



A MEMBER OF THE CONGREGATIONAL FEDERATION  
OF CHURCHES

## SAFEGUARDING POLICY AND PROCEDURE

Version 4, September 2018

Staff and Volunteers Relevant to this Policy and Procedure		
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## Statement of intent

Children and vulnerable adults are an integral part of the Hope Community Church (HCC) Family. This document outlines the ways in which we manage risk posed to children and vulnerable adults in our regular activities. It also outlines the procedure that will be observed in the event that any safeguarding concern is raised in relation to a child or vulnerable adult.

All children and vulnerable adults, without exception, have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. The welfare of children and vulnerable adults is everybody's responsibility. HCC recognises its responsibility in taking action to promote the welfare of children and vulnerable adults and protect them from harm. This document outlines the steps we take as a church community in ensuring that we fulfil this responsibility.

In keeping with the principles guidance laid down in *Working Together to Safeguard Children* (HM Government, 2015) and The Care Act (HM Government 2014), HCC will work appropriately in conjunction with central and local government and their agencies, including health, education and Police, their contracted services and any other relevant groups, including faith groups.

This procedure applies to all HCC staff and volunteers and helpers.

## Applying Good Practice

The church's involvement falls into three categories:

- a) the informal fellowship of people of different ages and capabilities in the worshipping community
- b) groups organised specifically for children, young people or adults
- c) groups organised by other agencies on the church premises.

### **Informal fellowship**

Church Members have a shared responsibility for all those attending worship and other all-age activities. No one of any age but especially those under 18, elderly or in currently vulnerable circumstances should be left in a dangerous situation.

No person should be subjected to physical or verbal abuse, or inappropriate contact of any kind. All members have a responsibility to step in and challenge such behaviour, and to report it straight away to a church officer.

- The Church accepts a shared responsibility for all its children and young people and undertakes to be diligent in their care and supervision.
- The Church accepts a shared responsibility for adults who share in its life and is committed to developing awareness of their needs and dignity.

## Church groups

At present these are:	Little Gems	Leader (Sarah Douglas)
	Kids Church	Leader (Chris Bond)
	Hope Youth	Co-ordinator (Chris Bond)
	Foodbank	Leader (Annie Crawley)
	Little Stars Toddler Group	Leader (Alice Bond)
	Celebrate Recovery	Leader (Christy McMullen)
	Hope on Wednesday	Leader (Silas Crawley)
	Tuesday Prayer Morning	Leader (Annie Crawley)
	Sunday Morning Service	Leader (Chris Bond)
	Living Free Course	Leader (Chris Bond)
	Winter Night Shelter	Leader (Aaron Mathias)
	Women's Bible Study	Leader (Alice Bond)
	Men's Breakfast	Leader (Chris Bond)
	Soup Run	Leader (Richard Higgs)
	One off church events	Responsible (Chris Bond)

- Holders of these positions are required to notify the Pastor each time they wish to appoint an assistant leader so that the church can assure itself that the necessary recruitment steps are taken.

## c) Other groups using church premises

At present these are:	Community Panto	Leader (Amanda Webb)
	Tango Classes	Leader (Eduardo Bozzo)
	Hotwells Primary School	Head Teacher (Cath Delor)
	NHS Child Clinic	Leader (Hampton House)
	Organic Worship	Leader (Andrew Stansbury)
	Burns Night	Leader (Jen Owsley)
	Hotwells Primary PTA	Leader (PTA Chair)
	Hotwells Music Workshop	Leader (Katherine Martin)
	One off bookings	Leader (various)

The Church advises holders of the positions above that all work on its premises must meet the standards set down in this policy. The Church ensures that rental agreements are supplied and amended as appropriate. The groups are advised to have sufficient insurance cover appropriate for the activity carried out on the church premises.

## Safer Recruitment and levels of checking

All church leaders having direct contact with children and those adults who are in vulnerable circumstances are asked to obtain a Disclosure and Barring Service check.

These lists have been adapted to take into account the introduction of vetting and barring schemes detailed in the Protection of Freedom Act 2012 and the Protection of Vulnerable Groups (PVG) Scotland.

