



## Safeguarding Policy

**RIVER NETWORK** Registered Charity Number [1173794](#).  
[40 High Street, South Normanton](#), Alfreton, Derbyshire. DE55 2BP



[www.rivernetworkcharity.org.uk](http://www.rivernetworkcharity.org.uk) [www.rivernetworkchurch.org.uk](http://www.rivernetworkchurch.org.uk)

## Safeguarding policy

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## Leadership Commitment to Safeguarding

As the Leadership, we recognise the need to provide a safe and caring environment for children, young people and adults engaged in a regulated activity. We acknowledge that children, young people and adults engaged in a regulated activity can be the victims of physical, sexual, financial and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Convention of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and appendices are based on the ten ‘**Safe and Secure**’ safeguarding standards published by the Churches’ Child Protection Advisory Service (CCPAS) and have been prepared in line with the AOG National Leadership Team’s commitment to Safeguarding. Each section title contains reference to the relevant standard within ‘Safe & Secure [Safe and Secure safeguarding standards](#)’.

### The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults engaged in a regulated activity.
- file a copy of this policy and any associated practice guidelines with CCPAS (for on-going quality assurance purposes)
- File a copy of any amendments subsequently published in the same manner.
- Not to allow the document to be copied by other organisations.



1. Safeguarding Policy
2. Developing Safeguarding Awareness Training
3. Safe Recruitment
4. Management of Workers
5. Working Safely
6. Communicating Effectively
7. Responding to Concerns
8. Pastoral Care

9. Managing Those who Pose a Risk

10. Working in Partnership

**†Throughout this policy document, 'Leadership' refers to the Senior leadership Team and the Board of Trustees of River Network**

**Section 1: Place of Charity/Worship/Organisational Details**  
**[See 'Safe & Secure' – Standard One]**

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Name: RIVER NETWORK Registered Charity Number [1173794](#).  
[40 High Street, South Normanton](#), Alfreton, Derbyshire. DE55 2BP  
Offices @ RIVER NETWORK

**MEDIA STUDIO - OFFICES - CHARITY**  
**Cromford Creative**  
**Cromford Mills, Mill Rd, Cromford, Matlock DE4 3RQ**

Insurance Company:

The following is a brief description of the church's work and the type of activities we are involved in which may include children or adults engaged in a regulated activity:

- **Children's Church**  
Work with children between the ages of 3 to around 12 years old. Children's Church runs alongside the church morning Sunday service. Children's Church have also organised special events aimed at children.
- **Prayer Ministry Team**  
Are a group of people who have been approved by the church pastoral team. They are responsible for assisting in the public prayer ministry during church services, praying for people who have requested to be prayed for. They would pray for children and/or adults as requested. From time to time they may also share Christian teachings with individuals.
- **Missions Work**  
River Network supports mission projects around the world and this can include mission trips from time to time.

Charitable work and services.

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

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

*Article 19, UN Convention on the Rights of the Child*

## **Section 2: Recognising and responding appropriately to allegations or suspicions of abuse [See 'Safe & Secure' - Standards 2 and 7]**

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### **UNDERSTANDING ABUSE & NEGLECT**

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

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

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

NB. Detailed definitions of abuse are included at [appendix 3](#) of this policy.

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

*Article 5, UN Universal Declaration of Human Rights*

## Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake appropriate basic safeguarding training, which will be refreshed every three years. There will also be additional safeguarding training relevant to the individual department. Basic safeguarding training will cover signs and symptoms of abuse and how to respond as a minimum. This may be provided either by the Safeguarding coordinator or their deputy (if confident and competent to do so) or by CCPAS via the 'Facing the Unthinkable' training or another recognised body, organisation or qualified individual.

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

## RESPONDING TO ALLEGATIONS OF ABUSE

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

**Ceiron Dewar**

**Safeguarding Coordinator**

[safeguarding@rivernetworkcharity.org.uk](mailto:safeguarding@rivernetworkcharity.org.uk)

who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

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

The Churches' Child Protection Advisory Service (CCPAS,) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: **0845 120 4550**. Alternatively contact your local Social Services or the Police.

- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from CCPAS.

The local **Children's Social Services** office telephone numbers for Derbyshire are:

Children's Access and Assessment Team

Child protection service

If you believe that any child is in danger ring Call Derbyshire tel: [01629 533190](tel:01629533190) choosing the option for urgent child protection calls at any time.

Or contact the police by ringing their call centre number tel: 101 (24 hours per day).

The local **Adult Social Services** office telephone numbers for Derbyshire are:

Safeguarding Adults Team:

- If you are the victim of abuse, or you think you know someone who is being or has been abused, it is really important to get help and advice or make a referral: In Derbyshire this should be via Call Derbyshire [01629 533190](tel:01629533190) between 8am and 8pm Monday to Friday, and between 9.30am and 4pm on Saturdays.

- Where required the Safeguarding Co-ordinator should then immediately inform senior personnel within the church as follows:

Pastor Terry Eckersley RIVER NETWORK Registered Charity Number [1173794](#).

[40 High Street, South Normanton](#), Alfreton, Derbyshire. DE55 2BP

**RIVER NETWORK**

**Cromford Creative**

**Cromford Mills, Mill Rd, Cromford, Matlock DE4 3RQ**

**REGISTERED CHARITY NUMBER : 1173794**

<https://rivernetworkcharity.org.uk/>

**01629 343108**

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- The Leadership must consider any duty regarding informing the church’s insurers and the charity commission (if a registered charity) of offences committed by staff and volunteers.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of River Network Derbyshire will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. **It is not the role of the Safeguarding coordinator or their deputy to investigate allegations and concerns.**

**Detailed procedures where there is a concern about a child:**

**ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

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

- Contact Children’s Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child’s safety or if a child is afraid to return home.



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

### **ALLEGATIONS OF SEXUAL ABUSE**

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

- Contact the Children’s Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will **NOT** speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children’s Social Services/Police. CCPAS will confirm its advice in writing for future reference.

## **Detailed procedures where there is a concern about a vulnerable adult:**

### **SUSPICIONS OR ALLEGATIONS OF FINANCIAL, PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- 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 Adults engaged in regulated activities 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 CCPAS can be contacted for advice.

## **Detailed procedures where there is an allegation against a person who works with children:**

### **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator will without delay inform:

- The local Children's Social Services (following the Local Safeguarding Children Board (LSCB) procedures) in regards to the suspension of the worker, and discuss
- Also making a referral to a Local Authority Designated Officer (LADO):

NB. There may also be a requirement under law to make a referral to the Disclosure & Barring Service (DBS) who hold the lists of people barred from working with children and adults engaged in regulated activities – this will require discussion with the LADO (please note that LADO's exist only in England – other nations should use the usual channels of communication with children's services or their equivalent).

