



Safeguarding Policy

Revised December 2024

The policy and procedures have been divided into five sections covering all 10
Thirtyone:eight (31:8) safeguarding standards. The policy includes details of the
organisation, a statement of commitment to safeguarding and the following sections:

Section 1. Place of worship / organisation details

Safe and Secure – Standard 1

Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse

Safe and Secure – Standards 2 and 7

Section 3. Prevention

Safe and Secure – Standards 3 and 4

Section 4. Pastoral care

Safe and Secure – Standards 8 and 9

Section 5. Practice guidelines

Safe and Secure – Standards 5, 6 and 10

Appendix 1. Leadership Safeguarding Statement

Appendix 2. Safeguarding Poster

Appendix 3. Definitions of Abuse in Children

Appendix 4. Definitions of Abuse in Adults

Appendix 5. Signs and Symptoms of Abuse

Appendix 6. Responding to Allegations of Abuse

Appendix 7. Responding to Abuse - Worker Reporting Form

Appendix 8. Volunteer New Starter Introduction

Appendix 9. Volunteer Application Form

Appendix 10. Volunteer Self Declaration Form

Appendix 11. Client Risk Assessment – Church Inclusion

Appendix 12. Letter Requesting References

Appendix 13. Reference Form

Appendix 14. An Agreement Between Jubilee Church and a Known Abuser

Appendix 15: External Hirers

Introduction

We are privileged to have a great team that serves our children, young people and vulnerable adults here at Jubilee Church Hull. We appreciate the time, commitment and care they give both on a Sunday and during the week in a wide range of ways. The information contained in this policy aims to give confidence to everyone working with children, young people and vulnerable adults in Jubilee Church and also to their parents and carers. It sets out the guidelines that should ensure the best possible standards of safety and protection for everyone.

Our commitment

The Leadership at Jubilee Church Hull recognises the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. 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.” As a Leadership Team 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. (See Appendix 1 and 2).

We designate the safeguarding responsibilities of the organisation to the following individuals:

Sue Wilson (Designated Safeguarding Officer Jubilee Church)

Ellen Messingham (Deputy Safeguarding Officer Jubilee Church)

Loren Thomas (Assistant Safeguarding Officer for Children)

Savi Farlow (Assistant Safeguarding Officer for Life College)

Sarah Lee (Deputy Safeguarding Officer Freedom Church)

The policy and attached practice guidelines are based on the **10 Safe and Secure safeguarding standards** published by “Thirtyone:eight” (31:8)

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995, the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Officer(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- Not allow the document to be copied by other organisations.

Section 1 - Details of the place of worship / organisation

Name of Place of Worship / Organisation:

Jubilee Church Hull, Jubilee Central, 62 King Edward Street, Hull, HU1 3SQ.

Tel No: 01482 328196 Website address: www.notdull.org

Membership of Denomination/Organisation:

Jubilee Church Hull is affiliated with Regions Beyond.

For more information on Regions Beyond please visit their website: regionsbeyond.net

Charity Number: 1123729

Company Number: 06436328

Insurance Company:

Public Liability Insurance with ANSVAR (£5,000,000 Liability Cover)

Employer's Liability Insurance with ANSVAR (£10,000,000 Liability Cover)

Policy Number: CHP 2197770

The following is a brief description of our church and the type of work/activities we undertake with children/vulnerable adults:

Jubilee Church Hull is a church based in central Hull, with community facilities in a range of locations across the city. Our city centre church in Hull is a worshipping community of over 250 adults and children who not only meet together but look to serve the wider population through acts of service. This means that as well as organising Sunday meetings and regular midweek church activities we also have a number of social action projects for the benefit of the wider community. Our passion is to serve the poor and marginalised and to see their full potential released.

Our work with children includes our Sunday morning Children's Work (Explorers) and Youth Group which are offered for any young people who attend our Sunday meetings. In addition to this we run a Friday Night Youth group called "Tribe" for 11-18 year olds.

Our work with vulnerable adults continues to grow. Being a city centre church means we are increasingly seeing more vulnerable adults visiting our building both during the week and on a Sunday morning. We staff the Big Issue base in the city with volunteers, which works with adults who are homeless or vulnerably housed. We also host the Hull Foodbank in our building and provide them with a number of volunteers. We provide showering facilities and washing machines which are used during weekdays by those who are homeless or vulnerably housed.

