



SAFEGUARDING HANDBOOK

Guidelines and resources

For the Protection of Children, Young People and Adults at Risk

PLEASE NOTE THAT THIS DOCUMENT IS PART OF THE SAFEGUARDING SERIES:

- 1. Safeguarding Policy*
- 2. Safeguarding Handbook*

PRODUCED BY ACUK NATIONAL OFFICE with EMMA AIYERE (SAFEGUARDING NOW) AND 31:8

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1. DOCUMENT MANAGEMENT

1.1. Document Details

| | | |
|------------------------|-----------------------------|-----------------|
| Information Management | SAFE | |
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| Document Author | Emma Tope Aiyere | 26 October 2021 |
| Document Approval | Trustee – Safeguarding Lead | 5 November 2024 |

1.2. Version Control

| Date | Version | Author | Comments |
|------------------|---------|------------------|--|
| 26 October 2021 | 0.1 | Emma Tope Aiyere | First draft |
| 27 October | 0.2 | Adrian Galley | Amendments |
| 2 November 2021 | 1.0 | Adrian Galley | Incorporating guidelines |
| 12 October 2022 | 1.1 | Adrian Galley | Added: 'Reporting' and action flowcharts; code of conduct (UK and international); ratio update; retention policy; referrals (Scotland); separated into sections; |
| 30 November 2022 | 1.2 | Adrian Galley | Added 'ex-offender' in reporting |
| 25 October 2023 | 1.3 | Adrian Galley | New safer recruitment section. New adult reporting flowchart. |
| 3 October 24 | 1.4 | Adrian Galley | Added 5.3-5.5 recruitment; revised 5.7 'building use'; Sect 21 'referrals Scotland' neaten up; Sect 24.3 'lead trustee' remove communication team; |

2. ORGANISATION DETAILS

2.1. Contact details

| | |
|--|--|
| Name of Place of Worship | Eden Church |
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| Senior Leader Contact Telephone / Email: | bryon@edence.co.uk 020 847 847 65 |
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| Safeguarding Coordinator Contact Telephone / Email | safeateden@gmail.com 07410639841 |
| Deputy Safeguarding Coordinator Name: | Sonja Hines |
| Deputy Safeguarding Coordinator Contact Telephone / Email: | safeateden@gmail.com |
| Membership of Denomination/Organisation | The Apostolic Church UK |
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| Lead Trustee for Safeguarding (ACUK) | Craig Hopkins |
| Contact Details for Lead Trustee for Safeguarding (ACUK) | craig.hopkins@bracklatabernacle.org 07814 332 250 |
| Charity Number: | Charity Registration No. 284789 OSCR Registration No. SC037835 |
| Thirty-one:eight, PO Box 133, Swanley, Kent, BR8 7UQ. | 24 hour helpline: 0303 003 1111(This should only be used for urgent advice if you are unable to contact your Pastor-in-charge) |
| Local Authority: | Redbridge |
| Insurance Company | Congregational |

GENERAL GUIDANCE

3. CHILD SUPERVISION

- For the protection of children, young people and workers, there should always be at least two adult workers, no matter how small the group. It could mean two groups working in the same area.
- If there are girls in the group, there should ideally be at least one female worker; likewise, if there are boys in the group, there should be at least one male worker.
- When working with groups of children/ young people, it is important that the level of supervision is appropriate to their age group and needs. In general, younger children need to be more closely supervised, requiring a higher adult to child ratio.

3.1. Ratios

The following ratios are recommended and based on guidance from 31:8 and NSPCC which meet the requirements for 0-8's and extends good practice.

| | |
|--------------|-----------------------|
| 0 to 2 years | 1 adult to 3 children |
| 2 to 3 years | 1 adult to 4 children |
| 3 to 8 years | 1 adult to 8 children |

- When deciding on the number of adults required, **it's important to bear in mind that the above ratios are guidelines only:** in certain situations it will be necessary to have a higher number of adults than our recommendation suggests, if for instance the child or young person has specific support needs, or a risk assessment identifies behaviour as a potential issue for a group or event, the number of supervising adults will need to be higher.
- Outings and outdoor activities are generally more demanding to supervise, and consideration should be given to requesting extra help when these are planned.
- Where possible, ensure that a worker is not alone with a child, but be realistic in acknowledging circumstances when this might be necessary or helpful. Sometimes it might be advisable to leave doors open when seeing a child.
- Where confidentiality is important, and a young person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.
- Occasions where a young person visits a leader at home, the leader will notify another member of the team by email: Emails should be logged on a church domain mail box. An invitation to a worker's home should only be extended with the knowledge of the team /leadership and permission of parent/carer. The meeting should be recorded in the record book
- **No person under 16 years of age should be left in charge of any children of any age.** Nor should children or young persons attending a group be left alone at any time.

3.2. Records

- **A register of children or young person attending the group or activity MUST be kept, and a register of all workers.** This should include the name of any individual who arrives late/leaves early as well as the names of any others in the building at the time (e.g. maintenance person).
- Accidents should be recorded in the incident book kept in the activity cupboard. Workers should record unusual events, recording what each worker has witnessed. This can be very helpful if workers have to deal with a difficult young person who may subsequently make accusations of assault. A young person who constantly makes throwaway sexual comments about church workers may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of young people all make similar comments about one worker, this should warn the leadership that they have a problem with that person. Record books can protect both children and workers.
- It is suggested that workers also record in the record book incidents such as fights and what action was taken. (See accident/incident form). Because accusations of abuse may be made many years later, insurance companies advise that records should be kept indefinitely. Allegations can be made very many years after an event. **Accidents where a child has to be directly taken**

to hospital are to be notified to the local authority (Refer to Health and Safety policy).

3.3. Boundaries

- The level of personal care, e.g. toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- Guidance on touch; e.g. physical contact between adults and children should be discouraged in circumstances where an adult and child are on their own. Touch should be age-appropriate and generally initiated by the child. It should be related to the child's needs, not the worker.
- Workers should treat and discipline all children/ young people with dignity and respect in attitude, language used and actions.
- Respect the privacy of children and avoid questionable activity, e.g. rough/sexually provocative games and comments.
- Safeguards should be taken to prevent any form of allegations being made following meetings away from the church premises or unknown children joining in activities.
- It is not wise to invite a child or young person to your home alone. It is better to invite a group and ensure that someone else is present such as a parent and that the meeting is taking place with the knowledge of the team/leadership.
- Ensure that arrangements for transporting children are with the knowledge of the team/leadership and have parental approval. In some circumstances it may be unwise to carry a particular child on their own. Insurance arrangements need to be checked
- Consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth hostelling where it is the custom.
- Make sure that the only people allowed into a children's activity (e.g. crèche, Children's Church, holiday club, youth club) are the workers assigned to that group and a parent if they wish to accompany their own child. **You should not allow other adults to have free access.** If they need to be there for a specific reason (e.g. guest speaker, maintenance person), ensure that you note in your record book, their name and the time they came/left.

3.4. Consent forms

- Consent forms, signed by a parent, should be completed when children or young people join a group.
- Details of any regular medication, medical problems or disability, which may affect involvement in an activity, should be included.

3.5. Activity consent forms

- An activity consent form giving permission for specific activities should be completed and signed **BEFORE** any proposed visit or activity away from the premises.
- Parents should be informed if their children are to be taken in a car or other vehicle.
- The Church and the group leaders should have a list of names, addresses and telephone numbers for the next of kin for all children, young people and workers who are away from church premises.
- There should also be a known contact person in the church that is available at a phone number in case of emergencies.

4. HEALTH AND SAFETY

The care of all children and young people whilst on the Church premises, when not participating in an authorised/supervised activity, is the sole responsibility of their parents.

All workers have a responsibility to co-operate in the implementation of our Health and Safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Certain basic standards should apply to all premises where work with children and young people is being carried out:

- The Leadership Team must ensure that adequate insurance cover is provided for all work.
- Smoking must not be allowed on the premises.
- The building should be kept clean and tidy at all times.
- The fixtures, fittings and equipment, both internal and external to the building, should meet appropriate safety standards. Adequate heating and ventilation must be maintained and all heating appliances must be sited in a safe place, have guards and be regularly serviced.
- There should be a direct link between the size and suitability of the premises and the number of children and adults at risk present.

Main Church – 210, Minor Hall – 30 4 upstairs rooms – max 10 per room.

- **Risk assessment** relating to the use of premises/equipment should be undertaken to identify potential hazards and the possibility of injury and must be carried out when planning any activity.
- **Hygiene** There should be an adequate number of toilets and hand basins.
- **Lighting** Should be adequate, particularly on stairs and in halls and entrances. Ensure that children, young children and adults at risk do not arrive or leave premises alone along dark unlit paths.
- **Electrical** Electric power points must be covered or made inaccessible to children. Electric leads must not be loose or trailing.
- **Furniture** Should be in good repair, and there should be **no high stacks of furniture in a room where young children meet.**
- **Food/Drink** Where food is prepared, it is recommended that at least one worker should hold a Food and Hygiene certificate. No child under 8 should be allowed to enter the kitchen area when sharp utensils or hot appliances are in use. To reduce any risk of burning to any child or adult, hot and cold drinks should not be served from the same point. Separate tables should be used away from each other.
- **Telephone** Access to a telephone for emergency use should be available at all times.
- **Transport** Check that drivers carry a full driving licence and valid insurance and that seat belt rules, requirements for minibuses etc are complied with.
- **Fire Drills** Should be held regularly, fire appliances must be checked annually and safety regulations and precautions as advised by the Fire Officer must be adhered to.
- **Safety requirements** should be advertised on posters and regularly enforced.

- **Care** should be applied when communicating events publicly or on the Internet.

An annual safety review should be carried out to consider all aspects of safety for children and adults at risk .

4.1. Risk assessment

The need for risk assessment is indicated in other parts of the document. To set the legal context, there is a responsibility for risk assessments to be carried out with regard to all activities and premises and should be documented.

Special consideration needs to be given to vulnerable groups and children and adults at risk *come* into this category: A certain amount of training is required to carry out risk assessments, but familiarity with the activity is also essential. The need for risk assessment is indicated in other parts of the document.

