



Whitburn Pentecostal Church

Policy and Procedures for Protecting Children and Adults at Risk of Harm

Revised July 2023



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Glossary of terms

This document has been prepared by the Scottish Area of the Assemblies of God, Great Britain (AoG GB) in partnership with the Churches Child Protection Advisory Service (thirtyone:eight) and is endorsed by the National Leadership Team (NLT) of AoG GB. It is recommended for use in its entirety by those churches that do not yet have a formal policy or who do not have a policy that meets the standards and expectations detailed within this model.

This document has therefore been adopted by the church leadership of Whitburn Pentecostal Church as our Policy for the Protection of Children and Adults at Risk of Harm. As such, throughout the document, the use of 'we' and 'our' should be understood as the senior pastor and leadership of this church.

AoG GB	Assemblies of God, Great Britain
Church Council	The local church leadership team, known as the Senior Leadership Team (SLT), this policy also uses the term "The Leadership/Leadership" to refer to the same group.
Deputy SL/SGC	Deputises for the Safeguarding Lead if they are absent or cannot be contacted
GIRFEC	Getting it Right for Every Child (The Scottish Government's national childcare strategy)
MAPPA	Multi-agency public protection arrangements
NLT	The National Leadership Team of AoG GB
OSCR	Office of the Scottish Charities Regulator
PVG	The Scottish Government's Protecting Vulnerable Groups Scheme (includes criminal records checks). Formerly referred to as a disclosure check.
SAG	Safeguarding Advisory Group
SALT	The Scottish Area Leadership Team of AoG GB
SG	Scottish Government
SHANARRI	GIRFEC outcomes indicators comprising Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, and Included
SL/SGC	Safeguarding Lead/Safeguarding Coordinator in the local church
thirtyone:eight	Advisory network for churches. Formerly CCPAS.
Volunteer Scotland	An agency funded by the Scottish Government to support the voluntary sector. Volunteer Scotland facilitate criminal records checks through the PVG scheme.

Church Details

Name of Place of Worship / Organisation:	Whitburn Pentecostal Church
Address:	Reveston Lane, Whitburn, EH47 8HJ
Tel No:	01501 741447
Email address:	info@whitburnpentecostal.com
Charity Number:	SC008274
Company Number:	
Regulators details (if any)	Office of Scottish Charity Regulator
Denomination/Membership	Assemblies of God (GB)
Insurance Company	ANSVAR

Name of Safeguarding Co-ordinator:	Elsie Aitken
Contact Details:	07918 648206 elsie.aitken@btinternet.com

Name of Deputy Safeguarding Co-ordinator:	Margaret Cook
Contact Details:	07507 062878 margaret.cook29@iCloud.com

The following is a brief description of the church's work and the type of activities we are involved in, some of which include children or adults at risk of harm:

Group	Leader/Point of Contact
Building Team	Brian Mitchell
Compass	Pastor Stevie Roy
Flourish	Jeanette Russell
Mission's Champion	Anne Fisher
Music Team	Sarah Roy
Oxygen	Courtney McKirdy
Pastoral Care Team	Mary Roy
Season Changers	Marlyn Young
Treasure Kids	Sophie Neilly
Treasure Tots	Terry Sim

Leadership Commitment to Safeguarding

As the Leadership, we recognise the need to provide a safe and caring environment for children, young people and adults. We recognise the importance of our ministry with children, young people and adults and our responsibility to protect everyone entrusted to our care. We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm. All children and young people have the right to be treated with respect, to be listened to, and to be protected from all forms of abuse. Adults in our church should be enabled to live fulfilling, autonomous lives, and should have access to every aspect of church life. The care and protection of children, young people, and adults involved in church is the responsibility of the whole church. As a leadership, we endeavour to make our church a safe environment for all.

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

The legal framework

The Protection of Vulnerable Groups (Scotland) Act 2007 provides for the protection of two vulnerable groups: children and protected adults. For the purpose of this Act, a child is defined as an individual aged under 18 years (Section 97). Any work regularly undertaken by the church with children and youth (not accompanied by their parent/carer) is termed as 'regulated work.'

The Children and Young People (Scotland) Act 2014 places the protection of children within the Scottish Government's Getting It Right For Every Child (GIRFEC) framework. GIRFEC promotes the need to improve the wellbeing of children and young people in eight areas. These well-being indicators, known as SHANARRI, require that children and young people are Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included. The Children (Scotland) Act 1995 remains in place and places a duty on social work departments and police to investigate if they have reasonable cause to suspect that a child living in their area 'is suffering, or is likely to suffer, significant harm'. This makes clear that protecting children in Scotland from harm includes preventing future harm where there is good reason to believe that the child is 'at risk of significant harm'.

A protected adult is defined 'as an individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service' (Section 94). To be classified as a 'protected adult' an individual must satisfy a test linked to the type of services they receive rather than being labelled on the basis of having a specific condition or disability. As such, it is important to note that any contact within a church context will only be regarded as 'regulated work' if it is specifically set up for the purpose of supporting a protected group of adults, e.g. a dementia group or a bereavement counselling service. For more information on the definitions of children and protected adults and indications of harm or abuse please see the appendices.

The Biblical framework

We believe in the Biblical directive "Defend the poor and fatherless; do justice to the afflicted and needy. Deliver the poor and needy; free them from the hand of the wicked." Psalm 82:3-4 (NKJV)

Our relationship with Volunteer Scotland

It is a legal requirement of organisations working with children or providing specific services for protected adults that no person appointed to work with them, whether paid workers or volunteers, is unsuitable to do so. We will ensure that our safeguarding measures include provision for carrying out criminal records disclosure checks for 'regulated work' (see below). In Scotland this is achieved through ensuring that staff and volunteers who work with protected groups are members of the Scottish Government's Protecting Vulnerable Groups (PVG) Scheme. Volunteer Scotland (www.volunteerscotland.net) is funded by the Scottish Government to support the voluntary sector with these checks. Qualifying volunteers may become members of the PVG Scheme free of charge. Volunteer Scotland will also process checks for paid workers but a fee is charged for these checks. We will enrol with Volunteer Scotland for the purpose of carrying out disclosure checks and to avail ourselves of their other services.

We acknowledge that membership of Volunteer Scotland does not negate the importance of joining an external safeguarding advisory body in order to have access to their support and advice.

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

Our relationship with thirtyone:eight

AoG GB's National Ministry Centre has a partnership agreement with thirtyone:eight (thirtyoneeight.org) to provide specific support, advice, training and other assistance to enable the national team to fulfil their safeguarding responsibilities effectively. However, it is an expectation upon all member churches that they ensure adequate safeguarding arrangements are in place. NLT and SALT recommend that all AoG member churches join thirtyone:eight and this church is therefore a member. This ensures we have access to a consistent and high quality safeguarding support service. thirtyone:eight can be contacted for support or advice at any point using their helpline (see contact list). Further sources of information can be accessed by all thirtyone:eight members online.

The Leadership Undertakes to:

1. Promote a Safe & Healthy Church Culture

We respect the rights of children as described in the UN Convention on the Rights of the Child. We value and respect children and want to hear their voices.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status".