In addition to this we run Jubilee Life College in our building and in community facilities in the north and west of the city. The college serves the homeless, the long term unemployed and those struggling with poor physical and mental health through a wide range of courses and activities, including an allotment, a few miles from the city centre.

Section 2 - Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding Abuse and Neglect

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

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

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.

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.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in this policy - Appendices 3, 4, 5, 6, and 7.

Safeguarding Awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, thus developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis by way of one or more of the following:

- Distance Learning using the Thirtyone:eight (31:8) online training programme.
- Attendance at inter-agency training provided by Hull City Council or East Riding Council.
- Attendance at in-house workshops provided by the Designated Safeguarding Officer.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern. Many of these resources can be found on Thirtyone:eight's website: thirtyoneeight.org

Responding To Allegations Of Abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Instead they must follow procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Sue Wilson** (hereafter the "Designated Safeguarding Officer" or DSO) tel no: **Telephone 07837177978**, who is nominated by the Leadership to act on their behalf in dealing with any allegations or suspicions of neglect or abuse, including referring the matter on to the statutory authorities. Where required the Designated Safeguarding Officer should then immediately inform strategic personnel such as the church leaders or trustees.
- In the absence of the Designated Safeguarding Officer or, if the suspicions in any way involve the Designated Safeguarding Officer, then the report should be made to **Ellen Messingham** (hereafter the "Deputy ") **Telephone 07900192376**.

- If the suspicions implicate both the Designated Safeguarding Officer and the Deputy, then advice can be sought in the first instance from Thirtyone:eight, **Telephone: 03030031111**. It is likely that the advice of 31:8 will be to report the matter to your Local Authority Designated Officer (LADO), **Telephone 01482 790933**, the police, Children's Social Care or Adult Social Care, as appropriate.
- Where the concern is about a child, the Designated Safeguarding Officer should contact Children's Social Services. The local Early Help and Safeguarding Hub (formerly Access and Assessment Team) telephone number (office hours) is **01482 448879 – Option 4**. The out of hours Emergency Duty Team number is **01482 300304**. If the child is in immediate danger the number for the police is **999**. For non-emergency situations contact the police on **101**.
- Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice Thirtyone:eight as above. Hull Adult Social Services office telephone number (office hours) is **01482 616092**. The out of hours emergency number is **01482 300304**. If the adult is in immediate danger the number for the police is **999**. For non-emergency situations contact the police on **101**.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place. Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer or Deputy should not delay referral to Social Services, the police or taking advice from Thirtyone:eight.
- The Leadership will support the Designated Safeguarding Officer/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- The role of the Designated Safeguarding Officer/ 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, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight. In addition, if the individual with the concern feels that the Designated Safeguarding Officer/Deputy has not responded appropriately, or where they have a disagreement with the Designated Safeguarding Officer/Deputy as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

Detailed procedures where there is a concern about a child:

1. Allegations Of Physical Injury, Neglect Or Emotional Abuse

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

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. inadequate parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice via email) if unsure whether or not to refer a case to Children's Social Services.

2. Allegations Of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Designated Safeguarding Officer/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or the police directly. They will not speak to the parent/carers or anyone else unless directed to do so.
- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice via email for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

Suspensions Or Allegations Of Physical Or Sexual Abuse

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

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Multi Agency Safeguarding Hub (MASH) on **01482 300304**. They have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse.
- Alternatively, Thirtyone:eight can be contacted for advice.

Allegations Of Abuse Against A Person Who Works With Children

Sadly, children can be subject to any form of abuse by those who work with them in any setting. This may be by a professional, a staff member, a foster carer or a volunteer. In the church context it could be an elder or leader, a counsellor, a youth worker or a crèche/children's worker. All allegations must therefore be taken seriously and treated in accordance with the above procedures. These procedures apply to all organisations which provide services for children or provide staff or volunteers to work with or care for children.