**There may be other roles identified within the Church in addition to the ones listed. Checks are not available for people under 16 years.**

A Local Workers Form (LWF) is required to be completed by everyone wishing to work in a paid or voluntary role with children or vulnerable adults within the church. References and interviews including a probationary period are required for all posts. Enhanced DBS/PVG certificates are obtained for all relevant roles.

The DBS/PVG certificate is the property of the applicant however they are required to show the Church's appointed safeguarding officer/protection verifier their certificate on its receipt. Details that may affect the role to which they wish to be appointed are noted and acted upon. This may mean that they are unable to take up the role applied for. The date for renewal is noted for church records. Copies should not be taken or kept by the church.

- i. Barred List Check for Children & Adults (includes Enhanced Check)**  
Any Minister, Pastor or Church Ministry leader  
  
Any retired Minister or Pastor still engaged in Church work
- ii. Barred List Check for Children (includes Enhanced Check)**  
Leaders/Supervisors of people regularly working with Children  
  
People transporting children on behalf of the Church
- iii. Barred List Check for Adults (includes Enhanced Check)**  
Leaders/Supervisors of people working with Adults  
  
People transporting adults on behalf of the Church to hospital/health care providers.  
  
Visitors authorised by the Church who undertake assistance with shopping, bills etc.
- iv. Enhanced Checks Only**  
The Leaders of groups or activities which involve children or young people under 18 on a regular basis.  
  
The Leaders of groups or activities which involve adults on the Church premises.  
  
Protection Verifiers with a safeguarding role.
- v. Applicants requiring Self Disclosure Only (completion of LWF and references sought)**  
Helpers in any group who are supervised at all times.  
  
Protection Verifiers checking documents only.

## Protection Verifier

The HCC Administrator is appointed as the Protection Verifier for the church.

The primary role of a Protection Verifier is to establish the identity of an applicant for a disclosure certificate on behalf of the Congregational Federation's registered body, Due Diligence Checking (DDC). To apply for a Disclosure certificate in England and Wales the applicant uses either the online application process or a paper form and in Scotland a PVG scheme application form.

The Protection Verifier must have an email address and provide the Congregational Federation with contact details.

Full Guidance notes are available on the Congregational Federations website:

<https://www.congregational.org.uk/downloads/secure/membersarea/pastoral-care-board/next-meeting/quick-start-guide---online-dbs-checks---congregational-federation.pdf>

## Good Practice – Safeguarding

In addition to the safer recruiting measures and general duty of care to all people outlined above, the church advises all leaders of work with **under 18's** of the following requirements:

### a) Supervision

Leaders must be prepared and ready before admitting children to the building. Children remain under leaders' supervision throughout their time on the premises. Leaders and helpers who do not have the appropriate DBS/PVG certificates need to be supervised at all times and should not be left in sole charge of a child or group. If they are required to assist in toileting they need to have a DBS/PVG check.

### b) Working Safely

Leaders and helpers should avoid situations where they are alone with a child. A leader should not work alone with a group behind closed doors. If possible, children should be led by at least one person of their own gender. The rooms used should be suitable for the numbers of children attending. Registers should be taken at every meeting. Risk assessments should be carried out periodically.

### c) Handling Information

Leaders should be able to respond correctly if a child or vulnerable adult reports that they have been abused, or if there is a suspicion that abuse has taken place.

HCC's Safeguarding Co-ordinator acts as a confidential adviser. Any disclosures of abuse or maltreatment must be reported to an appropriate agency, and the Church Secretary informed of the action taken.

For further information, please see Appendix 1: Safeguarding Procedure. This Procedure also provides advice for people who have concerns that a person in a position of authority within the Church may be an abuser.

#### **d) Home Contacts and Permission**

Parent's contact information is gathered when a child joins any church group and these contact details are checked annually.

Parents' permission to attend groups will be obtained in writing in the event that children are going on an arranged day or overnight trip. In these circumstances, full contact details for parents or responsible adults will also be gathered.

#### **e) Standard of work**

Leaders are required to maintain a high standard of work and are encouraged to take up training opportunities to enhance their skills.