### **Section 3: Prevention of abuse** **[See 'Safe & Secure' - Standards 3 and 4]**

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#### **Definition of Department Leader, Worker and Helper**

##### **Department Leader**

- Will be over the age of 18 years old.
- Will be appointed by RIVER NETWORK senior leadership team.
- Will not be appointed before the safer recruitment procedures have been followed as detailed below.
- Will be responsible for keeping the safeguarding coordinator or their deputy updated every time a new worker or helper is appointed or someone no longer continues in their role as a worker or Helper.
- Will be responsible for ensuring that the original copies of all safer recruitment documents in relation to all workers and helpers have been given to the safeguarding coordinator or their deputy, who will be responsible for ensuring that they are kept in a secure place.
- Will ensure that all incidents or concerns in relation to any child/vulnerable adult that his/her department has contact with is discussed with the safeguarding coordinator or their deputy and that all relevant written records such as Incident/Concern, Accident/Injury forms are given to the safeguarding coordinator or their deputy, who will be responsible for ensuring that they are kept in a secure place. This information will be kept indefinitely by Hope Church Rotherham.
- Will ensure that there is a regular system in place to supervise all workers and helpers in their department and that written records of this are kept in a secure place.
- Will ensure that all workers and helpers follow River Network safeguarding policies.
- Will be responsible for ensuring that all Workers, Helpers, Teachers and Instructors as necessary complete their DBS disclosure checks every three years.

##### **Worker**

- Will be over the age of 16 years old.
- The department Leader will discuss the appointment of any potential new worker with the safeguarding coordinator or their deputy at the initial stages of the application.
- Will not be appointed before the safer recruitment procedures have been followed as detailed below.
- Will be required to complete a DBS disclosure check every three years.

##### **Helper**

- Is someone who the department leader considers suitable to assist workers for a set period of time to allow them and the department leader to consider whether they may be suitable to become a worker.
- The department leader will discuss the appointment of any potential new helper with the safeguarding coordinator or their deputy at the initial stages of the application.
- Will not be left in charge of any group of children or adults engaged in regulated activities at any time, but may assist an existing leader or worker.
- Will be supervised at all times by a worker or the department leader.
- If the helper is over the age of 16 years old they will not be appointed before the safer recruitment procedures have been followed as detailed below.

#### **Additional people who may have contact with children or adults engaged in regulated activities**

##### **Observer**

- Is someone who visits a department in order to observe activities and who has the approval of the department leader beforehand to do this.
- He/she may be a parent or carer of a child/young person or they may be someone who is considering becoming a helper or leader.
- The maximum time a person can come to observe is on three separate occasions after which the safer recruitment procedures must be followed. This will involve the individual no longer attending until the safer recruitment procedures have been completed.

- Will not be left in charge of any group of children or adults engaged in regulated activities at any time, but may only observe what is going on.
- Will be supervised at all times by a worker or the department leader.

#### **Teacher/Instructor**

- Is someone who the department leader has invited to undertake a specific piece of teaching or instruction such as bible teaching, crafts or teaching a specific skill such as playing a musical instrument or helping the group prepare a specific piece of drama etc.
- The maximum time a person can come as a teacher/Instructor is on three separate occasions after which the safer recruitment procedures must be followed. This will involve the individual no longer attending until the safer recruitment procedures have been completed.
- Will not be left in charge of any group of children or adults engaged in regulated activities at any time, but may assist an existing leader or worker.
- Will be supervised at all times by a worker or the department leader.

#### **Prevention**

##### **Safer Recruitment**

Having in place a range of mechanisms and understood practices surrounding the recruitment of staff and volunteers is an essential element in our safeguarding arrangements. Safer recruitment practices will assist us in ensuring that we have the opportunity to prevent those we would not want working with children and adults engaged in regulated activities from doing so at the earliest point.

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

- There is a written role description / person specification for the post
- Those applying have completed a standard application form and a self declaration form
- Those short listed have ALL been interviewed and a written record of this has been kept
- Roles and attitudes regarding safeguarding have been discussed at interview
- Written references have been obtained for ALL candidates, and followed up verbally where appropriate
- A disclosure and barring service (DBS) disclosure is completed (River Network will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) prior to the successful candidate commences employment
- Qualifications where relevant have been verified
- A suitable induction training programme (including safeguarding) is provided for the successful applicant
- The successful applicant completes a probationary period
- The applicant has been given a copy of this safeguarding policy and knows how to report concerns.
- That the successful applicant has completed safeguarding training at a basic level

Safer recruitment practices should be used regardless of the setting or activity where workers are working with either children or adults engaged in regulated activities. In addition, the same principles and practices should be adopted for workers undertaking international missions on behalf of Hope Church Rotherham.

##### **Management of Workers – Codes of Conduct**

As Leadership, we take the safeguarding of children and adults engaged in regulated activities very seriously. This means that we want all our volunteers and paid workers (staff) to understand the nature of our 'Duty of Care' and what this means for the conduct of all staff and volunteers who may come into contact with children, young people and other vulnerable people. Our 'duty of care' is in part exercised through the development of respectful and caring relationships but also by staff and volunteers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to safeguarding them from sexual, physical and emotional abuse. Before individuals start working in positions that have contact with children, young people and adults engaged in regulated activities, they need to understand and acknowledge the responsibilities and trust inherent to their role.

All adults working in roles where there is contact with children, young people and adults engaged in regulated activities are in positions of trust. It is therefore vital to ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Staff and volunteers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult and a child (under 18 years old) is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding coordinator or their deputy immediately.

The trusting relationship between staff/volunteer and child, young person or vulnerable adult means the worker should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and/or standing to form or promote relationships that are or may become sexual.

Due to the nature of many of the activities that we provide, children and their parents/carers feel safe and children are often given a lot more freedom than they would in other settings. They are therefore in a vulnerable position. In the context of this environment everyone who carries out a role as a part of these activities is in a unique position of trust, especially in the eyes of a child and it is therefore possible because of this position of trust for someone to have unsupervised access to children (the definition of a child is anyone under the age of 18).

The best way to protect the children we come into contact with is by following good practices that promote and protect the safety of children and young people. These would include:

- Not spending time alone with a child.
- Not putting yourself in a situation that may lead to allegations being made against you.
- Not maintaining contact with a child outside of agreed activities without the knowledge of the child's parents/legal guardians - if such contact is agreed with the parents/carers, it needs to be made clear that you are no longer acting on behalf of Hope Church Rotherham.
- Being vigilant - if you witness any behaviour by someone else at an event, whether a team member or a guest that causes you to be concerned about the welfare of a child, please speak to the Safeguarding coordinator or their deputy immediately.

Adopting this code of conduct towards children, young people and adults engaged in regulated activities and ensuring all workers are made aware of its content and agree to follow it is essential. It is important that there is a culture of dignity and respect towards those being cared for.

