



# **The Mustard Tree Community Church**

Judging less, Loving more

## **Child Protection Policy**

Date: 25/06/2018

Issue: 5

The Mustard Tree Community Church  
Watsons Road  
Longwell Green  
Bristol  
BS30 9DW

## Version History

Version	Date	Changes
V1.0	Jan 2000	Original
V2.0	Jan 2001	Name change to MTCC
V3.0	Apr 2003	Change in Police check/CRB procedures (now via CCPAS) Incorporate general MTCC accident form Changes to indicate that certain information should only be seen on a need to know basis and should in the first instance go to child protection co-ordinator (not church leaders). Changes to wording as a result of Sunday morning services moving to Longwell Green
V4.0	Jan 2006	Minor updates
V5.0	Jun 2018	Full review/re-write completed

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## A. Foreword

### Legislation regarding Safeguarding and Child Protection

Any child or young person can be hurt, put at risk of harm or abused, regardless of age, ethnicity, gender or religion. The UK government has enacted legislation and published guidance to protect children/young people from maltreatment, prevent the impairment of children's/young people's health or development, ensure children & young people grow up in circumstances consistent with the provision of safe and effective care.

The UK Government has defined the term 'safeguarding children' as:

*'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring 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.'*

Responsibility for these aims is deemed to lie with everyone who comes into contact with children, young people and families.

In 2006 the government set out statutory guidance on the ways in which organizations and individuals should work together to safeguard and promote the wellbeing of children. [Working Together to Safeguard Children \(2015\)](#) is the latest version of this guidance.

Other government legislation includes the [Safeguarding Vulnerable Groups Act \(SVG\) 2006](#) which defines the operation of the Disclosure and Barring Service (see Disclosure and Barring Service (DBS))

## B. General policy statement

At the Mustard Tree Community Church (MTCC) we believe that every person has a value and dignity which stems directly from the creation of male and female in God's own image and likeness. Therefore this implies a duty to value all people as bearing the image of God and to protect them from harm. Jesus saw all people as valuable, especially children. He gave them love, attention, time and respect.

The Mustard Tree Community Church has a moral and legal duty to ensure that it functions with a view to safeguarding and promoting the welfare of children and young people. We are committed to fulfilling the requirements of the Child Protection Act 2006 and the Vetting and Barring Scheme and other relevant legislation aimed at the protection of children and young people.

Throughout this policy and procedures, reference is made to "Children and Young People". This term is used to mean "all children and young people under the age of 18 years" who legally have not reached the age of adulthood. The church recognises that many children and young people today are the victims of neglect or physical, sexual and/or emotional abuse.

The Mustard Tree Community Church is committed to ensuring that it:

- Provides a safe environment for all children and young people.
- Follows a full employment procedure for anyone who is to be employed by the church to work with children and young people, such as a 'Youth & Community Worker'. This will include the advertising of the post, the receipt of a completed application form, a short-listing process, the taking up of references, an interview and a satisfactory enhanced DBS check before the post is offered.
- Requires a satisfactory DBS check for all those people who volunteer to work with children and young people in any context (e.g. Sunday School, Xone, X2, YCG).
- Follows all guidelines for the safe and appropriate supervision of children and young people in any context whether indoors or outside, for an organised activity or a residential stay.
- Responds to allegations of abuse, including those made against leaders or other adults within the church community and takes appropriate action.
- Supports in an appropriate manner those children or young people who are a victim of abuse.
- Does not allow anyone who has previous history of abuse to work with children and young people.
- Works with offenders to give them appropriate support whilst ensuring that children and young people are safeguarded.

In pursuit of these aims MTCC will approve and review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for children and young people.
- Providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff.
- The safe recruitment of staff

## C. Values underlying this policy

The Mustard Tree Community Church should be a place where all people (children and adults alike) feel welcomed, respected and safe from abuse. The Church is particularly called by God to support children and young people, those at the margins, those less powerful and those without a voice in our society. The Mustard Tree Community Church can work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability. Issues which need to be considered include the physical, emotional and spiritual environment and the attitudes and actions of people with responsibilities.

Children and young people have the right in common with all adults to:

- Be treated with respect and dignity and with recognition of abilities and gifts.
- Have their privacy respected.
- Be involved in decisions as to how to lead their life and make their own decisions.
- Have the protection of the law.
- Have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background.
- Be able to use their chosen language or method of communication.
- Be listened to and be heard.

Children and young people have a great deal to give and they should be allowed to participate fully in age and ability appropriate activities and their contribution should be recognised and valued fully. The Mustard Tree Community Church family must seek to live out our calling by valuing all people and the contributions each individual can make regardless of age or ability.

### Helping victims of Abuse

As a church the Mustard Tree Community Church is committed to supporting victims of abuse, and encouraging them in their faith. We recognise the need for counselling and pastoral support to help the survivor to deal with the situation, acknowledge feelings and pray about issues. We will encourage the survivor to seek appropriate professional help outside the church, in addition to any support we are able to provide.