### Good Practise – Prevent

HCC recognises its role in supporting the Government's counter-terrorism Prevent Strategy. In particular it acknowledges that religious or ideological radicalisation is usually a process, not an event. We recognise that we have a part to play to prevent vulnerable people being drawn in to terrorism-related activity and that in some cases this may overlap with our safeguarding duties.

### Regulated activities

#### **a) Basis in law**

The Protection of Freedom Act 2012, The Safeguarding Vulnerable Groups Act 2006 and Protecting Vulnerable Groups (Scotland) Act 2007 require those undertaking 'regulated activities' to obtain safeguarding registration.

#### **b) Definition of 'regulated activities'**

These are roles which involve responsibility for children (such as teaching, training, care, supervision or transport arranged by the church) and which are undertaken regularly, frequently or intensively.

This includes:           **those working once a week or more**  
                                  **those working for four days or more in a month**

(e.g. a week-long holiday Bible club for children)  
**those working overnight** (e.g. a youth group sleep-over)  
**those managing or supervising any of the above.**

**c) Definition of 'vulnerable'**

People may be vulnerable because of their age (i.e. under 18); an incapacity (e.g. restricted sight); because of a circumstance (e.g. recent bereavement); or because of reliance on a service (e.g. transport arranged by the church).

Safeguarding registration is required for roles which take some responsibility for people whenever they are in vulnerable circumstances. This occurs whenever the service is provided and does not need to meet the frequently or intensively rule as above for children. Transport to hospital etc. assistance with shopping, eating and toileting requires a DBS check even if only done occasionally or on a short term basis e.g. because of incapacity due to illness.

Services targeted mainly or solely at vulnerable people (e.g. an advice service for those who find it difficult to fill in forms) are likely to involve roles in this category.

**d) Referring Information**

The church is legally obliged to refer information about individuals who may pose a risk to children or other vulnerable people. The church must report to the Disclosure and Barring Service any person dismissed from a position within the church even if they have not been charged with a criminal offence. Referrals are to be made to the appropriate safeguarding agency (DBS/PVG). When such action is being considered, the Congregational Federation Safeguarding Office should be contacted immediately.

## Additional guidelines

**a) Staffing numbers**

It is the responsibility of the Group Leader to ensure that there are an adequate number of helpers to facilitate the group safely. In determining this, the following factors will be taken into account:

- The age of the children. The younger the children are, the greater the adult:child ratio.
- The planned activities for the group and the requirement for supervision of these activities
- Any special requirements for supervision of individual children (parents will be consulted and direct this decision making)
- The distance of the group from the children's parents

No group will take place with less than 2 helpers present.



## **b) Safe Activities**

Leaders should avoid inherently dangerous or inappropriate games – e.g. young children lifting each other off the ground.

## **c) Emergencies**

A first aid box is provided in all three kitchens. Leaders should ensure there is a telephone available for use in an emergency. Any accidents must be recorded in the accident book. Other serious incidents should also be recorded in writing and the record kept securely.

Leaders must be familiar with the fire procedure and evacuation routes. It is suggested that a fire drill be performed with the group once each year.

## **d) Safe Use of Images**

All photographs which include children used on a church web-site or for any other public display (such as a church magazine) must reflect normal children's activities and show the children fully clothed.

Photographs in which individual children can readily be identified may only be displayed on the church's web-site provided parents / carers have given specific written permission. The individual children must have also given their consent, when their parents believe they are at an age to understand it.

Larger group photographs in which children cannot readily be identified may be used on the web-site provided parents / carers have given general written permission for their children to be included in church publicity.

This general permission must also be obtained by the church before children's images are used in magazines, posters, etc. or published by a third party, such as a local newspaper or a denominational magazine.

## **e) Electronic communications**

Only church post holders holding a valid Disclosure and Barring Check may have their contact details included in the web-site or contact young people directly by electronic means.

It is recommended that meeting times are only given on a church web-site for children's groups where all children are met by parents or carers and there is no unrestricted entry to the building. (i.e. there is a locked door with bell or someone attending the entrance).

