

# HERNE BAY EVANGELICAL FREE CHURCH

64 Sunnyhill Road, Herne Bay, Kent, CT6 8LU

Registered Charity Number 1178886

## **Safeguarding Children and Vulnerable Adults Policy and Guidance Notes for Children and Youth Workers**



***November 2015***

### **Revision History**

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|------------|--|
| 29.01.2016 | Amended  |
| 10.02.2018 | Reviewed   |
| 19.02.2019 | Reviewed   |
| 21.12.2020 | Reviewed by Co-ordinator during Covid-19   |
| 27.01.2022 | Reviewed by Co-ordinator and Trustees with following amendments: §1 ref. to Christian Safeguarding Services; § 2.1 'approval of Elders'; § 2.2 ref. to CSS; § 2.4.4.3 updated; Appendix 3 addition of Safeguarding Trustee; Appendix 5 updated; Appendices 9 & 11 added. |

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# **1. Safeguarding Children and Vulnerable Adults Policy**

## **1. STATEMENT OF OBJECTIVES**

We recognise the need to provide a safe and caring environment for children, young people and vulnerable adults in all our church activities.

Jesus Christ welcomes children and so this Church has a programme of activities for children and young people. We teach the Bible, aiming to provide them a moral and spiritual framework for their lives, as well as sharing with them the message of salvation in Jesus Christ.

We want to support parents who wish to instil a sense of right and wrong in their offspring.

In the light of recent legislation such as The Children's Acts 1989 & 2004, Safe from Harm (HM Govt 1994) and Working Together to Safeguard Children (HM Govt 2015) we accept our need for a Safeguarding Children and Vulnerable Adult Policy. Its guidelines are designed to give clear parameters to those who work with the children and to assure parents that we will do our best to protect their children while they are in our care.

## **2. APPOINTMENT OF WORKERS / HELPERS**

The Church Elders will interview all who are to be regular workers with children under the auspices of the church. (A regular worker is one with a monthly involvement or more with our children).

There will be no ratification of any appointment without satisfactory clearance by the national Disclosure and Barring Service (a Home Office Body), which will be done by **Christian Safeguarding Services** (*hereafter, CSS*) on our behalf.

All workers are required to accept and work by this Safeguarding Policy concerning which the Church will provide annual training.

## **3. SAFEGUARDING CO-ORDINATOR**

The name of the Safeguarding Co-Ordinator will be displayed on the internal Church Notice-board. This Officer is appointed by the Church Elders and will be responsible for the implementation and maintenance of this Policy. The Officer will advise on any matters which may arise from this Policy and will be the one through whom the Church Elders or the staff will deal with issues arising from this Policy. The Officer will also liaise with external authorities as necessary.

## **4. PARENTAL PERMISSION**

In the absence of a parent, written permission will be obtained from a parent / guardian of all children in regular attendance. This will cover the various activities that will normally be included in the programme. Parents are to provide an address and contact telephone number(s) for use in any emergency.

## **5. CHILDREN : WORKERS RATIOS**

Under normal circumstances, there should be not less than two workers on duty at any time.

The recommended minimum ratio of worker to child is 1 to 8 for our Sunday and Friday Clubs. For the Crèche facility, the ratio should be 1 to 3 for 0 – 2 year olds and 1 to 4 for 2 – 3 year olds.

Ideally only female workers / helpers should escort a child to the toilet. No worker should operate in a secluded area on his or her own.

## **6. REGISTRATION AND RECORDS**

A register will be maintained to record all Workers and Children in attendance at each event. Any unusual events or incidents should also be recorded. Events where physical restraint was used should also be reported to the Safeguarding Co-ordinator and Safeguarding Trustee.

## **7. WELFARE AND ACCIDENTS**

All reasonable precautions will be taken to avoid accidents. The environment should be checked at the beginning and end of each session to make sure it is safe and any perceived risk should be brought to the attention of the Church Officers immediately and recorded in the Risk and Incident Book.

The First Aid Kit and the Risk and Incident Book will be kept in the Kitchen.

In the event of an accident, one of the leaders of the relevant session will take responsibility for the situation, calling whatever assistance is deemed necessary. The relevant parent / guardian will be informed as soon as conveniently possible.

A register of children with allergies, their triggers, reactions and the necessary treatment should be continually updated and displayed in the kitchen and all workers made aware of it.

## **8. DISCIPLINE AND BEHAVIOUR**

The aim of our discipline is to ensure that the behaviour of an individual, or individuals, does not spoil the enjoyment and safety of the others and with this aim in mind we will endeavour to ensure the activities are varied, interesting, stimulating and accessible to all. Ideas for constructive discipline will be shared within the team so there is a consistency of practice.

