

# **BELLEVUE CHAPEL**

## **SAFEGUARDING POLICY**

**including**

**Guidelines for those working with children, young people and  
vulnerable adults in the church**

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## **PART ONE - INTRODUCTION**

Children are valuable but vulnerable members of society and, as such, need special care. We live in an age where parents are understandably concerned that their children should be kept safe from harm when they are engaged in activities outwith their home. The Christian church is the largest voluntary organisation working with children and young people in Britain. Parents and carers are entitled to expect voluntary organisations, such as churches, to take the responsibility of caring for the welfare of their children seriously.

The Bible teaches that we have a duty to welcome children (Luke 9:48), to protect children (Matt 18:6-10) and to help them learn about Jesus (Mark 10:13-16). Establishing clear written practices, as part of an overall church approach or policy, confirms our understanding of this responsibility.

It is also recognised that some adults, because of circumstance, health or disability may also be deemed as vulnerable members of society, being unable to safeguard their own well being or being at risk of harm or exploitation. The church, following Jesus' example reaches out to such people. As a result, it is vital that church organisations ensure measures are put in place to safeguard vulnerable adults as well as children and young people.

### **What is a Safeguarding Policy?**

For our purposes, a 'Safeguarding Policy' is contained in a written document, endorsed by the elders of Bellevue Chapel. It states the church's commitment to listen to, relate effectively with and value children, young people and vulnerable adults. It also outlines practices to be put in place for their protection whilst they are engaged in church activities.

### **Why establish a written Safeguarding Policy in Bellevue Chapel?**

We have a growing ministry for children and young people. As a result of this ministry, our Insurers require confirmation that the church has written Safeguarding procedures in place. We also have a growing ministry for reaching out into the community and welcoming people from all walks of life, including those who could be deemed "vulnerable". Current law and practice makes it clear that certain safeguards and guidelines should be followed by all organisations working with children and vulnerable adults. We want to ensure that children and young people entrusted to us, and adults with whom we have contact continue to be cared for appropriately and responsibly. We wish to encourage and support parents, carers and church members who are working with children and those who take on a role in supporting or caring for vulnerable adults within the church. We believe that a written policy, specifically created for our Church, will provide a clearer framework which consolidates and clarifies general Safeguarding and safeguarding practice and procedures.

We are aware that groups within the church have always followed good practice when working with children and that some groups also possess written guidelines issued by Christian organisations, such as Scripture Union. It is likely Leaders will, in addition to following the present general policy, consult these existing guidelines in connection with residential camps or other events for which more specific guidelines are required.

Although the current Safeguarding Policy is aimed primarily at Safeguarding, the principles reflect our attitude and responsibility to providing a safe and caring environment for adults who may be vulnerable. The procedures in place for reporting and/or acting on concerns about vulnerable adults will be the same for children and young people. If there is no designated Group Leader, then concerns should be reported directly to the Safeguarding Committee.

The safeguarding Committee established within Bellevue Chapel are responsible for drafting the present Safeguarding Policy. This Policy was created and has been updated after careful consideration and discussion. The elders of the Church have approved the Policy and endorsed its terms.

The present Policy contains some material supplied by the Churches' Child Protection Advisory Service ('CCPAS') and so other organisations or churches should not copy it without first obtaining written permission from CCPAS. The contact details for CCPAS can be found at the end of this document and they have a copy of our Policy.

Our Safeguarding Policy has been in effect since **9 November 2003**. It has been reviewed and updated in 2005 and 2010 and has been approved by Bellevue Chapel Trustees.

## **PART TWO – POLICY STATEMENT**

Members of Bellevue Chapel should understand the purpose of, and support the implementation of, our Safeguarding Policy. Those working with children and young people should be familiar with its terms and should put into practice the guidelines contained in the policy. The ‘Policy Statement’ below has been adopted by the elders and underpins all guidelines and other statements contained in this policy document.

### **Bellevue Chapel’s Safeguarding Policy Statement**

**‘The elders and members of Bellevue Chapel are committed to caring for the spiritual, emotional and physical well being of each other. We seek to safeguard the welfare of all people, regardless of age or ability, who come into contact with our church and its ministries.’**

**‘We recognise the privilege and the responsibility involved in reaching out to children to teach them the message of the Christian faith. We believe that care and protection of children, young people and vulnerable adults is the responsibility of every individual within the church.’**

Notes about the Policy Statement: -

1. All members and groups should note, adopt and implement this statement.
2. The elders will ensure that this statement is brought to the notice of all existing and new members of the church. They will also ensure that it is brought to the attention of anyone who is currently working with children or young people and any new workers. This will be done, in most cases, through providing the leader of each group with a copy of the Policy Statement and the Safeguarding Policy.
3. A copy of the policy statement will be placed in the church office along with information on where the Safeguarding Policy is kept should anyone wish to view it.

## **PART THREE – DEFINITION OF TERMS USED IN THE POLICY**

The following definitions are to help clarify what we mean when we use certain words or phrases in the present Safeguarding Policy: -

1. ‘Child’ and ‘young person’ are often terms used to define those individuals who are under the age of 18. We sometimes use the terms ‘child’ and ‘young person’ interchangeably in this Policy. Our Safeguarding Policy applies to *all* individuals under the age of 18 years who are involved in church activities. It is suggested that the general principles of good practice contained in the present Policy should be applied to other church situations, including dealings with older teenagers and vulnerable adults.
2. ‘Parent’ - any reference to ‘parent’ includes any adult who we understand holds legal parental responsibilities and rights in relation to the child concerned. We are entitled to accept that any adult who presents as having, or confirms they have, care and control of the child concerned has the authority to do so. We use the term ‘parent’ throughout this Policy to include all such adults.
3. ‘Vulnerable Adult’ or ‘Adult at Risk’ – a person over 18 years old who is unable to safeguard their own well-being, property, rights or other interests; who is at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected; who is at risk of harm if another person’s conduct is causing (or is likely to cause) the adult to be harmed, or the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.
4. ‘The church’ – throughout this policy, references to ‘the church’ or ‘our church’ are references to Bellevue Chapel.

5. ‘Elders’ – the elders are the leaders of our church. As a group, they provide spiritual guidance and direct the affairs of the church. They are responsible for overseeing the activities and practices of the church and for overseeing the care of individuals associated with the life and activity of the church. The elders delegate the responsibility for certain tasks to selected leaders and members of the church.

6. ‘Safeguarding Committee’ – please read Part 4 of this document. The Committee membership has been approved by the elders and has been subject to the same disclosure / criminal records checks as those working with children and young people in the church.