We share the Scottish Government's vision for all children and young people in Scotland that they should be safe, nurtured, healthy, achieving, active, respected, responsible and included. These areas of a child's well-being are also known as the eight well-being indicators within the SG's GIRFEC strategy (See 'Getting it Right for Every Child', 2008).

We share the Scottish Government's vision that all adults who are considered to be at risk of harm because they are affected by disability, mental disorder, illness or physical or mental infirmity should be able to live their lives with choice and without fear of harm.

We understand the importance of creating a welcoming and inclusive, safe and healthy environment and are committed to ensuring that we meet the requirements of the Equality Act 2010, implementing all other relevant legislation as part of safeguarding.

We recognise the personal dignity and rights of adults and will ensure all our policies and procedures and practice guidance reflect this, so that adults can have access to every aspect of the life of our church.

We are committed to supporting parents and families and ensuring that our church is a safe place for all.

The church has appointed a Safeguarding Coordinator and a Deputy Safeguarding Coordinator as points of reference, to act on all allegations or suspicions of abuse in reporting to the statutory safeguarding authorities. In our commitment to openness, should anyone have a concern that our church or the Safeguarding Coordinator(s) have not dealt appropriately with a safeguarding concern we would encourage that person to make a direct referral to Social Services or the Police.

2. Work with Safeguarding authorities

We recognise the role that the statutory safeguarding authorities (Social Work and the Police) have in investigating all suspicions and allegations or discovery of child abuse and the abuse of adults and will cooperate fully with all agencies to protect those at risk of harm or abuse:

- ▶ Children's Social Work (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there is a concern about a child.
- ▶ Adult Social Work (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse when concerned about the welfare of an adult.
- ▶ Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

We will follow the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.

We will act in accordance with national and local safeguarding guidance and acknowledge that "safeguarding children is everyone's responsibility" and that "everyone who comes into contact with children and families has a role to play".

We will liaise with the local statutory safeguarding partnerships such as the Local Safeguarding Children Board (LSCB), Safeguarding Adult Board (SAB) or any other local safeguarding mechanisms.

We shall ensure that our premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.

We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding and sharing relevant information.

3. Support those in our Church who serve Children and Adults

The Leadership have appointed a Safeguarding Coordinator and a Deputy Safeguarding Coordinator to respond to any safeguarding concern or suspicion of abuse. The Leadership fully supports them in their role of acting in the best interest of the child or adult and reporting to the statutory authorities all allegations or suspicions of abuse.

We commit to providing safeguarding training and development opportunities for all our workers (paid and voluntary) and will regularly review the training needs, and the operational guidelines attached to this policy.

We will also support, resource, monitor and provide supervision to all those who undertake work with children or adults, and those in positions of trust.

We commit to providing induction training for all those working with children and adults.

We take seriously our responsibility for ensuring that everyone is safe in our care and that their dignity and rights are maintained.

4. Safeguarding in Practice

We commit to supporting, listening to, and working towards healing for everyone affected; either directly or indirectly by any form of abuse.

We are a welcoming church, which recognises that in following our mission, we may have sexual offenders join us. In such circumstances we will talk with the person concerned, and with any safeguarding professional involved to ensure that their involvement in church does not compromise the safety and well-being of children or adults. To ensure this we will take appropriate and proportionate measures, including working with relevant partners to complete a risk assessment and asking the individual to adhere to a safeguarding agreement.

We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.

Where working outside of the UK, concerns will be closely managed by the Church Leadership Team reporting to the Trustees where appropriate. Any safeguarding concerns will be managed using our safeguarding procedures and through obtaining professional guidance where appropriate.

All safeguarding concerns should be immediately reported to the Safeguarding Coordinator or Deputy Safeguarding Coordinator in the church. No one in receipt of a disclosure of abuse, or suspicion of abuse should investigate the matter.

Where an allegation or suspicion of abuse is made against someone working with children, or adults, or is in a position of trust, then the safeguarding officer(s) will make contact with our designated professional safeguarding advisors for advice.

We shall support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults.

It is the expectation that all those working with children and with adults have access to the church safeguarding policy and will have read it and agreed to fully adhere to the policy, procedures and practice guidelines, as condition of continuing in their role.

A filed copy of any amendments should be subsequently published in the same manner.

The safeguarding policy should also be available to parents, carers and all others within the church. It could be made available upon request for quality assurance purposes, for example with professional advisors.

We shall not to allow the document to be copied by other organisations.

Leadership safeguarding statement

The following statement was agreed by the Church Council:

This church is committed to the safeguarding of children and protected adults and ensuring their well-being. Specifically:

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

We are committed to:

- ▶ Following the requirements of Scottish legislation in relation to safeguarding children and protected adults and good practice recommendations.
- ▶ Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- ▶ Implementing the requirements of legislation in regard to people with disabilities.
- ▶ Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- ▶ Keeping up to date with national and local developments relating to safeguarding.
- ▶ Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- ▶ Supporting the safeguarding co-ordinator(s) in their work and in any action they may need to take in order to protect children/protected adults.
- ▶ Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- ▶ Supporting parents and families.
- ▶ Nurturing, protecting and safeguarding of children and young people.
- ▶ Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- ▶ Supporting all in the place of worship/organisation affected by abuse.

- ▶ Adopting and following the 'Safe and Secure' safeguarding standards developed by thirtyone:eight.

We recognise:

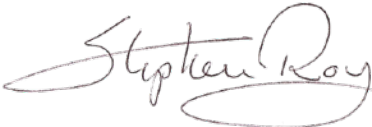
- ▶ Children and Families Social Work (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Work (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a protected adult.
- ▶ Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- ▶ Where working outside of the UK (in international mission activity), safeguarding practice maintains its importance and allegations or concerns will be reported in line with the procedures detailed in Appendix 4.
- ▶ Safeguarding is everyone's responsibility.

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

Elsie Aitken Safeguarding Coordinator

Margaret Cook Deputy Safeguarding Coordinator

Signed by Stevie Roy, Senior Pastor, on behalf of the Church Council/Trustees:

Signed 

Date 30/7/23

Recognising and responding to allegations or suspicions of abuse

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

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

Article 19, UN Convention on the Rights of the Child

Understanding what is abuse & neglect

n.b Detailed definitions of abuse are included in the appendices of this policy.

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

Adults are in need of protection due to physical, sexual, psychological (which includes emotional abuse) and neglect (including self-neglect) as well as financial, institutional, discriminatory abuse, modern slavery, trafficking and domestic violence.