It is recommended that all contact with under 18's or other vulnerable persons through e-mail, message boards, etc is copied to a church officer or available for regular inspection in some other way as agreed by the church.

It is recommended that phone calls and texts between leaders and young people are kept brief and functional. For example, 'what time is club tonight?' 'It's at 7, see you there'.

#### **f) Social Media**

Children and young people should not be added to personal social networking accounts of staff or volunteers within the church. You can set up a Facebook group for your project or group and invite them to be members (that is, if they are over the required minimum age limit – which is 13 for Facebook). Only use an agreed social networking account for contact with children and young people with whom you are working. This should normally be an account set up specifically for this purpose on behalf of a group rather than an individual (use project accounts, never personal accounts). Do not use their personal social networking or instant messaging accounts for contact with children and young people. Seek to ensure that your personal profiles on any social networking sites are set to the highest form of security to avoid young people accessing personal information or seeing any pictures of a personal nature. We would ask any person who holds a position of leadership within the church to remember that their online presence may have a bearing on both their ability or suitability to fulfil the responsibilities of their role.

#### **g) Possible physical hazards**

Hazards should be noted and appropriate guidelines given to prevent accidents etc. Leaders are responsible for seeing that safety rules are kept. Regular risk assessments should be carried out.

#### **h) Off the premises**

Written risk assessments are recommended for any trips off premises. A simple pro forma is available. Prior consent by the Church Meeting is required for any planned residential trips.

#### **i) Support for Leaders**

The Church seeks to support and encourage all leaders in their work, and expresses this support through the Elders Meetings. Leaders may ask to meet with the Elders at any time to discuss their work.

## Appendix 1: Safeguarding Guidance

The purpose of this guidance is to enable staff and volunteers to:

- a) Understand what safeguarding and other important terms mean
- b) Understand types of abuse
- c) Recognise possible signs of abuse
- d) Know how to respond appropriately

The guidance relates specifically to safeguarding children but can be followed in principle if there is a safeguarding concern in relation to a vulnerable adult.

### Definitions

<b>Safeguarding</b>	The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring that they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.
<b>Children</b>	Anyone who has not yet reached their 18 <sup>th</sup> birthday, regardless of their apparent levels of independence
<b>Vulnerable adult</b>	An adult who has needs for care and support and is experiencing or is at risk of abuse or neglect and as a result of those care and or support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect
<b>Abuse</b>	A form of maltreatment of a child. Somebody can abuse a child by inflicting harm or by failing to act to prevent harm. Abuse can be perpetrated by an adult or a group of adults, or by a child or children.
<b>Physical abuse</b>	A form of abuse that may involve hitting, shaking, throwing, poisoning or any other means of causing physical harm to a child.

<b>Emotional abuse</b>	<p>Persistent emotional maltreatment that causes a severe and persistent adverse impact on the child's emotional development. It may involve conveying to a child that they are worthless and/or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the child an opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capacity as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another person. It may involve bullying (including cyber-bullying), causing children frequently to feel frightened or in danger or the exploitation or corruption of children. Some form of emotional abuse is present in all maltreatment of children, though it may occur alone.</p>
<b>Sexual abuse</b>	<p>Involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching of clothing. It may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging a child to behave in a sexually inappropriate way or grooming a child in preparation for abuse (including via the internet). Sexual abuse can be committed by adult males and females and children of both genders.</p>
<b>Neglect</b>	<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur in pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>• Provide adequate food, clothing and shelter (including exclusion from home or abandonment)</li> <li>• Protect a child from physical and/or emotional harm or danger</li> <li>• Ensure adequate supervision (including the use of inadequate care-givers)</li> <li>• Ensure access to appropriate medical care or treatment</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>

## **Possible signs of abuse**

Signs of abuse can include any of the following or a combination of these indicators. However, it is equally true that the presence of one or more of these indicators does not automatically mean abuse has taken place. Leaders should use judgement, consulting the CPP whenever possible, but should always err on the side of caution. It is better to raise a concern that turns out to be unfounded than to fail to raise a case of actual abuse.