7. ‘Group Leader’ – A Group Leader, for the purposes of the present Policy, is an unpaid Church Worker, appointed by the elders, who is fulfilling a role of responsibility among a group of children or young people. The Group Leader is the person who has overall responsibility for the activity. All Church Workers, Junior Workers and Junior Helpers are responsible to the Group Leader who is in turn responsible to the elders of our church. Group Leaders will be over the age of 18 and be a member of our church.

8. ‘Church Worker’ (or ‘worker’) - the elders and Group Leaders delegate responsibility for certain activities to appropriate unpaid church ‘workers’. Practical responsibilities are often delegated to Church Workers leading and involved in particular groups. They should be familiar with the Policy statement and the good practice guidelines contained in this Policy. Church Workers will be over the age of 18.

9. ‘Junior Church Worker’ - the elders and Group Leaders can delegate responsibility for certain activities to appropriate unpaid junior Church Workers between the ages of 16 and 18. Practical responsibilities can be delegated to junior Church Workers leading and involved in particular groups under the mentorship of a designated Group Leader or Church Worker. It is acknowledged that junior Church Workers are themselves young people to whom the safeguarding policy applies and the level of responsibility they are given should reflect this. They should not be left with sole responsibility for any other young person. They should be familiar with the Policy statement and the good practice guidelines contained in this Policy.

10. ‘Junior Helpers’ - in some circumstances, Group Leaders and workers will also be assisted by Junior Helpers. A Junior Helper is someone who assists a Group Leader or a Church Worker with a group of children or carries out general organisational tasks (e.g. serving refreshments or taking the register). Junior Helpers can be individuals between the ages of 14 and 18 years. It is acknowledged that Junior Helpers are themselves young people to whom the Safeguarding policy applies. They should not, at any time, be left unsupervised with children/young people during an activity and are not to be included when calculating adult: child ratios.

11. ‘Group’ – when we refer to ‘group’, we mean any part of the church engaging in or organising activities on behalf of the church. In this Policy when we mention ‘group’, we generally mean a group working with children. Examples of such groups are the Sunday School, Covenanters Youth Group, the Holiday Club etc.

12. ‘Church activities’ – when we use this phrase, we mean any organised activities or events, which have been arranged by any group or individual operating on behalf of the church in their capacity as a church group or Church Worker.

The definitions above are intended to assist in the general understanding of the present Policy. They are not intended to be interpreted in a way which prevents the church dealing in a sensible and appropriate manner with any issues arising, nor to imply any responsibility or liability on the church for situations, which arise outwith our jurisdiction, knowledge or control.

## **PART FOUR – THE SAFEGUARDING COMMITTEE**

At present, there are four Committee members, namely Rowan Parks, Wilma Armstrong, Tracey Wilson and Shelley Graham. Rowan is an elder in the church and has responsibility for overseeing the youth ministries within the church. He has overall responsibility for leading the Committee. Wilma is a longstanding member of Bellevue Chapel and has lifelong experience in dealing with children and young people. She is currently involved in a group praying for youth ministries and will have a responsibility towards the need of vulnerable adults. Tracey has been a member of Bellevue Chapel since 1993 and has been involved in leading youth work and crèche throughout most of this time. She will have the main responsibility for inducting new leaders and workers in safeguarding issues and dealing with forms and administration. Shelley has been a member of the church since 2002 and has volunteered in 2 youth groups during that time. She is a principal teacher in an Edinburgh primary school and has a responsibility in coordinating child protection procedures within this establishment. Those working with children will be advised of any change in the membership of this Committee. An elder of the church will sit on the Committee at all times. The Committee expects that their responsibilities in relation to safeguarding will evolve over time. At present, we see the role of the committee as including the following: -

1. Keeping under regular (annual) review the terms of the present Policy
2. Answering questions about the present Policy and its implementation
3. Ensuring policies and procedures are adhered to
4. Providing general advice on Safeguarding issues or, if unable to do so, contacting the appropriate external agency (e.g. CCPAS) to seek advice
5. Providing training, or assisting in providing training, as required by any individual or group within the church in connection with children, young people and vulnerable adults
6. Liasing with external agencies if required
7. Dealing with reported safeguarding concerns
8. Acting as advocate on behalf of a child or vulnerable adult in need of safeguarding
9. Being aware of general child safety issues and dealing with as necessary
10. Involvement in induction of new Leaders, Workers and Junior Helpers
11. Act independently in reporting concerns of abuse to the statutory authorities (Children or Adult Social Care or the Police).
12. Promoting the needs of children / vulnerable adults in the place of worship and keeping the leadership informed of good practice

The Safeguarding Committee can be contacted on the following telephone numbers if a matter should arise upon which advice is required: -

**Tracey Wilson 0131 657 9134 or 07803 139486 (primary contact person)**

**Rowan Parks 0131 6600408 or 0754 5535735**

**Wilma Armstrong 0131 339 6913**

**Shelley Graham 07730 924441 or 0131 467 1566**

Unless the Safeguarding Committee take the view that matters require to be reported or discussed further they will deal with questions and referrals confidentially. In certain cases, e.g. where a possible claim on the church's insurance policy is likely, the Safeguarding Committee will require to inform the elders and the trustees immediately. In addition, the committee will inform the elders of any situation arising in which the Committee take the view that the elders should be involved, either in terms of consultation, decision making, dispute resolution, church discipline or ongoing pastoral support.

## **PART FIVE – APPOINTMENT OF GROUP LEADERS, CHURCH WORKERS, JUNIOR WORKERS AND JUNIOR HELPERS**

The **four** types of individuals who are intended to work with children in Bellevue Chapel are **Group Leaders, Church Workers, Junior Workers and Junior Helpers**. Please refer to PART 3 for definitions of these. The elders are ultimately responsible for the appointment of these individuals. Often the elders will delegate the responsibility for appointment of workers, Junior Workers and Junior Helpers to the Group Leader(s) of the group concerned.

All adults and those between the ages of 16 and 18 seeking to be appointed to work with children in Bellevue Chapel in the capacity of a Group Leader, Worker or Junior Worker must:

1. Complete an application form (form 1)
2. Provide an appropriate reference confirming suitability (within form 1)
3. Provide voluntary disclosure information (form 2A)
4. Undergo a criminal records check at enhanced level (form 2B)
5. Meet with a member of the Safeguarding Committee who will advise on completing the forms, process the forms and highlight some basic safeguarding principals from the safeguarding policy.

They will be provided with written information about the post to which they are applying and what will be expected of them if appointed.