## **9. ABUSE**

We recognise that some children are the subjects of abuse. We will seek to be alert to the possibility of abuse by any working under the auspices of this church and take reasonable measures to protect both workers and children. If abuse is suspected either from the workers or from external sources, the Safeguarding Co-Ordinator and/or the Safeguarding Trustee should be informed immediately. They will review such concerns and inform the Local Authority and / or Police where necessary.

## **10. VULNERABLE ADULTS**

As a church we welcome anyone who wishes to worship and share church life and activities with us on a regular basis and we are aware that some may be vulnerable. If a concern is raised that an individual is suffering any form of abuse the Safeguarding Co-ordinator will be informed and having discussed the situation with the individual will seek advice from the **CSS**.

## **11. KEY CONCEPTS AND DEFINITIONS**

- I. Vulnerable Adults: any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.
- II. Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- III. Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.
- IV. Abuse and neglect may occur in a family, in a community or in an institution. It may be perpetrated by a person or persons known to the child or vulnerable adult or by strangers; by an adult or by a child. It may be the infliction of harm or a failure to prevent harm.

## **2. Guidance Notes for Children and Youth Workers**

The following notes should be read in conjunction with our **Safeguarding Children and Vulnerable Adult Policy**.

The Church Elders appreciate those who give time to work in our Church activities for the young. It is both a privilege and a responsibility to do so. These notes are designed to help you carry out your duties in a way that will benefit both the young people and you. The goal is to ensure that everything we do as a Church for the young will be above reproach, both in the eyes of the Lord and of society.

### **1. INTRODUCTION**

### **2. CHILDREN AND YOUTH WORKERS**

- 2.1) Appointment – General
- 2.2) Criteria for appointment
- 2.3) Criteria for non-appointment
- 2.4) Training

### **3. SUPERVISION OF ACTIVITIES AND PRACTICE ISSUES**

- 3.1) General Points
- 3.2) Crèche
- 3.3) Minding Children when there is no Sunday Club
- 3.4) Behaviour and Discipline
- 3.5) Transporting Children

### **4. RECOGNISING ABUSE AND RESPONDING TO ALLEGATIONS OF ABUSE OR NEGLECT:**

- 4.1) What to do if you suspect abuse may have occurred:
- 4.2) Recognising Abuse:
- 4.3) Responding to Allegations:
- 4.4) How to react when a child wants to talk about abuse
- 4.5) What to do once a child has talked to you about abuse

### **5. CHILDREN FROM THE STREET**

### **6. VULNERABLE ADULTS**

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#### **1. INTRODUCTION**

This Church takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the Church's care. This document defines the measures we are taking to ensure that we maintain the safety of the children who come to the Church in a way that is open and realistic.

We also recognise the need to protect our teaching staff and other Youth Workers from false accusation of wrongdoing with regard to children.

We are committed to:

- Listening to and valuing children and young people whilst ensuring their protection within the Church activities.
- Encouraging and supporting parents / carers as we recognise that they have the primary responsibility for their children
- Ensuring that our Children's / Youth Workers are given support and training.

This document sets out for the following areas:

- Appointing Youth Workers.
- Supervision of activities and practice issues.
- Recognising abuse and responding to allegations of abuse or neglect, including church people.

## **2. CHILDREN AND YOUTH WORKERS**

### **1. Appointment**

- Ideally all Children and Youth Workers should be Church Members. However non-members may also be invited to help with children with the approval of the Elders and the Safeguarding Co-Ordinator (references from previous churches may be obtained in certain instances.)

### **2. Criteria for the Appointment of a Vetted Worker**

#### For all:

- Adherence to teaching in accordance with the Doctrinal Basis of Faith of the Church
- Adherence to the Safeguarding Policy of the Church
- Having a written Disclosure Check carried out by the CSS using the national Disclosure and Barring Service (Home Office Official Body)
- Completion of a simple Registration and Declaration Form (see Appendix 1).

#### Additionally for non-church members:

- Regular attendance at the church for at least 6 months prior to appointment

### **3. Criteria for non appointment**

- Individuals who are known to have previously abused a child or known to have a record of violent behaviour or improper sexual conduct are likely to be refused.
- Individuals who cannot meet the appointment criteria will not be appointed.

### **4. Training**

- It is important that all Workers understand the agreed procedures for protecting children. Therefore basic training on child protection, child development and appropriate discipline measures will be provided annually. Such training to be organised by the Safeguarding Co-Ordinator.

## **3. SUPERVISION OF ACTIVITIES AND PRACTICE ISSUES**

Supervision measures for Church activities are necessary to both protect children from abuse and Workers from false accusations.

### **3.1 General Points**

- Where possible there should be at least 2 vetted Workers per group although subgroups in close proximity to others may be led by one.
- In classes or groups containing girls at least one female worker must be present.
- Private one-to-one situations involving a worker and a child should be avoided.
- Children and Leaders should be registered at each session.
- The Registration and Consent Form (see Appendix 2) for the child / young person should make clear who will be responsible for collecting the child / young person.
- Workers should avoid physical touch when alone with a child or children.
- No favouritism should be shown to any children, no matter how well you may know them.
- No physical punishment should be used.
- A mobile telephone, for use in an emergency, should be available at all activities.