### Working with offenders

Where someone attending the Mustard Tree Community Church is known to have abused children, then, whilst extending friendship to the individual, MTCC, in its commitment to the protection of all children/young people, will meet with the individual and discuss appropriate boundaries. In order to make these boundaries clear, a written contract will be drawn up which the individual will be expected to keep to.

## D. Lead responsibility for protection of children and young people

- 1) The designated Safeguarding Officer with lead responsibility for Child Protection issues is **Donna Gaywood** (dlgaywood@gmail.com 07480 256703). In her absence the Deputy Safeguarding Officer is **Jackie Schachner** (jackieschachner24@gmail.com 07726 27782).
- 2) The Safeguarding Officer has a key duty to take lead responsibility for raising awareness within the organisation of issues relating to the child protection, and the promotion of a safe environment for children and young people.
- 3) The Safeguarding Officer is responsible for ensuring that; *exempted questions*\* are asked on relevant volunteer application forms and as part of the employment process.  
*\*Exempted questions* are questions asking a potential employee to reveal their full criminal history (other than protected cautions and convictions), including spent convictions.
- 4) The Safeguarding Officer will be appropriately trained and should keep up to date with developments in child protection issues. The Safeguarding Officer will also have responsibility for making new leaders and volunteers aware of the existing child protection policy.
- 5) The Safeguarding Officer will be the main contact point for child protection issues and will have contact details for relevant organisations available for employees and volunteers. This list will usually include contact details of relevant individuals and provisions such as the NSPCC Helpline 0800 800 5000 and the local police Child Protection Unit. (Phone 999 if the child/young person is in immediate danger or the crime is ongoing, otherwise phone 101).

## E. Definitions – vulnerability, abuse and relevant conduct

### Vulnerability in children and young people

All children and young people below the age of maturity (18) may be considered as 'vulnerable'. Their vulnerability can be increased by various factors including any of the following:

- Sensory or physical disability or impairment.
- Learning disability.
- Physical illness.
- Mental illness.
- Peer pressure.
- Substance and alcohol misuse.
- Impact of an event in life such as bereavement, the actions of others or a change in their living situation, whether at home or elsewhere.

Some children and young people may have difficulty in making decisions or expressing their feelings or concerns. They may also be easily impressed by persuasive adults. Consequently, children and young people should always be listened to and where they have difficulty making themselves feel understood, other non-verbal methods of communication may be employed such as drawing a picture or using a doll or a teddy bear if this is age appropriate.

### Abuse

The Mustard Tree Community Church recognises the following as definitions of abuse:

#### Physical Abuse

Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

#### Neglect

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs. It will result in serious impairment of the child or young person's health or development.

#### Sexual Abuse

Sexual abuse involves being forced or coerced into participating in or watching sexual activity. It is not necessary for the child or young person to be aware that the activity is sexual and the apparent consent of the child or young person is irrelevant.

#### Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child or young person's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

#### Organised Abuse

Organised abuse is sexual abuse where there is more than a single abuser and the adults concerned seem to act in concert to abuse children or young people and/or where an adult uses an institutional framework or position of authority to recruit children or young people or sexual abuse.



**Relevant conduct**

In addition, the Mustard Tree Community Church accepts the following definitions of relevant conduct under Schedule 3 of the Safeguarding of Vulnerable Groups Act 2006 in relation to the barring of those who pose a risk of harm to a child or young person. A relevant conduct is a conduct which must be referred to the ISA and which could lead to a barring decision. It includes any of the following:

- Conduct which endangers, or is likely to endanger, a child or young person.
- Conduct which, if repeated against or in relation to a child or young person, would endanger them.
- Conduct involving sexual material relating to children or young people (including possession of such material).
- Conduct involving sexually explicit images depicting violence against human beings.
- Conduct of a sexual nature involving a child or young person.

## F. Recognising and responding to abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

### Physical Signs Of Abuse

- Any injury not consistent with the explanation given for them.
- Injuries which occur to the body in places not normally exposed to falls, games etc.
- Injuries which have not received medical attention.
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, physical activities such as games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures etc which do not have an accidental explanation.
- Cuts, scratches or substance abuse.

### Indicators Of Possible Sexual Abuse

- Any allegations made by the child or young person concerning abuse.
- Child or young person with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour or who engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child or young person who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders - anorexia, bulimia.

### Signs Of Emotional Abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging; also depressions/aggression, extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention seeking behaviour.
- Persistent tiredness.
- Running away, stealing, lying.

## G. How to respond to a child/young person wanting to talk about abuse

### General points

- Show acceptance of what the child/young person says however unlikely the story may sound.
- Keep calm.
- Look at the child/young person directly.
- Be honest.
- Tell the child/young person you will need to let someone else know - do not promise confidentiality.
- Children should never be blamed for abuse.
- Be aware that the child/young person may have been threatened or bribed not to tell.
- Do not interview or push for information, but question normally and without pressure, in order to be sure that you understand what the child or young person is telling you.
- If the child/young person decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- Do not put words into the child or young person's mouth.