4.2. First aid

- All premises should have a properly equipped and maintained first aid kit stored in a waterproof container. Disposable latex gloves and an apron should be used when dealing with broken skin, bodily fluids or faeces. If an injury is serious, an ambulance should be summoned straight away.
- At least one of the workers should have attended a recognised First Aid course run either by the St John Ambulance or the British Red Cross.

Accidents where a child has to be directly taken to hospital are notifiable to the **[local authority]**

5. SAFER RECRUITMENT AND TRAINING

5.1. Safer Recruitment elements

The policy of ‘safer recruitment’ is built around all five parts, as per the diagram. Disclosure checks on their own are not adequate to ensure we are recruiting wisely and safely.

For each position these elements should be in place. They are on a spectrum of formality and should be proportionately applied depending on the nature of the role. In other words, there will be more formality to the process for appointing a full-time youth worker, than a volunteer Sunday school team helper.



The following diagram aims to help with the level of formality required:

| Informal | Medium | Formal |
|---|---|--|
| e.g., Sunday school helper | e.g., paid youth leader for a community project | e.g., regional manager for a national charity |
| Verbally mentions an interest and completes short expression of interest form | Completes a standard application form | Completes a highly detailed application form |
| Clear role profile outlining main duties and if role requires criminal record check | Clear role profile outlining main duties and if role requires criminal record check | Detailed role profile (sometimes called job description and person specification) including code of conduct, skills and experience required and if role requires criminal record check |
| Chat over a coffee | Interview | Formal panel interview and additional assessment task, for example presentation |
| Criminal record check if role is eligible, at least one reference | Criminal record check if role is eligible, references, Right to Work check if appropriate | Criminal record check if role is eligible, references, including most recent employer, Right to Work check if appropriate, other checks as necessary (fitness, competence, psychological screening etc) |
| Opportunity to shadow to become familiar with role and group; regular, planned opportunities to talk with team leader; relevant training (including safeguarding) | Induction process; regular, planned supervision meetings with team leader; relevant training (including safeguarding) | Structured and comprehensive induction process; formal probationary period; regular, planned supervision meetings with line manager or external professional; relevant training (including safeguarding) |
| Informal | Medium | Formal |

5.2. Safer recruitment checklist

| STEPS | FORMS | ACTIONS |
|-----------------------|--|--|
| 1. Advert | <ul style="list-style-type: none"> ▪ Role profile | <ul style="list-style-type: none"> <input type="checkbox"/> Ministry leader drafts profile (examples available on InfoHub) |
| 2. Application | <ul style="list-style-type: none"> ▪ Expression of Interest, or ▪ Application form | <ul style="list-style-type: none"> <input type="checkbox"/> Applicant completes expression/application <input type="checkbox"/> Ministry Leader assesses applications and shortlists for interview/chat |
| 3. Interview | <ul style="list-style-type: none"> ▪ Interview notes | <ul style="list-style-type: none"> <input type="checkbox"/> Ministry Leader holds chat/interview based around consistent questions <input type="checkbox"/> Record of chat/interview filed in Safeguarding folder (SharePoint) |
| 4. Checks | <ul style="list-style-type: none"> ▪ Self Declaration form ▪ Disclosure application (online) ▪ Reference form | <ul style="list-style-type: none"> <input type="checkbox"/> Ministry Leader advises individual 'successful subject to checks' <input type="checkbox"/> Individual completes Self Declaration, checked by SC/recruiter <input type="checkbox"/> SC files Self Dec in SharePoint <input type="checkbox"/> SC carries out checks on successful individual: <ul style="list-style-type: none"> • Eng/Wales - SC/recruiter completes online 31:8 DBS invite. • N Ireland - SC/recruiter submits AccessNI application • Scotland - SC completes PVG request via 'Volunteer Scotland' site <input type="checkbox"/> Individual completes disclosure forms <input type="checkbox"/> Ministry Leader checks references, recorded in SharePoint <input type="checkbox"/> Ministry Leader checks 'Right to work' (employment only) |
| 5. Induction | <ul style="list-style-type: none"> ▪ Safeguarding training booking form (online) ▪ Code of Conduct form | <ul style="list-style-type: none"> <input type="checkbox"/> Ministry Leader confirms appointment when checks clear <input type="checkbox"/> Team leader/manager arranges training and shadowing/ supervision <input type="checkbox"/> Individual completes 'code of conduct' <input type="checkbox"/> Training for role <input type="checkbox"/> Safeguarding training |

(templates for all forms are available on InfoHub)

5.3. Disclosure checks and self-declarations

Disclosure checks and self-declarations are required for all workers (paid/volunteers) working with children and adults at risk of harm.

Disclosure checks are to be renewed every 3 years. [In Eng/Wales individuals are encouraged to use the Gvt Update Service.]

5.4. Nationally required roles

For all Ascension Ministers (e.g. Pastors, Prophets etc); the named 'Senior Leader' for a church without a pastor; Safeguarding Coordinator (and Deputy), these checks will be managed nationally.

5.5. Workers who have lived overseas

Disclosures should not contain gaps. We will, therefore, require a 'certificate of good character' or police certificate, for individuals who have lived overseas for more than 6 months since they were 18. We are required to take all reasonable steps to obtain these checks.

5.6. Support and training of workers

- All Safeguarding Coordinators (and Deputies) plus Lead Pastors/Senior Leaders are required to attend the ADVANCED training course. If you/they have not completed any Safeguarding training by 31:8 within the last 3yrs, they should also attend one of the FOUNDATION courses first.
- All workers (paid/volunteers) working with children/youth/adults at risk MUST attend the FOUNDATION safeguarding training.
- All of the dates and booking are available via the national website (acuk.online) or direct via thirtyone:eight.
- To ensure sufficient options of dates/times across the UK, we are using the 'standard' course as the key content is identical. However, we will be supplementing that with information on any local variations for the 4 nations.
- Everyone operating within ACUK must undertake safeguarding training through 31:8. This ensures consistency and provides the trustees with the assurance that they need to help us be safe place for the most vulnerable in our society. There are no exceptions or exemptions to this policy.
- All workers will be provided with a written outline stating to whom they are accountable, the person whose work they will supervise (if any), the description of the work they are to do, and their duty to prevent the abuse of all children together with the action to be taken if abuse is discovered or disclosed. All workers will be required to sign their job descriptions agreeing to accept and abide by the Church's guidelines and procedures on Safeguarding.
- Safeguarding Coordinators will carry out Monitoring and verification that only appropriately checked workers are being used, as part of the annual review and reporting process.
- The Leadership Team will encourage and provide help towards the funding of appropriate in-service training for all those involved in work with children, young people and adults at risk as part of the Church's ministry.
- Teamwork and mutual accountability should be encouraged. It should be accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual, the group leader or those approved by the Leadership Team about the concern.
- Regular workers' meetings should be arranged to review procedures to ensure common approach, sharing of concerns and identifying other matters that may need clarification and guidance.
- An emphasis should be placed on following the guidelines and in circumstances where it is necessary to depart from agreed procedures, say in an emergency or for some valid reason (perhaps to protect a child), permission should be sought in advance from the person with overall responsibility for those approved by the Leadership Team or reported immediately afterwards where this is not possible.
- A feedback process should be organised to report incidents during which the guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.
- A written record of issues/decisions discussed at meetings should be kept.

5.7. Other users of church premises

When letting church premises to individuals, groups and organisations we need to ensure that they are fully aware of the principles contained in our Safeguarding Policy. They must sign and agree to follow these terms, or demonstrate they have their own equivalent Safeguarding Policy. Each group should have their own insurance.

Evidence of these should be requested. These terms should be included in any booking agreements. {A building use policy with templates is available on InfoHub).

WORKER GUIDANCE

6. ABUSE OF TRUST

6.1. Peer Group Activities / Abuse Of Trust / Helpers Under 18

Many people are of the opinion that Child Protection issues relate to younger children. Yet the Children Act 1989 and the notes of guidance relating to Child Protection matters relate to children and young people up to the age of 18. The latter group may or may not have been victims of abuse and sadly some younger people are perpetrators.

6.2. Church –Based Young Persons Activities

All adults at risk' activities should be overseen by named adults who have been selected in accordance with the agreed recruitment procedures. Whilst there may be strong arguments raised for peer groups of age 11+ to be led and run by young people, Adult leaders should be present or in earshot, i.e. in the same building. In addition they should contribute to any planning and review of events.

- No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children.

6.3. Inappropriate relationships

As a church we are clear that it is unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues. A new offence has been created that makes it illegal for a church worker to be in a relationship with a 16/17 year old.

7. PRAYING WITH CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Some of the main aspects that underpin any effective ministry to children, young people and adults at risk, including prayer, are: **acceptance, non judgemental listening, sensitivity, discernment and patience**. In applying these values in the area of prayer, trust and respect are built and you will provide a good 'prayer' model so that children, young people and adults at risk can learn how to pray for others in a sensitive and responsible way. Parents/carers need to be aware that prayer is an integral part of church life (particularly if they don't attend church themselves), and that on occasions you may pray with their child/young person either corporately, or individually at the child's/young person's request. In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must be respected.

7.1. Praying

- Prior to praying, always make sure you have the child's/young person's/vulnerable adult's permission, and always pray in an open area where other leaders, and/or children are around. It may be useful for workers to be available after corporate services to support prayer. Only those authorised by the church leadership should be involved in this ministry.
- Ask the child/young person/vulnerable adult what they are requesting prayer for and remember to listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant. After prayer about a specific issue it may be helpful to write it down afterwards and give it to the child so that they can let their parents/carers know and remember it themselves.
- If they do not have specific needs or requests then simply ask God to bless them. Those praying with children, young people and adults at risk should always be alert to safeguarding issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate action because you are caught up with praying!
- If a child/young person/vulnerable adult becomes distressed, stop praying. Stay calm and gently ask them what has caused the distress and talk to another leader if appropriate. Before continuing to pray, consider with whom they might feel more comfortable. Are there any gender issues? If unsure or the child/young person/vulnerable remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/adults at risk' carers, assuming you have no safeguarding concerns.