### **3.2 Crèche**

- There should be at least 2 Workers present, 1 of whom should be vetted.
- The majority of Workers should be female.
- If nursing mothers are present then the only male Workers present should be those who have children of crèche age.
- There should be a maximum of 4 children per adult.

### **3.3 Minding Children when there is no Sunday Club**

- There should be at least 2 Workers in the supervisory team.
- There should be a maximum of 8 children per adult
- Only vetted Workers (or their own parent/carer) should take young children to the toilet. (See Policy Point 5.)

### **3.4 Behaviour and Discipline**

- Workers will set a good example to the children by being patient, kind, humble and truthful; they will avoid over-familiarity and sexual innuendo with any child.
- Workers should relate well together as a team and not engage in public disagreement.
- Discipline is to be maintained with firm but fair control.
- There should be regular meetings to discuss any difficulties and concerns.

### 3.5 Transporting Children

- There must be at least 2 workers in any vehicle. At least one of these should be vetted.
- If a girl is to be transported at least one of the workers must be female.
- All children must wear seat belts
- All children must sit in the rear seats.
- All children must usually have a separate signed parental permission slip for transport.

## 4. RECOGNISING ABUSE AND RESPONDING TO ALLEGATIONS OF ABUSE/NEGLECT

See flow chart **Appendix 5**.

### 4.1 What to do if abuse is suspected:

The Church recognises that many children and young people today are the victims of neglect, physical, sexual and emotional abuse.

The following applies whether the suspicion involves the Church or the child's home.

You must report concerns as soon as possible to the Safeguarding Co-Ordinator or, in their absence, to the Safeguarding Trustee (see Appendix 3 for their names). They are responsible for passing allegations of abuse to the statutory agencies.

If the suspicions involve the Co-ordinator, the report should be made directly to Social Services or the Police. The Safeguarding Trustee should be informed as soon as possible, unless involved in the allegation (see **Appendix 11**).

Social Services provide a consultation service where concerns can be discussed before a decision is made to make a referral of concern. No names need to be given at this stage. However, if it is a clear allegation of abuse the individual has a duty to refer it to Social Services or the Police.

### 4.2 Recognising Abuse:

You are not expected to look for signs of abuse but if any of the following signs lead to suspicions of abuse then the steps outlined in this section should be followed:

- **Physical Signs:**
  - Any injuries not consistent with the explanation given for them.
  - Injuries, which occur to the body in places that are not normally exposed to falls, rough games, etc.
  - Injuries which have not received medical attention.
  - Instances where children are kept away from the group inappropriately.
  - Reluctance to change for, or participate in, games or swimming.
  - Bruises, bites, burns, fractures, etc., which do not have an accidental explanation.
  - Cutting / slashing / drug abuse
- **Indicators of possible sexual abuse:**
  - Any allegations made by a child concerning sexual abuse.
  - Child 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 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.
- **Emotional signs:**
  - Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging. Also depression / aggression.
  - Nervousness / frozen watchfulness.
  - Sudden under-achievement or lack of concentration.
  - Inappropriate relationships with peers and / or adults.
  - Attention seeking behaviour.
  - Persistent tiredness.

- Running away / stealing / lying.
- **Neglect: Indicators of possible neglect**
  - Inadequately supervised or left alone for unacceptable periods of time.
  - being smelly or dirty
  - being hungry & malnourished.
  - having unwashed clothes
  - having the wrong clothing, such as no warm clothes in winter
- **Bullying: Indicators of possible bullying**  
(see **Appendix 10**)

No single sign will indicate for certain that a child is being bullied, but watch out for:

- belongings getting 'lost' or damaged
- physical injuries, such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to whoever's bullying them)
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

\*It is important that the above signs are not taken as indicating that abuse has taken place, but the possibility should be considered.\*

### 4.3 Responding to Allegations

#### 4.3.1 **Neglect:**

If a child shows symptoms of suspected neglect Leaders should not go ahead on their own, but the following steps should be taken (refer also to **Appendix 5: Flow Chart**)

- Contact the Co-ordinator.
- The Co-ordinator will assess whether to proceed to step (c), or monitor the situation and reactivate if necessary.
- If symptoms suggest neglect, the Co-ordinator, possibly with the concerned adult, will speak to the parent / guardian, and suggest medical help / attention be sought for the child. The doctor will then initiate further action if necessary. If appropriate the parent / guardian will be encouraged to seek help from the Social Services or the Police.
- If the parent / guardian is unwilling to seek help, then it may be appropriate for a Church Worker to offer to go with them. If they still fail to act the Co-ordinator should in cases of real concern contact Social Services or the Police.
- Where the Co-ordinator is unsure whether to refer a case to the Social Services, advice should be sought from the Duty Social Worker at Social Services, the CSS, or the Police.