### Helpful things you may say or show

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

### Never say

- "Why didn't you tell anyone before?"
- "I can't believe it!"
- "Are you sure this is true?"
- "Why? how? when? who? where?"
- Never make false promises.
- Never make statements such as "I'm shocked, don't tell anyone else."

### Concluding

- Again reassure the child/young person that they were right to tell you and show acceptance.
- Let the child/young person know that you must pass the information on, what you're going to do next, who you will report the matter to (but that only those that need to know about it) and that you will let them know what happens. You might have to consider referring to Social Services or the Police to prevent a child/young person returning home if you consider them to be seriously at risk of further abuse.

## H. Dealing with disclosure of abuse and procedure for reporting concerns

### What to do once a child has talked to you about abuse or if you suspect abuse:

- 1) Make notes as soon as possible (preferably within an hour of being told) Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently.

If a child/young person has spoken to you, write down exactly what they said, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Also write down your responses to the child/young person.

Use the form in Appendix 3.

- 2) Report your discussion to the Safeguarding Officer immediately. If the latter is implicated report to the deputy. If both are implicated, report to CCPAS or to Social Services if preferred.
- 3) Leaders or volunteers should not investigate concerns or allegations themselves, but should report them immediately to the Safeguarding Officer or the Deputy Safeguarding Officer.
- 4) You should not discuss your suspicions or allegations with anyone other than the Safeguarding Officer.
- 5) The worker/Safeguarding Officer should consider whether or not it is safe for a child/young person to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child/young person so that they do not return home.

### Reporting allegations of abuse against leaders or volunteers

The procedures apply to all people within the church community, whether leaders, administrative staff, or volunteers. The word 'Leaders' is used for ease of description.

- 1) In rare instances leaders of Christian organisations have been found responsible for the abuse of child or young person. Because of their frequent contact with children or young people, leaders may have allegations of abuse made against them. The Mustard Tree Community Church recognises that an allegation of 'abuse against a child or young person' made against a leader or someone within the church may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with the situation maintain an open mind and the matter is reported without delay.
- 2) The Mustard Tree Community Church recognises that in the Children Act 2004 there is a duty on all agencies to make arrangements to safeguard and promote the welfare of children. This duty, detailed in Section 11 of the Children Act 2004, encourages agencies to share early concerns about safety and welfare of children and to ensure preventative action is taken before a crisis develops.
- 3) It is also recognised that hasty or ill-informed decisions can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the church will do so with sensitivity and will act in a careful, measured way.

## I. Safeguarding Officer - handling allegations of abuse

### Allegations of physical injury or neglect

If a child/young person has a physical injury or symptom of neglect, the Safeguarding Officer will:

- 1) Contact Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the child's/young person's safety. The parents should not be informed by the church/organisation in these circumstances.
- 2) Where emergency medical attention is necessary it will be sought immediately. The Safeguarding Officer will inform the doctor of any suspicions of abuse.
- 3) In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child/young person. The doctor, (or health visitor) will then initiate further action, if necessary
- 4) If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
- 5) Where the parent/carer is unwilling to seek help, if appropriate, the church Safeguarding Officer will offer to go with them. If they still fail to act, the Safeguarding Officer should, in cases of real concern, contact Social Services for advice.
- 6) Where the Safeguarding Officer is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

### Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer (or deputy) will:

1. Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The Safeguarding Officer will NOT speak to the parent (or anyone else).
- 2) If, for any reason, the Safeguarding Officer is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- 3) Under no circumstances will the Safeguarding Officer attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Safeguarding Officer is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- 4) Whilst allegations or suspicions of sexual abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer or Deputy should not delay referral to the Social Services Department.
- 5) Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Safeguarding Officer or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
- 6) MTCC will support the Safeguarding Officer or Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis. Further information on the disclosure of information is contained in the MTCC Data Protection Policy.

## J. Appointment of workers

### Volunteer Workers

The following applies to all volunteer workers within the MTCC, e.g. volunteer workers at Sunday School or youth activities. From time to time MTCC will choose to employ paid leaders or youth workers via external recruitment; a separate more stringent policy will be applied in these cases, consistent with the safe recruitment guidelines published by CCPAS.

In appointing non-paid workers, MTCC will be responsible for ensuring that:

- 1) All prospective workers have been attending the church regularly for a minimum of one year prior to appointment.
- 2) All prospective workers complete an application form for 'Voluntary Work with Children and Young People or Vulnerable Adults' (see Appendix 5).
- 3) References are taken up.
- 4) Once a decision to appoint has been made, prospective workers are the subject of criminal records checks with the DBS (see Appendix 6).
- 5) The recruitment process includes an informal interview with one of the Safeguarding Officers to assess their suitability to work with children.
- 6) Applicants do not start work until the recruitment process has been fully completed.
- 7) No one who has a known conviction for abuse against children is appointed as a children's/young person's worker.
- 8) No one who has a known conviction for violence against children/young people is appointed as a children's/young person's worker unless the recruiters are satisfied that the circumstances of the original offence and the time since the offence mean it is not relevant to the application. An example of an offence that might be considered in this way would be a conviction for GBH obtained 15 years ago while the applicant themselves was a teenager. If necessary the recruiters may seek advice from CCPAS.
- 9) Children's/young people's workers are given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline. (See Appendix 7 for discipline policy).
- 10) The appointment of workers is reviewed on a regular basis.