Detailed definitions, signs, and symptoms of abuse, are included in the appendices. Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or by failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult. Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

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

Article 5, UN Universal Declaration of Human Rights

Responding to Allegations of Abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

The Leadership shall ensure that detailed procedures are implemented which address the following when responding to allegations of abuse:

- ▶ Reporting a Concern
- ▶ Obtaining appropriate professional advice

Documented processes shall set out detailed procedures for when there is/are:

- ▶ Concern about a child's welfare
- ▶ Concern about the welfare of a protected adult
- ▶ Concern about alleged abuse against a person who works with children/young people
- ▶ Allegations of abuse against a person who works with protected adults

Follow the procedures set out below and see also the flow chart in Appendix 1 and the Contact list Appendix 2

- ▶ The person in receipt of any allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Coordinator (SGC) or, if they cannot be contacted, the Deputy.
- ▶ If the suspicions implicate both the SGC and the Deputy, then the report should be made in the first instance to:
 - thirtyone:eight: A helpline is available for advice, but where the situation is an emergency, the police should be contacted.
 - Where the concern is about a child the SGC should contact Children and Families Social Work.
 - Where the concern is regarding a protected adult, contact Adult Social Work or take advice from thirtyone:eight as above.
 - An out of hours emergency number is also available.
- ▶ If they are not already aware, the Safeguarding Co-ordinator should then immediately inform senior personnel within the church as follows: Stevie Roy, Senior Pastor, 07729 764108

Important notes:

- ▶ These procedures are intended to ensure the effective protection of children and protected adults. If however any individual wishes to make a direct referral to the appropriate agency they have every right to do so. Or if any individual feels that the SGC or their Deputy has not responded appropriately to a concern, or where there is any disagreement as to the appropriateness of a referral, they are free to contact the appropriate agency directly.

The role of the SGC/deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

It is not the role of the Safeguarding Coordinator to investigate allegations and concerns.

Protecting children

This church is committed to implementing the Scottish Government's pledge to all children and young people at risk of abuse ('Protecting Children and Young People - The Charter' Scottish Government, 2004) that:

- ▶ They will get the help they need when you need it
- ▶ They will be seen by a professional such as a teacher, doctor or social worker to make sure they are alright and not put at more risk
- ▶ They will be listened to seriously, and professionals will use their power to help them
- ▶ They will be able to discuss issues in private when, and if, they want to
- ▶ They will be involved with, and helped to understand, decisions made about their life; and
- ▶ They will have a named person to help them.

and that those helping them will:

- ▶ Share information to protect them
- ▶ Minimise disruption to other parts of their life
- ▶ Work together effectively on their behalf
- ▶ Be competent, confident, properly trained and supported and

- ▶ Rigorously monitor services to continually improve how and what is done to help children and young people.

The Scottish Government's GIRFEC approach stresses the importance of understanding risks and needs within a framework of the child's whole world and wellbeing. Every child needs to be healthy, achieving, nurtured, active, respected, included, responsible and, above all, safe. When working with children all paid workers and volunteers should therefore be alert to the potential risk factors in their life:

The Scottish Government's National Guidance for Child Protection in Scotland (2014) states (p79) that "When considering the immediate needs of a child or young person once a concern about their possible safety is raised, it is essential that practitioners consider the following questions:

- ▶ Is this child or young person at immediate risk?
- ▶ What is placing this child at immediate risk?
- ▶ What needs to happen to remove this risk now?"

If you have reason to believe that any child is at risk you should use the following procedure:

Procedure when there is concern about the welfare of a child

See the flow chart in Appendix 1

If a child has physical injury or symptoms of neglect

- ▶ Seek medical help if necessary and, if urgent, phone 999
- ▶ Contact your group leader immediately who in turn must inform the SGC/Deputy at the first possible opportunity. They will:
 - Contact Children and Families Social Work (or thirtyone:eight for advice) if they suspect that the injury has been deliberate, if you are concerned about a child's safety, or if the child appears afraid to return home. If the issue appears urgent, the Social Work out-of-hours service must be contacted.

See Appendix 3 for information you will need when phoning Social Work. Social work will liaise with the police if they consider it a police matter.

However,

- ▶ Remember that Social Work are not an emergency service. Therefore, if at any time you think that a child may be in immediate danger, you should telephone the Police on **999**
- ▶ Other occasions when it may be more appropriate to contact the Police directly are
 - If you suspect a crime has been committed or is about to be committed
 - If there are threats or intimidation towards paid workers, volunteers or children by a parent, a non-contact parent/relative, or other adult
 - If there are concerns about the motivation of an individual seen in the vicinity of a children's activity or care service
- ▶ Don't tell parents or carers unless advised to do so by Children and Families Social Work
- ▶ For less urgent concerns where there appears to be no risk of significant harm (e.g. suspected poor parenting), encourage the parents/carers to seek help
 - Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children and Families Social Work for advice

- If you are unsure whether or not to refer a concern to Children and Families Social Work, seek and follow advice given by thirtyone:eight (who will confirm their advice in writing)

If you suspect sexual abuse or an allegation is made

- ▶ Inform your group leader immediately who in turn must inform the SGC/Deputy at the first possible opportunity.
- ▶ Make notes as soon as possible, writing down exactly the reason for your suspicion including (if applicable) what the child said. Include the child's name, age, address, relevant family information and details of the situation and the activity that preceded disclosure. Do not worry about any apparent inconsistencies in the child's account. Just note it down as they describe it as accurately as you can.
- ▶ The role of the church is essentially collecting and clarifying the precise details of the allegation and providing the information to Children and Families Social Work, whose task it is to investigate the allegation.
- ▶ If the allegation involves your group leader, then speak directly to the SGC. If the allegation involves the SGC, the Deputy or another leader must urgently be contacted instead.
- ▶ Do not speak to the parents (or anyone else) at this stage.
- ▶ The SGC will contact Children and Families Social Work or police and pass on the suspicions of abuse. They will not speak to the parent/carer or anyone else
- ▶ If for any reason they are unsure whether or not to contact Children and Families Social Work or the Police they should seek and follow the advice given by thirtyone:eight. thirtyone:eight will confirm its advice in writing for future reference and is also able to provide continuing support throughout the process
- ▶ Where a parent alleges sexual abuse by another person, the parent should be advised not to inform the alleged perpetrator
- ▶ All children's workers should be aware that any allegations or suspicions are covered by pastoral confidentiality. The sharing of information is therefore limited to a need to know basis and should not be shared with other church members (including Church Council members) however trusted they may be. This will help protect the interests of all the parties concerned.

The following guidelines may help you to support a child through the above procedures:

General points:

- ▶ Accept what the child says
- ▶ Keep calm; do not appear to be shocked
- ▶ Look at the child directly
- ▶ Be honest
- ▶ Let them know that you will need to tell someone else – i.e. don't promise confidentiality
- ▶ Even when a child has broken a rule they are not to blame for the alleged abuse
- ▶ Be aware the child may have been threatened.
- ▶ Make notes as soon as possible, writing down exactly what the child said, including the child's name, age, address, relevant family information and details of the situation and the activity that preceded disclosure.
- ▶ Never push for information or use leading questions. If it appears that you have put words in their mouths at the time of disclosure, this could jeopardise any necessary legal action.

Helpful things to say:

- ▶ I am taking what you say seriously
- ▶ I am glad you have told me
- ▶ It's not your fault
- ▶ I will try to help you
- ▶ When? Who? Where?

Avoid saying:

- ▶ Why didn't you tell anyone before?
- ▶ I can't believe it
- ▶ Are you sure this is true?
- ▶ Why? How?

Never make promises that you won't be able to keep

Never make statements such as "I'm shocked, don't tell anyone else".