#### 4.3.2 **Physical or Sexual Abuse:**

In the event of suspicions of physical or sexual abuse, the following steps should be taken:

- Contact the Co-ordinator.
- The Co-ordinator will assess whether it is appropriate to contact Social Services, the CSS or the Police for advice.
- Under no circumstances will the Co-ordinator attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services, whose task it is to investigate the matter under section 47 of the Children Act 1989. The point here is that it is vital that no one from the Church makes any suggestion that may put an idea into a vulnerable and susceptible child's mind.
- Whilst allegations or suspicions of physical or sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or the Safeguarding Trustee should not delay a referral to Social Services or the Police.



- e) Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or deputy as to the appropriateness of a referral to the Social Services, that person retains a responsibility as a member of the public to report serious matters to Social Services or Police and should do so without hesitation.
- f) The Co-ordinator will inform the Safeguarding Trustee of the situation. Any information should only be shared amongst other Church Officers on a need to know basis.

#### **4.4 How to react when a child wants to talk about abuse:**

##### General Points:

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

##### Helpful things to say or show:

- I understand you (showing acceptance of what the child says).
- I am glad you have told me.
- It's not your fault.
- I will help you.

##### Avoid saying:

- Why didn't you tell anyone before?
- I can't believe it.
- Are you sure this is true?
- Why? How? Who? When? Where?
- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else".
- Do not ask leading questions. It is vital not to put ideas into susceptible children's minds and so "contaminate" the evidence that will be gathered later by the Police or Social Services.

##### Concluding:

- Again reassure the child that they were right to tell you and that you understand and empathise with what they have said.
- Let the child know what you are going to do next and that you will let them know what happens.
- Immediately refer to someone appropriately qualified.

#### **4.5 What to do once a child has talked to you about abuse:**

- Make notes as soon as possible (preferably within an hour of the interview), writing down as accurately as possible what the child said and when he / she said it and what was happening beforehand. If possible also record the questions or comments that you made as this will help the later investigation. Record dates and times of these events and when the record was made. Keep all written notes, even if these have subsequently been typed up.
- Report the discussion to the Co-ordinator or those nominated.
- Do not discuss suspicions or allegations with anyone other than those nominated.

#### **5. CHILDREN FROM THE STREET:**

If a child wishes to join in our Youth Activities without the knowledge of their parents the following procedures will apply:

- On arrival, welcome the child and try to establish their name, age, address and telephone number. The visit should be recorded in the register.

- Ask the child if its parent(s) knows where they are and what time they are expected home. If the time is before the activity ends, the child should be encouraged to return home unless permission can be obtained via a telephone call. The child should seek its parent(s)' permission to return the next time.
- Check whether the child has any special needs to enable appropriate action to be taken in an emergency.
- Link the child with a regular attendee if possible.
- Give the child a leaflet about the group when they leave.

**6. VULNERABLE ADULTS:**

***Suspicious or Allegations of Physical or Sexual Abuse concerning a Vulnerable Adult***

If a vulnerable adult has a physical injury or symptom of sexual abuse the concern needs to be raised with The Safeguarding Co-Ordinator.

The Safeguarding Co-ordinator will discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life. This discussion needs to be conducted in the presence of a member of the same sex as the vulnerable adult in order to protect the Co-Ordinator.

If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively the CSS can be contacted for advice.

***Policy Agreed by:***

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***On***

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***Policy to be reviewed Summer 2022***

## Appendix 1: Registration and Declaration Form

### Herne Bay Evangelical Free Church

Registered Charity Number 1178886

## REGISTRATION FORM FOR WORK WITH CHILDREN AND YOUNG PEOPLE

We ask all prospective Workers with children and young people to complete this form. The information will be kept confidentially by the Church, unless requested by an appropriate authority.

### 1. PERSONAL DETAILS

Full Name: \_\_\_\_\_ Former Name(s): \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Home Address: \_\_\_\_\_

Post Code: \_\_\_\_\_  
Telephone N° Day: \_\_\_\_\_ Evening: \_\_\_\_\_

How long have you lived at the above address?

If less than 3 years please give previous addresses for at least 3 years with dates

Please tell us about your Christian experience (i.e. how long you have been a Christian, which Church you attended before Herne Bay Evangelical Free Church and dates, name of Minister / Leader, any activities undertaken).

Please give details of relevant previous experience of looking after or working with children and / or young people. Please include details of any relevant qualifications or training.

Do you have or have you suffered any illness which may directly affect your work with children or young people. YES / NO  
If yes, please give details:

## 2. REFERENCES

If you are not a church member please give the names, addresses and telephone numbers and role or relationship of **two people** who know you well and who would give you a personal reference. These references may be taken up.