The Hull Safeguarding Children's Board (HSCB) guidance should be applied to any situation that indicates that a person who works with children has:

- Behaved in a way that has harmed a child or may harm a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates she/he is unsuitable to work with children, in connections with the persons employment or voluntary activity

In cases of the above, the Safeguarding Officer will make a referral to the Early Help and Safeguarding Hub (formerly Access and Assessment team): **Telephone: 01482 448879** and in accordance with HSCB procedures will need to liaise with Children's Social Services in regards to the suspension of the worker.

Section 3 - Prevention and Safer Recruitment

The Leadership will ensure all workers (paid and voluntary) will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment.

This includes ensuring that:

- There is a written job description/person specification/role profile for the post. There is a clear role profile for volunteers wishing to work within the Explorers Team, Youth Team and First Steps Toddler Group. Similarly there is a New Volunteer Starter Introduction document that is part of their introduction to the role (Appendix 8).
- Those applying have completed an Application Form and a separate Self Declaration Form (Appendices 9 and 10).
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained, and followed up where appropriate (Appendix 11).
- A Criminal Records Disclosure has been completed (complying with the CRB Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- A suitable induction programme is provided for the successful applicant.
- The applicant has completed a 3 month probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Within the above process the following guidelines should also be applied:

- Group leaders and Children's/Young People's leaders shall be members of Jubilee Church, Hull. Ideally, volunteers should be members of Jubilee Church.
- All volunteers, group leaders and children's/young people's leaders must attend an initial interview with the relevant team leader and the Designated Safeguarding Officer / the Deputy Safeguarding Officer. At this interview, a personal copy of this safeguarding policy document shall be issued, and particular attention shall be drawn to the good practice and reporting guidelines.

- All new workers will serve a 'probationary' period of 3 months or a number of agreed events (i.e. meetings etc) for each individual, whereupon the team leader and lead recruiter shall confirm the appointment of the individual.
- The Leadership will not knowingly appoint any individual to work with children who have previously abused a child or where it is known that the individual has a record of violent/deviant sexual behaviour.

Management of Workers

The Leadership are committed to supporting all workers and ensuring they receive support and supervision. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Section 4 - Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, and support to all those who have been affected by abuse who have contact with or are part of the church fellowship, working with statutory agencies as appropriate. If necessary the church has contact with a number of Christian counsellors who would be able to offer professional support.

Working with offenders

When someone attending Jubilee Church is known to have abused children, or is known to be a risk to vulnerable adults the Designated Safeguarding Officer/Deputy will undertake a risk assessment (Appendix 11). Depending on the outcome of this assessment they may be able to offer supervision of the individual concerned whilst attending activities at Jubilee Church as necessary and offer pastoral care. However in its safeguarding commitment to the protection of children and vulnerable adults, the Leadership will set strict boundaries and draw up a written agreement for that person which they will be expected to keep whilst involved in any activities linked to Jubilee Church (Appendix 14). Advice will be sought from other professional organisations working with such individual.

The Leadership at Jubilee Church believe in a gospel of grace, mercy and forgiveness, but acknowledge that in the case of known abusers, guidelines and agreements have to be set for the safety of the church's children, young people and vulnerable adults. We also acknowledge that, whilst there may be different types of abuse, none the less, all abuse is wrong.

Where there has been unproved allegations in the past, these allegations will not prevent the individual from joining Jubilee Church, but they would preclude the individual from participating in working with young people in any form. Furthermore, a risk assessment and written agreement may be modified to take into consideration unproved allegations.

Whilst extending friendship to known abusers, the priority of the leadership is to the protection of the children in their care. As such the leadership reserves the right to inform all senior leaders of the attendance of such a person, and the safeguards being put in place to protect our children and vulnerable adults.

These will include:

- A written agreement between the church and the individual.
- The individual will not be invited or allowed to work with children, young people or vulnerable adults.
- A person appointed by the Designated Safeguarding Officer will sit with the individual whilst attending Sunday morning church services.
- Attendance will only be at agreed meetings.
- The individual will not enter designated parts of the building where children's or young people's activities will be occurring.
- The individual will decline invitations of hospitality to the homes of those with children.
- Any concerns or action that causes concern will be reported to the relevant authorities, including the Probation Service or the MOSOVO Team (Monitoring of Sexual Offenders or Violent Offenders.)
- If the agreement is broken, the Leadership reserves the right to exclude the individual from Jubilee Church.