7.2. Practicalities

- When it comes to praying, consider your body language, being at a similar height is helpful. Refrain from placing your hands on a child/young person's/vulnerable adult's head as they may find this frightening or threatening. If you think they may appreciate something like an arm round a shoulder or their hand being held always ask them if this is what they would like before doing it.
- Some churches use substances such as oil on the forehead when praying for healing. Bear in mind that a child/young person/vulnerable adult may be uncomfortable with the use of anointing oil so it is important to take care with this and only go ahead with the child and parents' agreement. Remember also that a child/young person/vulnerable adult may not, for example, understand the use of 'tongues' and it is important therefore not to do anything that may cause confusion or distress.

7.3. Language

- Use clear uncomplicated language. Reflect back what the child/vulnerable adult has said to you, to show you have understood their prayer request. If a child/vulnerable adult says they are feeling

tired, you could reply 'let us pray for you as you are feeling tired' not 'I think you are depressed, let's pray about that'. Keep the prayers simple and short so you can then be confident your prayers have been understood.

7.4. Giving Advice

- Avoid giving specific advice about problems involving decisions. A child/young person/vulnerable adult could be very susceptible to suggestion, particularly if they are distressed. Be careful what you say even if you believe you have heard from God about their situation. It would be far wiser to pray this through on your own or with another leader. Never advise a child/young person/vulnerable adult to stop taking medication or cease seeing professionals involved in their care or welfare.

7.5. Confidentiality

- Never promise total confidentiality. Should a child/young person/vulnerable adult wish to disclose to you a situation such as abuse within a prayer ministry context, you have a duty to pass this on to your church's safeguarding co-ordinator/social services/police. You may need to gently give clear boundaries but reassure the child/young person/vulnerable adult that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.

7.6. Deliverance / Exorcism

- When consideration is being given to pray for anyone in the area most commonly known as deliverance or exorcism, they should always be referred to those within the church denomination/movement authorised in this area of ministry who have recognised expertise and experience. Where this type of praying is being considered for a child/young person/vulnerable adult we would ask you bear in mind the following notes of caution:
- Victoria Climbié was a vulnerable little girl who was being horribly abused by her 'so-called' carers, sustaining over 100 injuries to her body and from which she eventually died. An Inquiry into her death found that her 'carers' managed to convince the pastor that she was possessed by demons and she was severely traumatised by 'deliverance' prayer sessions held at the church. Tragically Victoria came to believe she was demonised, evil and wicked.
- Children/young people/adults at risk can be easily frightened and very susceptible to suggestion. They may also be upset by shouting and will easily believe they are bad, wicked etc... A child should never be told they are demonised/possessed/ oppressed.
- It is important not to miss psychological or physiological factors e.g. behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours. In thirtyone:eight's experience these are far more likely to be the cause of a child's difficulties and should be handled with care.
- thirtyone:eight has consulted widely on this issue and spoken to experienced church leaders from a range of different traditions including, Pentecostal, modern church movements and a Church of England Diocese. Although some leaders could not say this type of prayer would never be used for children attending their church, they did recognise the necessity for those in authority within the church, denomination or movement to handle such situations with wisdom and discernment. Every leader consulted expressed the need for caution, never acting on impulse, and never shouting at a child. Some also suggested that this type of prayer did not necessitate the child's/vulnerable adult's physical presence.

7.7. Conclusion

- The interests and welfare of the child/young person/vulnerable adult is paramount. In all your actions towards children and adults at risk the greatest model is that of Christ himself. In all his

dealings with children/young people/adults at risk he was approachable, gentle and never frightening. In applying this model and following these guidelines on prayer, your ministry to children and adults at risk can prove to be fruitful, effective and enrich the life of your church.

8. DEALING WITH DIFFICULT AND DISRUPTIVE BEHAVIOUR

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-12 and Proverbs 22:6)

8.1. Difficult Behaviour

- Ask God for wisdom, discernment and understanding and pray for and with the child.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- NEVER smack or hit a child and don't shout – change voice tone if necessary. Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have the child sit right in front of you or get a helper to sit next to the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised.)
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.
- Pray before you meet and talk over the session before you leave.

8.2. Working With Disruptive Behaviour

If a child/young person has disruptive behaviour, an attempt should be made to speak to the individual to:

1. Request that the behaviour stops.
2. Speak with the child to find out the cause(s) of upset.
3. Warn the child that they will be asked to leave if the behaviour continues.
4. Warn the child that continued disruptive behaviour might result in longer-term exclusion from the activity.

If a child/young person is harming him/herself or another person or property other children/young person should be escorted to vacate the place/area where the disruption is occurring. **At the same time**, and with a second worker present, request the child/young person to STOP.

If your request is ignored, you might need to warn that you might have to call for additional help, e.g. Police.

In exceptional circumstances and with the help of another, whilst police help is awaited, you might need to prevent the child/young person from harming themselves.

In all circumstances, workers involved should record as soon as possible, i.e. once the situation is resolved/or immediately after the activity, details of:

- What activity was taking place?
- What might have caused the disruptive behaviour?
- The child's/young person's behaviour.
- What you said/how you responded.
- Others present who might have witnessed the event.

This record should be given to the Leader, one copy kept by the worker and one with the activity's log book.

9. WORKING WITH CHILDREN/ADULTS AT RISK IN THE COMMUNITY

Visiting Children/Adults at risk At Home

Workers and leaders will need to visit children/adults at risk and their families at home from time to time. The parents may or may not attend church. We recommend the following guidelines:

- Inform your leader/another worker of the proposed visit.
- Always inform the parents prior to a home visit.
- Never go into a child's/vulnerable adult's home if a parent is absent.
- Keep a record of the visit, noting date and purpose (e.g. record card, register etc).
- If the parent/carer is absent when you call, leave some means of identification/explanation that can be handed to them if the child/vulnerable adult is at home alone/with other children/adults at risk.
- Provide information about your group to the parent/carer – to include contact telephone numbers etc.

In appropriate circumstances, maintaining a more detailed written record of the visit, giving such details as:

- Purpose of visit.
- Time and length of visit.
- Who attended?
- Record of discussion.

Drop-In (Unexpected) Attendance

Sometimes children/adults at risk playing outside or wandering the streets with no adult supervision will join in church organised activities without the knowledge of their parents/carers.

- On arrival, welcome the child/children/vulnerable adult and attempt to gain some factual information about them, i.e. name, age, where they live, telephone number, and record in a register.
- Enquire if the child's parents/vulnerable adult's carers (if they have such) are aware of where they are, and whether they are expected home at any particular time. If they are and this is before the end of your group you would, of course, encourage the child to return home, suggesting that their parent might be willing for them to come to the group the following week (or ring to check with parents that it's OK for them to stay).
- Link the child/vulnerable adult with another individual to introduce the visitor to the group and the routines etc.
- On leaving, give the child/vulnerable adult a leaflet about the group with contact telephone numbers etc with perhaps a standard letter to parents inviting them to make contact if they wish.

Additionally, you will need to consider the following: Without quizzing the child/vulnerable adult, you will need to find out as soon as you can whether the child/vulnerable adult has any special needs, *e.g.* is the child/vulnerable adult on any medication etc, so that you can respond appropriately in any emergency.

10. CHILDREN/ADULTS AT RISK WITH SPECIAL NEEDS

Introduction – Why the need to consider safeguarding issues?

Children/adults at risk with special needs are particularly vulnerable to abuse. They will often require more help with personal care needs such as washing, dressing, toileting, feeding, mobility etc and may have limited understanding and communication abilities. Some children/adults at risk may have difficulty in understanding when their or others' behaviour is socially unacceptable for their age/situation, e.g. too familiar. Others might be more vulnerable because they are blind or deaf/blind and can be reliant on physical contact for communication.

Workers too might feel more vulnerable to accusations of abuse as a result of meeting an individual's needs.

Balanced alongside other guidelines there is the issue too of ensuring personal dignity, particularly for those who are dependent on others for their personal care needs.

Touch

- Touch should be related to the child's/vulnerable adult's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child/vulnerable adult rather than the worker.
- Avoid any physical activity which is, or could be construed as, sexually stimulating to the child/vulnerable adult.
- Children/adults at risk are entitled to privacy to ensure personal dignity.
- Children/adults at risk are entitled to determine the degree of physical contact with others except in exceptional circumstances e.g. if they need medical attention or restraining for their own/others' safety.
- Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary. Concerns about possible abuse should always be reported.

Personal dignity

- When a child/young person/vulnerable adult joins your church/group activity, make enquiries of the individual/their parent/carers about expectations re meeting personal care needs (e.g. lifting and handling procedures, how many workers are needed etc). This should also include any special educational needs. Confidential records of each individual's requirements should be kept and regularly updated in consultation with carers, and all workers involved with the individual must be kept informed of these.
- Ensure that if one person is needed to assist a child/young person/vulnerable adult, that another worker is informed of your absence and why.
- If a child needs help with toileting, ensure that a worker of the same gender assists, if possible accompanied by a second worker.

11. TRANSPORTING CHILDREN

These guidelines should apply to all drivers involved in the transportation of children, young people and adults at risk, which is organised by or on behalf of our church. Private arrangements for transport made directly between those with parental responsibility and others should not be covered by these guidelines.

When transporting children:

- Only those who have gone through our recruitment procedures for workers should transport children/young people/adults at risk. Having checked drivers it is reasonable to expect that they may be alone with a child, young person or vulnerable adult for short periods e.g. dropping off the last child. Ensure a discussion takes place as to the most suitable child, young person or vulnerable adult to be dropped off last and plan routes accordingly. (We do not specify that two adults are present as this is no guarantee of safety.)
- All drivers should have read our Safeguarding Policy and *signed to show* agreement to abide by this.
- Parental consent should be given and all journeys should be carried out with the knowledge of the leadership.
- Seat belts should be worn. The driver should have *adequate insurance and this should be checked annually* and the vehicle should be road worthy.
- Drivers should not spend unnecessary time alone in a car with a child, young person or vulnerable adult. If a child/young person/vulnerable adult wants to talk to a driver about something and has waited till other children/young people/adults at risk have been dropped off, the driver should explain that it isn't convenient to talk and then arrange to meet with the child/young person/vulnerable adult at a location where there can be other adults around. (Remember a child/young person/vulnerable adult may want to talk to the driver about an abusive situation).
- At collection or dropping off points do not leave a child/young person/vulnerable adult on their own. Make sure that children/young people/adults at risk are collected by an appropriate adult.
- Obviously look at instances where it may be unwise for a particular driver to transport a child/young person/vulnerable adult e.g. where they have had a disagreement that evening, where a child/young person/vulnerable adult has a 'crush' on a driver etc, and arrange for someone else to transport the child/young person/vulnerable adult.