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

Post code: \_\_\_\_\_  
Role / relationship to you: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

Post code: \_\_\_\_\_  
Role / relationship to you: \_\_\_\_\_

## 3. DECLARATION

I confirm that:

- The information I have given is correct and complete.
- I have read and understood this Church's two documents "Safeguarding Children and Vulnerable Adults Policy" and "Guidance Notes for Workers in Our Youth Activities".
- I will endeavour to carry out the Policy.
- I know of no reason why I should be excluded from working with children in church-based activities.
- If there are things that I need to clarify, or if I have reason to be concerned about a child, I will check with the Co-ordinator or other appropriate Leader.
- I give permission for a Check to be made at the national *Disclosure and Barring Service*.
- I will uphold and teach Christian doctrine in harmony with the Church's Basis of Faith (see Appendix 6. Of the policy document.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Appendix 2: Registration and Consent Form for Children's Clubs

### Herne Bay Evangelical Free Church

Registered Charity Number 1178886

## REGISTRATION AND CONSENT FORM FOR CHILDREN'S CLUBS

Please use a separate form for each child and complete using **BLOCK CAPITALS**

Child's Name: \_\_\_\_\_ Male / Female (Circle)

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_ School Year: \_\_\_\_\_

Parent/Carer's name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

Email address: \_\_\_\_\_

**Emergency contact names and phone numbers** (if parent/carer above not available)

Name 1: \_\_\_\_\_ Phone no: \_\_\_\_\_

Name 2: \_\_\_\_\_ Phone no: \_\_\_\_\_

Please indicate any **allergies, medical conditions**, instructions for their immediate treatment, or anything else we should know:

**Name and address of GP** (if you wish to provide it): \_\_\_\_\_

Phone no. \_\_\_\_\_

I give permission for photographs and video to be taken within the club for use at the club and future events. **YES /NO**

I give permission for mine and my child's details to be kept in church files for future contact **YES /NO**

I give permission for my child to have juice and snacks. **YES /NO**

Is the child to be collected by someone other than you?

**YES/NO**

(If YES please tell us overleaf who will normally collect the child and if anyone should NOT be allowed to take the child home.)

**I confirm that the above details are complete and correct to the best of my knowledge.**

In the unlikely event of illness or accident, I give permission for appropriate first aid to be given. In an emergency, and if I cannot be contacted, I am willing for my child to be given hospital treatment, including anaesthetic if necessary. I understand that every effort will be made to contact me as soon as possible.

**Signature of Parent/Carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Appendix 3: Contact Names

Safeguarding Co-ordinator: Miss Dorothy Davey  
[safeguarding@hbefc.org.uk](mailto:safeguarding@hbefc.org.uk)

Safeguarding Trustee: Mr John Beale

#### Other useful contact information.

Christian Safeguarding Services  
(CSS) Helpline: 01162184420  
<https://thecss.co.uk>  
[info@thecss.co.uk](mailto:info@thecss.co.uk)

Kent Safeguarding Children Board  
[www.kscb.org.uk](http://www.kscb.org.uk)  
03000 421126

Childrens Social Services 03000 41 11 11  
(Out of hours) 03000 41 91 91

Children's Social Services Central Duty Team for advice (03000 41 11 11)

Concern for a Vulnerable Adult Call **03000 41 61 61**

**Local Police:** [Herne Bay](#) Kent 01622 690690

**Appendix 4: Activity / Outing Form**

**Herne Bay Evangelical Free Church**

Registered Charity Number 1178886

**ACTIVITY / OUTING PERMISSION FORM**

Group Activity: \_\_\_\_\_

Going out on: \_\_\_\_\_

Leaders: \_\_\_\_\_

Are there any medications that \_\_\_\_\_ is taking or any other medical concerns of which we should be aware? No [] Yes []  
If yes please indicate:

Are there any dietary concerns? No [] Yes []  
If yes please indicate:

I hereby give permission for \_\_\_\_\_ to come on the above activity. I also give authority for any **urgent medical treatment** to be given on the advice of a qualified medical practitioner, if the delay to obtain my approval is detrimental to my child's health.