This is by no means an exhaustive list and adults should also consider any significant, unexplained changes to behaviour in children.

### **Physical abuse:**

- History of unexplained falls or major injuries
- Injuries / bruises at different stages of healing
- Bruising in unusual places – e.g. inner arms, thighs, abrasions, teeth indentations
- Injuries to head or face
- Child very passive or aggressive

### **Psychological abuse:**

- Withdrawn, depressed
- Cowering & fearfulness
- Change in sleep patterns
- Agitation, confusion, change in behaviour
- Change in appetite / weight

### **Sexual abuse:**

- Change in behaviour, withdrawn, overt sexual behaviour / language
- Difficulty in walking / sitting
- Injuries to genital and / or anal area

### **Neglect:**

- Absence or insufficient food, heat, hygiene, clothing, comfort
- Preventing service user having access to services / isolation

### **Additional indicators of abuse:**

Any of the following behaviours may also indicate that a person is being abused:

- Failure to meet developmental milestones
- Destruction of the physical environment
- Turning night into day / sleep disturbance
- Extreme physical and/ or emotional dependence
- Verbal abuse and aggression towards the support worker
- Changes in personality caused by illness and / or medication
- Obsessive behaviour and / or self harm.

## **Responding to a disclosure of abuse**

If a child discloses abuse to a leader or volunteer within the Church then great care should be taken in responding and the following principles should be observed:

- Anyone making an allegation of abuse must be listened to and their perspective respected
- Do not over-question. Listen and offer support, establishing the key facts.
- Be honest and explain what your next course of action will be in accordance with the Safeguarding Procedure and the law. Explain what is likely to happen to the best of your ability, but do not guess. Do not make false promises. If you are unsure about any detail, be honest about this and advise that you will find out for them.
- Do not promise that you will not tell anyone.
- If the person is concerned about further action, encourage them to tell you the reasons for this concern so that they can be communicated to the relevant agencies.
- Record information as accurately as possible.
- Follow the Safeguarding Procedure (Appendix 2)

We recognise that receiving a disclosure of abuse can be a distressing experience for any person, especially if they are not used to hearing this kind of information. If you are unsure of how to act then try to find someone appropriate in a position of authority that you feel you can trust as soon as possible. If you are uncertain of what to say, then say nothing but simply listen and act on the Safeguarding Procedure as soon as possible.

## **Responding to a disclosure of abuse that implicates a member of the Church leadership (including Group Leaders)**

We must acknowledge that any adult in a position of authority over children has the capacity to abuse a child. The Safeguarding Procedure (Appendix 2) gives explicit instruction in the event that an allegation or suspicion of abuse is levelled at a member of the Church Leadership.

## Appendix 2: Safeguarding Procedure

In the event of an allegation, suspicion or disclosure of abuse:

1. Determine whether there is immediate risk of harm to the child
2. If you believe that there is immediate risk of harm to the child, then notify a member of HCC staff or the Child Protection Co-Ordinator and dial 999.
3. If you do not believe that there is an immediate risk of harm to the child, observe the guidelines provided in 'Responding to a disclosure of abuse' and then provide all relevant information to a member of HCC staff or the Child Protection Co-Ordinator. See below if any adult in a position of authority within the Church is implicated.
4. The Staff Member or Child Protection Coordinator should then advise you of the next steps they will take in handling the concern.
5. If you have any concerns over the Church's capacity, willingness or capability to handle the concern provided, then you can contact Childline on 0800 1111.

In the event of an allegation, suspicion or disclosure of abuse that implicates a person in a position of authority within HCC:

1. Consider whether you are comfortable passing the information to the CPP or an alternative HCC staff member. If so, proceed.
2. They should advise you of their next course of action. **This course of action should involve contacting the Local Area Designated Officer (LADO). This is a member of staff at the local authority who is specifically designated to handle safeguarding concerns relating to people conducting regulated activities with children. Alternatively, Childline may be contacted.** It is reasonable to request evidence or confirmation that action has been taken.
3. If you are not comfortable doing this, contact Childline on 0800 1111

## Appendix 3: Local Worker's Form

# Local Worker's Form (CF15)

This Congregational Church greatly values the service of those called to work with young people or vulnerable adults. As part of our Safeguarding policy, we need to place on record that appropriate information has been asked of anyone wishing to serve in this way.