A worker should not begin working with children or young people before a reference has been taken and the Group Leader has decided they are a suitable worker and has appointed them in the position. The applicant must be advised that their position is probationary for a defined period of time and until the outcome of the disclosure/criminal record check is known. At the end of this period the worker will meet with the Group Leader or appropriate elder to confirm their appointment.

### **Forms to be completed by those applying to work with children (Appendix A)**

Form 1	Application Form for paid/voluntary work with children, young people or vulnerable adults
Form 2A	Self Declaration Form for a position requiring a disclosure
Form 2B	Disclosure Form
Form 3	Contract for children's/young person's worker
Form 4	Junior Helper Form

Forms 1, 2A and 2B should be passed directly to the Safeguarding Committee. References will be obtained from form 1 after which the form will be passed to the Group Leader for storage. Form 2A will be retained by the Safeguarding Committee until a disclosure certificate is received after which it will be disposed of confidentially. Form 2B will be passed onto the appropriate external body for processing. Leaders should not take copies of form 2A or 2B nor should they open any sealed envelope containing a form 2A or 2B. These forms are confidential. The Committee has established a system for storing any copy forms in a safe and secure place on a temporary basis until such time as the regulations require these to be destroyed. We have a separate Storage Policy, which conforms to storage regulations and can be viewed on request. Forms 3 and 4 will be held by the Group Leader.

For ease it is suggested that all four forms (1, 2A, 2B, and 3) are passed to the Safeguarding Committee who will ensure they get to their correct destination

### **Junior Helpers**

Junior Helpers (i.e. those between the ages of 14 and 18 years, and excluding Junior Workers) should complete Form 4 (Junior Helper form) and return it to the Group Leader. Each Junior Helper must be approved by the Group Leader and must be supervised by a designated leader or worker throughout any activity involving children.

## **PART SIX – FORMS FOR USE BY THOSE WORKING WITH CHILDREN - HOW AND WHEN TO USE THE FORMS IN APPENDIX B**

Appendix B to the present Policy document contains forms for ongoing use.

### **What forms are included in Appendix B?**

Form 5	General information and consent form
Form 6	Activities and day visits consent form (sample)
Form 7	Camp / residential medical and consent form
Form 8	Accident / incident form
Form 9	Responding to abuse form
Form 10	Tables of attendance (sample)

The forms in the Appendices to the present Policy have largely been adapted from CCPAS styles.

### **Forms for use with children –FORMS 5, 6, 7, 8, 9 and 10**

The forms are for general use and, where possible, should be completed in respect of every child or young person taking part in church activities with effect from 9 November 2003 (adapted 2010).

Form 5 is a general information / consent form.

Form 6 is a model consent form for activities outwith the routine activity of the group. It contains all necessary information to be given/collected but is to be adapted for each activity.

Form 7 should be completed when camps or residential activities are organised.

Form 8 contains the information which should be recorded in the event of an accident / incident. These forms will be accessible for workers and helpers and should be completed as soon as possible after the event and passed on to a member of the Safeguarding Committee.

Form 9 should be completed if there is a disclosure of abuse or a concern brought to the attention of a leader, worker or helper about abuse or possible abuse. Information noted on a Form 9 may be of a very sensitive and confidential nature. It is important that, as soon as a Form 9 has been completed, this is passed to a member of the Safeguarding Committee without delay. Steps noted on Form 9 and the guidelines contained in Part 8 of this policy should be followed in the event of a disclosure or concern about abuse being brought to light.

Form 10 is a sample of attendance record. This can be adapted to suit individual groups. A record of all children/young people, workers and those in the immediate vicinity must be recorded for each activity.

### **What happens to forms 5-10 after completion?**

All of these forms should be retained indefinitely.

Forms 5, 6 and 7 contain general information those working with children will need to know and these forms should be retained by the Group Leader. Forms 8 and 9 (accident / incident and abuse concern forms) should be passed to the Safeguarding Committee, where possible in a sealed envelope, without delay. The information contained on a Form 9 is likely to be of a sensitive and confidential nature and it should be completed in confidence and passed on to the Safeguarding Committee in confidence.

Issues concerning abuse are frequently raised many years after the event or alleged event. The Safeguarding Committee will consider, in their annual reviews, whether it might be appropriate for a system to be put in place to catalogue such paperwork.

Form 10 should be kept by the Group Leader.

### **Suggestions and comments**

We have provided Leaders with a Safeguarding folder containing a supply of the styles in the appendices that can be copied for ongoing use. It is suggested that completed forms 1, 4, 5, 6 and 7, which are to be retained by Group Leaders, be stored inside the Safeguarding folder. After a period, they will be transferred to a secure storage site. It is the responsibility of Group Leaders to keep these folders and forms in a safe and secure place.

## **PART SEVEN - GUIDELINES FOR GOOD PRACTICE**

The elders have the overall responsibility to ensure that all organisations and groups under the jurisdiction of the church are adequately staffed and well managed. The elders must be satisfied that the work of child and youth groups are planned so as to reduce to the minimum those situations where it may be possible for children and young people to suffer harm.

We believe that adhering to the present Policy represents good practice. Good practice can be of as much benefit to the workers as to the child. Wrongful allegations or even simple misunderstandings on the part of children and others are not uncommon. With some minor adaptation, CCPAS material has been used in this section.

### **General Principles**

*In this section, and in order to be as concise as possible, we use the term ‘workers’ in a general sense to include all those working with children in the church, including Leaders, Workers, Junior Workers and Junior Helpers.*

All those working with children and young people in our church have an opportunity to show the love of God to those children attending their group, but they carry a heavy responsibility to demonstrate God’s love appropriately.

All leaders and workers should seek at all times to treat children and each other with respect and to provide an example of good Christian conduct. Church Workers should be able to act at all times in a sensible manner which preserves the terms and spirit of the present Policy.

Any leader or worker who sees another member of the group acting in a manner which might be misconstrued, must be prepared to speak to them and, if necessary, to the Group Leader or to the Safeguarding Committee. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviours.