Signed (parent or guardian): \_\_\_\_\_

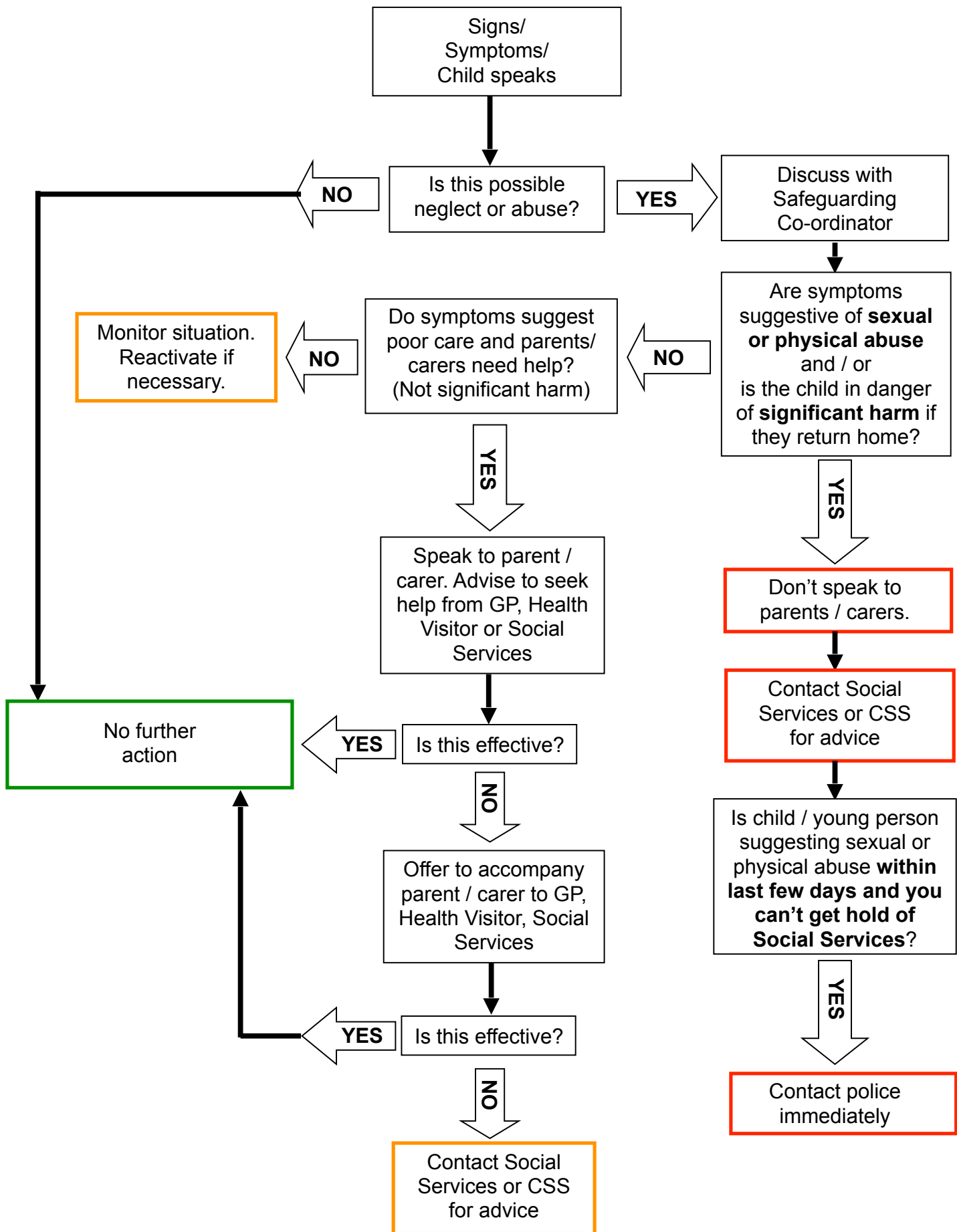
Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone N° Landline & Mobile

Daytime: \_\_\_\_\_

Evening: \_\_\_\_\_

**Appendix 5: Flow chart for response to neglect or abuse in children**





## **Appendix 6: "FIEC The Basis of Faith"**

### **1. GOD**

There is one God, who exists eternally in three distinct but equal persons: the Father, the Son, and the Holy Spirit. God is unchangeable in his holiness, justice, wisdom and love. He is the almighty Creator; Saviour and Judge who sustains and governs all things according to his sovereign will for his own glory.

### **2. THE BIBLE**

God has revealed himself in the Bible, which consists of the Old and New Testaments alone. Every word was inspired by God through human authors, so that the Bible as originally given is in its entirety the Word of God, without error and fully reliable in fact and doctrine. The Bible alone speaks with final authority and is always sufficient for all matters of belief and practice.

### **3. THE HUMAN RACE**

All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. As a result of the fall of our first parents, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God. Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please him.

### **4. THE LORD JESUS CHRIST**

The Lord Jesus Christ is fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and all his words are true. On the cross he died in the place of sinners, bearing God's punishment for their sin, redeeming them by his blood. He rose from the dead and in his resurrection body ascended into heaven where he is exalted as Lord of all. He intercedes for his people in the presence of the Father.

### **5. SALVATION**

Salvation is entirely a work of God's grace and cannot be earned or deserved. It has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. God in his love forgives sinners whom he calls, granting them repentance and faith. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life.