Arrangements when using mini buses

In addition to the above, consider the following:

- Ensure full compliance with mini bus regulations.
- Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/young people/adults at risk will be needed.
- Ensure the responsible adult has also undergone appropriate recruitment and selection in accordance with our procedures.

12. USE OF THE INTERNET

In advertising and communicating church events, care needs to be applied as to how this should be achieved without compromising the safety of children. Attention needs to be given to Data Protection issues.

Warning! Be aware: The inclusion of pictures of children, names and details of the church/organisation could be used by paedophiles to target individual children.

Advice

- **Seek parental permission before using any picture of a child/group of children. (And record this permission e.g. in ChurchSuite)**
- Use a group photograph in preference to that of an individual - Ask yourself: "Can this child be identified by their name or location. If the answer is yes – DO NOT USE.
- Workers are increasingly communicating with children/adults at risk using e-mail, social networking and text messaging. We suggest that groups have a protocol for this type of 'one to one' communication – approved by those designated on our Safeguarding Policy Statement - outlining what is/not appropriate.

Do not

- Provide names, addresses or locations that might help in identifying or gaining access to a child.
- **Give personal e-mail/postal address, telephone numbers/fax numbers.**

E-mail and social networking sites are potentially dangerous for children as it offers 'an opportunity for a predator to get a child in a one to one situation'. We need to ensure that children are aware of online safety in the same way as they are taught road safety.

13. CODE OF CONDUCT - UK

ACUK behaviour code for working with children, young people, and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for [name of group/organisation]. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches [name of group/organisation] social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave [name of group/organisation]. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

14. CODE OF CONDUCT– INTERNATIONAL CONTEXT

ACUK behaviour code for working with children, young people, and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for [name of group/organisation]. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
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- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches [name of group/organisation] social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Conduct in Overseas Contexts

- Treat everyone with respect, including your overseas hosts, local missionaries, your team members, and indigenous leaders/people.
- Be sensitive to cultural differences. Avoid any negative comments, mannerisms, or actions when you experience things done differently from what you are used to or what you would expect.

- Respect the wisdom, experience, and local knowledge of your hosts or mission partners – their understanding of local context is invaluable.
- Avoid any negative political, racial or cultural comments or slurs which could cause offence or create hostility.
- Have an attitude of inclusivity amongst the team and with the local hosts/partners. Avoid any exclusive relationships which may cause divisions or unnecessary tensions.
- Ensure punctuality and participation in all mission related activities.
- Dress modestly and appropriately – check with local hosts/team leader for any specific dress codes.
- Maintain high standards of personal hygiene.
- Do not give any gifts (financial or otherwise) without prior discussion with, and agreement from, the team and the local host/mission partner.
- Do not make any promises of future help or financial gifts without prior discussion with, and agreement from, the team and the local host/mission partner (and only with full knowledge that you can fulfil the promise).
- Do not post or share photographs, video, or audio material without consent.
- At all times follow the guidance and advice listed in the Overseas Risk Assessment relating to your visit/trip.
- Ensure that your actions and behaviours do not put yourself, a team member, or anyone else at unnecessary risk of harm, injury, or loss.
- Do not abuse your privileged position as a guest in this foreign country
- Beware of causing offence by actions or behaviours, which, may be acceptable in your own country, but which are not appropriate in your host nation.

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave [name of group/organisation]. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

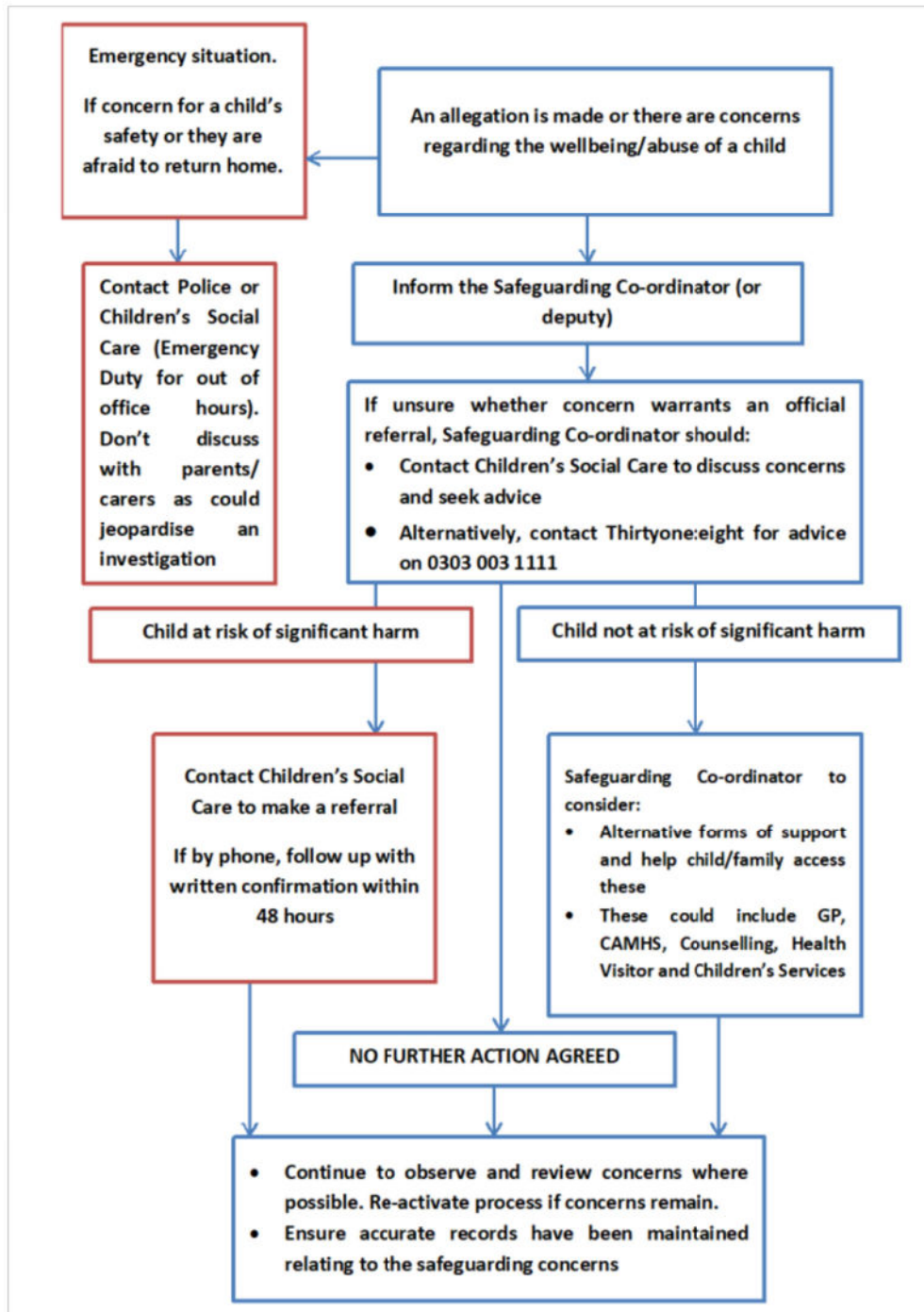
Date:

15. FLOWCHART FOR ACTION: CHILDREN AND YOUNG PEOPLE

Flowchart for Action Children and Young People



This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.