This can be achieved by workers:

- Understanding the organisation's safeguarding policy and good working practice
- Listening to children, young people and adults engaged in regulated activities.
- Respecting boundaries and privacy of those being cared for
- Knowing how to deal with issues of discipline in line within the organisation's code of conduct
- Developing an awareness of disability issues as well as issues of equality and inclusion

### **Management of Workers – Training and Supervision**

All workers, paid or voluntary, should be provided with appropriate training and given the opportunity to develop their skills as well as feel supported and valued by the organisation for which they work. When this happens workers will be more inclined to express concerns over issues that arise and it will also help to ensure a high level of care, professionalism and expertise towards those being cared for.

As a Leadership, we commit to ensuring all department leaders, workers and helpers are supervised (where possible by a named individual who arranges regular meetings) where concerns or issues can be raised, work related or personal. It is also the role of the supervisor to ensure all training needs are met. Where supervision with a named individual is not possible, or impractical, group supervision may be used as an alternative as this can maximise resources and allows for the sharing of issues and concerns.

### **Management of Workers - Team Meetings**

The leadership recognises the importance of team meetings. These should be convened on a regular basis and should provide an opportunity for ideas and issues to be aired, concerns expressed and feedback given.

### **Management of Workers - Whistleblowing**

In addition to effective management of allegations against staff, there needs to be a mechanism in place for workers to be able to raise legitimate concerns (e.g. improper actions or omissions) about other workers, with impunity. Commonly known as 'whistleblowing', the reporting principles are contained in the Public Disclosure Act 1998. Further information and advice can be obtained from Public Concern at Work:

## Safer Recruitment flow chart

- A person wishes to be considered as a candidate to become a leader, worker or helper, which involves working with children, young people or providing a regulated activity for adults. This may be on a voluntary or paid basis.  
**NB an individual can only be an observer for a maximum of 3 weeks**
- The candidate cannot be appointed until the following steps have been completed.

- The department leader (or member of the leadership team in the case of a department leader) will check with the child protection coordinator and the senior minister to ascertain whether there is any reason that the candidate should not be considered.
- If it is agreed that the recruitment process can continue then the department leader will ensure that the candidate is given an application form, written role/job description and a person specification for the post.

- The candidate then completes the following documentation and returns them to the department leader
  - Application form part 1 and application form part 2

- The department leader arranges an interview with the candidate and the interview panel should include the department leader and at least one other suitably experienced person. A list of suitable questions including questions relating to safeguarding should be drawn up beforehand and notes should be taken of the meeting. During the interview the candidate will not be formally offered the position applied for and if the candidate appears to be suitable at this stage then the following tasks should be completed satisfactorily before any formal offer is made.
  - Applicant to complete an Enhanced disclosure with the DBS and the results returned to the safeguarding coordinator. **NB DBS checks are subsequently completed every three years**
  - The department leader will gain references from the people identified in the application form part 1
  - If a formal offer of acceptance as a leader, worker or helper is made then this must be done in writing by the department leader to the candidate and it must be made clear that any offer is conditional upon the successful completion of a probationary period (usually 6 months). If an offer is not made then the candidate should be informed of this by the department leader as soon as possible.
  - The department leader will then give all original recruitment documentation to the Safeguarding coordinator who will keep it securely for an indefinite period of time (documentation for candidates that are not appointed will only be kept for a period of 6 months). These documents should include the application form parts 1 & 2, the notes from the interview with the list of questions used, the feedback from the

- The department leader will give the successful candidate a written job description and the successful candidate must sign this before they begin the role in which they have been appointed.
- The department leader will devise a suitable induction for the successful applicant relevant to the department he/she will be working in and this will include completing safeguarding training. The Safeguarding training must be completed before the probationary period can be ended.
- The department leader will ensure that there is a process of supervising the practice of the leader, worker or helper during their probationary period and that regular meetings take place with the candidate to discuss any issues in relation to safeguarding. If no issues are identified then scenarios should be used to aid discussion. These meetings should take place at least once a month during the probationary period and there should be a written record of them.
- The Department Leader will complete all sections of the Recruitment record and any issues identified must be

- After a successful period of probation has been completed then the level of supervision of practice and safeguarding meeting can be reviewed. It may be that group safeguarding meetings could form part of regular departmental meetings involving all leaders, workers and helpers of a particular department and written records of this should be kept.

## Section 4: Leadership & Pastoral Care [See 'Safe & Secure' – Standards 8 and 9]

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### Supporting those affected by abuse

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

Pastoral care is varied by nature and you should ensure that you have appropriate support and permissions before you embark upon supporting somebody with the often-complex issues created by past abuse. If you are concerned about your ability to provide appropriate pastoral care and/or counselling to individuals in these circumstances, you should contact the child protection coordinator at River Network or CCPAS 24 Hour Helpline on **0845 120 45 50**. CCPAS are able to provide limited support and may be able to suggest organisations or individuals who may be able to assist further.

Alternatively, you should contact the Association of Christian Counsellors (ACC) who will be able to put you in contact with trained individuals who may be able to offer support. ACC also produce a Pastoral Skills training course that can be delivered in your church/organisation by somebody experienced in pastoral care.

### Working with offenders

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to adults engaged in regulated activities the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults engaged in regulated activities, set boundaries for that person which they will be expected to keep. This may involve the use of risk assessments and supervision agreements.

Pastoral care will be offered without prejudice to all those who require it. This may also include a known offender. Where pastoral care is offered to both the person affected by abuse and the known offender, this should be offered by different people who are able to support those concerned impartially and effectively. If the offender and person affected by abuse both attend River Network then consideration should be given to the emotional wellbeing of the person affected by abuse and their needs should be given priority. This may sometimes involve asking the offender to worship elsewhere.



## **Section 5: Practice Guidelines**

### **[See 'Safe & Secure' – Standards 5, 6 and 10]**

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As an organisation / place of worship working with children, young people and adults engaged in regulated activities, River Network wishes to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

#### **Working in Partnership**

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

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

The leadership of River Network recognises that good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults engaged in regulated activities and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## Approvals

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Signed by: \_\_\_\_\_

Print Name: Pastor CEO Terry Eckersley

Position (On behalf of the Leadership): Senior Pastor

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

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position (Safeguarding Coordinator): \_\_\_\_\_

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

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position (Deputy Safeguarding Coordinator): \_\_\_\_\_

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

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: (On behalf of the Senior leadership team): \_\_\_\_\_

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

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: (On behalf of the Trustees ): \_\_\_\_\_

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

This policy will be regularly reviewed annually and amendments made as necessary. All revised versions will be forwarded to CCPAS.

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## Appendix 1: Leadership Safeguarding Statement

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The 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: **date to be added when agreed**

This place of worship/organisation is committed to the safeguarding of children and adults engaged in regulated activities 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 adults engaged in regulated activities and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults engaged in regulated activities and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation 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 adults engaged in regulated activities.

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and adults engaged in regulated activities and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- 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.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator and his/her deputy in their work and in any action they may need to take in order to protect children/adults engaged in regulated activities.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Hope Church Rotherham.
- 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/organisation 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 (in international mission activity), safeguarding practice maintains its importance and allegations or concerns will be reported in line with the procedures detailed in [Appendix 5](#).
- Safeguarding is everyone’s responsibility.