### **6. THE HOLY SPIRIT**

The Holy Spirit has been sent from heaven to glorify Christ and to apply his work of salvation. He convicts sinners, imparts spiritual life and gives a true understanding of the Scriptures. He indwells all believers, brings assurance of salvation and produces increasing likeness to Christ. He builds up the Church and empowers its members for worship, service and mission.

### **7. THE CHURCH**

The universal Church is the body of which Christ is the head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the worship of God, the preaching of the Word, the administering of Baptism and the Lord's Supper; for pastoral care and discipline, and for evangelism. The unity of the body of Christ is expressed within and between churches by mutual love, care and encouragement. True fellowship between churches exists only where they are faithful to the gospel.

### **8. BAPTISM AND THE LORD'S SUPPER**

Baptism and the Lord's Supper have been given to the churches by Christ as visible signs of the gospel. Baptism is a symbol of union with Christ and entry into his Church but does not impart spiritual life. The Lord's Supper is a commemoration of Christ's sacrifice offered once for all and involves no change in the bread and wine. All its blessings are received by faith.

### **9. THE FUTURE**

The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified forever.

## **Appendix 7: Policy guidelines on Storage, handling, use, retention and disposal of DBS data (DBS certificate information)**

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Herne Bay Evangelical Free Church complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### **Storage and access**

Certificate information is kept securely, in lockable, non-portable, metal file 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, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

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

### **Retention**

Once a DBS certificate had been issued the original is handed back to the applicant and a photocopy is kept as a record in the securely locked file. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.

We keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

### **Disposal**

When the person leaves our organisation, we will ensure that any DBS certificate information is immediately destroyed by secure shredding. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

## **Appendix 8: Policy guidelines on the engagement of ex-offenders**

Herne Bay Evangelical Free Church is committed to equality of opportunity for all candidates for volunteer roles, and aims to select people for engagement into these roles on the basis of their skills, abilities, experience, knowledge, qualifications and training and undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. The disclosure of an offence may not be a bar to engagement.

As an organisation assessing volunteers suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Herne Bay Evangelical Free Church complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

Herne Bay Evangelical Free Church will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about and where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended). An individual will only be asked about convictions and cautions that are not protected.

An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all candidates, will be informed that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Herne Bay Evangelical Free Church ensures 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 engagement. Herne Bay Evangelical Free Church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of engagement.

## **Appendix 9: Policy guidelines on working with adults who pose a risk to children and adults**

The premise is that everyone should have an opportunity to attend Herne Bay Evangelical Free Church even if they are known to pose a possible risk to children, and that as long as there is a plan in place, they are to be welcomed. As well as ensuring that children are not placed at risk, the person who poses the risk is assured that information concerning them and the risks they present are handled sensitively, confidentially and that the information is only shared with Elders on a “need to know” basis.

If information concerning a **church attendee who poses a risk** (*hereafter, the CAR*) is presented to a church member, they must confidentially pass it to an Elder as soon as possible.

The Elder will ensure that other Elders are informed in confidence, and that the information is passed through to the Safeguarding Officer.

The Safeguarding Officer will review the information and ensure that there is one church member designated by the Church Elders who acts as an on-going link - the Responsible Individual (*hereafter, the RI*) to the CAR.

The RI will meet with the CAR, and will talk with them about the information available, request any other material (such as probation reports, Multi Agency Public Protection Arrangements = MAPPA, etc.) and will compile a draft plan with the person who poses a risk. The RI and the person responsible for safeguarding in the Church should aim to meet with the Probation Officer if there is one involved, and the CAR if appropriate should be present. This is in order to ensure there is exchange of relevant information and that all information of risk is shared. The Probation Officer would be able to give an assessment of whether it is safe for the CAR to attend Church, what the conditions are for attendance, and this assessment must be adhered to. It may be appropriate that the Probation Officer shares the risk assessment with the RI, which must be confidential, but will give clear and well evidenced information relating to risk

This plan is likely to specify that the person cannot attend any specific activities with children/young people at the church. The plan may include a requirement that the CAR cannot attend any social activities, including tea/coffee after services, and can only attend the evening service, where there are likely to be no children/young people. Additionally, CAR should not hold any management roles/roles of responsibility in the Church as this could allow them opportunities to meet with and engage with children or those who are vulnerable.

This plan will be referred back to the Safeguarding Officer who will review it, and ensure that the plan is robust. This will be the “church management plan”, which will be signed by the person who poses a risk, the Safeguarding Officer and the RI in a 3 way meeting.

This plan will be shared with the Safeguarding Officer and Elders only.  
The plan will be reviewed after 6 months, and then move to an annual review.

If there are any concerns about the CAR not adhering to the management plan, this will be brought back immediately to the Safeguarding Officer. Whilst the plan is reviewed, the person who poses a risk will be asked not to attend Herne Bay Evangelical Free Church or its activities.

## Appendix 10: Policy Guidelines on Bullying

### The purpose and scope of this policy statement

Herne Bay Evangelical Free Church is committed to the prevention of bullying of all – adults, children and young people.