While it would be an impossible task to try to deal with every aspect of children’s work or to cover every situation which might arise, here are some general principles which should be followed to ensure opportunities for abuse or allegation can be minimised: -

#### **a. Child supervision: practical issues**

- Ratio of adults to children - Leaders should consider carefully the number of workers who should be present for a specific indoor/outdoor activity or holiday event. As a guide, it might be helpful to consider the ratios required in regulations governing day care for under 8's. These are:

Adults: Children	
0 to 2 years	1: 3
2 to 3 years	1: 4
3 to 8 years	1: 8

*Notes. These are suggested figures – you may not, in practice, be able to achieve the same standards as for registered activities, but we need to ensure sufficient adults for child supervision.*

- Children should never be taken off church premises by less than two workers
- Where possible, a worker should never be left alone with a child, in a place or a room, which cannot be observed easily by others. Leaving doors open between rooms may achieve this.
- In certain circumstances (for example where a child requires assistance to go to the toilet or where a child is upset) it may be appropriate that a male or female worker supports a child of the same sex. In some situations it will be sensible for more than one worker to accompany a child.
- In situations where a worker requires seeing a child on their own, e.g. where confidentiality is necessary, then ensure that others know the interview is taking place and that someone else is present in the building throughout the duration of the interview.
- As far as possible, Church Workers should not meet a child or young person off church premises without the knowledge of a parent or another adult. If it is necessary to meet the child off church premises, then fellow workers should be advised and consideration should be given to whether more than one worker should meet with the child.

- If a worker invites a child or young person to his or her home, he or she should ensure this is with the knowledge of the team/leadership and that a parent is aware.
- No person under 18 years of age should be left in sole charge of any children of any age, nor should children or young people attending a group be left alone at any time. Only Group Leaders and Workers should be left in charge of children. Helpers should be supervised at all times.
- A register of children or young people attending the club or activity should be kept, and a register of workers / helpers. This should include a note of any others in the building at the time (e.g. a maintenance person). See Form 10.
- A record of unusual events (ie. accidents and incidents) should be kept, with each leader recording what they witnessed. Forms 8 and 9 in Appendix B should be used to record accidents, incidents and any abuse concerns. A note of unusual events can be very helpful if leaders have to deal with a difficult young person who may subsequently make accusations of assault. A child who constantly makes throwaway sexual comments about Church Workers may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of children all make similar comments about one worker, this should warn the leadership that they have a problem with that person. Recording such events can protect both children and workers.
- It is suggested that workers also record on the Form 8 incidents such as fights and what action was taken by the leaders. Parents (and older children) should, in certain more serious circumstances, be asked to sign the forms that have been completed by Group Leaders or Workers. In some situations, it may be appropriate for information on forms to be kept fully confidential. Because accusations of abuse may be made many years later, records should not be destroyed or thrown away but should always be passed to the Safeguarding Committee. Please see the Safeguarding committee if you have any queries about this.
- Make sure that the people allowed into a children's activity (e.g. crèche, nursery, Sunday School, holiday club, youth club) are workers assigned to that group. Other adults should not have free access. If they need to be there for a specific reason (e.g. guest speaker, maintenance person), ensure that you note this in your attendance/unusual events log.
- Ensure that arrangements for transporting children are with the knowledge of the team/leadership and wherever possible have parental approval. Where children and young people are to be transported by car or minibus, arrange to have more than one adult passenger (including driver) in the vehicle. If this is not possible then other workers and parent/carer should be informed.
- Leaders should consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth hostelling where it is the custom. It is likely Leaders will, in addition to following the present general policy, require to consult existing written guidelines the church already uses from Scripture Union / Covenanters in connection with camps. If any such information is unavailable or insufficient for the group's purposes, the Group Leader should speak to the Safeguarding committee who can provide further CCPAS guidelines specifically designed for camps and residential activities.

#### **b. Boundaries**

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person or vulnerable adults needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Avoid games or activities which may have sexual connotations or be misconstrued.
- All children, young people and vulnerable adults have the right to decide how much physical contact they have with others, except in exceptional circumstances such as a medical emergency.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misunderstood or misconstrued.
- When physical touch is necessary (e.g. first aid, applying sun cream etc), encourage the child, young person or vulnerable adult to do what they can themselves but, in their best interests giving appropriate help where necessary

**c. Discipline**

- Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- Discipline is the education of a person's character. It can include nurturing, training, instruction, verbal rebuke and encouragement. While no Church Worker has the authority to adopt the role of 'parenting' a child, we accept that there will be occasions where discipline is necessary.
- Ask God for wisdom, discernment and understanding.
- Work on building and maintaining healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property. Make sure everyone including workers understand what action will be taken if not adhered to.
- Never smack or hit anyone. Children should never be disciplined out of anger. If you feel too angry to deal with a situation wisely then call upon another worker to support you or to deal with the situation.
- Respect the child as a person. Do not reject them – just their behaviour. Do not discipline the child publicly where possible.
- Take care to give the quieter and well-behaved children attention and don't allow the more demanding children to take all your time and energy.
- Be consistent in what you say and ensure other workers are aware of the rules and of what has been said – this avoids manipulation!
- Never remove them from the room and discipline in private.

For those who are continuously disruptive:

- Have them sit right in front of you or get a helper to sit next to them.
- Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Challenge them to change their behaviour whilst encouraging their strengths.
- Warn them you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), be banned from attending the group for a period of time.
- Be aware that there may be underlying causes for their behaviour

**d. Safety**

- Leaders should do a general safety check on premises before children attend for church activities there. Any dangerous or unhygienic fixtures or fittings should be removed from the premises.
- The Fabric Committee in the Church is responsible for maintaining the overall safety and cleanliness of the church building. Any concerns should, in the first instance, be reported to the Fabric Committee

#### **e. Accidents and emergencies**

- Group Leaders must ensure that they and their group are aware of what plans should be taken in the event of an emergency, e.g. where a child is injured or takes ill during a church activity.
- An adequate First Aid kit should be readily available and all leaders, workers and helpers should know where it is. A worker in each group should be delegated the responsibility for ensuring that the first aid kit is well stocked. A portable kit should be taken with each group when children are taken off church premises and minor cuts and grazes should be treated using the First Aid kit. Special care must be taken when dealing with blood or any other bodily fluids and rubber gloves should be used and then disposed of.
- An Accident book should be kept, and any accidents that take place throughout a church activity should be noted as soon as possible after the event (see Form 8). If a child is injured or takes ill throughout the course of a church activity his or her parent should be informed as soon as possible. Whatever the severity of the injury or illness, the Group Leader or a group worker must inform the parent, either in person, by telephone or in writing of the incident. A note of the incident and how / when the parent was notified must be recorded on Form 8 as soon as possible after the event.
- In certain circumstances it may be necessary to take the child to hospital immediately. The Group Leader should make the decision about whether to take the child to hospital or call an ambulance and may wish to consult with a parent before this is done. If a parent cannot be contacted or is unable to escort the child to hospital, at least one leader of the same sex (where possible) should accompany the child and should take the child's signed consent form with them.

