your group to use?

YES NO (*Please circle one*)

Is the equipment still safe for your group to use?

YES NO (*Please circle one*)

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

Signed: _____ Print name: _____

Date: _____

Form seen by Leader or Child Safety Co-ordinator:

Signed: _____ Print name: _____

Date: _____

NCSSP10 Consent Form Page 1 of 1

Name of Church _____

You have already completed a form concerning your child's details, but we also require your specific permission for them to take part in this event. Should you want any further information about this trip please contact the event organiser. Thank you.

Event details: _____

Date: _____

Designated event organiser: _____

Organiser's contact number: _____

Transport arrangements: _____

Departure time and place: _____

Return time and place: _____

Cost: _____

Items to be brought: _____

Date by which reply is to be made: _____

----- ✂ -----

Name of child or young person: _____

Date of birth: _____

I give permission for my child to take part in: _____

In an emergency and/or if I or the 2nd emergency contact are not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic or serum injection.

I understand that while involved, he/she will be under the control and care of the Church workers and that, while these workers will take all reasonable care of the children, they cannot be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity. I am also aware that if my child does not comply with any rules of the Church, or by their own decision takes themselves away from the Church group or building, my child will no longer be part of, or the responsibility of the Church.

I understand that if my child behaves in a way which puts the safety of others in danger, the worker(s) may require me to collect my child.

Signature of parent/main carer: _____ Date: _____

NCSSP11 Swimming Consent Form Page 1 of 1

Name of Church _____

Name of child or young person: _____

Date of birth: _____

Swimming ability:

(Please Circle)

Is your child able to swim 50 metres? YES NO

Is your child water-confident in a pool? YES NO

Is your child confident in the sea or in open inland water? YES NO

Is your child safety conscious in water? YES NO

In an emergency and/or if I or the 2nd emergency contact are not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic or serum injection.

I understand that while involved, he/she will be under the control and care of the Church workers and that, while these workers will take all reasonable care of the children, they cannot be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity. I am also aware that if my child does not comply with any rules of the Church, or by their own decision takes themselves away from the King's Church group or building, my child will no longer be part of, or the responsibility of, the Church. I confirm that my child is in good health and I consider him/her fit to participate.

I understand that if my child behaves in a way which puts the safety of others in danger, the worker(s) may require me to collect my child.

Signature of parent/main carer: _____

Date: _____

Name of Church _____

Dear Parent/Main Carer,

We would like to use an image that we have of your child on our church website. To comply with the Data Protection Act 1998, we need your permission for this. If you are happy for us to use the image, please would you answer the question below and then sign and date the form where shown.

Thank you very much.

Conditions:

*We will not include personal details or full names (firstname **and** surname) of any child or young person in an image.*

We may use group images with very general labels, such as 'youth enjoying sport'.

We will only use images of children or young people who are suitably dressed, to reduce the risk of such images being used inappropriately e.g. of a swimming trip.



Name of Church _____

Name of child or young person _____

Date of birth: _____

May we use your child's image on our website?

YES

NO

(Please circle)

Signature of parent/main carer: _____

Date: _____

NCSSP13 Minor Accident / Incident / Behaviour Log Page 1 of 1

For any significant incidents, please complete an Accident and incident form (NCSSP10) and pass it to a Child Safety Co-ordinator.

Name of Church _____

Name of Group _____

Date & Time	Full Names of Child(ren) involved	Details of accident, incident, behaviour issue (include names of workers)

Appendix 1

Leadership Safeguarding Statement

The Leadership, Mr Stephen Dorricott (Elder holding responsibility for Safeguarding) , hereafter referred to as Leadership, recognises the importance of its ministry/work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership on 6th October 2010.

This place of worship is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial, and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and to report any such abuse that we discover or suspect.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the safeguarding co-ordinators in their work and in any action they may need to take in order to protect children and vulnerable adults
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.

- Supporting all in the place of worship affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship.

Janet Abbott	Child Safeguarding Coordinator
Julie Needle	Deputy Child Safeguarding Coordinator
Colin Williams	Adult Safeguarding Coordinator
Patricia Williams	Deputy Adult Safeguarding Coordinator.

A copy of the full policy and procedures can be obtained from www.nationchangers.org.

A copy of our safeguarding policy has been lodged with Churches' Child Protection Advisory Service (CCPAS) and Merthyr Tydfil County Borough Council Children's Services.

Signature: *S.H.D.Dorricott*

Church Elder