This policy statement is primarily concerned with the activities of the Church with children and families. These vary, but have included: Weekly Sunday Club, monthly Friday Club, and annual Holiday Bible clubs.

The purpose of this policy statement is:

- to prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all workers, volunteers, children and their families about what we should all do to prevent and deal with bullying.

This policy statement applies to anyone working on behalf of Herne Bay Evangelical Free Church, in a paid or voluntary capacity, and should be read alongside our general **Safeguarding Children and Vulnerable Adults Policy**, which describes our code of behaviour for working with children, young people and adults.

### What is bullying?

Bullying includes a range of abusive behaviour that is

- repeated
- intended to hurt someone either physically or emotionally.

### Bullying may include (but is not limited to) the following:

- name-calling, teasing or mocking;
- physical intimidation, such as hitting or kicking;
- unwanted sexual contact or sexually abusive comments;
- persistently stealing or “borrowing” items;
- inappropriate texting or e-mailing;
- sending offensive or degrading images by phone or e-mail;
- abusive use of social networking sites;
- gossip and harmful rumours;
- unwarranted exclusion from groups or activities;
- practical jokes which cause physical or emotional harm.

### Bullies can be adults or children

**Signs of bullying may include** withdrawal and unwillingness to participate in activities, as well as physical symptoms such as torn clothing or bruises.

### We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

**We recognise that:**

- bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

**We will seek to prevent bullying by:**

- adopting a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities

It is our group members' responsibilities to look after one another and uphold the behaviour code, by ...

- practising skills such as listening to each other,
- respecting the fact that we are all different,
- making sure that no one is without friends
- dealing with problems in a positive way
- checking that our anti-bullying measures are working well
- making sure our response to incidents of bullying takes into account:
  - the needs of the person being bullied
  - the needs of the person displaying bullying behaviour
  - needs of any bystanders
  - our organisation as a whole.
- reviewing the plan developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term.

We recognise that bullying is closely related to how we respect and recognise the value of diversity.

## Appendix 11: Policy guidelines on Serious Safeguarding Situations involving Church Staff, Senior Volunteers and Church Elders

This policy covers someone senior in the Church, who is either in a paid role, a senior voluntary role, or is an Elder of the Church, and it applies when the circumstances relate to:

1. Someone who has behaved in a way that has, or may have harmed, an adult or a child
2. Someone who has possibly committed a criminal offence against, or related to a child or adult
3. Someone who has behaved towards a child or adult, or presented themselves in a way, that indicates that they may pose a risk to children and adults

An allegation of abuse may relate to a current situation, or an historical / non-current situation; in both cases it will need to be considered under this policy.

1. When information arises in relation to a Herne Bay Evangelical Free Church member of staff, senior volunteer or Church Elder or Trustee, this needs to be reported to the Safeguarding Officer, unless it involves that person. If that is the case, the information needs to be reported to the Trustee responsible for safeguarding. A decision will be made about whether the Pastor is informed at this point, and this will need to be evidenced in case recording if the Pastor is not to be informed.
2. Information may reach the public domain about the concern, and it is important that there is a statement prepared which will give factual information only, and this also needs to be shared with the Church.
3. Any information from a survivor who discloses information needs to be heard by an appropriate person in a compassionate, sensitive and caring way, and must not be treated any differently to information that is disclosed about anyone else. The protection and support to the survivor must be at the forefront of all practice.
4. Ideally, someone should be allocated to support the person who has given the information, ensuring that they are updated with the process, and that the option to report the incident/information to the police is given to them. The police and Local Authority may investigate further, and the Church will need to respect this process, and ensure that this legal process is not compromised in any way.
5. In all situations where there is concerning information relating to a Church staff member, senior volunteer, or Church Elder, that person must be asked to stand down from their duties with immediate effect. It may not be appropriate to share with them the nature of the information, but it is also important that they have someone to support them in the process, who is different to the person supporting the victim.
6. The agreement for this person to stand aside from their duties must be put in writing, and should be shared with others as appropriate. There should be a clear factual statement made which is truthful, and shared with those affected.
7. The management of any serious situation will fall to the statutory authorities and they should lead, and their investigations and response should not be compromised by the Church in any way.
8. A small group of senior people in the Church, including the Safeguarding Officer, should meet together – this group can be known as “the core group”, and should meet to share accurate information, identify any information that needs to be passed on to other agencies/organisations and manage the case within the Church, reviewing as appropriate.
9. If a case proceeds outside the Church, the core group will need to ensure that they are updated, and should the case proceed to court, that there are appropriate support processes in place.

The situation when serious allegations are made against church staff is difficult for any Church to manage, but the focus needs to be support and compassion for any survivors, and ensuring that there is protection for any other potential victims, as well as ensuring that any statutory processes are respected.