#### **Insurance**

Bellevue Chapel has an Insurance policy, which includes public liability insurance for outdoor and indoor activities organised by the church.

## **PART EIGHT – INFORMATION ABOUT CHILD ABUSE AND ACTION TO TAKE IF CHILD ABUSE IS SUSPECTED**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. It is important that we have a clear system in place for dealing with concerns about possible abuse. The aim of this section is to assist the church in acting appropriately if abuse / suspected abuse comes to light.

We have used, with some adaptation, CCPAS material for this part of our Policy.

The guidelines contained in parts c. and d. for responding to a child and reporting abuse or suspected abuse to the Safeguarding Committee should be followed in *all* situations where abuse or suspected abuse comes to light irrespective of whether the allegations are made against a parent, a church worker / member, an adult outwith the church, or another child.

#### **a. Categories of Abuse**

For recording all cases the following are the standard categories of abuse. Although these are presented as discrete definitions, in practice there may be overlap between categories.

##### **(i) Physical injury**

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

##### **(ii) Sexual abuse**

Any child may be deemed to have been sexually abused when any person(s) by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated, or consented to, the behaviour.

**(iii) Non-organic failure to thrive**

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive have been established.

**(iv) Emotional abuse**

Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

**(v) Physical neglect**

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances, which endanger the child.

**b. Signs, Symptoms and Effects of Abuse**

*The following signs may or may not be indicators that abuse has taken place - other factors such as medical problems or family problems may be the reason - but the possibility should be considered.*

**PHYSICAL**

- Any injuries not consistent with the explanation given for them
- Bruises on babies
- Injuries which occur to the body in places which are not normally exposed to falls, rough 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, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/burns/substance abuse
- Eating disorders – anorexia, bulimia

Other explanations: gangs, bullying, self-harm

**SEXUAL**

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- 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**

Stands on its own but is part of all other abuse. Can include abusive/condemnatory language, domestic abuse or parents with health, psychiatric or addictive conditions.

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression/aggression, extreme anxiety
- Attention seeking behaviour
- 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

### **c. Responding to a Child Wanting to Talk About Abuse**

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

#### **GENERAL POINTS**

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm, even if on the inside you are feeling something different
- Be attentive and look straight at them while they are speaking
- Be honest and don't make promises you can't keep particularly regarding confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Reflect back to them what they have said. This shows you are listening, checks you have heard properly and leaves it open for the child to say more.
- Try to establish facts (i.e. where did this happen, who was it, what happened?) but 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.
- Avoid asking closed or leading questions (e.g. was it in your bedroom? was it daddy that did this?) – you might put something into the young persons head that wasn't there and this could damage any investigation. Also the young person could panic and give false information to cover up.

#### **THINGS YOU SHOULD CONSIDER SAYING**

- Thank you for telling me
- I am taking what you are telling me seriously
- It's not your fault
- You've done the right thing in telling me
- I will try and help you
- I will be here to listen

#### **DON'T SAY**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How?
- "I am shocked, don't tell anyone else"
- I won't tell anyone

#### **CONCLUDING**

- Again reassure the child that they were right to tell you and show acceptance
- Do not revisit the conversation unless the child initiates it.
- 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 Safeguarding committee or contact an agency such as CCPAS for advice or go directly to Social Services/Police/NPSCC (see below under heading 'What steps to take if you suspect or have been advised abuse has occurred').
- Consider your own feelings. A short meeting should be arranged with a member of the Safeguarding Committee to summarise events and to discuss any needs you may have for further pastoral support.

*Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Form 8 in the Appendix, should be completed in full as soon as possible after the event. Record dates and times of these events and when you made the record. Include details of phone calls/conversations, including names and telephone numbers. If you cannot complete a Form 8 immediately then keep all hand written notes, even if subsequently you subsequently complete a Form 8. All forms should be passed without delay to the Safeguarding Committee and will be held indefinitely.*

**d. What steps to take if you suspect abuse or have been advised abuse has occurred?**

1. **You must report concerns as soon as possible to a member of Bellevue Chapel's Safeguarding Committee** (see Part 4 of this document for contact details). You may also tell your Group Leader as long as the concerns do not involve them. The Committee may seek advice from external agencies, discuss the concerns with the elders and depending on the nature of the concerns, discuss with the young persons parents.

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 so that the child does not return home. This should be discussed with the Safeguarding Committee first, but if this is not possible, then a direct referral can be made. A referral to Social Services or Police should always be made where sexual abuse is suspected.

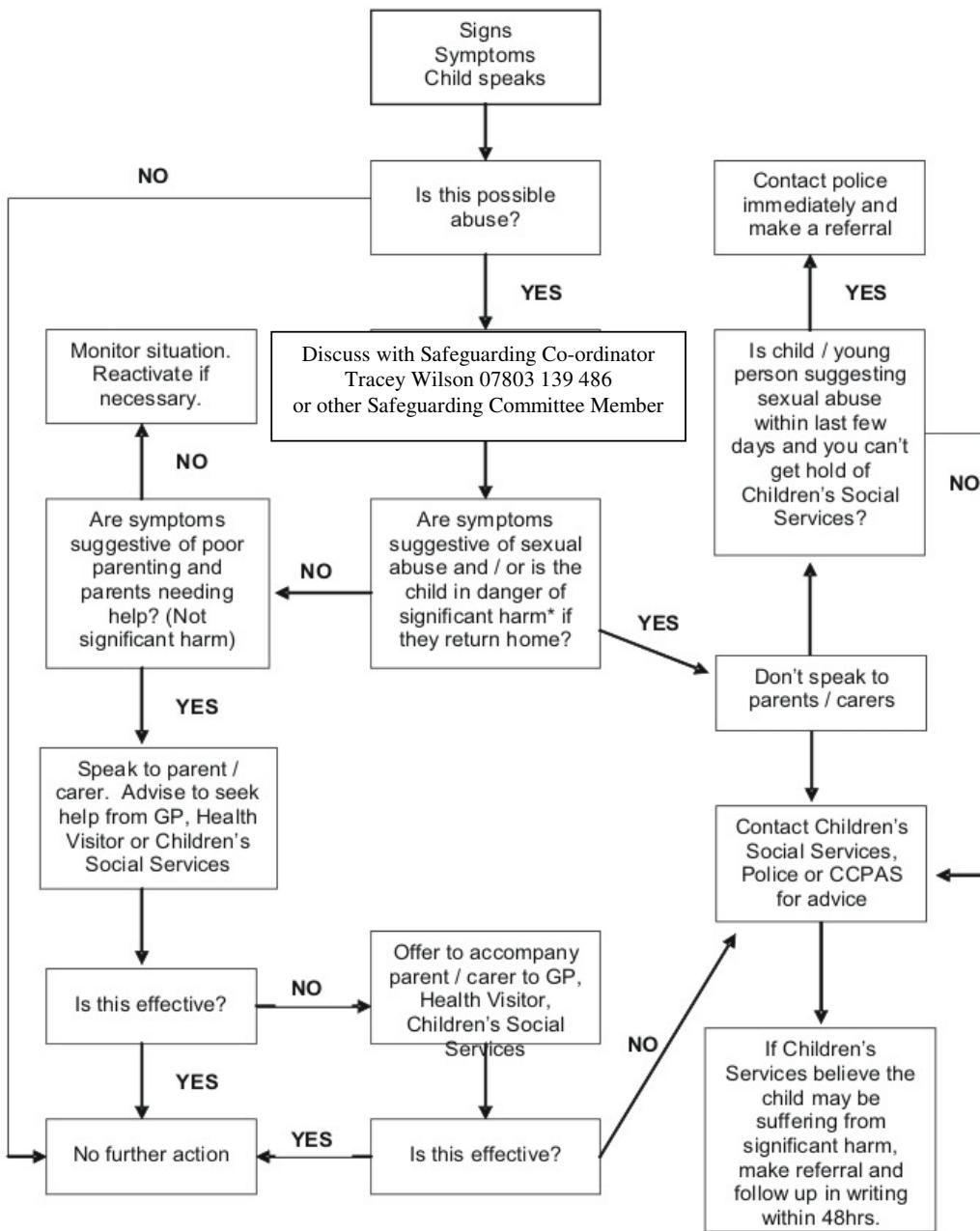
Where it is decided that Social Services or Police are to be contacted then parents of any child involved should NOT be contacted without prior agreement from the said authority. To do so could jeopardise any subsequent investigation or could alert the perpetrator. If the concerns involve a close relation of a Committee member it may be necessary to exclude that Committee member from discussions (see point 3).