The Victim

The leadership is committed to supporting the victims of abuse. This is best achieved through the help of our specialist pastoral and children's workers in conjunction with social services, medical professionals and other professional agencies. We are committed to work closely with other external agencies and acknowledge the help that specialist counsellors and agencies can give when our pastoral staff work in conjunction with them.

Section 5 - Practice Guidelines

Overview

As a place of worship our services are inclusive and we have a large number of children, young people and vulnerable adults within our fellowship. The Leadership wish to operate and promote good working practices. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

A logbook shall be kept within each specific children and young people's age group within the church and lodged with the children's worker leader for that morning. This will ensure that an incident or accident can be reported. This will enable any patterns to emerge, so that each child and worker can be protected. The log book shall include reporting forms. Any significant incident shall record the names of children involved, names of all adults involved, description of the incident, any allegations made and actions taken, signatures of all workers present who witnessed the incident and the date of the incident.

General principles

When working with children and vulnerable adults it is expected that workers will also adhere to the following guidelines:

- Treat all children, young people and vulnerable adults with respect and dignity, including the use of appropriate language, tone of voice and body language.
- As far as possible, a worker is not to be alone with a child or young person where their activities cannot be seen. Instead, wherever possible, workers should work in pairs, ideally being male with male and female with female.
- Workers should respect confidentiality and privacy, but be clear they should not make promises of confidentiality they may not be able to, nor should seek to keep.
- Workers should respect the privacy of children, young people or vulnerable adults when they are attending to their own personal needs (i.e. toileting).
- If a child in Explorers requires a nappy change or toileting their parent/carer will be contacted immediately to assist. The exception to this is if a child is being "toilet trained" and cannot wait for their parent/carer to return to them. In this instance the Explorers worker may toilet the child IF it has been discussed with that sessions Explorer leader and the parent/carer and agreed BEFORE the Explorers session started.

- Workers will avoid developing 'favourites' and should not promote 'special' relationships with those in their care.
- Workers are able to challenge leadership decisions in a constructive way when issues of child safety and protection are at stake.
- Workers must not engage in rough physical or sexually provocative games or games that could be construed as such.
- Workers must not make sexually suggestive comments about or to a young person even in "fun".
- Workers must not ridicule, reject or use any individual as a scapegoat.
- Workers must not touch any individual in an inappropriate or intrusive way. Touch should be age and setting appropriate and always initiated by the child. For example, a child spontaneously giving a hug to a worker in public is different from one in private.
- Workers will use positive techniques to correct and discipline children without using physical force of any sort.
- Workers must only give lifts to individuals they work with in extreme circumstances. Youth or children's workers must not transport children or young people on their own. If an exceptional situation occurs where this is unavoidable, the child / young person should sit in the rear of the car, and should only be taken to an occupied address. Always ensure that another responsible adult, preferably the worker's team leader or the Designated Safeguarding Officer/Deputy, is informed of the situation and an action plan is agreed BEFORE action is taken.

Record Keeping

- **"Tribe" Youth Activities**

(11-16s on Sunday Mornings and 11-18s on Friday Evenings)

Youth meetings may be informal and take place in different settings. However the Leadership agree that a nominal record of activities shall be kept for reference, noting which young people and leaders have been present. The requirements of the church's Health and Safety Policy particularly with regards to location appraisals and risk assessments are also to be adhered to.

- **“Explorers” Children’s Activities**

(Crawling - 11 years old)

The Leadership agree that Jubilee shall have a registration process for each meeting children attend and that each child shall have a registration card. An adult or responsible sibling may only collect a child from the activity on the production of the registration card. (An adult is defined as a person over 16 years of age and a responsible sibling over 12 years of age.)

All age groups shall have one recognized leader each week (though not necessarily the same person every week) who shall be responsible to ensure Jubilee’s Safeguarding Policy and Health and Safety guidelines are followed.

Workers Records

The Safeguarding Officer will keep a record of all workers both paid and voluntary whose role requires a DBS check, in accordance with GDPR guidelines. Their records will include:

- A record of the Disclosure and Barring Service (DBS) return.
- A record of their safeguarding training.