### Ensuring safer recruitment and selection (both employed and voluntary)

The Mustard Tree Community Church recruitment processes take account of the following:

- 1) Apply to leaders and volunteers who may work with children and young people.
- 2) The post or role is clearly defined.
- 3) The key selection criteria for the post or role are identified.
- 4) Vacancies are advertised in order to ensure a diversity of applicants.
- 5) Professional and character references are obtained.
- 6) Previous employment history is verified.
- 7) Disclosure and Barring Service (DBS) checks are to be undertaken (maintain sensitive and confidential use of the applicant's disclosure).
- 8) A variety of selection techniques are used (e.g. qualifications, previous experience, interview, reference checks).

## K. Arrangements for supervision of children's groups/activities

- 1) All children/young people are welcome to attend the Sunday morning groups whether or not their parent/carer remains on the premises. However, if the parent/carer will not be on the premises they must leave details of where they will be and give contact details in the event of an emergency.
- 2) The parent/carer may occasionally need to be with their children in the Sunday morning group – if this happens a standby children's worker will be available to ensure that the parent/carer is never left alone with any of the other children.
- 3) Apart from the parent/carer, toilet assistance should not be given; however in an 'emergency' assistance must only be given to a child by an appointed worker.
- 4) Male and female leaders will be present at all mixed sex activities such as Zone, X2 and Youth Care Group when the parent/carer is not on the premises (at least one leader of the appropriate sex will be present for single sex activities).
- 5) Attendance registers will be kept for all activities when the parents/carers are not on the premises.
- 6) The parent/carer of each child/young person will be required to complete a 'General Information' form (see Appendix 10) to cover activities taking place outside of the Sunday morning groups (where the parent or carer is not present).
- 7) Outside of the Sunday morning groups the parent/carer of each child/young person will be required to complete a 'Consent' form (see Appendix 8) for each activity taking place off the church premises (where parent or carer is not present).
- 8) In the event of an accident or incident occurring, the group leader will be responsible for completing an Accident form or Incident form (see Appendix 11). Accident & Incident forms are available at the Mustard Tree (in the kitchen with the first aid box) or available from the church administrator.
- 9) Parents/carers or other church members may occasionally assist with, or be present during, children's/young people's activities. When this occurs an appointed children's/young person's worker must be present at all times.
- 10) No photographs must be taken during activities or used subsequently without the written permission of parents of all children involved (see Appendix 9)

**Comment [SS1]:** Is that true – we don't allow "drop offs" do we?

## L. Disclosure and Barring Service (DBS)

The [Disclosure and Barring Service \(DBS\)](#) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) in 2012. The DBS is responsible for:

- 1) Processing requests for criminal records checks.
- 2) Deciding whether it is appropriate for a person to be placed on or removed from a barred list
- 3) Placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

A child or young person adult is defined as a person who is under 18 and the subject of **Regulated Activity** ([as defined by the Safeguarding Vulnerable Groups Act \(SVG\) 2006](#)):

- 1) Unsupervised relevant activities which include teaching; training; instructing; caring for or supervising children or providing advice or guidance on wellbeing or driving a vehicle solely for children.
- 2) Those who provide the day to day management or supervision of a person engaging in Regulated Activity with children are also in a Regulated Activity role.

### Duty to refer to the DBS

- 1) The Safeguarding of Vulnerable Groups Act 2006 also makes it mandatory to refer anyone known to pose a threat of harm to a child or young person to the DBS. The Safeguarding Officer must not knowingly allow the employment of anyone who poses a risk to a child or young person; this includes anyone who is believed to have committed a 'relevant conduct' (see **Error! Reference source not found.**) while on the job or who has a record of such conduct.
- 2) The church has a legal duty to refer an employee or volunteer who poses a risk of harm to vulnerable adults to the DBS, failure to do so can result in a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer should also inform the police and other relevant authorities if they believe a 'relevant conduct' has occurred.
- 3) More information on the referral process can be found on the [DBS website](#).



## **M. Good Practice**

The following are adapted from the Home Office 'Safe from Harm' Guidelines:-

- 1) Adopt a policy on safeguarding children and young people. Ensure that a policy statement is displayed on the premises.
- 2) Plan the church's work to minimise situations where the abuse of children or young people may occur or where situations may be misinterpreted (e.g. ensure the presence of more than one adult where possible).
- 3) Apply appropriate procedures to all paid and voluntary people with responsibility.
- 4) Ensure clear role descriptions, review and training plans are in place for all 'people with responsibility' in writing.
- 5) Ensure safe recruitment practices and that checks and references are always undertaken and institute a probationary period for each new worker.
- 6) Train all 'people with responsibility' in safe practice and safeguarding including updating training.