Under the Rehabilitation of Offenders Act 1974 this includes the disclosure of any criminal convictions. The Church seeks to treat all applicants fairly. So declaring a conviction will not necessarily preclude someone from being appointed to this work. **Completed forms should be returned to the appointed church officer, who undertakes to keep them securely.**

*This section to be completed by an appointed person on behalf of the church before completion by the applicant.*

APPLICATION FOR THE POST OF: .....

DISCLOSURE CERTIFICATE REQUIRED:

Barred List Check and Enhanced / Enhanced only / None at this time

DATE ..... SIGNED .....

## PERSONAL DETAILS

Surname .....

First names .....

Date of Birth .....

Address  
.....  
.....

Post Code ..... Phone: Day ..... Evening .....

E-mail .....



## BACKGROUND INFORMATION

What experience and skills do you have for work with young people / vulnerable adults?

Please give details of any relevant training or qualifications.

Are you prepared to undertake appropriate training?

**YES / NO**

## REFERENCES (NEW WORKERS ONLY)

Please give contact details of two people who can advise us of your suitability for this work.

1) Name ..... Position .....

Address .....

.....

Post Code ..... Telephone .....

2) Name ..... Position .....

Address .....

.....

Post Code ..... Telephone .....

## DISCLOSURE

Have you any criminal convictions, cautions or bind-overs\*?

**YES / NO**

Are you at present the subject of criminal investigations?

**YES / NO**

Is there any other information you should declare affecting your suitability for this work?

**YES / NO**

*If the answer to any of these questions is 'yes', then please attach details to this form.*

*\* Please note that 'spent' convictions must still be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.*

## **DECLARATION**

I declare that the information in this application is true and complete. I agree to provide such further information as may be required for this post, such as proof of identity and an appropriate certificate from the Disclosure and Barring Service or Central Registered Body in Scotland. I understand that an interview and a probationary period may also be required.

**Signed..... Date .....**

*Thank you for your help.*

## Appendix 4: Safeguarding Checks

Record of Certificates Obtained (all certificates to be renewed every five years).  
Certificates or copies should not be held by the church. Certificates are the property of the applicant.

*Please note: This document should **not** be displayed with the policy or a copy given to outside users. It should be locked away with self-disclosure forms, references etc.*

***A copy should however be sent to the Congregational Federation's Safeguarding Officer with the policy when applying for safeguarding status.***

Name	Role	Certificate Number	Date of Issue	Seen & Checked by (Signature/date)

## Appendix 5: Adoption of Safeguarding Policy

- Hope Community Congregational Church adopts the Congregational Federation guidelines as the standards for all its work with children, young people and vulnerable adults.
- This document has been approved by the Hope Elder Team on 20<sup>th</sup> September 2018. These are the trustees of the charity, and are, as such accountable for safeguarding.
- This policy is displayed on Church premises and is available for inspection.
- This policy has been given to all leaders of Church groups for guidance and implementation.
- This policy has been given to all leaders of groups using the church premises for guidance and implementation.
- This policy will be updated annually however any changes will be noted immediately and the appropriate people notified.
- Hope Community Congregational Church has appointed Dave Peregrine, in his role as Safeguarding Coordinator to keep this policy up to date.

Signed .....

Position in Church .....

Date .....

Signed .....

Position in Church .....

Date .....

***To be signed by two church officers and to be included with the documents sent to the Congregational Federation's Safeguarding Officer.***

## Appendix 6: Adoption of Safeguarding Policy

### **LEADERS DECLARATION (Church Groups)**

*Please complete and return to the Church Secretary or other appointed person.*

I have read the Church's Safeguarding Policy.

I agree to abide by the sections that apply to my role within the Church.

I shall make sure that those assisting me are aware of their safeguarding responsibilities.

I will notify the church of any change in personnel.

I will ensure that the guidelines for safer recruitment are followed by providing role descriptions, obtaining references, initiating interview and probationary periods where necessary.