The aforementioned records will be available to the worker at any time, and will be available for inspection at any time by any agency that so required it in the event of an incident. This record will also be used if the worker uses Jubilee Church Hull as a reference for future children’s work in other settings.

Missing Child Policy

If a child goes missing at any time, whilst in Jubilee Church or whilst attending an event linked to the church activities, the following procedure must be applied:

- **One** individual is to take overall responsibility for the procedure. This may be the Children’s or Youth Leader, a member of the Leadership Team, the Designated Safeguarding Officer / Deputy or the Facilities Manager. **All** other adults will report to them. **All** contact with the parent/carer and the police will occur through this individual.
- “Lock down” the whole building until the child is found or the police instruct that people can again move freely. The only people who can leave the building are named individuals who are asked to search outside the building.

- Ensure all other remaining children continue to be supervised appropriately whilst a search for the missing child is carried out.
- Organise the remaining responsible adults to conduct a search of the building / surrounding area, allocating each individual a specific area to search. Request that everyone reports back **within 10 minutes** of the search being undertaken. This may need to be slightly longer depending on the area that is to be searched when out of the building.
- Record the circumstances in which the child has gone missing and where they were last seen. Prepare a detailed description of the child, including:
 - hair and eye colour
 - ethnicity
 - approximate height and build
 - what they were wearing
 - if they wear glasses
 - whether the individual has Special Educational Needs or a disability
 - any other vulnerabilities
 - any medication
 - whether the child has a mobile phone and if so their number
 - places the child like to visit
 - things the child likes to do
 - if a recent photograph of the child have been taken this could also be useful to the police.
- If the initial search of the building / immediate surroundings is unsuccessful then contact the police on 999, no later than **15 minutes** after the child was first reported as missing.
- If the missing child has made any allegations of harm or if there are other concerns about their welfare (ie threatening to harm themselves or others) then **immediately** contact the police as soon as they are reported as missing and before any search is undertaken.
- After contacting the police, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child and that the police have been called.
- Follow police guidance if further action is recommended. The person in charge of the search is to maintain close contact with the police whilst the search is on-going.
- Report the incident to the Designated Safeguarding Coordinator verbally, following the up in writing within 24 hours.

- Ensure that all adults involved are informed as soon as the child is located. This will include the police, parents, searchers and the adults ensuring the safety of the remaining children.

Prevent Duty

Organisations have a responsibility to ensure that they demonstrate compliance with the Prevent Duty, as outlined under section 26 of the Counter-Terrorism and Security Act 2015. This responsibility aims to ensure the safeguarding of children, adults and communities from any threat of terrorism. The Prevent strategy included three main objectives:

- To respond to the ideological challenges of radicalism and extremism and prevent the threat that society faces from individuals and groups who promote such ideals.
- Prevent people from being drawn to terrorism through the provision of relevant support and advice that adopts a rights-based early intervention approach.
- Work with specified authorities, including 'sectors and institutions' to identify radicalisation and extremism in British society.

The Government has defined extremism in the Prevent Strategy as "Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs." The Prevent Duty does not prevent individuals from holding specific political and religious views but does seek to support them to use those views in non-extremist ways.

The Leadership at Jubilee Church will ensure:

- Their organisation actively engages with other partners as appropriate, including police and local authority Prevent Co-ordinators, and has data sharing protocols as appropriate
- When any Life College courses are sub-contracted they should have robust procedures in place to ensure that the sub-contractor is aware of the Prevent Duty.
- Any concerns will be brought to the attention of the Designated Safeguarding Officer as a matter of urgency and acted on in partnership with the relevant statutory authorities.

Whistle Blowing Policy

- Each worker should take responsibility for monitoring other workers, and be prepared to speak to them in a gracious, considerate way about concerns.
- Leaders should encourage mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour with co-workers or senior leaders.
- Each worker, regardless of leadership level, shall have a supervisor. There will be regular opportunities for meeting and discussing the work and any concerns that may arise, and to review the guidelines.

Working in Partnership

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

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirtyone:eight's safeguarding standards. Specific issues that all external hirers and volunteers must adhere to are covered in Appendix 13.