2. **Complete a Form 8 as soon as possible and pass this directly to the Safeguarding Committee.**
3. **If the suspicions involve any member of the Safeguarding Committee then these suspicions should not be reported to that individual** and the other Committee members should be advised immediately that the suspicions involve that individual. The individual suspected would not then be involved in discussions about how to deal with the reported concerns. If the suspicions involve two or more members of the Safeguarding Committee, the remaining member(s) may discuss the reported concerns with an elder of the church. In those circumstances CCPAS may also be contacted for initial advice or discussions or, if the matter is an emergency, an immediate referral may be made to police or social work. The contact details for all such organisations can be found in Part 11 and page 16 of the present Policy.
4. **Suspicions / disclosures should not be discussed with anyone other than those nominated above.** Likewise, you should treat any disclosures made to you in the utmost confidence throughout, and after any reporting process to the above named individuals / organisations.
5. **It is, of course, the right of any individual to make direct referrals to the child protection agencies or seek advice from CCPAS,** although we hope that members of the church / parents will use the above procedure. If, however, you feel that the Safeguarding Committee has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct.

**General notes about Part 8 guidelines**

1. Situations might arise in the future, which do not primarily involve a child (or a child involved in our church) but may have implications for the safety of children while they are engaged in church activities. Where any allegation of abuse implicates anyone involved in our church, the Safeguarding Committee should be advised *immediately*. One example of this may be disclosure by an adult of childhood abuse against a church member - the adult who made the allegation(s) should be advised in advance of the steps being taken and told why this action is deemed necessary. The present Safeguarding Policy contains guidelines. It would, of course, be impossible to envisage every situation, which might arise where there may be concerns about the abuse of a child coming into contact with our church. The Safeguarding Committee has been created to assist church members and workers with any child protection or safeguarding issues arising in practice.
2. Where an individual has suffered abuse and seeks help / advice through the church we should, in addition to taking any appropriate steps mentioned above, be willing to assist him or her in contacting appropriately trained support / counselling agencies such as those listed in Parts 11 and 12 of this Policy.

## **FLOW CHART FOR ACTION - SUSPECTED ABUSE OF CHILD**



**CCPAS 0845 120 4550**  
**Social Work 0131 200 2327 or Out of Hours 0800 731 6969**  
**Police (Amethyst Team) 0131 316 6600**

**At each stage you MUST inform the person that this is a Child Protection referral  
(for suspected abuse of a Vulnerable Adult see Emergency Contacts Section 11.1c.)**

## **PART NINE – OTHER POLICY INFORMATION AND RESOURCES**

A number of other policies and guidelines are available and can be obtained from the Safeguarding Committee. These include; -

- Policy on recruiting Ex-Offenders
- Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information
- Guidelines for Handling Allegations and Complaints Against Church Staff

CCPAS also provide guidelines that can be obtained through the Safeguarding Committee. These include, for example; -

- Anti-Bullying Policy
- Gangs – Signs of involvement and how to respond
- Guidelines for Discipline
- Prayer Partnerships
- Praying with Children and young People
- Rough Guide to Internet Safety
- Teaching your Child to Stay Safe

For information on any of these or other safeguarding topics please contact a member of the Safeguarding Committee.

## **PART TEN – STATEMENT OF COMPLIANCE**

**As a church, we undertake to do our very best to ensure compliance at all times with the terms of this Safeguarding Policy but there may be occasions when, for good reason, absolute compliance is impractical or impossible. We seek to follow the spirit of the present Policy at all times and to behave in a reasonable and responsible manner, having regard to the safety and welfare of children and vulnerable adults entrusted to our care.**

## **PART ELEVEN – EMERGENCY CONTACT AGENCIES**

1. Social Work Department of the City of Edinburgh Council
  - a. Social Care Direct (children) Chesser House, 500 Gorgie Road, Edinburgh EH113Y  
tel - 0131 200 2327
  - b. Bellevue area social work team - Leith Social Work Centre, St John's House, 71 Constitution Street, Edinburgh, EH6 7AF – tel 0131 553 2121.
  - c. Social Care Direct (adults) tel 0131 200 2324.
  - d. Out of hours emergency team (switchboard) tel - 0800 731 6969
2. Lothian and Borders Police
  - a. Police Headquarters, Fettes Avenue, Edinburgh, EH4 1RB – tel 0131 311 3131
  - b. Family Protection Unit – Amethyst Team, Vega House, Lothian and Borders Police, Police Headquarters, Fettes Avenue, Edinburgh, EH4 1RB 0131 316 6600 (Operates Out of Hours)
3. Churches' Child Protection Advisory Service (CCPAS), PO Box 133, Swanley, Kent, BR8 7UQ – tel 0845 120 45 50, Fax 0845 100 45 52. E-mail: [info@ccpas.co.uk](mailto:info@ccpas.co.uk) Web: [www.ccpas.co.uk](http://www.ccpas.co.uk)

## **PART TWELVE – FURTHER CONTACTS**

1. CHILDREN 1ST  
(ROYAL SCOTTISH SOCIETY FOR PREVENTION OF CRUELTY TO CHILDREN)  
83 Whitehouse Loan  
Edinburgh  
EH9 1AT  
  
Tel: 0131 446 2300  
Fax 0131 4462339  
[www.children1st.org.uk](http://www.children1st.org.uk)

Children 1<sup>st</sup> provides advice to anyone about child abuse issues.