**We will review this statement and our policy and 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 Hope Church Rotherham.

A n other Safeguarding Coordinator

A n other Deputy Safeguarding Coordinator

A copy of the full policy and procedures is available from the Safeguarding Coordinator or the Deputy Safeguarding Coordinator.

A copy of our safeguarding policy has been lodged with CCPAS.

Signed by on behalf of the Leadership Team/Trustees:

Signed \_\_\_\_\_

Date \_\_\_\_\_

**†Throughout this policy document, ‘Leadership’ refers to the Senior leadership Team and the Board of Trustees of River Network’ .**



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## Appendix 2: Safeguarding Poster

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# Safeguarding is a

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from the safeguarding co-ordinator or her deputy

If you have any concerns the safety or welfare of a child or vulnerable adults you can speak to:

Safeguarding Co-ordinator

Deputy Safeguarding officer

They have been appointed by the leadership River Network to respond to any safeguarding concerns

Signed: \_\_\_\_\_ CEO Terry Eckersley

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

### Useful Contacts

CCPAS  
0845 120 45 50

Childline (for Children)  
0800 1111

NSPCC  
0808 800 5000

Kidscape  
0845 120 5204

Stop it Now  
0808 1000 900

MindinfoLine  
0845 766 0163

Through the Roof  
01732 737041

Action on Elder Abuse  
0808 808 8141



The Churches' Child Protection Advisory Service is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact CCPAS' 24 hour helpline on:

**0845 120 45 50**

## Appendix 3: Statutory Definitions of Abuse

### Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The terms and definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (March 2013)'.

Children	Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.
Safeguarding and promoting the welfare of children	Defined for the purposes of this guidance as: <ul style="list-style-type: none"> <li>■ protecting children from maltreatment;</li> <li>■ preventing impairment of children's health or development;</li> <li>■ ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and</li> <li>■ taking action to enable all children to have the best life chances.</li> </ul>
Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

<p>Emotional abuse</p>	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>
<p>Sexual abuse</p>	<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>
<p>Neglect</p>	<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>■ provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li> <li>■ protect a child from physical and emotional harm or danger;</li> <li>■ ensure adequate supervision (including the use of inadequate care-givers); or</li> <li>■ ensure access to appropriate medical care or treatment.</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>
<p>Young carers</p>	<p>Are children and young people who assume important caring responsibilities for parents or siblings, who are disabled, have physical or mental ill health problems, or misuse drugs or alcohol.</p>

(Working Together to Safeguard Children, March 2013, Appendix A, pages 85-86)

**Statutory Definitions of Abuse (Adults engaged in regulated activities)**

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults engaged in regulated activities from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

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

### **Physical Abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

### **Sexual Abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

### **Psychological or Emotional Abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

### **Financial or Material Abuse**

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

### **Neglect or Act of Omission**

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired

### **Discriminatory Abuse**

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

### **Institutional Abuse**

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.





nails without prompting and supervision are deemed to be in Regulated Activity. Those who train, instruct or provides advice relating to eating, drinking, toileting, washing, dressing, oral care etc due to age, illness or disability is in Regulated Activity. In circumstances where a hairdresser or a person cuts the hair of an adult are excluded from Regulated Activity.

\*\*\*'Regularly' is once a week or more; 'intensively' is four or more days in a 30 day period or overnight.

**Note 3: Scenarios of Roles and their eligibility basis:**

- A crèche worker who physically assists young children with going to the toilet (on one occasion or more) would be in Regulated Activity.
- A Sunday School worker on a rota would only be in a Regulated Activity if they work unsupervised every week or more; if they work less than this they would still be eligible for an enhanced DBS check without a check of the barred lists whether or not they are always supervised.
- Purely administrative roles i.e. Church Administrator or treasurer are NOT eligible for a Disclosure as they do not work directly with vulnerable groups. Additionally Disclosures cannot be accessed for those who handle sensitive or confidential information (unless they are supervising those working in Regulated Activity).
- A church worker who visits housebound people and on occasions is asked by the homeowner to do some shopping or pay a bill on their behalf is engaging in Regulated Activity.
- A church worker who is part of a group of volunteers that drive church members to their GP surgery or hospital appointments is working in Regulated Activity.
- The volunteers who are part of the rota to bring church members who would otherwise be unable to attend church, are NOT engaging in Regulated Activity as Church services are not covered by the Protection of Freedoms Act - unless they collect Care Home residents, in which case they would be in Regulated Activity.
- A counsellor who receives referrals from a Health Care Professional will be in Regulated Activity. If the counsellor does not receive referrals but works with children or adults engaged in regulated activities they will be eligible for an enhanced DBS check without a check of the barred lists.
- A luncheon club/foodbank or street outreach (eg Street Pastors) whose workers just serve food, drinks, or have a friendly chat with those they work with will not be in a Regulated Activity with adults unless they are giving professional counselling/health care or personal care to adults. They will qualify for Regulated Activity with children if they are advising/supervising/caring etc for children regularly or intensively on an unsupervised basis. If they are not in Regulated Activity but they do care for/supervise/give guidance/mentor children or adults engaged in regulated activities then they are likely to be eligible for an enhanced DBS check without a check of the barred lists.
- Prayer teams whose members pray with/for adults and children in a public area/town centre type setting are not in Regulated Activity nor do they qualify for an enhanced DBS check. If however, their job role includes praying with a child/children frequently or intensively in an unsupervised setting, this would be Regulated Activity.

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## Appendix 5: World Ministries and Church Missions

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### Introduction

Safeguarding the vulnerable is no less important overseas than at home in the UK. In many ways there is greater need to ensure that our workers and the way in which they work are in adherence to our safeguarding policy as the opportunity of abuse is often far greater.

This safeguarding policy that has been endorsed by the AOG National Leadership Team, therefore applies to all our World Ministries workers and volunteers overseas and any members of our local churches that participate in locally-driven missions activity; whether planting/establishing churches within indigenous communities, visiting on short-term mission or placed as a long-term missionary in locations around the world.

### Prevention of abuse

It is recognised that the cultures within which international missions are often working may adopt different standards to the care and treatment of children and young people. Nevertheless, the standards and principles adopted within the UK are expected to apply in international mission situations. The maltreatment of children and young people is contrary to Biblical values and practices and therefore cannot be tolerated.

Due regard will need to be given to the cultures within which activities are taking place, however under the expectation of applying UK standards to the practice of missions workers, some guidance may be useful. Cultural differences should never be used as an excuse to allow the abuse of a child or vulnerable adult to continue.