## Appendix 1 - Resources

### Relevant Organisations

#### **Sight**

**Royal National Institute for the Blind**  
105 Judd Street  
London WC1H 9NE  
[www.rnib.org.uk](http://www.rnib.org.uk)

#### **Hearing**

**Royal Institute for Deaf People**  
19-23 Featherstone Street  
London EC1Y 8SL  
[www.mid.org.uk](http://www.mid.org.uk)

#### **Mental Health**

**Mind**  
15-19 Broadway  
London E15 4BQ  
[www.mind.org.uk](http://www.mind.org.uk)

#### **Learning Disability**

**Mencap**  
123 Golden Lane  
London EC1Y 0RT  
[www.mencap.org.uk](http://www.mencap.org.uk)

#### **Physical Disability**

**The Shaftesbury Society**  
16 Kinston Road  
London SW19 1JZ

#### **SCOPE**

6 Market Road  
London N7 9PW  
[www.scope.org.uk](http://www.scope.org.uk)

#### **Substance Abuse**

[www.ukna.org.uk](http://www.ukna.org.uk) (drugs)  
[www.alcoholicsanonymous.org.uk](http://www.alcoholicsanonymous.org.uk)

#### **Survivors**

**Christian Survivors of Sexual Abuse**  
c/o 38 Sydenham Villa Road  
Cheltenham  
Gloucester  
GL52 6DZ

#### **Survivors UK** (support for male survivors)

2 Leathermarket Street  
London SE1 3HN  
[www.survivors.org.uk](http://www.survivors.org.uk)

#### **Respond** (support for those with learning difficulties who have been abused)

3rd Floor  
24-32 Stephenson Way  
London NW1 2HD  
[www.respond.org.uk](http://www.respond.org.uk)

Appendix 2 - Child Protection Policy Statement

# Safeguarding is a priority here

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

We work to a formal safeguarding policy and it can be seen on request from:

The Church Administration - Melanie Balch

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

Donna Gaywood 07480 256703 dlgaywood@gmail.com

Jackie Schachner 07726 277821 jackieschachner24@gmail.com

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

Jackie Schachner 07726 277821 jackieschachner24@gmail.com

Donna Gaywood 07480 256703 dlgaywood@gmail.com

They have been appointed by the leadership in this place of worship/organisation to respond to any safeguarding concerns.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Leadership of place of worship/organisation

**Useful Contacts**

CCPAS  
0845 120 45 50

Childline (for children)  
0800 1111

NSPCC  
0808 800 5000

Kidscape  
0845 120 5204

Stop it Now  
0808 1000 900

MindinfoLine  
0845 766 0163

Through the Roof  
01732 737041

Action on Elder Abuse  
0808 808 8141

**CHURCHES' Child Protection ADVISORY SERVICE**

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

You can contact CCPAS' 24 hour helpline on:

**0845 120 45 50**



**Appendix 3 - Worker's Action Sheet**

Print on Yellow Paper

**CONFIDENTIAL**

**Responding to abuse – Worker's Action Sheet**

*If a child has talked to you about abuse use this form to make notes, preferably within an hour of being told. Afterwards pass this form to the Safeguarding Officer.*

Name of Group \_\_\_\_\_

Name of Child/Young Person \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Person Reporting Event \_\_\_\_\_

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

Sequence of Events/Actual Words Used/Observations

*(Use body chart overleaf where appropriate, but do not undress the child!)*

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

Action Taken \_\_\_\_\_

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

Name of Person Contacted: \_\_\_\_\_

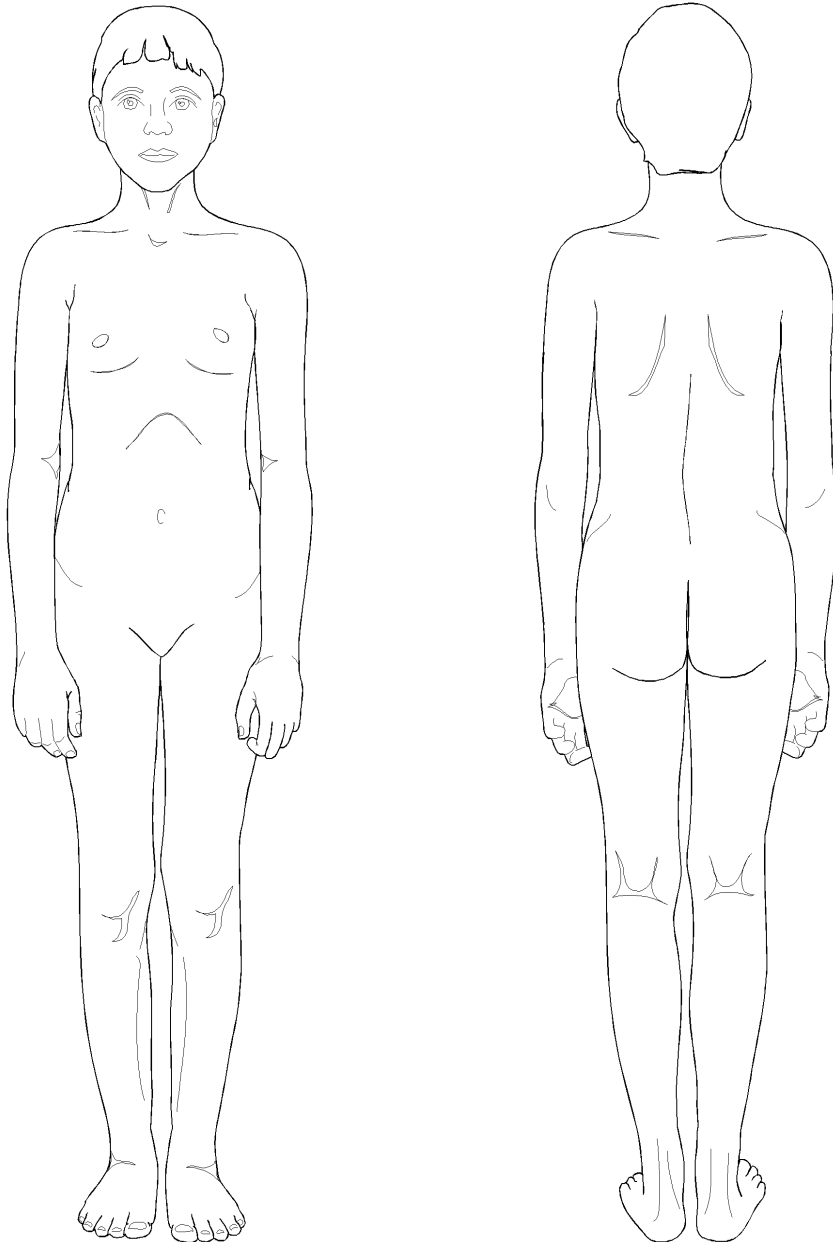
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Notes \_\_\_\_\_