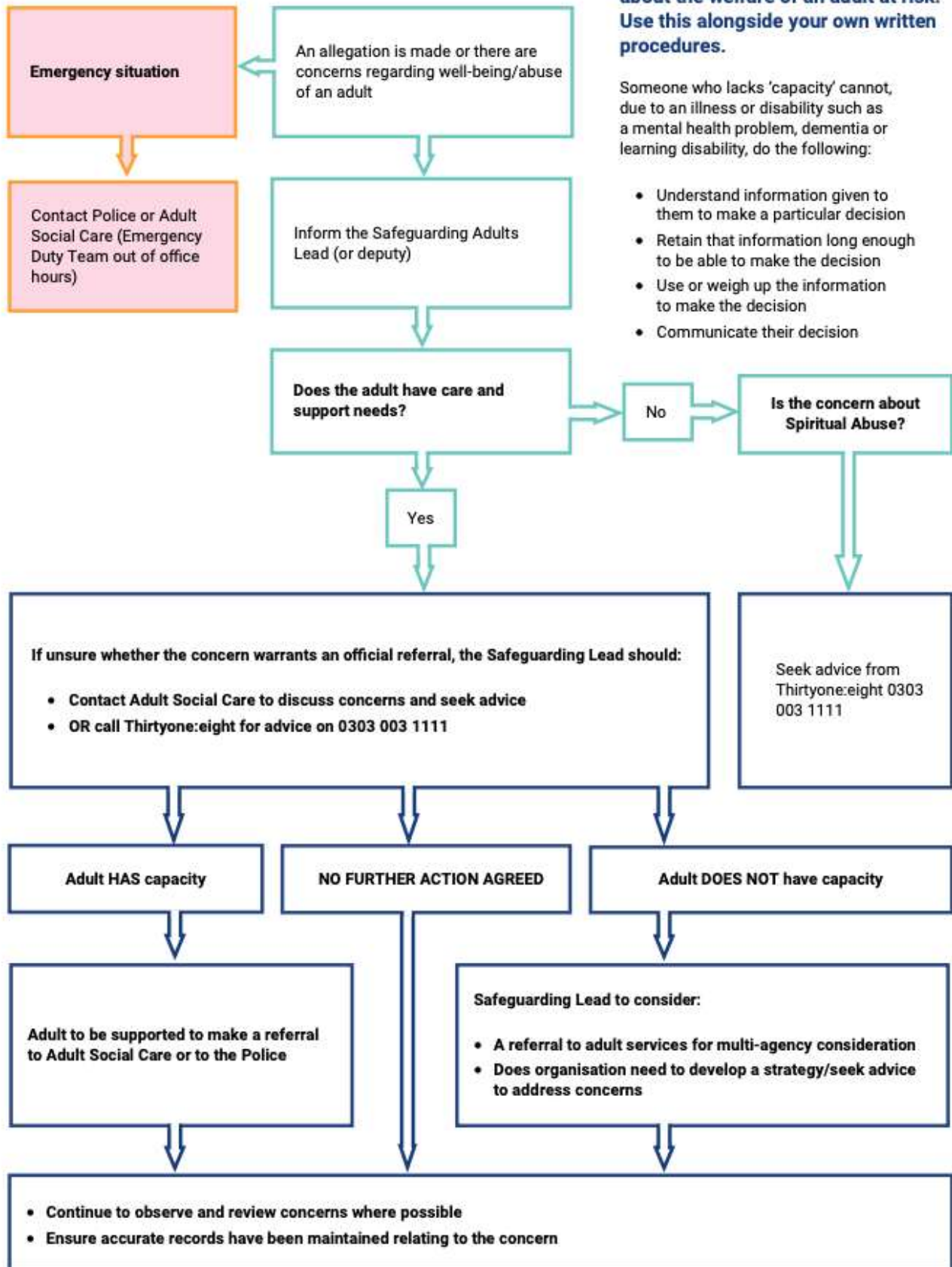


Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

16. FLOWCHART FOR ACTION: ADULTS AT RISK

Action for Adults at risk flowchart



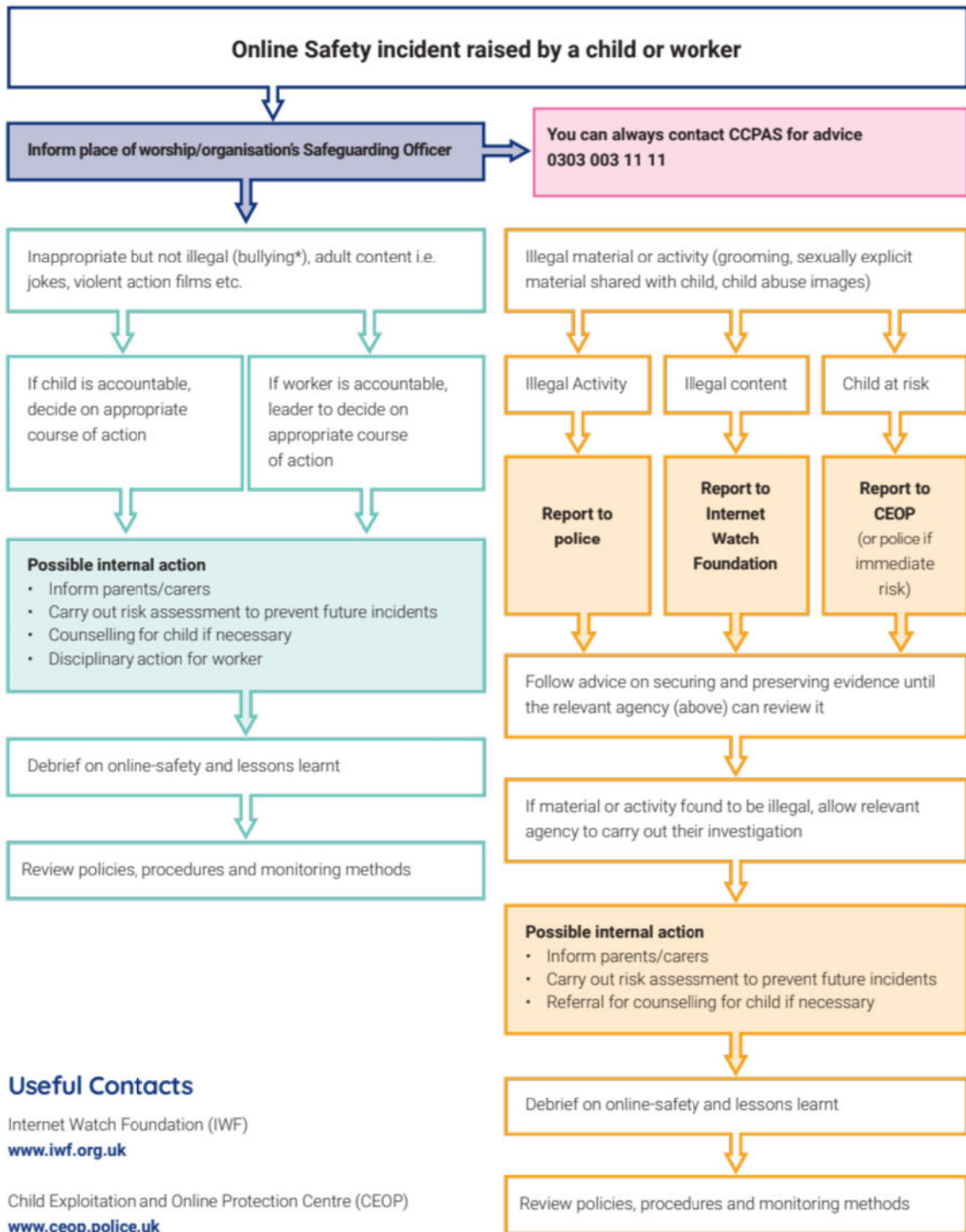
This flowchart gives an overview of action to be taken when concerned about the welfare of an adult at risk. Use this alongside your own written procedures.

Someone who lacks 'capacity' cannot, due to an illness or disability such as a mental health problem, dementia or learning disability, do the following:

- Understand information given to them to make a particular decision
- Retain that information long enough to be able to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision

17. ONLINE SAFETY FLOWCHART

Online Safety Flowchart



Useful Contacts

Internet Watch Foundation (IWF)
www.iwf.org.uk

Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

(* Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.

SAFEGUARDING COORDINATOR GUIDANCE

18. GUIDELINES FOR RESPONDING TO ABUSE

18.1. Pastoral care/counselling

Counselling for sexual abuse is complex, requiring a great deal of skill and training. As a general rule counselling will not be offered until after any court proceedings unless agreed by Children's Social Care and/or Crown Prosecution Service/police. Where professional counselling is needed before a court case, it should be made available subject to the above.

Pastoral support, however, is often useful in helping the survivor to deal with the situation, acknowledge feelings and pray about issues.

How to Respond to a Child Wanting to Talk About Abuse

It is not easy to give precise guidance, but the following may help:

GENERAL POINTS

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

HELPFUL THINGS YOU MAY SAY OR SHOW

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Children's Social Care or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

- Contact the person in your church/organisation responsible for co-ordinating child protection concerns or contact an agency such as Thirty-one:Eight for advice or go directly to Children’s Social Care/Police/NSPCC
- Consider your own feelings and seek pastoral support if needed

Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (For example, a description of the activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.

18.2. Physical effects

Some children will have been hurt so badly that they will need medical help. There could be lasting damage. Sexual and emotional abuse and neglect may not, perhaps, leave visible scars (although in certain cases it will) but there are often other possible effects which could continue into adulthood as outlined below.

18.3. Emotional and spiritual effects

There can be problems of poor self-image and blame. A child may feel s/he is “dirty” or unlovable. Self-esteem may be affected. “God couldn’t love me, I am too bad”. We need to stress that they are not to blame for the abuse. Sensitive pastoral support can help a child to accept that God loves them just as they are, no matter what. Romans 8 v 35-39 asks if anything or anyone can separate us from the love of God. The answer is no, nothing can.

As this truth begins to dawn on them, their self-esteem and confidence may grow. They also need to know that you will not reject them either because of the “shameful” things that have happened to them. John 15 v 12 says, “*Love each other as I have loved you.*”

18.4. Issues of father god

Abused children and adults will often speak of difficulties in relating to “*Father God*”. This may be because “*Father*” represents an absent, silent, mocking, violent or sexually abusive person in a position of power and authority. A child or young person needs to understand that truth that Father God will not treat them as the abuser did, but it may take some time to fully accept. Be patient – God is patient!

Some survivors may relate more comfortably to Jesus, the Good Shepherd, or the imagery of a Mother Hen (Matthew 23 v 37).

18.5. Future relationships and sexual issues

Sexual abuse may make the victim feel they could never have a sexual relationship again – they have been too hurt; it would bring back memories of the abuse and the abuser; they feel that they are not good enough for someone to love.

Others might feel that the only safe sexual partner would be one of the same sex, because their abuser was of the opposite sex. Still others might choose to have a same sex relationship because they “*must be gay for it*

to have happened". Just because a person is abused by a person of the same sex, it does not mean that they will necessarily acquire homosexual tendencies. Conversely, just because someone is homosexual it does not mean they have been abused.

A young person may need reassurance on what is 'okay' within the sexual side of a relationship. Although a partner may be of the same sex as the abuser, it does not mean to say that s/he will abuse them also.

Sexual abuse may have the effect of awakening the sexual feelings of the child in a way which they find hard to deal with and feel guilty about. They might have "enjoyed" certain touches and feelings, they might even have approached the abuser for further contact because it felt "nice" or because it was expected. They may indulge in frequent masturbation. All this happens because children may have had their sexual beings aroused for the purpose of gratifying their abuser. Such activity is age-inappropriate. A crime has been committed against them. They will need reassurance that they are not to blame for the abuse. Sexual feelings just show that their bodies are working alright. (Read Song of Solomon, chapter 8 verse 4 *New International Version*)

18.6. Forgiveness

Sometimes Christians make the mistake of forcing an abused person to forgive. Certainly, many Christians accept that God expects us to forgive those who sin against us, (Matthew Chapter 6 verse 12) but you cannot rush people – forgiveness may eventually be achieved in stages. In counselling, survivors of abuse are helped to understand that it is impossible to fully forgive until the full effects of that abuse is known (For example, a child who is abused and subsequently suffers pelvic inflammation leading to sterility, will not understand that at the time. Further *layers* of forgiveness must follow as an adult). Forgiveness may be an act of the will first but, by God's grace, it can become a reality. This has the effect of freeing the victim and releasing the abuser into God's hands. Forgiveness may be at the end of the road to healing. Whatever we believe, the victim may choose not to forgive and it is not for us to condemn them. God knows the difficulties that survivors face in this area.