2. ChildLine  
Freepost 1111  
London N1 0BR  
Tel: 0207 239 1000  
Helpline for children: 0800 1111 (open 24 hours)  
[www.childline.org.uk](http://www.childline.org.uk)

National free helpline for children in trouble or worried. The 0800 number is specifically for children's use. They will offer advice and direct help and can act if the child requests practical help.

Childline offer an additional telephone helpline – ‘The Line’ – for children living away from home (in foster care or residential care) which operates as follows: Mon – Fri 3.30 p.m. to 9.30 p.m. Sat – Sun 2.00 p.m. to 8.00 p.m. The helpline is specifically for children in care to share their feelings of separation and loss etc. The helpline number is 0800 884444

3. Kidscape  
2 Grosvenor Gardens  
London SW1W 0DH
- Tel: 0207 730 3300  
Helpline: 08451 205204  
[www.kidscape.org.uk](http://www.kidscape.org.uk)
- National charity teaching children how to keep safe. They publish a lot of useful information on protecting children from both abuse and bullying.
4. Association of Christian Counsellors  
29 Momus Boulevard  
Coventry  
CV2 5NA
- Tel: 0845 124 9569/0845 124 9570  
[www.acc-uk.org](http://www.acc-uk.org)
- Gives advice about training, accreditation and supervision of Christian counsellors.
5. Independent Safeguarding Authority
- Tel 0300 123 1111  
[www.isa-gov.org.uk](http://www.isa-gov.org.uk)
6. CCI (Christian Camping International)  
P O Box 169  
Coventry CV1 4PW
- Tel: 01203 559099
- An association of Christian organisations and individuals involved in camps and similar activities. Provides a lot of helpful advice in organising and running residential activities.

## **APPENDIX A**

### **FORMS TO BE USED BY THOSE APPLYING TO WORK WITH CHILDREN/YOUNG PEOPLE**

#### **INDEX OF FORMS IN APPENDIX A**

- 1. Application form for Church Worker with children or young people**
- 2.A. Voluntary disclosure form**
- 2.B. Disclosure form (sample form only)**
- 3. Contract for children's and young people's worker**
- 4. Junior Helper form**



**FORM 1****BELLEVUE CHAPEL****APPLICATION FORM FOR WORKING WITH CHILDREN AND YOUNG PEOPLE**

We ask all prospective workers with children, young people and vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. Your Group Leader will keep the information confidentially, unless requested by an appropriate authority.

**1. Personal Details**

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

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Mobile Tel No: \_\_\_\_\_

Evening Tel: \_\_\_\_\_

Email address: \_\_\_\_\_

Please tell us about your Christian experience (i.e. how long you have been a Christian, which church(es) you have 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. This should 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 or vulnerable adults declined?

YES                  NO (Please tick)

If , please  details

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Are you currently working in any other care position in either a voluntary or paid capacity?

YES  NO (Please tick)

If yes please give details:

Name of the organisation: \_\_\_\_\_ Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Tel no: \_\_\_\_\_

Details of duties: \_\_\_\_\_

\_\_\_\_\_

### **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.

Name \_\_\_\_\_ Name \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

Please would you complete the attached self-declaration form, place it in a sealed envelope and address it to Tracey Wilson (the person responsible for processing Disclosure checks) with whom you are welcome to discuss any aspects of this procedure.

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 in a separate, sealed envelope.

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

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

**FORM 2A**

**BELLEVUE CHAPEL**  
**SELF DECLARATION FORM - STRICTLY CONFIDENTIAL**

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: Tracey Wilson (name of person processing Criminal/Records Disclosure checks)

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. Please also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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**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.

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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.

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Has there ever been any cause for concern regarding your conduct with children, young people or 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) \_\_\_\_\_

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I confirm that I am not barred from working with children/vulnerable adults or 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 Protection of Children Act 1999/.

I agree to inform the Safeguarding Committee if I am convicted of an offence after I take up any post within Bellevue Chapel. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults.

I agree to inform the Safeguarding Committee if I become the subject of a police and/or a 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.

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

Please refer to attached notes

## **LEGALESE – ATTACHED NOTES**

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

As this post involves substantial, unsupervised 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 Criminal Records Bureau (CRB).

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 vulnerable adults within Bellevue Chapel

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB 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 we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the CRB Service.

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.

### **Children and Young People**

Under the Protection of Children (Scotland) Act 2003 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the List (outlined in Section 1 of the Act) or:

- Those included (other than provisionally) in the Disqualified from Working with Children List established under Section 1 (1) of the Protection of Children (Scotland) Act 2003;
- Individuals considered unsuitable to work with children in the List kept under the Protection of Children Act 1999;
- Individuals prohibited from teaching under Section 142 of the Education Act 2002, held on the DfES List 99.
- Individuals subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.

Under the Protection of Children (Scotland) Act 2003 (Section 11) it is an offence for an individual who is disqualified from working with children (as outlined above) from applying for, offering to do, or accepting any work in a child care position.



**Form 3**

**BELLEVUE CHAPEL**

**Contract for Children and Young People's Worker**

**This form is to be used along with an information sheet/job description specific to each Youth Group or Regular activity**

Name of Worker \_\_\_\_\_

Welcome to \_\_\_\_\_

Job Title \_\_\_\_\_

Person to Whom You Are Responsible (e.g. Group Leader) \_\_\_\_\_

The Leadership of Bellevue Chapel are committed to helping you give the best possible service to the children you are working with, so will endeavour to provide for any training needs. Your Group Leader will also meet with you from time to time to see how things are going.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Group Leader)

To be read & signed by the Worker With Children/Young People

I understand my employment is for a probationary period of \_\_\_\_\_ months after which there will be a review and by agreement with my Group Leader or appropriate Elder my appointment will be confirmed.