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

**Appendix 4 – Body Chart**

**BODY CHART - CONFIDENTIAL**



Appendix 5 – Volunteer Application Form

APPLICATION FORM FOR VOLUNTARY WORK WITH CHILDREN/YOUNG PEOPLE OR VULNERABLE ADULTS

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. Because of the confidential nature of the information in section 4, the completed form should be placed in a sealed envelope and delivered personally to the Lead Recruiter (Jackie Schachner). Section 4 will only be seen by MTCC's lead recruiter and, if necessary the Safeguarding Officer, and will be kept confidential by them. If an investigation were to take place they may be required to disclose this to an appropriate authority (under the terms of the General Data Protection Regulations).

Once this application has been accepted by the lead recruiter, you will be requested to complete a CRB application form for an enhanced CRB check. This may be completed online; the lead recruiter will provide details of how to complete the form.

1. Personal Details

We may need to see birth/marriage certificates to check names.

Full Name \_\_\_\_\_

Maiden/All former Name(s) \_\_\_\_\_

Date and place of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_

City/County \_\_\_\_\_

Post Code \_\_\_\_\_

Daytime Telephone No. \_\_\_\_\_

Evening Telephone No. \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years

If less than 3 years, please give previous address(es) with dates

From/To \_\_\_\_/\_\_\_\_/\_\_\_\_ ... \_\_\_\_/\_\_\_\_/\_\_\_\_ From/To \_\_\_\_/\_\_\_\_/\_\_\_\_ ... \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous Address \_\_\_\_\_ Previous Address \_\_\_\_\_

Town \_\_\_\_\_ Town \_\_\_\_\_

City/County \_\_\_\_\_ City/County \_\_\_\_\_

Post Code \_\_\_\_\_ Post Code \_\_\_\_\_

Please tell us about your Christian experience (i.e. how long have you been a Christian, which Church(es) have you attended and dates, name of minister/leader, any activities undertaken.)

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Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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Have you ever had an offer to work with children/young people declined?

• YES • NO (Please tick)

If yes, please give details

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Do you suffer, or have you suffered any illness that may directly affect your work with children or young people?

• YES • NO (Please tick)

If yes, please give details.

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## 2. Employment History

Please tell us about your past and current employers in the table below.

Employers Name & Address	Employed From (Date)	Employed To (Date)	Job Title & Description of Duties	Reason for Leaving

## 3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Post Code	_____	_____
Telephone No	_____	_____
Role	_____	_____



**4. Self Declaration Form for a Position Requiring a Disclosure**

As a place of worship we undertake to meet the requirements of the General Data Protection Regulation 2018 and all other relevant legislation.

All applicants are asked to complete this form and return, to your Recruiter detailed below, in a separate sealed envelope

To: Jackie Schachner

(Lead Recruiter processing Criminal Records Disclosure checks)

Address: 24 Tudor Close, Oldland Common, BS30 9ST

Appointment applied for: \_\_\_\_\_

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

Yes                      No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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

**POLICE INVESTIGATIONS**

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes                      No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes                      No (please tick)

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

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

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

Yes                      No (please tick)

If yes, please give details.

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### DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_

of (address) \_\_\_\_\_

---

Confirm that I am not barred from working with children/vulnerable adults from engaging in regulated or controlled activity.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I understand that a check will be made with the Independent Safeguarding Authority barred lists and that it is an offence for any person to commence Regulated Activity with children or vulnerable adults if they have been barred from working with children or vulnerable adults (whichever group applies).