Concluding

- ▶ Reassure the child again that they were right to tell you and that you believe them.
- ▶ Tell the child what you are going to do next, and that you will let them know what happens.
- ▶ Immediately refer to your Leader/SGC.

Even if you believe there is no risk of further harm, the matter **must** still be referred to appropriate agencies so that they can make a professional assessment of necessary actions.

Procedure when there is concern about the welfare of a protected adult

See the flow chart in Appendix 1

Suspicious or Allegations of Physical or Sexual Abuse

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

- ▶ If the protected adult is in immediate danger or has sustained a serious injury contact the emergency services, informing them of any suspicions.
- ▶ Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy, and rights to lead an independent life. Advice needs to be sought from the statutory agencies if it is felt that their choice might contradict their welfare needs.
- ▶ Contact the Adult Social Work Team. They have responsibility under Section 4 of the Adult Support and Protection Act, 2007, and associated Code of Practice to make inquiries about a person's well-being, property or financial affairs if it knows or believes
 - (a) that the person is an adult at risk, and
 - (b) that it might need to intervene in order to protect the person's well-being, property or financial affairs.
- ▶ The Police Scotland Family Protection Unit will also provide advice and will need to be contacted where the concerns are of a serious nature. Alternatively thirtyone:eight can be contacted for advice.

Procedure when there is concern of suspected abuse by workers

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the worker shall be suspended (or transferred to non-contact duties) without prejudice pending the outcome of any investigation.

The SGC should inform the following without delay of any allegations against staff members:

- ▶ Children: the local authority Children and Families Social Work Department (following the local Child Protection Committee Joint Working protocol) in regards to the suspension of the worker
- ▶ Protected Adults: the local authority Adult Social Work Department
- ▶ the Operations Manager at AoG National Ministry Centre (if the allegations concern a status or probationary minister or other Senior Minister responsible for the church in question regardless of status)

In addition to these notifications, if the service you provide is registered with the Care Inspectorate and/or a workforce that is regulated by the Scottish Social Services Council (SSSC), e.g. a day-care service children, adults or older people, the registered manager of the service must notify the Care Inspectorate and SSSC in respect of registered staff.

Other Notifications

- ▶ Section 46 of the Charities and Trustee Investment (Scotland) Act 2005 requires charities to notify the Office of the Scottish Charities Regulator (OSCR) of certain types of event including 'incidents of abuse or mistreatment of vulnerable beneficiaries.' See www.oscr.org.uk/charities/managing-your-charity/notifiable-events
- ▶ The church's insurers should also be contacted to establish whether or not they need to know about the matter.

- ▶ If the person against whom an allegation of misconduct has been made, including allegations of harming a child or protected adult, is in a position of trust, and engaged in 'regulated activity', Disclosure Scotland should be notified.

Confidentiality

It is vital to the success of any investigation which the Agencies may decide to pursue that any information divulged to a worker within the church can only be recorded in writing for the purposes of accuracy. This information must be passed to the group leader who in turn will pass it on immediately to the SGC. Similarly if the allegation is reported directly to the group leader the leader will inform the SGC. The worker and group leader along with the SGC are bound by these rules of confidentiality that is, not to discuss with anyone any details of the case including the name of the person who made the allegation, or any of the details of the alleged abuse. If the SGC consults the SAG they are also bound by the same rules of confidentiality.

See also 'National Guidance for Child Protection in Scotland,' The Scottish Government, 2014

Prevention from harm

Safeguarding Advisory Group

In order to support and advise the SL, church, group leaders, and helpers to achieve and maintain a culture and environment which keeps everyone safe, the Church Council will appoint a Safeguarding Advisory Group (SAG). As well as including a member of the Church Council (who could be the Senior Pastor, this group should include at least two trusted people not in the Church Council. Where possible this should include somebody with a professional understanding of safeguarding matters (e.g. social work, health, education, or police).

The role of the SAG includes providing advice on general matters concerning the church's duties to protect children and protected adults and appropriate follow-up to any incidents of concern, e.g. disciplinary procedures, review of procedures, etc.

SAG members should not deal with safeguarding incidents as this may confuse roles and responsibilities and cause unacceptable delay. In the event that the Safeguarding Coordinator feels the need for advice before alerting appropriate authorities of any concerns, they should contact thirtyone:eight.

The independence of the SAG from direct work with children, youth or protected adults will allow them to look objectively at the church's arrangements for protecting children and protected adults. It is imperative that all members of this advisory group are conversant with the content of this document, thirtyone:eight guidance and their local inter-agency guidelines for child and adult protection. All further references to the SAG are subject to this description.

Safer Recruitment

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

We will ensure all workers are appointed, trained, supported, and supervised in accordance with Scottish Government guidance on safer recruitment (See Volunteer Scotland website). This includes ensuring that:

- ▶ There is a written role description / person specification for the post. See Volunteer Scotland Good Practice Guide 'Volunteer Role Descriptions'
- ▶ Those applying have completed a standard application form and a self-declaration form asking applicants to specify any criminal convictions (including spent convictions as detailed in the 2018 amendment).
- ▶ The application form should include
 - A question about the reason for applicant's interest in the group
 - The names of two referees, preferably including one from a person who can comment on the applicant's work with children or protected adults; for younger people this may include a reference from their school.
- ▶ The declaration form provides for applicants to tell you about any history of criminal convictions. Depending on the nature and time-scale of offences this offers you an opportunity to discuss this with the applicant in order to ascertain their attitude towards this and ascertain what, if any, implications this may have for the work they will be doing and the

training or support you will need to provide. It also offers an early opportunity identify anyone whose offending history is likely to bar them from working with protected children or adults.

- ▶ Those accepted for volunteering will have discussed the following the primary leader:
 - Clarification of the proposed role, expectations, and lines of accountability
 - Discussion of reason for interest in volunteering for specific group
 - Discussion of roles and attitudes regarding safeguarding
- ▶ A minimum of two written references have been obtained for all candidates prior to appointment. These should be seen and approved by the SGC and followed up verbally where appropriate
- ▶ For applicants aged 16+, an application is made to Disclosure Scotland for Membership of the Scottish Government's Protecting Vulnerable Groups (PVG) Scheme in relation to the appropriate group (children or protected adults).
 - If the candidate is already a member of the PVG Scheme, they must reapply for an existing member's update check
 - Before the candidate begins to work with the group, confirmation is received from Disclosure Scotland that they are a member and have not been barred from working with these groups. We will comply with Disclosure Scotland's Code of Practice requirements concerning the fair treatment of applicants and the handling of information see www.disclosurescotland.co.uk
 - Where the disclosure check highlights any other conviction history, (i.e. not resulting in them being barred) an assessment should be made of whether this represents any risk for the safety and welfare of children or protected adults. This should include consideration of any training and supervision needs.
 - ▶ Note: In accord with recognised good practice we will repeat all disclosure checks every three years. Although Disclosure Scotland will notify us of any new convictions which would result in a member of the PVG Scheme being barred from working with children or protected adults, they do not inform us of any other convictions. Whilst these may not result in barring, they may have implications for the type of duties that may be undertaken or the type of support, supervision and training that we provide.
- ▶ Qualifications, where relevant, have been verified
- ▶ A suitable induction training programme (including safeguarding) is provided for the successful applicant. See Volunteer Scotland Good Practice Guide 'Creating a Positive Induction'
- ▶ The successful applicant completes a probationary period in order to confirm their suitability
- ▶ The applicant has been given a copy of this safeguarding policy and knows how to report concerns.
- ▶ Many churches have teenage volunteers to assist with children's work. If they are under 18 years of age they should not be left in sole charge of any children and must always be supervised by an approved adult. According to age, teenage volunteers should also be subject to a selection process and allocated to a delegated group leader who is responsible for their support and supervision. Teenage volunteers are subject to the church policies and procedures and, as such should be included in any training in the Protection of Children and Adults at Risk of Harm. Teenage Volunteers should be instructed to speak immediately to their group leader if they have any concerns about the wellbeing or safety of any child or protected adult.