### Workers should:

- Be able to recognise situations which may present risks
- Plan and organise the work and workplace so as to minimise risks as far as possible and be visible to other adults when working and talking with children
- Take particular care for the needs of disabled children and other vulnerable children as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability
- Ensure that others know where interviews of children are taking place and that someone else is around in the building

### Workers should not:

- Spend excessive time alone with children
- Take children to their personal home, or to stay overnight, especially where they will be alone with you
- Leave any person under 16 in charge of any children of any age. However, some local/national legislation may require this to be 18 years of age. Nor should children or young people attending any group be left alone at any time.
- Hit or otherwise physically assault children
- Develop physical/sexual relationships with children
- Develop relationships with children which could in any way be deemed exploitative or abusive
- Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- Do things for children of a personal nature that they can do for themselves
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.

### **Responding & Reporting Mechanisms**

All overseas missions activities should have a designated Safeguarding coordinator or a deputy who is responsible for safer recruitment of both staff and volunteers/visitors (including DBS disclosures where these are necessary) and for ensuring that applicants are fully apprised of the safeguarding policy. All incidents, allegations or concerns identified during overseas missions activities must be reported to River Network Safeguarding Coordinator, who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse within the relevant country.

Where an allegation is made against a worker (whether located long-term on mission or visiting on short-term mission), the Safeguarding coordinator or their deputy must be informed immediately whereupon the standard process described in [Section 2](#) of Safeguarding Policy will apply in relation to contacting the appropriate authorities in the UK to discuss further action.

If an allegation is made against a worker, that worker must be removed from their duties or prevented from having any further contact with children and young people or adults engaged in regulated activities immediately whilst necessary action is taken. Due account must always be taken of the laws and frameworks in place within any country in which River Network missions operate. In many cases, practice, values and beliefs in relation to safeguarding the vulnerable will be different to the UK. However, care must always be taken to ensure that the rights of the individuals concerned are upheld (see the UN Convention on Human Rights and UN Convention on the Rights of the Child). Cultural differences should never be used as an excuse to allow the abuse of a child or vulnerable adult to continue.

## Appendix 6: Transport Policy

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Whenever children, young people or vulnerable adults are being transported by car, mini-bus or coach, the following policy must be adhered to. The department leader responsible for the trip needs to ensure these guidelines are in place and that they apply to all drivers and journeys carried out on behalf of and with the knowledge of the Individual department of Hope Church Rotherham. This policy does not apply to private arrangements for transportation of children/young people made directly between adults with parental responsibility and an individual driver.

Advice for transporting children, young people or vulnerable adults is as follows:

- Driving should be restricted to those who have gone through the organisation's recruitment procedures for workers/helpers.
- All drivers must have read the safeguarding policy of the organisation and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form (if this is not already included in the General Information and Consent Form used by the department).
- The driver should hold a full driving licence; the vehicle must be adequately insured and the vehicle road worthy.
- It is good practice for a leader or worker to travel with a driver when transporting children or vulnerable adults. However, having checked drivers, it is accepted that there may be occasions when they are alone with a child for short periods. Consideration should therefore be given to dropping off the least vulnerable last and plan routes accordingly. Two workers in a vehicle does not in itself guarantee safety - there have been incidents where workers have acted abusively together.
- Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation and any immediate risks to the child should also be taken into account).
- When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.
- If regular drivers are used on different occasions, then it is good practice that they should not be used to transport the same group of children/young people each time.
- At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to a vulnerable adult, depending on the nature of their vulnerability and/or disability.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or they have romantic feelings for a driver.
- If parents or carers do some transporting or arrange for their child/young person to be transported by a private arrangement made directly between themselves and an individual driver. The Department leader will need to ensure they are made aware that such arrangements are their own responsibility and not the responsibility of Hope Church Rotherham.
- Whenever a minibus or coach is used, at the time of booking the department leader with responsibility for the trip will ensure that only a reputable company is used that has adequate insurance and only uses vehicles that comply with the relevant statutory requirements for vehicles used for hire purposes. The driver of a minibus or coach of a hire company that has not gone

through the safer recruiting procedures of River Network as detailed in this Safeguarding policy must not be left in the care of any child/young person or vulnerable adult.

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**Appendix 7: Incident/Concern Form**

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NAME OF CHILD /ADULT TEAM MEMBER INVOLVED: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

NAME(S) OF ANY WITNESS: \_\_\_\_\_

Description of incident/Concerns:  
(including sequence of Events/Actual Words Used/Observations) use separate sheet if necessary

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Description of action taken:  
(including person(s) contacted and contact details)

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Signed: \_\_\_\_\_  
(Team member who filled this form in)

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

Print name: \_\_\_\_\_

**Appendix 8: Accident/Injury Form**

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Please give details of any incident that involved injury to a young person that required a visit to a doctor or to hospital. (Minor cuts / bruises / falls etc need not be listed.) Please include any other incidents - or near misses - that may have implications beyond the event or where lessons need to be learnt or risks reduced for future events. Outdoor activity incidents should all be included.

**Please complete a separate form for each incident. If appropriate, please attach separate sheets.**

NAME OF CHILD / ADULT TEAM MEMBER INVOLVED: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

NAME(S) OF ANY WITNESS: \_\_\_\_\_

Description of incident (Attach sketches and additional pages if appropriate):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of action taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Protective measures taken to minimise risk:



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What factors contributed to the incident?

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What action has been taken to reduce the chance of a similar incident in the future?

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What further action would you recommend?

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Signed: \_\_\_\_\_ Person directly involved in the incident

Print name: \_\_\_\_\_

Comments of the event leader

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Signed: \_\_\_\_\_ Event leader

Print name: \_\_\_\_\_

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**Appendix 9: Application Form part 1 of 2**

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We ask all prospective workers with children, young people or adults engaged in regulated activities 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 by the church, 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

\_\_\_/\_\_\_/\_\_\_

Address :

\_\_\_\_\_

\_\_\_\_\_

Postcode

Daytime Tel No:

\_\_\_\_\_

Evening Tel

No:

\_\_\_\_\_

Mobile Tel No:

\_\_\_\_\_

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

<p>From: ___/___/___ To: ___/___/___</p> <p>Previous Address _____</p> <p>_____</p> <p>_____</p> <p>Post Code _____</p>	<p>From: ___/___/___ To: ___/___/___</p> <p>Previous Address _____</p> <p>_____</p> <p>_____</p> <p>Post Code _____</p> <p>Please continue on separate sheet if you have more addresses</p>
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Please give details of previous experience of looking after or working with children, young people or adults engaged in regulated activities. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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Have you ever had an offer to work with children, young people or adults engaged in regulated activities declined?

YES  NO (Please tick)

If yes, please give details

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Do you suffer, or have you suffered, from any illness which may directly affect your work with children, young people or adults engaged in regulated activities?  YES  NO (Please tick)

If yes, please give details.

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## 2. Employment History

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

Employers Name and Address	Employed From (Date)	Employed to (Date)	Job Title & Description	Reason for Leaving

3. Are you currently working in any other position that involves working with children, young people or adults engaged in regulated activities in either a voluntary or paid capacity? If yes please give details. We may need to contact them as part of the application process:

Name of the organisation:

Address:

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Contact person in organisation:

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Telephone Number:

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Post you are employed in (please give details of your duties):

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#### 4. References

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

	1	2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Relationship	_____	_____
Church minister / leader Name	_____	
Address	_____	
Telephone No.	_____	

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to Safeguarding coordinator at Hope Church Rotherham. You are welcome to discuss any aspects of this procedure with the safeguarding coordinator if you wish.