I agree to inform the person within the place of worship responsible for processing applications for Criminal Records Bureau checks if I am convicted of an offence after I take up any post within the place of worship. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship responsible for processing applications for Criminal Records Bureau if I become the subject of a police and/or a social services/(Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

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

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

**Our use of your information:** we are collecting this information in order to allow us to manage your involvement with the Mustard Tree Community Church and any events we organise. We will only use your information for those purposes and will not share it with third parties without first informing you of the need to do so. Once your relationship with us ends we will stop using your information (we may need to maintain some information for a period of time for legal reasons). For further information on our privacy policy see [www.themustardtree.com/privacy](http://www.themustardtree.com/privacy).

### **Legalese – attached notes**

The Disclosure of any offence may not prohibit employment.

As this post involves unsupervised contact with children and/or young people all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or young people within the church.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The [DBS Code of Practice](#) and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or young people at risk. As a place of worship we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations 2018 as well as the expectations of the DBS.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or vulnerable adults. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

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

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

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

- Any activity allowing contact with children or vulnerable adults that is in a specified place frequently or intensively. (Such places include schools and care homes.)
- Fostering and childcare. Any activity that involves people in certain defined positions of responsibility. (Such positions include school governor, director of children's services and director of adult social services, and trustee of certain charities.)
- 'Regulated activity' is when the activity is frequent (once a week or more), 'intensive' (takes place on four or more days in a 30-day period) or overnight.

## Appendix 6 - Applying for a Disclosure

### Background

You have been asked to apply for an enhanced DBS disclosure as you are applying to work with either children and/or vulnerable adults for an organisation on either a voluntary or a paid basis.

A DBS check can provide access to a range of different sources of information such as that held:

- on the Police National Computer (PNC), including Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included. (The DBS reserves the right to add new data sources).
- on lists maintained by the Independent Safeguarding Authority (ISA);
- by the local police force considered relevant to the job role by Chief Police Officer(s).

**Before you proceed to the online application, you must complete a self-declaration form, which includes your consent for a DBS check. If you have not already completed this, please contact your recruiter.**

MTCC obtain disclosures through the Churches Child Protection Advisory Service (CCPAS), who act as an umbrella organisation for churches who wish to obtain DBS disclosures.

Both MTCC and CCPAS have to conform to DBS requirements regarding the security of information and equal opportunities. Copies of MTCC's Data Protection and Equal Opportunities Policies are available from the church administrator.

DBS applications via CCPAS may only be instigated by a "nominated recruiter". Within the MTCC the nominated recruiters are the Safeguarding Officer and the Deputy Safeguarding Officer (i.e. Donna Gaywood and Jackie Schachner.)

Disclosure information is considered highly confidential and will only be available to the nominated recruiters..

### How to Apply – Paper Form

One of the nominated recruiters will provide you with the application form and a quick reference guide. Follow the instructions on the form carefully, because you only need to complete the first few sections. The rest of the form will be completed by the nominated recruiter and CCPAS before it is submitted to the DBS.

Please make sure that you have provided details of all names by which you have been known, and all addresses where you have lived in the last five years.

Check the details you have provided and return the form to one of the nominated recruiters. The recruiter will then need to validate your ID documents. The recruiter will need to see originals of these documents and will compare them with the details you have supplied on the application form.

### How to Apply – Electronic Submission

The Safeguarding Officer (or deputy) will initiate an on-line application for you and provide you with the URL of the on-line form and any authentication details (e.g. password) required to access the form.

CCPAS provides a detailed, step-by-step guide to completing the on-line form. The Safeguarding Officer (or deputy) will provide you with a copy.

Please make sure that you have provided details of all names by which you have been known, and all addresses where you have lived in the last five years.

Once you have submitted the form the recruiter will then need to validate your ID documents. The recruiter will need to see originals of these documents and enter details (e.g. passport number) onto the online system.

### **ID Checks**

Please provide passport, UK driving licence (showing current address) and UK birth certificate as proof of your identification, along with any proof of name change if applicable, e.g. marriage certificate.

If you do not have all of these documents, please provide the ones you do have, and then discuss with the recruiter what other documents will be acceptable (the list of documents accepted by the CRB varies from time to time.) At least one document must show your current name, at least one document must confirm your current address and at least one document must show your date of birth.

*NB. Slightly different ID validation criteria currently apply for online and paper submissions. The CRB is revising the ID validation process during the summer of 2012, after which a reduced set of documents will be acceptable. For example NI card will no longer be accepted, which historically was one of the recommended items of ID.*

Once your documents have been checked (and returned to you) the lead recruiter will then forward your form to CCPAS, who will verify it has been completed correctly and pass it to the CRB.

### **Disclosure**

Currently a copy of the disclosure will be issued both to you and to MTCC (via CCPAS). To comply with data protection legislation MTCC will destroy its copy within 6 months.

If necessary the recruiter can ring a CCPAS helpline to discuss the implications of any past conviction revealed on the certificate (your name will not be given – the recruiter/helpline will only discuss the implications of the offences listed and not your individual details).