- ▶ Safer recruitment practices should be followed regardless of the setting or activity where workers are working with either children or vulnerable adults. In addition, the same principles and practices should be adopted for workers undertaking missions including international missions.
- ▶ When visiting teams of volunteers from other churches are involved, e.g. in an outreach or holiday club, whether from Scotland or elsewhere, a list should be received of the names of all team members. Written confirmation must be received from the group leader that each team member has been recruited using a robust recruitment process which includes a criminal convictions check. Such volunteers must never be left in sole charge of children, young people or vulnerable adults.
- ▶ Note to SGCs: Assistance with templates, resources and other guidance on implementing safer recruitment practices can be provided by thirtyone:eight on request. See also the Volunteer Scotland website at www.volunteerscotland.net



'Help...I want to recruit workers safely' thirtyone:eight booklet
 'Recruiting Safely: helping to keep children and young people safe' (CWDC, 2009).

Management of Workers

Codes of Conduct

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

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

Staff and volunteers should always maintain professional boundaries and avoid behaviour which might be misinterpreted in what is essentially a relationship of trust. No kind of romantic or sexual relationship between an adult and a child/young person is ever acceptable and, if concerns arise in this area, this should be recorded and reported to the Safeguarding Coordinator immediately.

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

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

Due to the nature of some church activities, e.g. after church coffee time, children and their parents/carers may well feel safe enough to allow their children more freedom to interact with

un-checked adults than they would in other situations. The level of assumed trust, especially in the eyes of a child, is unusual in an environment where un-checked adults have unsupervised access to children. This places special responsibility on all those adults who have a formal role to be vigilant, whether or not they are considered to be 'on duty'.

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

- ▶ Not spending time alone with a child
- ▶ Not putting yourself in a situation that could be interpreted as being inappropriate
- ▶ Not maintaining contact with a child outside of agreed activities without the knowledge of the child's parents/legal guardians - if such contact is agreed with the parents/carers, it needs to be made clear that you are no longer acting on behalf of the church

Being vigilant – if you witness any behaviour by someone else at an event, whether a team member or a guest that causes you to be concerned about the welfare of a child, please speak to the SGC immediately.

Adopting this code of conduct towards children, young people and protected adults and ensuring all workers are made aware of its content and agree to follow it is essential. It is important that there is a culture of dignity and respect towards those being cared for. This can be achieved by workers:

- ▶ understanding the organisation's safeguarding policy and good working practice
- ▶ listening to children, young people and vulnerable adults
- ▶ respecting boundaries and privacy of those being cared for
- ▶ knowing how to deal with issues of discipline in line within the organisation's code of conduct
- ▶ developing an awareness of disability issues as well as issues of equality and inclusion

Use of Social Media

Social media and video sharing sites (e.g. Instagram, TikTok, YouTube) as well as email are a popular means of communication and self-expression. In order to maintain a safe environment for children and protected adults it is important to ensure that any use of social media, by workers, e.g. as a means of keeping in touch with children and protected adults, is informed by good working practice:

Any social media contact with children or protected adults should be restricted to an account in the name of the church or activity and use should be restricted to communication by designated adults solely about the activities of the church or church-based activity. Other social media use should be in line with the organisation's social media policy.

Content of group sites should be monitored by a designated leader. Privacy settings should be locked so that the page(s) are used only for relevant matters and are not used for private or general social conversations, or to share personal details. Written permission from the young person's parent/carer should be received before young people under the age of 18 are given access to the site.

The following websites provide information on safe social networking:



www.thinkuknow.co.uk

www.kidsmart.org.uk

thirtyone:eight can also provide signposting to relevant publications and guidance.

Training and Supervision

All workers, paid or voluntary, should be provided with appropriate training and given the opportunity to develop their skills as well as feel supported and valued by the organisation for which they work. Training will include child and adult protection as appropriate. Training will be designed to support workers to develop professional and well-informed standards of care and support for those we work with. This will also help workers to recognise indicators of concerns which may need to be acted upon. See Volunteer Scotland's Good Practice Guide 'Supporting Your Volunteers'.

We are committed to ensuring all workers are supported (where possible by a named supervisor). Supervisors will arrange regular meetings where any concerns or issues can be raised, work related or personal. It is also the role of the supervisor to ensure all training needs are met. Where supervision with a named individual is not possible, or impractical, group supervision may be used as an alternative as this can maximise resources and allows for the sharing of issues and concerns.

One-to-One Meetings

Supervisors will meet annually with volunteers to ensure all appropriate training has been arranged and to discuss further requirements specific to the volunteer development needs.

Team Meetings

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

Whistleblowing

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

Policy

Pastoral Care

With the various activities we are involved in as a church, we understand the safeguarding considerations and shall undertake risk assessments where appropriate for the various activities, enforcing clear guidelines for all in positions of trust in church. The Leadership is also committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

Supporting those affected by abuse

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

Advice for anyone supporting those affected by abuse:

The Leadership is committed to ensuring that it manages all pastoral matters appropriately, including the signposting of those in need to specific support as well as seeking advice and support as a management body.

Pastoral care is varied by nature and we will ensure that we have appropriate support and permissions before we embark upon supporting somebody with the often complex issues created by past abuse. If we are concerned about our ability to provide appropriate pastoral care and/or counselling to individuals in these circumstances, we will contact the thirtyone:eight Helpline on 0845 120 4550 or 01322 517817. thirtyone:eight are able to provide limited support and may be able to suggest organisations or individuals who may be able to assist further.

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

Working with offenders

We undertake to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in positions within the church.

We implement a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows the church to carry out a clear risk assessment in order to determine whether or not the conviction information is relevant to the position applied for. This will take account of:

- ▶ whether the conviction is relevant to the position being offered
- ▶ the seriousness of the offence revealed
- ▶ the length of time since the offence took place
- ▶ whether the applicant has a pattern of offending behaviour
- ▶ whether the applicant's circumstances have changed since the offence took place.

As part of our recruitment policy, the church requests the appropriate level of disclosure record at the final part of the recruitment stage, when a position has been offered where this is a requirement of the position. Should the organisation decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred. It is also an offence to make an application to be considered for such work.