**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 children, young people or adults engaged in regulated activities.

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 voluntary disclosure form to the safeguarding coordinator 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).



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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 tick)

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

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

- YES       NO (Please tick)

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

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**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) \_\_\_\_\_

I confirm that I am not barred from working with children/adults engaged in regulated activities from engaging in regulated or controlled activity.

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 known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I understand that a check will be made with the Disclosure & Barring Service and that it is an offence for any person to commence Regulated Activity who knowingly withholds details of pending prosecutions, previous convictions, cautions, or bindovers that may preclude them from working with children or adults engaged in regulated activities.

**Please note:** From December 1<sup>st</sup> 2012 the CRB and the DBS have merged to become the Disclosure and Barring Service (DBS). The legislation around disclosures and the process for checking to take place has not significantly change.

I agree to inform the safeguarding coordinator at River Network if I am convicted of an offence after I take up any post within Hope Church Rotherham. I understand that failure to do so may lead to the immediate suspension of my work with children or adults engaged in regulated activities and/or the termination of my employment.

I agree that the safeguarding coordinator may inform the relevant authorities of any information he/she becomes aware of that may indicate that I may not be suitable to work with children or vulnerable adults. I understand that this may also include other organisations, groups or places of worship I may attend or work for either in a paid or voluntary capacity. I understand that this will only be done in on a strictly 'need to know' basis.

I agree to inform the safeguarding coordinator at River Network if I become the subject of a police and/or a social services/(Children's Social care or Adult 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 adults engaged in regulated activities and/or the termination of my employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## LEGAL 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/or adults engaged in regulated activities 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 Disclosure and Barring Service (DBS) (England & Wales).

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 adults engaged in regulated activities within Hope Church Rotherham.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/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 adults engaged in regulated activities 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 DBS/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 adults engaged in regulated activities. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or adults engaged in regulated activities then we would also inform them of any knowledge we have of that individual working in any other capacity with children/adults engaged in regulated activities.

### **Notes for England, Wales & Northern Ireland Only - Children and Young People**

Under the Safeguarding Vulnerable Groups Act 2006 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists under the Disclosure & Barring Service Vetting and Barring Scheme.

Note: The DBS Barred Lists replace the Protection of Children Act (PoCA) List, List 99 and the Protection of Adults engaged in regulated activities (PoVA) List in England and Wales, and the Disqualification from Working with Children (DWC) List, the Unsuitable Persons List (UP List) and the Disqualification from Working with Adults engaged in regulated activities (DWVA) List In Northern Ireland as well as the system of Disqualification Orders, which was operated by the Criminal Justice System.

Definition of regulated activity: Any activity of a specified nature that involves contact with children or adults engaged in regulated activities frequently, intensively and/or overnight. (Such activities include teaching, training, care, supervision, advice, treatment and transportation.)

- Any activity allowing contact with children or adults engaged in regulated activities that is in a specified place frequently or intensively. (Such places include schools and care homes.)
- Fostering and childcare.
- Any activity that involves people in certain defined positions of responsibility. (Such positions include school governor, director of children's services and director of adult social services, and trustee of certain charities.)

'Regulated activity' is when the activity is frequent (once a week or more), 'intensive' (takes place on four or more days in a 30-day period) or overnight.

**Please note:** From December 1st 2012 the CRB and the DBS have merged to become the Disclosure and Barring Service (DBS). The legislation around disclosures and the process for checking to take place has not significantly change.

All original recruitment documentation is given to the Safeguarding co-ordinator who will keep it securely for an indefinite period of time (documentation for candidates that are not appointed will only be kept for a period of 6 months). These documents should include the application form parts 1 & 2, the notes from the interview with the list of questions used, the feedback from the referees and any other documentation used in the recruitment process.

## Appendix 11: References

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This is an example of a letter that may be used when requesting a reference:

(Paid/Volunteer Worker with Children/Adults engaged in regulated activities)\*

Name of Worker: \_\_\_\_\_

Dear

The above named person has applied to be a worker with the children/adults engaged in regulated activities for Hope Church Rotherham.

As I am sure you are aware, before we can accept anyone to work with children/ adults engaged in regulated activities, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

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

A copy of the job description/person specification/volunteer role profile is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). 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 the applicant for this position.

Should you require any further information do not hesitate to contact (name)

\_\_\_\_\_  
telephone number \_\_\_\_\_.

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

Yours sincerely,

**Reference Form**

Private and

Confidential.

REFERENCE FOR (name of applicant): \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

Your name: \_\_\_\_\_

Your occupation: \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacity have you known the applicant ? \_\_\_\_\_

3. What previous experience as the applicant had of looking after or working with children/adults engaged in regulated activities?


4. Please comment on the applicant’s ability to provide warm and consistent care.


5. Please comment on the applicant’s ability to treat all people as individuals and with equal concern.


6. Are you aware of any health problems, mental or physical, which might affect the person’s work with children/adults engaged in regulated activities. If so please give details.

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7. The position for which this person is being considered gives substantial access to children/ adults engaged in regulated activities. To your knowledge, is there any reason why this person should not be entrusted with care of children/adults engaged in regulated activities? If so, please provide details.


8. Please comment on the suitability of the applicant and whether you feel that the person is fit to work with adults engaged in regulated activities please consider the following alongside the job description/person specification/volunteer role profile:


Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**Please return you completed form to the child protection coordinator at Hope Church Rotherham, Grove Road, Rotherham, South Yorkshire, S60 2ER.**

## **Appendix 12:**

### **Sample questions for interviews (children and young people)**

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NB. This list of questions is not conclusive, but a sample that could be asked depending on the situation and circumstances. Please do add more general questions in the interview such as "why do you want to volunteer / work with children?" These questions below are designed to explore boundaries and attitudes of those wanting to work with children and young people. It is important however to prepare a list of questions before the interview and to record the applicants response to them.

1. How would you handle a child or young person who was being aggressive and challenging towards you personally?
2. Could you tell us about experiences working with children or young people that have been difficult or unpleasant and how did you handle these?
3. What would be your views on a youth worker having a sexual relationship with a girl (over 16) who attends the youth club?
4. What areas would concern you when considering the suitability of a young person to work as a helper in a youth event you were responsible for?
5. How would you respond to a youth asking for advice about embarking on a sexual relationship with a 15 year old girlfriend/boyfriend?
6. Because you are going to be working with children and young people who face problems in the area of drug and alcohol misuse or child abuse, have you any experience which would be relevant in dealing with these issues?
7. Have you ever had any concerns expressed to you about your conduct with vulnerable groups; either children, young people or adults?
8. Have you ever offered to work with children, young people or adults and had your offer declined?
9. Have you ever been involved with police or Children's Social Services in regard to children, either in this country or abroad?
10. Have you ever been involved in court proceedings concerning a child?
11. If you were offered employment, is there anything else we would should know in terms of your previous work or relationships with children?
12. What would you do if a young person showed you sexually suggestive text messages sent to her by another youth worker?