18.7. The other side of forgiveness

The other side of forgiveness is for an abuser to understand the awfulness of the crime committed by them against the child. If they are able to lessen the harmful after-effects by a full apology and an offer to pay for any therapy needed by the person, so much the better, providing that the survivor does not see this as another attempt to control them. However, just because someone apologises and is forgiven, it does not mean that all can be forgotten and that the victim can/should be fully reconciled with them. That might be very unwise nor would we assume that forgiveness is inevitable.

18.8. Issues of touch

The abused person may be frightened by touch because they associate it with violence or sexual assault. They may not have received tenderness and love, so hugging or even a handshake could feel threatening.

Consider how you pray for someone who has experienced abuse. Don't assume it will be okay to "*lay hands*" on them. Ask first and respect their answer.

Children and young people who associate touch with sexual activities may feel sexually aroused and flirt provocatively with adults or other children, touching them in the genital or breast area. For your own safety and to help them learn what an acceptable behaviour is, you will need to explain why you are not responding to their overtures. It might be wise not to see such children and young people on their own.

Boundaries

The areas which need to be considered include the following:

- The level of personal care, for example toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- Guidance on touch – for example physical contact between adults and children – can be quite healthy and acceptable in public places, but discouraged in circumstances where an adult/child is on his own. See section on '**Taking care of touching**' below.
- Workers should treat all children/young people with dignity and respect in attitude, language used and actions.
- Respect the privacy of children, avoid questionable activity. For example, rough/sexually provocative games and comments.
- If you invite a child to your home, ensure this is with the knowledge of the team/leadership and that a parent is aware. (This will not necessarily mean that a child will be safe.)
- Ensure that arrangements for transporting children are with the knowledge of the team/leadership and have parental approval. In some circumstances it may be unwise to carry a particular child on their own.
- Consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth hostelling where it is the custom.
- Make sure that the only people allowed into a children's activity (For example, crèche, nursery, Sunday School, holiday club, youth club) are the workers assigned to that group. You should not allow other adults to have free access. If they need to be there for a specific reason (For example, guest speaker, maintenance person), ensure that you note in your log book, their name and the time they came/left. You may like to consider issuing cloakroom style tickets for parents collecting children from the crèche. (This could be particularly helpful in larger church groups.)

TAKING CARE OF TOUCHING

Guidelines on touch for those who work with children.

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood.
- Pointing out anything which could be misconstrued. Concerns about abuse should always be reported.

18.9. Other counselling issues

Like some victims of other kinds of trauma, survivors of child sexual abuse may try to avoid remembering what happened and many report periods of time when they totally or partially forgot the abuse. Remembering may be triggered by an event or may be spontaneous. Memories leading to allegations of abuse may emerge in the course of counselling or therapy quite unconnected with abuse.

Church leaders and counsellors need to take *memories* of sexual abuse seriously. They are not necessarily the key to the person's present problems. The counsellor or therapist should work with the individual examining memories, thinking about experiences and dealing appropriately with the past and the present. ***Counsellors must not impose their own conclusions even if they suspect that child sexual abuse may have occurred.***

Distressed people are in a vulnerable state and may be susceptible to suggestion from an untrained counsellor or other helper. They may fear being rejected if they appear uncooperative or may want to please the person helping them. Both counsellor and client may be tempted to look for a single identifiable cause for a complex problem. Group sessions, hypnotism, workbooks or other techniques which strongly encourage the pursuit of *memories* of abuse may actually make it harder to determine truth unless carried out in a professional way. It could damage not only the individual, but others too, if that person responds to what they have come to believe by, for example, wrongly accusing family members of abuse.

There have been occasions when a well-meaning leader has suggested to a person seeking counsel that perhaps they have been a victim of abuse. Such remarks can be taken on board and *owned* by the counsellee without any foundation whatsoever, but the person comes to believe it. In some cases it has been known that an individual providing this information has claimed it is a message from God —a *word of knowledge*. **Great pastoral care is required in churches which use spiritual gifts and the Bible also tells us to test these gifts (1 John 4:1).**

18.10. Counselling and confidentiality

Trained counsellors will need to consider very carefully the basis on which services are provided, as in some circumstances it will not be possible to maintain confidentiality if this places a child at risk. This can include circumstances when an adult tells you of past abuse, naming the perpetrator as someone who is known still to have responsibilities for or contact with children. Understandably, you are concerned for your counsellee, but it is quite possible that other children are being abused now or could be in the future. You may have information which could protect them.

There are a couple of things we need to remember. Firstly, the sexual abuse of children is often addictive. People can continue abusing into old age. Secondly, it is our view that responsibilities for the protection of children override our responsibility towards a counsellee. Clearly the matter has to be handled very sensitively and thirtyone:eight would be happy to advice in individual circumstances. We suggest that in any event total confidentiality should never be offered.

Past Abuse, Present Risk – Telling the Authorities?

Issues for adult survivors, counsellors etc.

This is a question we are often asked. You are not legally obliged to report someone to the police because they abused you as a child. Any action you take is up to you. The following may help you as you consider the issues.

In counselling adults who have been abused as children, we find that people will deal with issues in different ways. Some might write letters that aren't sent, others will write to the abuser or have face-to-face contact in order to express their feelings of anger or to offer forgiveness.

It is important to remember that though you may forgive an abuser, s/he may well have a continuing problem with the addictiveness of sexual abuse. An issue for affected adults and counsellors has to be whether children could still be at risk.

You may feel that because the person no longer has substantial contact with children that s/he presents no real threat, and that there is no real reason to alert the child protection authorities. Would a period of imprisonment serve any useful purpose anyway? In these circumstances you may like to consider acting in accordance with Matthew Chapter 18 verses 15-17. However, you should also read verses 6-9!

On the other hand, you might feel that you were denied justice as a child and that your life has been badly affected by the person's abuse of you. This could lead to a decision to make a statement to the police many years after the abuse has happened. You have that right, and the matter would be investigated.

Where you believe that your abuser is still in a position to abuse others now, because they have contact with or responsibility for children, then you need to consider carefully what might happen to other children or adults at risk if you do not tell the police. In circumstances like these, you should not approach the abuser prior to going to the authorities.

Within *Thirty-one:Eight*, we always inform counsellee and others who contact us that whilst we generally assure confidentiality, there are exceptions. If we learn the identity of an abuser and children may still be at risk, then we acquire responsibilities too. Responsibility for the protection of children now may well outweigh duties of confidentiality to a counsellee. This is also the position of other professionals, e.g. doctors and social workers.

Specifically, our counselling contract states the following:

There might be occasions when, because of what you tell us, we feel that either you, or someone else, particularly a child, is at risk of serious harm. In such circumstances, we might need to share our concern with your doctor or the Children's Social Care department, but we would tell you if that was the case and what we propose saying to them.

Thirty-one:Eight is available to discuss such dilemmas on an individual basis.

19. INTERNAL ACUK POST EVENT REPORTING

19.1. First priority is the safety of individuals

The process for reporting individual allegations or concerns of abuse and neglect are set out in the policy documents, this guidance is for the 'post event' internal reporting. All allegations/incidents must be recorded locally, and the record kept secure, and then reported internally to the national Safeguarding Officer (SO).

The key principle is: On receiving safeguarding information/allegation you should seek advice from thirtyone:eight, and, if advised to contact social services/police this must be done immediately and then reported to the SO. However there are different levels of urgency, depending on the advice from 31:8.

19.2. Internal reporting

There are three categories of reporting with the church. You should let the national Safeguarding Officer know about the issue as follows:

ANNUAL

Most events/allegations will only need to be reported as part of an annual summary report to the SO. A list of what to include in that report is given at the end of this document.

URGENT

Where Social Services and/or the Police are contacted to report a concern, this matter may need to be brought to the attention of the Trustees and Charity Commission. That decision and report will be made by the national Safeguarding Officer. Therefore, you should advise the SO by email at the earliest convenient opportunity, sending the 31:8 reference/response.

IMMEDIATE

Where an allegation/incident relates to the actions by a member of staff or a volunteer then these reports have to be made to the Local Authority immediately by you, and this matter may also need to be brought to the attention of the Trustees and Charity Commission. For these incidents, the SO needs to be informed by phone as soon as is practicably possible, quoting the 31:8 reference.

ANNUAL REPORTING

The Trustees require an annual report of safeguarding issues from across ACUK, to ensure appropriate controls and measures are in place. They will also be considering lessons that can be learnt and disseminated to prevent avoidable incidents. However, they are also responsible for reporting to the Charity Commission or insurers, issues that present a significant risk to individuals who engage with ACUK, or to the charity as a whole. Reporting to the Trustees is the responsibility of the SO, via the Safeguarding Lead Trustee. The SO will advise the trustees on the issues and timing of what needs to be reported to the Charity Commission or insurer.

19.3. Content of Annual report from Safeguarding Coordinator to SO:

An annual report is to be completed by all church locations, including nil returns. The return will request information on core information required to satisfy the Trustees, and additional information to demonstrate compliance with the policy in each church. It may include the following:

Training Record

Adoption of Safeguarding policies

Number of initial referrals made

Separated into physical abuse, emotional abuse, sexual abuse, neglect, child sexual exploitation; any Prevent/Channel referrals; FGM referrals; and others

Number of concerns/allegations made against staff and others

Number of Meetings Attended by type (e.g.):

- Initial Child Protection Conference
- Professionals' Strategy meeting
- Child Protection Review Conference
- Core Group Meeting
- Common Assessment Framework – CAF

Number of children subject to a Child Protection Plan in the Local church (if known)

Number of Children in Public Care ('Looked After Children') in the Local church (if known)

Number of Contracts for ex-offenders

Comments on safeguarding issues or concerns

Other comments

Comparison information from previous reports

Trends and impact of any new legislation or guidance

Any deficiencies in the safeguarding procedures and actions required to rectify them

19.4. PRESS ENQUIRIES

Safeguarding issues and concerns often attract media attention, particularly if they involve churches. If your church is approached by the press for comment or information, you should not make any comments but simply refer them to the National Office, who will route the enquiry appropriately. If an incident arises that you believe may lead to press enquiries, please advise either the national Safeguarding Officer or Lead Trustee with some background information.