It is an offence for an organisation to offer regulated work to someone who is barred or to fail to remove a person from regulated work if they have been notified that they are barred.

When someone attending the place of worship/organisation is known to have abused children, or is known to be a risk to protected adults, we will ensure the individual has appropriate supervision and is offered pastoral care but, in our safeguarding commitment for the protection of children and vulnerable adults, we will set boundaries for that person which they will be expected to keep. This may involve the use of risk assessments and supervision agreements. If this situation arises, advice can be sought from either thirtyone:eight or the AoG National Ministry Centre.

Church Members who may present a risk to others:

It is the nature of Christian outreach and ministry that some people who come to church and seek to participate in our activities will be sex offenders. Whatever our pastoral concerns for such people, our priority must always be the safety of children and protected adults. Where it is known or suspected that a person of concern is attending our services or other activities the church has a duty to discuss this with the local authority Criminal Justice services. This will help us to do everything possible to keep children and protected adults safe.

Pastoral care will be offered without prejudice to all those who require it. This may also include a known offender. Where pastoral care is offered to both the person affected by abuse and the known offender, this should be offered by different people who are able to support those concerned impartially and effectively.

When it is known or suspected that a sex offender is attending any of our activities the following steps must be taken:

- ▶ If the offender self-discloses or the Church Council is notified of them by other agencies the Safeguarding Coordinator should notify the Scottish Area Safeguarding Advisor and advice should be requested from thirtyone:eight.
- ▶ If the suspected or known offender has not self-disclosed, the Safeguarding Coordinator should meet with them together with one or two members of the SAG.
- ▶ In both cases, if it is confirmed that the person is a sex offender, the Safeguarding Coordinator should make clear to the offender that, in everyone's interests, they will contact the police, social work department of criminal justice to ensure appropriate joint working practices
- ▶ Where appropriate, responsible agencies will share relevant details of the Multi Agency Public Protection Arrangements (MAPPA) risk assessment for the offender
- ▶ The SGC and SAG members should meet with other agencies, including local Criminal Justice services, to form a suitable risk assessment addressing how the offender can be supported to be part of the church. A contract should be drafted outlining proposed arrangements for the management and support of the offender
- ▶ Members of the above meeting should then meet with the offender and seek their agreement to the proposed contract. This should be signed by all parties
- ▶ Following this, identified personnel within the church should monitor the offender's compliance and any breaches should be reported under the terms of MAPPA. This should include regular review of the contract at intervals agreed as part of the above meeting



'Help...Sexual Offenders and Church Attendance' thirtyone:eight booklet
'Multi Agency Public Protection Arrangements (MAPPA) National Guidance'

The Scottish Government, 2014

Practice guidelines

As an organisation / place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of unfounded accusations.

Risk management

Activities where there is any increased risk of harm should be subject to a careful assessment of the risks involved. This should identify the risks to children and adults who may be at risk of harm and those working with them and should set-out the steps to be taken to reduce and manage risk levels. This should include the health and safety of the premises, specific activities, any use of transport, overnight accommodation (if used), residential trips etc. (There is a helpful section on Risk Management in the Leaders' area of the AoG GB website and a simple risk management tool is available in appendix 10 on page 61 of this document)

Partnership Working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and protected adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in/from Scotland or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. If any other organisation uses church premises for children's activities or work with protected adults, e.g. as part of a letting agreement, they will be required to have their own safeguarding policies and procedures.

Good communication is essential in promoting safeguarding, both to those we wish to protect, too everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Other Policies and Procedures

The church should develop a range of relevant policies and procedures including policies and procedures dealing with how to complain, whistleblowing, Codes of Conduct for leaders, use of volunteers and risk assessment. This list is not exhaustive and the exact range of policies and procedures will depend on the range of activities and ministries offered by the individual church. Church Leaders can access a range of model policies and procedures in the leaders section of the AoG GB website and thirtyone:eight can also advise on relevant policies and procedures.

General safe practice guidelines for working with children

Physical contact

Physical contact between children and adults can be quite healthy. Within a church-work setting however, appropriate touch, even hugs, should be consensual and should only happen in public places and never when an adult and child are on their own.

The level of personal care (e.g. assistance with toileting) should be appropriate and related to the age and developmental needs of the child and agreements with parents/carers.

Sexuality

Workers should be careful to maintain appropriate personal boundaries and avoid behaviour, comments or conversations which may be misconstrued.

Workers should do nothing to encourage any child or young person who appears to have developed a 'crush' on them. They should speak to their group leader/SGC for advice and guidance. Other workers should support each other with these awkward situations, e.g. interrupt and/or distract a child's words/actions towards another worker and by challenging any inappropriate behaviour.

Workers should respect children's privacy and avoid games involving touch of a type that might cause sexual arousal (including play fights).

Rooms and Ratios

Workers should avoid being in a room on their own with any child.

Whenever possible there should be a minimum of two workers present with a group, and always when it is the only activity taking place on church premises.

If the group is split into smaller groups with one worker, the groups should be in one large room or adjoining rooms.

When planning activities workers should consider how many adult helpers are necessary in order to conduct a safe activity

Where privacy is needed (e.g. when counselling a young person), workers should ensure that others know what is happening and where. Another adult helper must be in the building, preferably in an adjoining room.

Transport:

If workers are providing transport of children and young people, e.g. lifts home, workers should only take children of their own gender or mixed. They should plan to drop off more than one person at their last stop. In the event that there is no alternative other than to transport a child a short distance on their own, this should be agreed with the parent/carer and the child should sit in the back of the car.

Homes:

If workers visit a child or young person's home, they should only enter the home if a parent or carer is present.

Children and young people should not normally be invited to a worker's own home. If this does happen it should only be as part of a planned activity agreed with the church leadership and Safeguarding Coordinator. There should be at least two adults present, both of whom should be members of the PVG Scheme. This should only happen with parents' written consent or direct verbal consent to the group leader for the specified activity. Any visit to a worker's home by a child on their own should be agreed, on each occasion, by the Safeguarding Coordinator.

Discipline

Discipline should be out of love not anger

Workers should encourage good behaviour by

Saying so when it happens

Building healthy relationships

Being a good role model

Setting clear ground rules and consequences for breaking them

Involving children in decision-making and giving them appropriate responsibility

Workers should never smack, hit or physically discipline a child. Only take 'hold' of a child where this is necessary to safeguard them from an immediate risk of personal injury to them or another person. This should be the minimum level of intervention necessary to keep them safe.

Workers may use the tone of their voice when disciplining a child but should not shout at them.

Workers should not make threats of consequences which would be disproportionate to the situation or which they would not or should not follow through.

If workers decide to take a child to one side to talk to them, they should do so within sight of other workers and if the matter is serious, with another worker.

Workers should not compare children to one another nor humiliate them in front of the group.

Consequences for inappropriate behaviour should be proportionate and consistent.

If a child's behaviour is constantly disruptive and workers are unsure what to do, they should seek advice and guidance from their Group Leader or Safeguarding Coordinator.