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

Signed by: _____

(Susan Wilson – Designated Safeguarding Officer)

Date: _____

Signed by: _____

(Ellen Messingham - Deputy Safeguarding Officer)

Date: _____

Signed by: _____

(Dan Fryer - Church Elder)

Date: _____

Appendices

Appendix 1

Leadership Safeguarding Statement

The Eldership of Jubilee Church Hull recognises the importance of its ministry / work with children and young people and adults in need of protection, and its responsibility to protect everyone entrusted to our care.

Jubilee Church Hull is committed to the safeguarding of children and vulnerable 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 vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable 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 vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable 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.
- Supporting the Safeguarding Officer/s in their work and in any action they may need to take in order to protect children/vulnerable 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's Social Services (or equivalent) has the primary responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has the primary responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as Safeguarding Officers for this place of worship/organisation:

Sue Wilson - Designated Safeguarding Officer

Ellen Messingham - Deputy Safeguarding Officer

Loren Thomas - Assistant Safeguarding Officer for Children

Savi Farlow - Assistant Safeguarding Officer for Life College

Sarah Lee - Deputy Safeguarding Officer for Freedom Church

Signed on behalf of the Elders of Jubilee Church Hull:

Signed _____

(Dan Fryer – Church Elder)

Date: _____

Appendix 2 Safeguarding Poster

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:

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

_____ or _____

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

_____ or _____

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

Signed _____ Date _____
On behalf of the Leadership

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Kidscape
0845 120 5204

Stop it Now
0808 1000 900

MindinfoLine
0845 766 0163

Through the Roof
01732 737041

Action on Elder Abuse
0808 808 8141



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

You can contact CCPAS' 24 hour helpline on:

0845 120 45 50



Appendix 3

Definitions of Abuse in Children

The definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'

What is abuse and neglect?

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may also occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include

non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremism.

Child Criminal Exploitation

As set out in the Serious Violence Strategy, published by the Home Office, Child Criminal Exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Appendix 4:

Definition of Abuse in Adults

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern. The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions. Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

Appendix 5

Signs and Symptoms of Abuse (Children & Young People)

The following signs could be indicators that abuse has taken place but should be considered in the context of the child's whole life. None of these lists are exhaustive and many symptoms overlap in different forms of abuse.

Physical

Injuries not consistent with the explanation given for them
Injuries that occur in places not normally exposed to falls, rough games, etc
Injuries that have not received medical attention
Reluctance to change for/ participate in, PE or swimming
Repeated urinary infections or unexplained tummy pains
Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation
Cuts/scratches/substance abuse*

Sexual

Any allegations made concerning sexual abuse
Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
Age-inappropriate sexual activity through words, play or drawing
Child 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*

Emotional

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
Depression, 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

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc

****These indicate the possibility that a child or young person is self-harming.***

Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Appendix 6:

Responding to Allegations or Suspicions of Abuse

When a child makes an allegation follow the following general guidelines:

General Points

- Above everything else listen, listen, listen.
- Show acceptance of what the child says (however unlikely the story may sound).
- Keep calm.
- Look at the child directly.
- Be honest.
- Never promise confidentiality - tell the child you will need to let someone else know.
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell.
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared. Use the Worker Reporting Form (Appendix 7).

Helpful Responses

- You have done the right thing in telling me.
- That must have been really hard to speak about.
- I am glad you have told me.
- It's not your fault.
- I will help you.

Don't Say

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

Concluding

- Again reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse).
- Contact the Designated Safeguarding Officer or contact an agency such as 31:8 for advice or go directly to Social Services/Police/NSPCC.
- Consider your own feelings and seek pastoral support if needed.