20. GUIDELINES FOR WORKING WITH OFFENDERS

20.1. Boundaries and contracts for offenders in churches

Where someone attending the church is known to have abused children, then it will be important to extend love and friendship to the individual, but at the same time the leadership will need to ensure that a frank discussion takes place with the person concerned and efforts made to sustain open communication. It will be necessary to establish clear boundaries for both the protection of the young people and to lessen the possibility of the adult being wrongly suspected of abuse.

Someone who is on an after-care licence for sexual offences against children may be receiving a high level of intensive supervision from a specialist probation officer. There could well be a restriction on where s/he lives and works – particularly if s/he is thinking of returning to their family when children are still living there, or if s/he was lodging where there are children, or if s/he was living close to a school. An offender who has served their sentence may still have restrictions placed on them and be registered with the police. Not everyone who commits sexual offences against children will have a custodial sentence, some will have been placed on probation.

Sexual offences are often addictive, so you cannot assume that s/he has “*learnt their lesson*”, “*forgive and forget*”, etc. S/He may well be tempted to re-offend, s/he may fantasise about abusing and he might try to gain access to children and young people by befriending their parents. S/He may try to manipulate and control and be coming to the church specifically to contact children.

Churches should be looking for direct contact with the person’s supervising probation officer, and also expect that the supervising officer would be making contact with the church on any issue relating to the safety of children.

With the individual’s agreement, (and, in certain cases, even without the individual’s agreement) it may be possible to explain the circumstances to the church congregation in such a way that promotes understanding and support to the individual, but at the same time ensuring that other church members do not unwittingly allow children contact with the individual concerned. Often church leaders fear the effect that telling everyone would have on the congregation –they may gossip it widely, tell the press or vote with their feet! The offender might not want the church to know anyway, or get sexual pleasure or undue attention from relating their story.

In deciding whether or not to tell the church, it will be important to not only listen to what the offender says but talk to statutory agencies who may be involved. For example, a probation officer will know the person’s background, crime details, risks, treatment plans, etc. and will be able to advise you on management.

In any event, it will be important for key people, like crèche leader, Sunday school leader, youth leader, etc. to know that the person is attending the church and that he should not be having contact with the children. They should never be on their own with children and young people.

In all circumstances we advise that leaders (we suggest more than one) should meet with the offender at an early stage. Boundaries that the person will be expected to keep to should be discussed. A written contract is advisable. Although this sounds very formal, it would need to be because of the manipulative ways of sex offenders. This contract should involve the person’s family and partner who may also be attending church and will need to be informed. The statement might begin by setting out the pastoral support and care which is being offered. The following example might be helpful in considering other points to be included:

- *I will never allow myself to be in a situation where I am alone with children/young people*
- *I will attend meetings/house groups as directed by the church leadership*
- *I will sit where directed in the church and will not place myself in the vicinity of children and young people*
- *I will not enter certain parts of the building designated by the leadership, nor any area where children's activities are in progress*
- *I will decline invitations of hospitality where there are children in the home*
- *I accept that "x" and "y" will sit with me during church activities, accompanying me when I need to use other facilities. They will know I am a Schedule 1 offender/registered with the police under the terms of the Sex Offenders Act*
- *I accept there are certain people who will need to be told of my circumstances in order for them to protect the children/young people for whom they care*
- *I accept that contact will need to be made with my probation officer, who will meet with church leaders as and when necessary (where appropriate)*
- *I accept that "z" will provide me with pastoral care*
- *I understand that if I do not keep to these conditions, then I may be barred from attending the church, and in such circumstances the leadership may choose to inform the statutory agencies (e.g. probation and social services) and any other relevant organisation, and the church congregation*
- *I understand that any other concerns will be taken seriously and reported*
- *I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period*

The document will need to be signed and dated by the offender and by the church representatives. There is, of course, always the issue of someone not keeping to the boundaries set. The legal advice we have received is that the management body of the church (Trustees or whoever) are perfectly entitled to prohibit someone coming onto the premises. In circumstances where you have concerns and someone leaves to go elsewhere, then we do feel that the statutory agencies, such as probation and social services, as well as other local churches or relevant organisations, should be informed.

These issues do raise a lot of anxiety. However, if you know of someone's past, then you can do something actively to protect children. The fact of the matter is that the majority of those who offend against children are not caught. Of those who are, few are prosecuted, and of those few are convicted. Therefore, there is a sense in which it is easier to deal with one known person than the other ninety and nine we don't know about and who could be coming to our church every week. Sometimes it is worth reminding congregations of this fact. In certain circumstances the grass might seem greener down the road, but that church might not take child protection as seriously as we do!

Every effort should be made to protect children whether or not we have a known problem. If we have established boundaries already as to who has access to the crèche, etc. then we don't suddenly have to change everything immediately a person with a known problem comes into our church. However, be prepared to re-assess arrangements on a regular basis as well as when a known offender joins the church.

20.2. Pastoral care and other issues

When an allegation/suspicion arises in a church, a period of investigation will follow, which will be stressful for all involved. Support will need to be given to the suspected perpetrator without compromising the children or their families. This is one reason for limiting information in relation to allegations of abuse on a “need to know” basis. In this way leaders not privy to the details are free to offer support to other parties, including the suspected perpetrator. Where an investigation is under way this support should be with the knowledge of the child protection authorities.

It may be necessary, for the sake of the child (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will need to be informed of the reasons so that the individual is given as much support as possible and so that child protection issues in the new church can be considered.

Whilst pastoral care for an alleged perpetrator is essential – retaining contact, prayer, support, encouraging him to seek legal advice and possibly accompanying him to court hearings – it should not be at the expense of the victim, their family or of justice. The victim should not sense collusion or the taking of the perpetrator’s side. There should be no minimising of what has been done (or alleged) or even the denial of the perpetrator’s responsibility.

The church can help by ensuring that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and yet another gives pastoral care to the alleged perpetrator. It may be necessary to appoint yet another person to support the perpetrator’s family.

Where the perpetrator is accepting some responsibility, then they should be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be effective once the investigation and legal processes have been completed.

21. MAKING REFERRALS (SCOTLAND)

21.1. Background

The PVG Scheme requires organisations to make referrals to the Protection Unit at Disclosure Scotland in certain circumstances. If you permanently remove someone from regulated work you need to decide if the reason(s) that they were removed mean that you need to let Disclosure Scotland know what's happened. This is called "Making a Referral" and includes circumstances where you would have removed them if, for any reason, they have already left the role.

Disclosure Scotland will then use this information to help them decide if someone remains suitable to continue to do regulated work (with children/adults/both) or if they should be removed from regulated work.

21.2. Referrals Policy of The Apostolic Church

This policy is relevant to all those involved in making recruitment/disciplinary decisions in our organisation.

When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where our organisation must notify the Protection Unit at Disclosure Scotland that this has happened. This is called "Making a Referral". If we would have permanently removed the individual, the actions detailed in this policy will continue to apply (even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave).

2 conditions must be met before we let Disclosure Scotland know that something has happened.

Condition 1 – A person has been permanently removed/removed themselves from regulated work

Condition 2 – At least 1 of the following 5 grounds apply

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that we must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the 2 conditions being met, we will consider whether we want to make a referral but the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Where it is necessary to make a referral, this process will be carried out by the Safeguarding Coordinator. In their absence, the referral process will be carried out by the Deputy. Those who are in a position which may involve carrying out disciplinary action which may result in the removal from regulated work or dismissal of someone in regulated work must ensure they notify the Safeguarding Coordinator or, in their absence, the Deputy, of the legal requirement to make a referral where the conditions above have been met.

Failure to make a referral where required, may result in our organisation being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify National Safeguarding Office or Safeguarding Lead Trustee when both conditions for making a referral have been met.

22. SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy is for Volunteer Scotland Disclosure Services enrolled organisations accessing Disclosure Records for the purpose of assessing individual's suitability for paid and/or unpaid work.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, Apostolic Church UK (The) will ensure the following practice.

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

The Apostolic Church UK (The) will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, Apostolic Church UK (The) will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

Enhanced disclosure only - where non conviction Disclosure information is provided to Apostolic Church UK (The) by a Chief Constable or Chief Officer of a relevant Police Force and not to the Disclosure Applicant concerned Apostolic Church UK (The) will not disclose the actual details of the Disclosure information to the Disclosure Applicant but can inform them, if asked that additional information has been provided, should this information affect the recruitment decision, not actual details of the additional information or where it was resourced.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Disclosure information will be stored in a locked non-portable container and we will not retain such information for longer than it is relevant to their needs. Only those authorised to see this information in the course of their duties will have access to this container. Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information may be retained. Recipients of disclosure information may, however, keep a record of the following:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken

The Apostolic Church UK (The) will ensure that all staff with access to Disclosure information are aware of this policy and have received relevant training and support.

23. DATA PROTECTION Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR)

23.1. A Summary of the Seven (7) Data Protection Principles

Churches and organisations must comply with these rules on how data can be legally processed. "Processing" includes obtaining, recording, holding or storing information and carrying out any operations on the data, including adaptation, alteration, use, disclosure, transfer, erasure, and destruction.

1. Personal data must be processed fairly, lawfully and transparently.
2. Personal data must be held only for specified, explicit and legitimate purposes and shall not be further processed in a manner that is incompatible with that purpose or purposes.
3. Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
4. Personal data must be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose must not be kept for longer than is necessary for that purpose.
6. Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage of the data, using appropriate technical or organisational measures.
7. Personal data controllers must be able to prove that their data protection measures are sufficient.