If it is decided to send a child home, or exclude them, either temporarily or permanently, the group leader must ensure that their parent/carer knows this, and the reasons why, as soon as possible.

Workers should maintain a consistent approach both individually and as a team. However, this should take account of the individuality of each child or young person within consistent parameters.

Workers should work together to encourage children's strengths and to promote success and achievement.

Incidents and Accidents

Leaders and Workers should all know where the group's or the church's first aid kit is kept

Workers should never attempt a first aid procedure you are not trained in.

Praying for an injured person is acceptable with their agreement, but in the case of an emergency the ambulance should be called for first.

Workers should always fill out an 'Incident/Accident Report Form' on the same day of the event and hand it to their leader.

Incident/Accident Report Forms should be handed to the Group Leader and then to the SGC to be filed at the Church office so that they can be referred to should there be any need for follow up.

The Group Leader should always inform the child's parent/carer as soon as possible after an accident/incident.

Depending on the nature of an incident, the Group Leader may also need to speak to a child's parent/carer. If they are unsure, they should seek the advice of the SGC.

Note: An incident is an unplanned event with the potential to cause harm; this may include fights between children, threatening behaviour, bullying or other types of event, e.g. arising from a hazard. If unsure, workers should ask their Group Leader.

Photographs and video:

Group leaders should always seek written permission from the parent or carer before taking any photographs or video footage of children, young people or adults in need of protection. This can be included in the registration form when a new member joins a group.



'Guidance for Safer Working Practice for Adults who Work with Children and Young People' (DCSF, 2009).

Church leaderships should familiarise themselves with this policy and make appropriate insertions (including appendices) to reflect their local situation.

This policy has been agreed by the Church Council and the following:

Approvals

Name: Stevie Roy

Position: Senior Pastor

Name: Elsie Aitken

Position: Safeguarding Lead

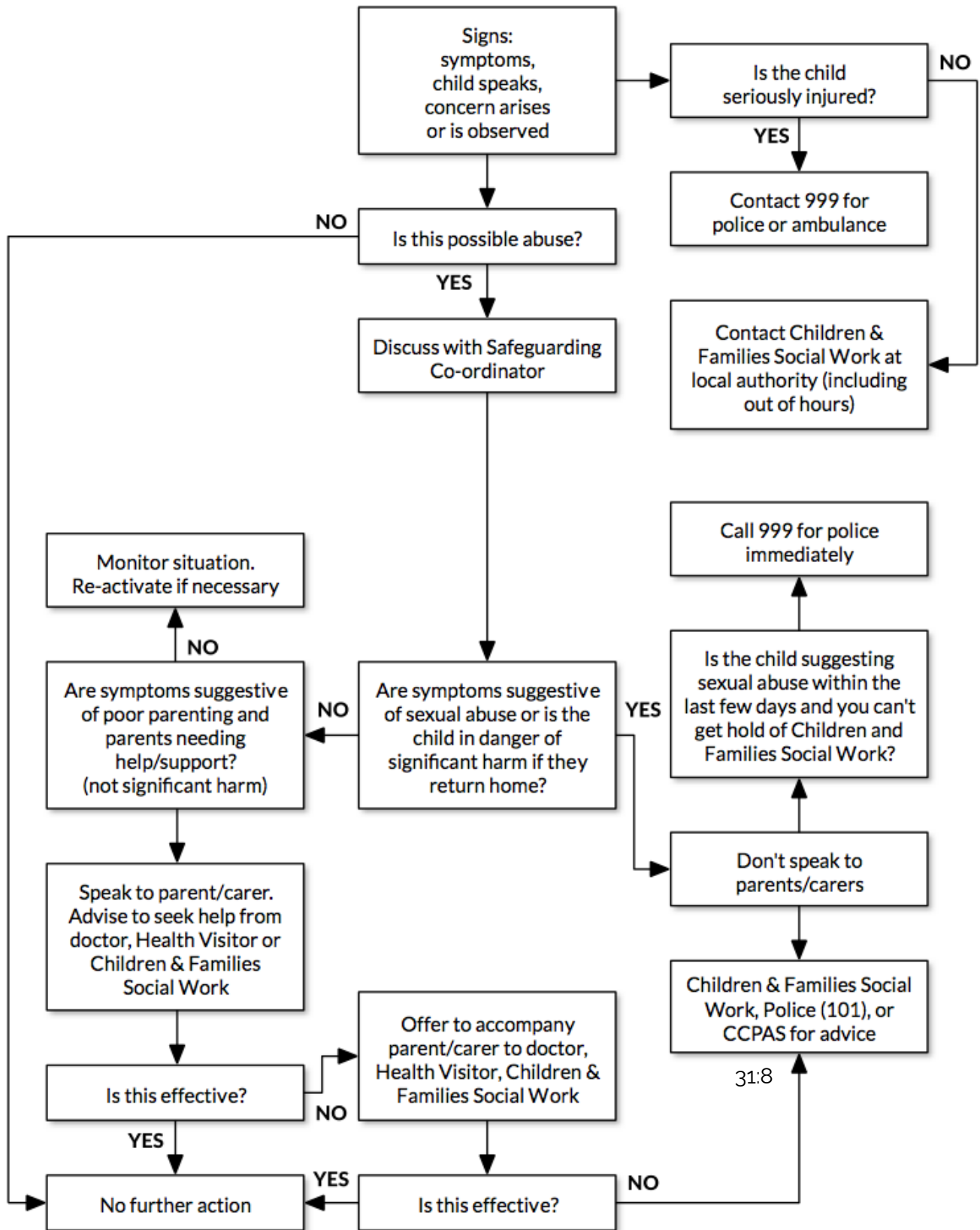
Name: Margaret Cook

Position: Deputy Safeguarding Lead

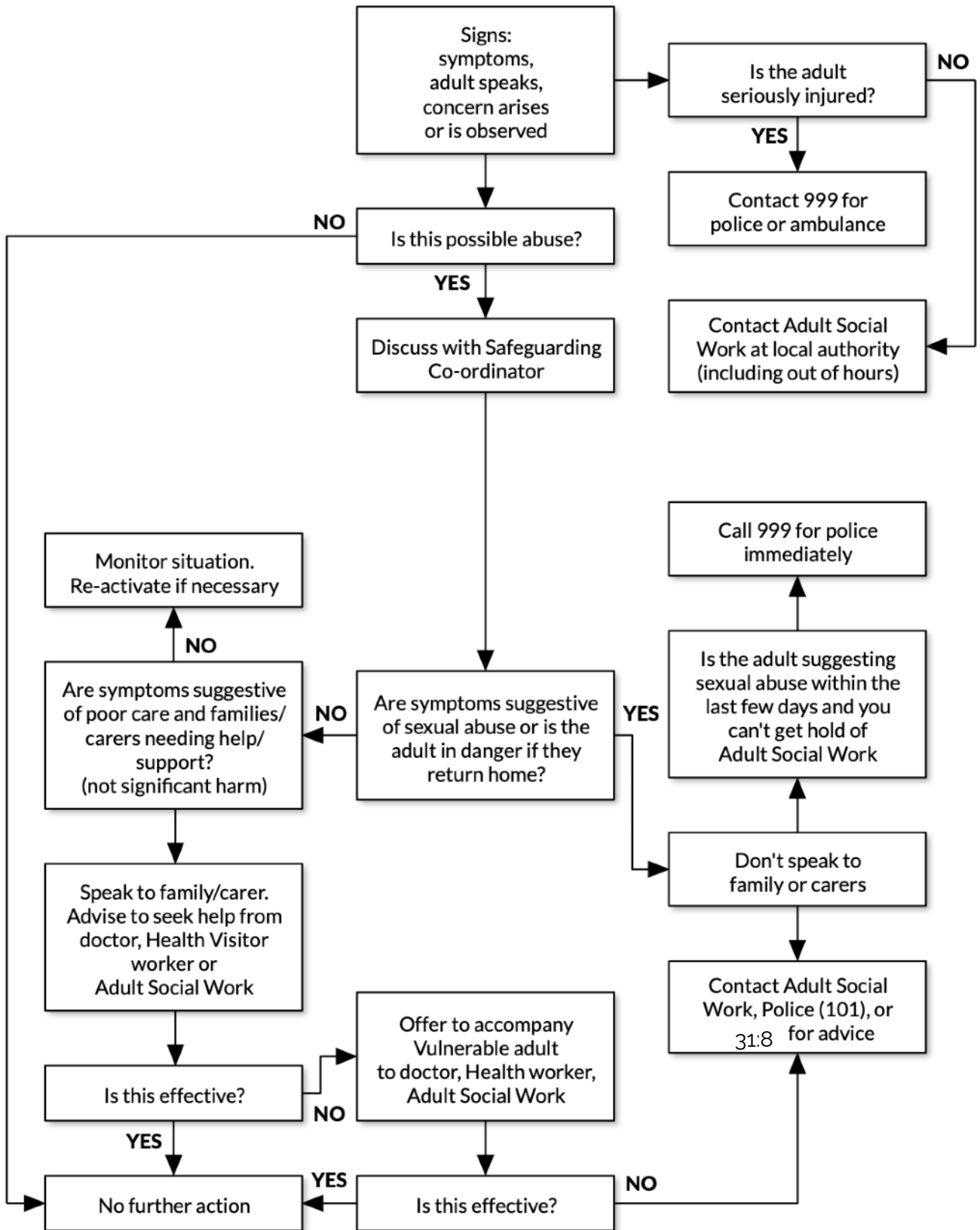
This policy will be reviewed regularly and amendments made as necessary.

Appendix 1: Flowcharts

1. Children at risk of harm



2. Adults at risk of harm



Appendix 2: Contact List

SL - Elsie Aitken	07918 648206
DSL - Margaret Cook	07507 062878
Senior Pastor - Stevie Roy	07729 764108
thirtyone:eight	0303 003 1111
Whitburn Pentecostal Church Admin	info@whitburnpentecostal.com
Bathgate Social Work	01506 284700
Livingston Social Work	01506 282252
Social Work Duty & Child Protection Team	01506 284440 (option 2)
Adult Social Care Enquiry Team (ASCET)	01506 284848 adultsocialcare@westlothian.gov.uk
Social Care Emergency Team (SCET) (out of hours)	01506 281028/9
Police Scotland Family Protection Unit	01506 833835
David Pearson, AoG Operations Manager	01777 817663 david.pearson@aog.org.uk

Appendix 3: Telephone referral checklist

1. Ask to speak to the Duty Worker or Duty Manager in that order, stating clearly you wish to make a safeguarding referral and specify whether this is for a child or a protected adult.
2. If none of the above are available immediately provide the details of the child or adult you wish to refer (this will allow for any records to be located) and establish how soon you will be contacted.
3. When you speak with the relevant worker, note their name and designation.
4. If details not left previously, identify the child, spelling out their name/date of birth/address/parents (carers)/siblings if known.
5. Inform the Duty Worker if you are aware that the child is staying anywhere other than the address you have already provided.
6. Explain clearly the exact nature of your concern about the child or adult – detailing how, when and why you came to be concerned and what action you have already taken.
7. Provide details of all others who are aware of this information.
8. Establish any immediate action Social Work intends to take.
9. Establish who will inform parents/carers and when this will be done.
10. Check whether the child (and/or siblings) should be collected/dissmissed from your activity or service as normal and establish what should happen if this is not to be the case.
11. Check what you are able to say if parent/carer arrives before any action is taken by Social Work/Police.
12. Confirm when you can be expected to receive feedback and from whom if action is to be taken that evening it is important that you receive feedback by the beginning of the next working day.
13. Establish what further action will be required from the referrer.
14. If you are unsatisfied with the service you receive, ask to speak to the Duty or Team Manager.

Appendix 4: Form Templates & Links

Forms and links referenced in this policy are available on the church website:
whitburnpentecostal.com/sg-forms

This includes:

- ▶ Application Form
- ▶ Self-Disclosure Form
- ▶ Reference Form
- ▶ PVG Request Link
- ▶ Consent Form

Appendix 5: Generic risk assessment tool

Potential hazard	Existing Controls	Likelihood	Severity	Risk Rating	Controls/ Actions
Doors					
Perimeter security					
Travel					
Fire					
Equipment left out					
Physical features of work space e.g. trip hazards					
Lone working					
Vulnerability of worker					
Medical issues or emergencies					
Child protection					
Vulnerable adult protection					
Other activities					

Guidance notes

Doors: check that children or vulnerable adults cannot wander out.

Perimeter security: for outdoor activities ensure supervision and check that children or vulnerable adults cannot wander off-site.

Travel: check that access to and from the building or activity is without hazards, is signed if necessary and at night is lit. If children or vulnerable adults need transport to or from the activity see the Safeguarding Handbook page 34.

A **fire** drill should be held at least once a year and the fire alarm tested regularly. Ensure that those attending know how to leave the building safely and where to assemble. Those in charge need to maintain a register to check no one is missing.

Equipment left out: if equipment has to be left out consider whether it might present a hazard, e.g. kitchen knives, and take appropriate precautions.

Physical features of workspace: awkwardly sites fixtures or furniture, barriers to easy exit.

Lone working: see separate guidance on Lone working and record decisions here.

Vulnerability of worker: if any particular worker is vulnerable, e.g. due to a medical condition, the necessary measures (though not the condition itself) should be recorded here.

Medical issues or emergencies: note position of First Aid box, details of qualified First Aiders if available, check whether any children or vulnerable adults have any specific needs or issues and that contact details of parents or carers are being maintained.

Child protection: know details of church safeguarding officer in case a child protection issue is known or suspected and how to contact local authority.

Vulnerable adult protection: know details of church safeguarding coordinator in case a vulnerable adult issue is known or suspected and how to contact local authority.

Other activities: if activities are being arranged off-site a more detailed risk assessment will be needed.

Appendix 6: Referrals Policy

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 SGC. In their absence, the referral process will be carried out by a member of the SAG. 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 SGC or, in their absence, the SAG 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 the SGC or SAG when both conditions for making a referral have been met.