Appendix 7: Responding to Abuse - Worker Reporting Form

STRICTLY CONFIDENTIAL

Name of Place of Worship/Organisation _____

Name of Child/Young Person/Vulnerable Adult _____

Address of Child/Young Person/Vulnerable Adult

Date of Birth of Child/Young Person/Vulnerable Adult ____ / ____ / ____

Name of Person Reporting Incident _____

Date of incident ____ / ____ / ____ Time of incident _____

Sequence of Events / Context /Actual Words Used / Observations

Action Taken (including person(s) contacted)

Date ____/____/____ Time _____

Signed _____

Print name_____

Appendix 8:



New Volunteer Starter Introduction

Name	
Date Started	

Introduction to the Team	
Tour of the Building	
Fire and Assembly Point	
First Aid Boxes and Location	
Lanyard and Keys	
Breakdown of Role and Responsibilities	
Smoking and Breaks	
Unable to Attend	
Doorbell and answering the phone	
Safeguarding	
Does/don't, coffees	
Days agreed to attend	
Hours agreed to attend	

Signature of Volunteer	
Signature of Induction Completed by	

Appendix 9:



APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Position Applied For:

We ask all prospective workers with children, young people and vulnerable adults to complete this application form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the place of worship/organisation, unless requested by an appropriate authority.

1. Personal Details:

Full Name:

Maiden/Former Name(s):

We will need to see birth/marriage certificates or documents regarding a change of name.

Date of birth: ____ / ____ / ____

Place of birth _____

Current Address:

Postcode: _____

Contact Tel No: _____

Email address:

How long have you lived at the above address?

_____ Years _____ Months

If less than 5 years, please give previous address(es) with dates:

From ____ / ____ / ____ to ____ / ____ / ____

Address:

Postcode: _____

From ____ / ____ / ____ to ____ / ____ / ____

Address:

Post Code _____

Please continue address history on an additional sheet if necessary.

Please tell us about your Christian experience and experience in the church(es) you have been involved in, including roles, dates and detail of the areas of your involvement.

Have you ever had an offer to work with children, young people or vulnerable adults declined?

YES NO (Please tick)

If yes, please give details

2. Employment History:

Please provide details of your past and current employment / voluntary work in the table below:

Employers Name and Address	Employed from (date)	Employed to (date)	Job Title and Description	Reason for Leaving

Please continue address history on an additional sheet if necessary.

Please give details of previous experience of looking after or working with children, young people or vulnerable adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

3. Current employment:

Are you currently working with children, young people or vulnerable adults in either a voluntary or paid capacity?

If yes please give details:

Name of the organisation: _____

Contact person: _____

Address:

Tel no: _____

Details of duties:

4. References:

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

1. Name: _____

Address:

Tel no: _____

Email: _____

Relationship: _____

2. Name: _____

Address:

Tel no: _____

Email: _____

Relationship: _____

3. Name of church leader/ line manager: _____

Address:

Tel no: _____

Email: _____

Please return this form to Sue Wilson / Ellen Messingham at Jubilee Church Hull, with whom you are welcome to discuss any aspects of this procedure. As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate legislation in relation to Criminal Record Disclosures. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with children or vulnerable adults.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self Declaration form to the recruiter.

Signed: _____

Date: _____

Appendix 10:

Strictly confidential

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope

To: _____

(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: _____

Position applied for: _____

Conviction history

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/ 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.

*links can be found at thirtyoneeight.org/dbs-links

Police investigation

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.

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) _____

consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants – thirtyoneeight.org/dbs-links. I understand how DBS will process my personal data and the options available to me for processing an application. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. 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/organisation responsible for processing disclosure applications 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:** _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children OR I confirm that I am not barred from working with adults at risk

Signed: _____ **Date:** _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

Legalese – attached notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders / Model Equal Opportunities Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland.

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. 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 with the exception of those that are subject to the DBS filtering rules.

In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

Notes - Children and Young People

Under the Protection of Freedoms Act 2012 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 held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check. For applicants in Scotland and Northern Ireland, similar provisions apply.

DBS Eligibility from: thirtyoneeight.org/dbs-links

Comments
Potential Benefits

Risk Calculation

[illegible]

PART B: RISK ASSESSMENT ACTION PLAN

Assessor	Client name	Planned activity date

Action No.	Action Required	Priority	Actioned By	Target Date	Completion Date	Initials
1						
2						
3						
4						
5						
6						
7						

Priority Key	A = Immediate; B = 1 Month; C = 2 Months; D = 3 Months
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PART C: CONCLUSION

On balance, does the planned benefit exceed the mitigated risks?	Yes ☐ Proceed	No ☐ Reconsider	Signature:
--	---	---	------------

Appendix 12:

Letter Requesting Reference

Dear

The above named person has applied to be a worker with the children at Jubilee Church Hull.