23.2. How churches can comply with the Seven (7) Data Protection Principles

Principle 1

No personal data should be obtained or held unless the individual has given consent. In the case of sensitive data (defined as concerning race, political opinion, religious belief, trade union membership, physical or mental health, sexuality, criminal offences) specific consent must be obtained i.e. the individual must be informed that this type of data is being held, told the reason for it and must give specific consent. NB: photographs count as sensitive data since they may reveal information about the subject's race. Permission should always be obtained to keep a copy or use a photograph of an individual. (see '**The use of video/camcorders and the taking of photographs of children**' section)

Principle 2

Do not use data obtained for one purpose for a different purpose. For example the church members list may not be used for commercial mail shots.

Principle 3

Do not collect information about individuals, which is not strictly necessary for that particular purpose. Do not ask questions seeking data without ensuring that the question is strictly relevant. If data is given or obtained which is excessive for the purpose it should be immediately deleted or destroyed.

Principle 4

If data is kept for a considerable length of time it must be reviewed and if necessary updated. No data should be kept unless it is reasonable to assume it is accurate.

Principle 5

There should be regular reviews of files containing data to ensure that it is not kept for longer than required for the particular purpose.

Principle 6

Churches and organisations must have systems in place to ensure the security of data on computer systems, these must be adhered to. Individuals must also ensure that any personal data is kept in a secure place, e.g. in filing cabinets which can be locked or in rooms which can be locked when unoccupied. Individuals must seek to prevent unauthorised access to any computers which contain personal data.

Principle 7

Churches and organisations must have appropriate technical and organisational procedures, which include suitable privacy policies and keeping sufficient records of their processing activities.

Rights of the Individual

All individuals now have the right to be informed, to access, to rectification, to erasure, to restrict processing, to data portability, to object, and rights in relation to automated decision making and profiling. For the church to be compliant, steps must be taken to ensure individuals can access personal information kept about them, (whether in computer or manual form) at any time.

Information on the Data Protection Act 2018 can be obtained from:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 Fax: 01625 524 510 Website: www.ico.org.uk

23.3. The use of video / camcorders and the taking of photographs of children

Introduction

Thirty-one:eight have in the past received a number of enquiries relating to the taking of photographs of children and the use of video recording of children.

Some of the correspondents have stated that they have been told:

That Child Protection Regulations say that videoing of children is not allowed even for a parent to video their own child. The correspondent asked if parents could therefore take video recording of their children in church nativity plays.

There were some press coverage of this very issue:

A Head Teacher of a Yorkshire Primary School banned the use of video recording at a school sports day because of fears that paedophiles may use this material.

Perth and Kinross Council placed a ban on parents filming their children in school plays citing that there may be Data Protection or Human Rights Act privacy issues involved, but has retracted that, following a public outcry. The council have since issued a statement saying that having discussed the matter, the commissioner for data protection advice had pointed out that it was good practice not to allow photography and filming. Also saying that the Data Protection Act had a specific exemption for people taking pictures for their own domestic use.

Using images of people - photographs, videos and webcams

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use photographs, videos and webcams of clearly identifiable people.

Also, increased use of the internet has led several churches to ask us for advice on using images of children and adults both on website and printed publications. We issued guidelines on the use of the internet in an earlier update which is available on our web site www.thirtyoneeight.org in the update secure area.

The Data Protection Act 2018 also affects our use of photography. There are several issues you should be aware of:

- You must get the permission of all the people who will appear in a photograph, video or webcam image before you record the footage. That means children as well as adults;
- You must make it clear why you are using that person's image, what you will be using it for, and who might want to look at the pictures;
- If you are taking images at an event attended by large crowds, such as a sports event, this is regarded as a public area so you do not need to get the permission of everyone in a crowd shot;
- People in the foreground are also considered to be in a public area, so you don't have to get their consent.

However, if you want to use an image of, for example, the winner of a race at a sports event - with the crowd in the background - you must get the race winner's verbal permission and record the fact that you have done so. You can record their consent when you take the photograph or any time after prior to publication. Churches should review whether their system of storing photographs means that the photographs qualify as "data" protected under the Data Protection Act 2018; i.e. can an individual be identified by that data? They should also review procedures for obtaining consent from individuals to use photographs of them.

Considerations when using photographs of children on church web sites

- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- Obtain written and specific consent from parents or carers before using photographs on a website

See a template of the '**Using Images of Adults and Children' forms**' in *SAFEGUARDING FORMS*..

24. ACUK SAFEGUARDING ROLE DESCRIPTIONS

24.1. SAFEGUARDING COORDINATOR (AND DEPUTY)

Name: [LOCAL CHURCH APPOINTMENT]

Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children, young people and adults at risk safe are in place.

To promote the safety and welfare of children, young people and adults at risk involved in church activities at all times.

Duties and responsibilities

1. Take a lead role in implementing safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in church activities are responded to appropriately.
2. Make sure that the safe recruitment process is followed and that DBS checks are undertaken for all workers and training is given and recorded.
3. Make sure that everyone working or volunteering with or for children, young people and adults at risk at church understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child/vulnerable adult's welfare.
4. Make sure children, young people and adults at risk who are involved in activities at church and their parents/carers know who they can talk to if they have a welfare concern and understand what action the church will take in response. Act as an advocate on behalf of children and adults in need of protection, if appropriate.
5. Receive and record information from anyone who has concerns about a child/vulnerable adult who takes part in church activities.
6. Take the lead on responding to information that may constitute a safeguarding concern, including a concern that an adult involved with the church may present a risk to children or young people. This includes:
 - a. assessing and clarifying the information
 - b. making referrals to statutory organisations as appropriate
 - c. consulting with and informing the relevant members of the organisation's management
 - d. following the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 - a. the local authority child protection services
 - b. the police.This includes making formal referrals to agencies when necessary.
8. Consult the Thirtyone:eight Helpline when support is needed, by calling 0303 003 1111
9. Store and retain child protection records according to legal requirements and ACUK's safeguarding and child protection policy and procedures.
10. Report regularly to the Designated Safeguarding Officer (national) on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation. Ensure reports are given to the DSO to enable lessons to be learnt in the wider organisation, and to ensure that legal obligations of reporting to statutory agencies are fulfilled.
11. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.

12. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
13. Coordinate and attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at the church. Keep records of training that staff and volunteers attend.
14. Attend team meetings, supervision sessions and management meetings as arranged.

24.2. ROLE DESCRIPTION - ACUK DESIGNATED SAFEGUARDING OFFICER (DSO)

Name: Adrian Galley, Quality Assurance Officer

Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children, young people and adults at risk safe are in place at ACUK.

To promote the safety and welfare of children, young people and adults at risk involved in ACUK's activities at all times.

Duties and responsibilities

1. Take a lead role in developing and reviewing ACUK's safeguarding and child protection policies and procedures.
2. Take a lead role in implementing ACUK's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in ACUK's activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children, young people and adults at risk at ACUK, including the board of trustees, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child/vulnerable adult's welfare.
4. Make sure children, young people and adults at risk who are involved in activities at ACUK, and their parents/carers know who they can talk to if they have a welfare concern and understand what action ACUK will take in response.
5. Liaise with Safeguarding Coordinators and support them as they take the lead on responding to information that may constitute a safeguarding concern, including a concern that an adult involved with the church may present a risk to children or young people.
6. Consult the Thirtyone:eight Helpline when support is needed, by calling 0303 003 1111
7. Store and retain child protection records according to legal requirements and ACUK's safeguarding and child protection policy and procedures.
8. Work closely with the board of trustees and safeguarding lead trustee to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
9. Report regularly to the board of trustees on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
10. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
11. Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area.
12. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at ACUK.
13. Attend team meetings, supervision sessions and management meetings as arranged.

Appointment to this role is subject to satisfactory vetting and barring checks.

Child protection leads must have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly, and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.

- Training for nominated child protection leads is available from thirtyone:eight

Helpful resources:

- Training and resource material at thirtyoneeight.org
- Child abuse and neglect learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/
- Recognising and responding to abuse learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/
- Safeguarding and child protection learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection/

24.3. ROLE DESCRIPTION - ACUK LEAD TRUSTEE FOR SAFEGUARDING

Name: Craig Hopkins, Trustee and Lead Pastor Brackla Tabernacle

Responsibilities

The lead trustee for safeguarding has three main sets of duties related to safeguarding in addition to their wider responsibilities as a trustee.

Strategic

- Consider the organisation's strategic plans and make sure they reflect safeguarding legislation, regulations specific to your activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with the National Leader and designated safeguarding lead (ACUK Safeguarding Officer) regularly to review whether the things the organisation has put in place are creating a safer culture and keeping people safe.
- Check the organisation's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustees' liability.
- Make sure there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports.

Effective policy and practice

- Make sure there is an annual review of safeguarding policies and procedures and that this is reported to trustees.
- Introduce a monitoring process to see whether policies and procedures are effective.
- Call for audits of qualitative and quantitative data (either internal or external) when they're needed.
- Learn from case reviews locally and nationally, to improve policies, procedures, and practices.
- Oversee safeguarding allegations against staff or volunteers, together with National Leader and ACUK Safeguarding Officer.
- Be a point of contact for staff or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns.

Creating the right culture

- Champion safeguarding throughout the organisation.
- Attend relevant safeguarding training events and conferences.
- Support the trustees in developing their individual and collective understanding of safeguarding.
- Attend meetings, activities, projects to engage with staff, volunteers, and beneficiaries to understand safeguarding on the ground.
- Work with the National Leader, Safeguarding Officer, in order to manage all serious safeguarding cases.
- Support regular safeguarding updates for staff, volunteers, and beneficiaries.
- Make sure you have ways of gathering the views of staff and volunteers in relation to safeguarding and sharing these with the board.

Support from the chair

The National Leader should make sure that the lead trustee for safeguarding either has the required knowledge, skills, and experience or is supported to develop these.

This can include:

- setting up regular meetings together with the lead trustee, Safeguarding Team and designated safeguarding lead
- making sure the lead trustee is allocated enough time at meetings to provide full and detailed reports on safeguarding

- encouraging the lead trustee to take part in local and national partnerships that can help you keep up to date with safeguarding messages, trends, and priorities.

Further resources

- Additional support available from NCVO [local and national support](#) page.