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**Appendix 13:**

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**Sample questions for interviews (adults engaged in regulated activities)**

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NB. This list of questions is not conclusive, but a sample that could be asked depending on the situation and circumstances. Please do add more general questions in the interview such as "why do you want to volunteer / work with adults?" These questions below are designed to explore boundaries and attitudes of those wanting to work with adults engaged in regulated activities. It is important however to prepare a list of questions before the interview and to record the applicants response to them.

1. Tell me about a time when you have intervened to safeguard a vulnerable adult?
2. Could you tell us about experiences working with adults engaged in regulated activities that have been difficult or unpleasant and how did you handle these?
3. Give me an example of ... (insert here example of good practice of working with people that you would like to know about).
4. Explain to us why you want to work with adults engaged in regulated activities?
5. Because you are going to be working with adults who face problems in the area of drug and alcohol misuse, homelessness (insert particular area of work), have you any experience which would be relevant in dealing with these issues?
6. Have you ever had any concerns expressed to you about your conduct with vulnerable groups; either children or adults?
7. Have you ever offered to work with children, young people or adults and had your offer declined?
8. If you were offered employment, is there anything else we should know in terms of your previous work or relationships with adults engaged in regulated activities?
9. What are your views on workers having a sexual relationship with a vulnerable person to whom they offer support and care?
10. Do you think it is right to accept gifts in kind or money from a client?

**Appendix 14: Venue safety check**

VENUE CHECK SHEET			
	Date:	Time:	Who completed these checks:

SAFETY CHECKS in all rooms and areas used by the holiday club			
All exits (including disabled access) open & available for use Clear access to outside		Electric plugs/sockets OK (visual check)	
No obstructions in walkways			
Trip hazards removed, clearly taped or barriered		Wires taped down	
Open every fire exit and check that there is clear space outside		Fire extinguishers positioned and unobstructed	
Air horns are in their correct places and operational (one in main church room and one in restaurant area)		Walk all fire escape routes outside and ensure the routes are clear	
Fire assembly point is clearly marked		Fire Exit signage clearly displayed and unobstructed	
Fire policy is on clear display in welcome area, main church and restaurant area)		General safety inspection	
Check toilet areas clean, all toilets working, toilet roll, soap and hand towels/ hand drier available and correct signs are on doors			

ADDITIONAL SAFETY CHECKS ON CLOSING (If there is no-one in the venue after you)			
Venue is clear and rubbish is removed		Kitchen area is clean and tidy	
Fire doors and fire exit doors are closed		General fire safety inspection	
All electrical or gas appliances off		Venue is secure	

<b>Check completed by (your name):</b>
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The nominated person must ensure that ALL the Safety checks are carried out **EVERY TIME** the department uses church premises. Tick the box to signify satisfactory conditions; otherwise enter a cross. Where possible you should rectify any faults immediately so that the box can be ticked. If a cross is entered a comment must be made below and the relevant action taken, and you should consider carefully whether it is safe to continue with the activity.

Date	SAFETY CHECKS: COMMENTS / ACTIONS TAKEN	Reported to	Time reported
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<b>Notices that should be on display in the welcome area</b>			
Fire Policy		Children's Welfare Concern Forms – In Children's Welfare book	
Complaints Procedure		Accident Forms – in accident	
Photographs and Video Participants		Visitors Register – in book of registers	
Behaviour Management Policy		Leaders Register - in book of registers	
Equal Opportunities Policy		Group Registers - in book of registers	
Incident Forms – in incident book		Medication Records - with the first-aid	
Major Incident Form – in incident book			
<b>Risk assessment form</b>			
All areas of the risk assessment form have been checked (all pages)			



**Appendix 15: Model Risk Assessment Form**

**Risk Assessment Form**

Hope Church Rotherham, Grove Road, Rotherham, South Yorkshire, S60 2ER. Tel: 01709 820896. e-mail: [admin@hopechurchrotherham.co.uk](mailto:admin@hopechurchrotherham.co.uk) Website: <http://hopechurchrotherham.co.uk/>

Assessment by (print name) : \_\_\_\_\_

Assessment date: \_\_\_\_\_ Signed \_\_\_\_\_

<b>Significant Hazard</b>	<b>Potential injury</b>	<b>People at risk</b>	<b>Existing controls</b>	<b>Action needed</b>	<b>Priority</b>	<b>Review date</b>



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**Appendix 16:**

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**Contract for Department Leaders, Workers and Helpers**

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Name \_\_\_\_\_

We welcome you and thank you for helping us to further the work of Hope Church Rotherham.

Job Title \_\_\_\_\_

You, the Team Member, should:

- Treat everyone as individuals, with the respect and dignity that befits their age.
- Be thoughtful about your language and tone of voice.
- Never engage in any of the following:
  - invading an individual's privacy
  - rough, physical or sexually provocative games/interaction
  - any inappropriate or intrusive touching of any form
  - any scape-goating, ridiculing or rejecting of any one
  
- never leave any children or young people attending any activity related to your group alone at any time (apart from when they go to the toilet).
- Be especially careful when assisting with toileting.
- Never control or discipline children using any physical means.
- Do not allow yourself to be alone with an individual where you cannot be seen by others.
- Where privacy and confidentiality are important, find a place that is open and visible whenever any counselling or pastoral care is taking place.

Please also see separate Job Description and Specific Responsibilities relevant to the post you have been appointed to.

Person to Whom You Are Responsible (e.g. Department Leader or member of the Leadership)

\_\_\_\_\_

We are committed to helping you give the best possible service to the children, young people or adults engaged in regulated activities 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 \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
(Department Leader)

I understand my employment is for a probationary period of \_\_\_\_\_ months after which there will be a review and by agreement of the Department Leader and the Senior leadership Team my appointment will be confirmed. I confirm that I have read River Network safeguarding policy. I will endeavour to carry out the safeguarding policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with my department leader or the Safeguarding Coordinator.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
(Worker/Helper)

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**Appendix 17: Recruitment record**

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	Action	Comments	Completed by	Date	Signed
1	<p><b>Application form</b></p> <p>Please note date application form completed and whether there were any issues</p>				
2	<p><b>Interview</b></p> <p>Please note the date that the interview took place and who the interviewers were</p>				
3	<p><b>References</b></p> <p>Please note when the references were sent (or phone call made) to the referees, when they were returned and whether there were any issues</p>				
4	<p><b>DBS checks</b></p> <p>Please note when the DBS checks were done and whether there were any issues to consider (don't put details)</p>				
5	<p><b>Appointment</b></p> <p>Please note the date written confirmation of appointment or notification not to appoint was given to the applicant</p>				
6	<p><b>Training</b></p> <p>Please note the date when the initial Safeguarding training was completed</p>				
7	<p><b>Induction</b></p> <p>Please note the date when the induction process was completed</p>				
8	<p><b>Six month review</b></p> <p>Please note the date of the six month review and whether there were any areas identified for further development</p>				

**Name of Person:**

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**Appendix 18:**

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**Reporting a 'Serious Incident' to the Charity Commission**

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Under Charity Commission regulations a Serious Incident occurs where a result has, or could, entail '...a significant loss of funds or a significant risk to the charity's property, work, beneficiaries or reputation. They should be reported as soon as possible.