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

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible. A copy of the volunteer task description is enclosed to help you see what qualities the role requires.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent".

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact me on the office number above or on 07837177978?

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

Yours Sincerely,

Sue Wilson

Designated Safeguarding Co-ordinator Jubilee Church Hull

Appendix 13:

Reference Form

(Paid and Volunteer Workers with Children / Young People)

Private and Confidential.

REFERENCE FOR (name):

POSITION APPLIED FOR:

Your name:

Occupation:

How long have you known this person?

In what capacity do you know this person?

Do you have any reason to be concerned about this person being in close contact with or having responsibility for children or young people?

☐ Yes ☐ No

If you have answered yes, we will contact you for further details

What, in your view makes them suitable for this role/post?

Is there anything about them that would make them less suitable for some aspects of this role?

How would you describe their personality and motivation for working with children/young people/adults with care and support needs*?

Please rate the person on the following:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Reliability					
Self-Control					
Commitment					
Trustworthiness					
Understanding/Empathy					
Awareness of Risk					
Practicality					
Patience					

You may wish to add further relevant criteria

Signed :

Date:

Name :

Address :

Contact phone number:

Appendix 14

AN AGREEMENT BETWEEN AND THE DESIGNATED SAFEGUARDING OFFICER OF JUBILEE CHURCH HULL.

I,..... agree that:

Whilst attending Jubilee Church Hull, I will never allow myself to be in a situation where I am alone with children or young people.

I will attend those meetings as directed by the Designated Safeguarding Officer, to include Sunday morning meetings (currently between 10:30-12pm at Jubilee Church, Hull).....

Attendance at all other church meetings will be discussed on a case by case basis.

I will sit where directed in church meetings, and will not place myself in the vicinity of children or young people.

I will not enter agreed areas of the church building unattended or any areas where children's work may be taking place. At Jubilee Church this includes The Wesley Room, The Waltham Room and The Queens Hall (whilst children's activities are taking place).

I will decline invitations to homes where there are children and young people.

I accept that and/or will sit with me when I attend church. They will know my situation and that I must be supervised at all times whilst in attendance at Jubilee Church events.

I accept that certain people will be informed of my circumstances on a need to know basis in order for them to protect people for whom they care. I will be told who has been informed.

I accept that and will provide me with pastoral care.

I understand that if I do not keep to these conditions, I may be barred from the church and that the leadership will be duty bound to tell the statutory bodies.

I understand that any concern is serious and may be reported.

I understand that this agreement will be reviewed every month for the first 3 months and every 6 months after that and will remain in place for an indefinite period.

Signed..... Dated

Print Name.....

Signed for the churchDated.....

Print Name.....

Appendix 15

External Hirers

Overall this safeguarding policy covers the activities of Jubilee Church as outlined in Section 1. However external hirers regularly use the building. Any organisation using our premises, as part of the letting agreement will require their own Safeguarding Policy. A separate risk assessment is undertaken for all external hirers by the Jubilee's Facilities Manager.

This risk assessment includes the facts that:

- All under 12s are accompanied at all times by a parent/carer.
- Parent/carers must accompany all under 12s to the toilet facilities.
- No under 12s are to use the lift unless accompanied by a parent/carer.
- No under 16s are to use the balcony at any time unless accompanied by a parent/carer.
- If a child is found unaccompanied in the building they will be escorted by a Jubilee staff member to the lost child point (at the base of the stairwell) and the Facilities Manager will be called. The Facilities Manager will then reunite the child and his/her parent/carer as soon as possible.
- If a child is reported as missing the Missing Child Policy must be implemented. Consideration is to be given to closing event exits until a thorough search is carried out of the premises and the missing child found or the police have been informed.
- All staff/volunteers serving alcohol must be trained about the law in relation to serving children/young people and operate a challenge 21/25 policy.
- All staff/volunteers serving alcohol must be vigilant for proxy purchase (where an adult purchases alcohol and gives it to a child) and be trained in how to respond to this.
- In the case of any other concerns the Facilities Manager will be contacted immediately. If necessary these concerns will be passed on to the Safeguarding Officer or the Deputy Safeguarding Officer.