I will notify the church of any incidents that put the Safeguarding of the attenders of the group or their leaders at risk.

I agree that any equipment brought onto the premises is safety tested.

Name

Address

Tel:

Email:

Name of Group:

Signed:

Dated:

Position in the Group:

## Appendix 7: Adoption of Safeguarding Policy

### **LEADERS DECLARATION (Groups using Church premises)**

*Please complete and return to the Church Secretary or other appointed person.*

I have read the Church's Safeguarding Policy.

I agree to abide by the sections that apply to my group and relate to the use of the church premises.

I agree that any equipment brought onto the premises is safety tested.

I shall make sure that those assisting me are aware of their Safeguarding responsibilities.

I will notify the church of any change in leadership.

I will notify the church of any incidents that put the Safeguarding of the attenders of the group or their leaders at risk.

I will ensure that appropriate insurance is held to cover the activities being held on the church premises.

I will ensure I have an up to date rental agreement with the church.

Name:

Address:

Tel:

Email:

Name of Group:

Signed:

Dated:

Position in the Group:

## Appendix 8 - Kids Church Consent Form

Dear Parents and Carers,

Thank you for bringing your child to Kids Church, we love having them with us, and learning about Jesus together!

Rather than signing your child in and out each week we have decided it would be better if each child had their own signed consent form, which remains valid until notified otherwise.

If you have any questions please do not hesitate to ask a Kids Church leader or the Church office (office@hopechapel.co.uk 0117 927 2600)

**Please use BLOCK CAPITALS:**

Date:	
Child's full name:	
Child's date of birth:	
Carer's name:	
Contact telephone number(s):	
Please give details of any relevant allergies or medical conditions your child has:	
Any other comments:	

I hereby give my permission for the above child to attend Hope Community Church 'Kids' group, under the guardianship of the group's leaders:

(signed)\_\_\_\_\_

Occasionally photographs or short films maybe taken during Kids Church, either for communicating the group's activities to the rest of the church family, or to be displayed on the church website ([www.hopechapel.co.uk](http://www.hopechapel.co.uk))

I am happy for my child's image to be included in the above:

(signed)\_\_\_\_\_

I am NOT happy for my child's image to be included in the above:

(signed)\_\_\_\_\_

## Appendix 9 - Little Gems Child Information and Consent Form

Dear Parents and Carers,

Thank you for bringing your child to Little Gems, we love having them with us, and learning about Jesus together!

We want to ensure that your child has a happy and positive time here in Little Gems. To help us try and provide this for them, please would you kindly fill in the information below. Thankyou

If you have any questions please do not hesitate to ask a Little Gems leader or the Church office ([office@hopechapel.co.uk](mailto:office@hopechapel.co.uk) 0117 927 2600)

Date:	
Child's full name:	
Child's date of birth:	
Parent / Carer's name:	
Please give details of any allergies or medical conditions your child has:	
Please let us know if your child has any other additional needs; learning, behavioural, emotional, etc, so we can support them as much as possible.	
What things does your child like, enjoy or find interesting?	
What does your child not like or enjoy?	
Any other comments:	

I hereby give my permission for the above child to attend Hope Community Church 'Little Gems' group, under the guardianship of the group's leaders:

(signed)\_\_\_\_\_

Occasionally photographs or short films maybe taken during Little Gems, either for communicating the group's activities to the rest of the church family, or to be displayed on the church website: [www.hopechapel.co.uk](http://www.hopechapel.co.uk)

I am happy for my child's image to be included in the above:

(signed)\_\_\_\_\_

I am NOT happy for my child's image to be included in the above:

(signed)\_\_\_\_\_



## Appendix 10: Document History

Date	Review	By
2009	New document	?
2012	Best practise and guidance added	Anna Brunskill
March 2013	Full redraft	Dave Peregrine
Jan 2018	Full redraft: incorporating CF Policy, legislative change and best practice.	Dave Peregrine
May 2018	Review of policy, current practice, future practice	Hannah Lehmann, Dave Peregrine
September 2018	Elders review	Elder team