As far as allegations of abuse are concerned Charity Commission guidance states:

'You (the place of worship or organisation) should report this if any one or more of the following occur:

- There has been an incident where the beneficiaries of your charity have been or are being abused or mistreated while under the care of your charity or by someone connected with your charity such as a trustee, member of staff or volunteer
- There has been an incident where someone has been abused or mistreated and this is connected with the activities of the charity.
- Allegations have been made that such an incident may have happened regardless of when the alleged abuse or mistreatment took place
- You have grounds to suspect that such an incident may have occurred.'

The Charity Commission states that these are 'zero tolerance' issues which would always be investigated by them. Serious incidents also include not having adequate safeguarding policies in place and failure to carry out criminal records checks on workers and trustees (where legally possible); in summary, anything that could affect the good reputation of the charity.

Those charities whose incomes exceed £25,000 must declare all Serious Incidents as part of their Annual Returns. Failure in the latter respect also signifies failure regarding the charity's legal obligations.

Charities can make a report in the following ways:

- Writing to Charity Commission Direct, P O Box 1227, Liverpool L69 3UG
- Telephoning 0845 300 0218
- E-mailing
- [RSI@charitycommission.gsi.gov.uk](mailto:RSI@charitycommission.gsi.gov.uk)

The guidance and further information can be found on the charity Commission website:

[www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

It will be the Safeguarding Coordinator's responsibility to pass all relevant information about 'serious incidents' involving any safeguarding issues to the chair of trustees who will be responsible for reporting this to the charity commission. Consideration will need to be given to preserving confidentiality should any matters be reported in the Annual Report.

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**Appendix 19:**

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**Additional safeguarding considerations relating to Youth & Children's Church**

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Children's Church, work with children between the ages of 3 to around 12 years old. Children's Church runs alongside the church morning Sunday service. Children's Church have also organised special events aimed at children and there may be holiday clubs planned in the future.

In addition to River Network Safeguarding policy the following will also apply:

**Specific Responsibilities and Expectations**

1. All team members should submit to their department leader and one another out of reverence for Christ for the ministry of Hope Church Rotherham. The children of Children's Church are the focus of your ministry.
2. Please ensure you arrive at least 30 minutes before Children's Church due to start.
3. Do not allow yourself at any time to be alone with a child where you cannot be seen by others.
4. We have a responsibility at all times to work and behave with integrity. With this in mind please note that team members should not drink alcohol, smoke, nor take 'recreational' drugs, during any Children's Church event. It's not just that we have to be responsible; we have to be seen to be responsible too.
5. Please direct any complaints or criticism to your department leader and do not discuss any issues you have with other people or the children, young people or adults you are working with. If you feel you are not being listened to by your department leader then please discuss any issues you have with one of the senior leadership team or the Safeguarding coordinator if it relates to a safeguarding issue.
6. You should not be left in sole charge of any group. There should always be at least two leaders, workers or helpers around at all times and the gender mix should reflect that of the group you are working with.
7. You will need to challenge any adult who may try to come into the Children's Church room while children are present. If parents/carers want to watch what their children are doing or accompany them to Children's Church, then this must be done by arrangement with the leader of Children's Church and they must not have any responsibilities while they are there.

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**Appendix 20:**  
**Additional safeguarding considerations relating to Prayer Ministry Team**

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The Prayer Ministry Team are a group of people who have been approved by the church senior leadership team. They are responsible for assisting in the public prayer ministry during church services, praying for people who have requested to be prayed for. They would pray for children and/or adults as requested. From time to time they may also share Christian teachings with individuals.

The Prayer Ministry Team do not provide any activities for children and do not provide any regulated activities for vulnerable adults. As with all departments of the church the activities of the Prayer Ministry Team will need to comply with the requirements of River Network Safeguarding policy. The Prayer Ministry Team only pray with/for adults and children in a public area of the church building during public services.

However as a matter of good practice any leader or deputy of the Prayer Ministry Team will only be appointed after successful completion of the safer recruitment policy. The leader/deputy of the Prayer Ministry Team will also read and make themselves familiar with River Network safeguarding policy and will also undertake regular safeguarding training so that he/she is aware of how to handle safeguarding issues should any come to his/her attention.

Also see [Appendix 4](#): Regulated Activity Decision Making Flowchart

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**Appendix 21:**

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**Additional safeguarding considerations relating to**

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**Mission Work**

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River Network supports mission projects around the world and this can include mission trips from time to time.

Anyone who takes part in a mission trip must comply with River Network safeguarding policy including the requirements of the safer recruiting policy including DBS checks.

As a matter of good practice any leader/deputy of the Missions Work will only be appointed after successful completion of the safer recruitment policy. The leader/deputy of the Missions Work will also read and make themselves familiar with River Network safeguarding policy and will also undertake regular safeguarding training so that he/she is aware of how to handle safeguarding issues should any come to his/her attention.

In addition to River Network Safeguarding policy the following will also apply:

**Specific Responsibilities and Expectations**

1. All team members should submit to their department leader and one another out of reverence for Christ for the ministry of Hope Church Rotherham. The children, young people and adults that the mission work of River Network has identified are the focus of your ministry.
3. When taking part in a mission trip do not allow yourself at any time to be alone with a child, young person or vulnerable adult where you cannot be seen by others.
4. We have a responsibility at all times to work and behave with integrity. With this in mind please note that team members should not drink alcohol, smoke, nor take 'recreational' drugs, during any missions event/trip. It's not just that we have to be responsible; we have to be seen to be responsible too.
5. Please direct any complaints or criticism to your department leader and do not discuss any issues you have with other people or the children, young people or adults you are working with. If you feel you are not being listened to by your department leader then please discuss any issues you have with one of the senior leadership team or the Safeguarding coordinator if it relates to a safeguarding issue.
6. During any mission trip you should not be left in sole charge of any group of children, young people or adults engaged in regulated activities. There should always be at least two leaders, workers or helpers around at all times and the gender mix should reflect that of the group you are working with.
7. Everyone who takes part in a mission trip in the name of River Network should have completed all the requirements of the safer recruiting procedures contained in River Network Safeguarding Policy.
8. During any mission trip cultural differences should never be used as an excuse to allow the abuse of a child, young person or vulnerable adult to continue. If you have any concerns these should be reported to the group leader without delay.