Under the new procedures introduced in 2012, the disclosure will be sent only to you. You will need to show your certificate to the recruiter.

If you believe that information disclosed on the certificate is inaccurate you can apply to the DBS for a decision about whether it is accurate. You can do this before letting the recruiter see the certificate.

## Appendix 7 - Guidelines For Discipline

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

Ask God for wisdom, discernment and understanding and pray for and with the child/young person.

Work on each individual child's/young person's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.

Build healthy relationships with children/young people and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.

Take care to give quieter children/young people attention and don't allow the more outgoing or disruptive children/young people to take all your time and energy.

Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.

Look honestly at your programme – if children/young people are bored, they may be disruptive, is the programme at fault?

**NEVER** smack or hit a child/young person and don't shout – change voice tone if necessary.

Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)

Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children/young people understand what action will be taken if not kept.

Each child/young person is unique, special and individual, and each child/young person needs a different method of being dealt with. We need to ask why the child/young person is behaving that way.

Separate children/young people who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.

Have the child/young person sit right in front of you or get a helper to sit next to the child/young person.

Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.

Take the child/young person aside and talk to them, challenge them to change, whilst encouraging them on their strengths.

Warn a child/young person that you will speak to their parents and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)

If a child's/young person's behaviour is constantly disruptive, seek advice and guidance from a leader. (See church policy on Child Protection)

Pray before you meet and talk over the session before you leave.

## Appendix 8 - General Information Form

### General Information Form

Could you please fill in the details below for our records.

Child's/Young Person's details.

Surname \_\_\_\_\_ Date of Birth \_\_\_\_\_

Forenames \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Home Tel. No \_\_\_\_\_

GP's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Date of child's/Young Person's last tetanus \_\_\_\_\_

Are there any significant health problems we need to be aware of e.g. allergies, asthma, eyesight or hearing problems?

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

Emergency Contact.

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Relationship to child/young person \_\_\_\_\_

Tel. No. \_\_\_\_\_

**Our use of your information:** we are collecting this information in order to allow us to manage your involvement with the Mustard Tree Community Church and any events we organise. We will only use your information for those purposes and will not share it with third parties without first informing you of the need to do so. Once your relationship with us ends we will stop using your information and will delete it as soon practically possible (we may need to maintain some information for a period of time for legal reasons). For further information on our privacy policy see [www.themustardtree.com/privacy](http://www.themustardtree.com/privacy).

## Appendix 9 - The Taking and Use of Photographs

We need written permission to take and use photographs. Therefore we would be grateful if you could sign the following declaration as appropriate.

I understand that MTCC may want to use my child's name\* (first name only) and photograph for display purposes, in Branching Out (newsletter), in publicity material or on the MTCC web site\*\* (which may result in the information being viewed outside of the UK). \*\*\*For the purposes of the data protection act I hereby give specific written consent or withhold my consent

\*Delete if you do not wish your child to be named in any such publication.

\*\*Children's names will not be used alongside photographs on the web site.

\*\*\* Please sign as appropriate

**The Taking and Use of Photographs**

I \*give/do not give permission for photographs to be taken of my child

I \*give/do not give permission for my child's name to be used in publications

Signed \_\_\_\_\_ Parent or Carer

Print name \_\_\_\_\_ Parent or Carer

date                      month                      year

Date of parent's/carer's signature \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of child/young person \_\_\_\_\_

**\*\* if young person is over 12 years of age**

Young person's signature \_\_\_\_\_



**Appendix 10 - General Consent Form**

**General Consent Form**

I give permission for \_\_\_\_\_

To take part in the following activity:

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

Signed \_\_\_\_\_ Parent/guardian.

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

**General Consent Form**

I give permission for \_\_\_\_\_

To take part in the following activity:

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

Signed \_\_\_\_\_ Parent/guardian.

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

**Appendix 11 - Incident Form**

**Print on Pink Paper**



**MUSTARD TREE COMMUNITY CHURCH**

**Incident Form**

Name of Child / Young person _____		
Date of incident _____		Time of incident _____
Present (Please print names)		
Name _____	Role _____	
Name _____	Role _____	
Details of Incident:		
Immediate Actions Following Incident:		
Parents informed :    YES / NO                      (If 'NO', give reasons why not below)		
Date parents informed:                              (If not the same day, give reasons why not below)		
Parental comments / response		
<b>Person in charge at time of incident to ensure form overleaf is completed within 24 hours</b>		
<b>Safeguarding Officer informed the same day</b> YES / NO		
Is an investigation needed? YES / NO    Person in charge to delegate to:		
Whom _____		
Signed:	Role:	Date:
Person in charge:	Signed:	Date:

**Check / Understand**

Why did this happen?

Has this happened before?



**Do and Date**

Actions / When / Who

**Plan and Improve**

What needs to be put in place to prevent this happening again?



Communicated to \_\_\_\_\_

Date all actions completed \_\_\_\_\_ Signed by Safeguarding Officer  
\_\_\_\_\_ Date \_\_\_\_\_