I confirm that I have read Bellevue Chapels safeguarding policy (please tick)

I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child or worker I will check with the appropriate leaders.

I will follow guidelines on safe working practice and the code on discipline.

Signed \_\_\_\_\_ Date \_\_\_\_\_



**FORM 4****BELLEVUE CHAPEL - Junior Helper Form**

Group \_\_\_\_\_

Full Name of Junior Helper \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_ Phone number \_\_\_\_\_

Thank you for agreeing to be a Junior Helper in \_\_\_\_\_ (name of group). We very much value and appreciate your willingness to serve God in this way. You will be expected to help with \_\_\_\_\_

(please state tasks). But above all help the children to have **lots of fun** but not forgetting to have **fun yourself**.

Never be aggressive, angry or unfriendly towards the children. Try and have a happy smile and be gentle with them during games. Give praise for their achievements but help and encourage them with consideration when they find things difficult. Above all show them **God's love** through your caring actions.

You will be assigned a named leader (please state) \_\_\_\_\_ who will give you care, personal supervision and guidance. You can talk to them at any time on any topic, even if it's not related to or during the group's activities. During the group time other leaders may ask you to assist them, for example, when children are separated into different groups: please take your supervision from that leader for that period.

Finally, avoid too much close physical contact, children may wish to cling to you or constantly sit on your lap or jump on you whilst rolling around on the floor. Instead just encourage them to take part in what has been organised for them. To support you in the great work you will be doing as a helper we will ensure that you are NEVER alone with the children. We will ensure that you will only be involved in activities where you are under direct supervision and eye contact of the leader.

I \_\_\_\_\_ commit to regularly attend and help at \_\_\_\_\_ (name of group) for the agreed period of time

Signed \_\_\_\_\_ Age \_\_\_\_\_ Date \_\_\_\_\_

**Travel arrangements:** I have made travel arrangements for after the group (please describe, if applicable) \_\_\_\_\_

**Approved by:** Parent/Carer (person with parental responsibility) \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_ please keep a copy and return other.

**Agreed period:** \_\_\_\_\_ months. Expires \_\_\_\_\_  
You can arrange to renew this commitment at this date.

**Appointment approved by:** \_\_\_\_\_ (Group Leader) Date \_\_\_\_\_



## **APPENDIX B**

### **INDEX OF FORMS IN APPENDIX B**

#### **FORMS – NUMBERED: -**

- 5. General information and consent form**
- 6. Model for activities and day visits**
- 7. Camp / residential and medical consent form**
- 8. Accident / incident form**
- 9. Responding to abuse form**
- 10. Tables of attendance form (double sided)**



**FORM 5**

**BELLEVUE CHAPEL**  
**GENERAL INFORMATION AND CONSENT**

Group: \_\_\_\_\_

Full name of child/young person \_\_\_\_\_

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

Address: \_\_\_\_\_

Name of GP: \_\_\_\_\_ Surgery \_\_\_\_\_ Tel No: \_\_\_\_\_

Date of last anti-tetanus injection: \_\_\_\_\_

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability, which may affect normal activity:  
\_\_\_\_\_  
\_\_\_\_\_

Name of parent/carer \_\_\_\_\_

Tel no: Day \_\_\_\_\_ Eve \_\_\_\_\_ Mobile \_\_\_\_\_

Additional contact (grandparent etc or other holding parental responsibility)

Name \_\_\_\_\_ Tel no: \_\_\_\_\_

If you do not have parental responsibility (e.g. you are a foster carer) please give details of those with parental responsibility

Name(s), address, telephone no: \_\_\_\_\_

I give permission for \_\_\_\_\_ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the Group Leader and/or other workers approved by Bellevue Chapel leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Please continue overleaf...

## **Medication and Medical Treatment**

The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- In an emergency and/or I am not contactable my child will be given medical/dental treatment as necessary.

## **Communicating with children & young people**

I give permission for my child and the youth/children's workers to communicate using telephone, mobile, email, or internet for the purpose of arranging children/youth activities.

*(Please delete forms of communication you don't want your child contacted by)*

## **Photographs/Filming**

I give/do not give permission for photographs or video footage of my child to be taken for the purpose of recording special events or for displays/ presentations within Bellevue Chapel *(Please delete as appropriate)*

Signed: (parent/or adult with parental responsibility) \_\_\_\_\_

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

A carer can complete the information requested on this form, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

**FORM 6****BELLEVUE CHAPEL**  
**ACTIVITIES AND DAY VISITS**

Design your own form to include the following:

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

Design your own reply slip containing the following:

- Full name of child/young person
- Details of any medical conditions or disability that may be affected by this activity
- Details of any medications
- Contact telephone numbers for emergencies
- SWIMMING ABILITY (delete as appropriate)
  - Can your child swim 50 metres? YES/NO
  - Is your child water-confident in a pool? YES/NO
  - Is your child confident in the sea or in open inland water? YES/NO
  - Is your child safety conscious in water? YES/NO
- Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'
- I understand:
  - My child will receive medication as instructed before or during the event.
  - Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
  - My child will be given medical/dental treatment as necessary.
- I have read the above information and I give permission for \_\_\_\_\_ to take part in this activity.
- Signature and Date - only those with parental responsibility can sign the consent (NB This may not include a foster carer).

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the place of worship/organisation.



## **BELLEVUE CHAPEL**

### **CAMPS AND RESIDENTIAL HOLIDAYS HEALTH INFORMATION AND CONSENT FORM**

Camp/Holiday Details \_\_\_\_\_

Name of child \_\_\_\_\_ Date of Birth\_\_\_\_\_

Address \_\_\_\_\_

Name and phone no of GP \_\_\_\_\_

Address where I can be contacted including phone numbers  
\_\_\_\_\_

Details of any illness about which the leaders should be aware.  
\_\_\_\_\_

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day)  
\_\_\_\_\_

Details of any allergies or special dietary requirements  
\_\_\_\_\_

Date of last anti-tetanus \_\_\_\_\_

#### **Medication and Medical Treatment**

The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- In an emergency and/or I am not contactable my child will be given medical/dental treatment as necessary.

#### **PARENTAL CONSENT**

Signed (parent/or adult with parental responsibility) \_\_\_\_\_

NB: A carer can complete the information parts but only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.



**FORM 8**

**BELLEVUE CHAPEL**  
**ACCIDENT AND INCIDENT FORM**

*This form should be completed immediately after any accident or significant incident. The worker should discuss with the Group Leader what follow up action is necessary*

Day, date and time of the incident \_\_\_\_\_

Names, addresses and ages of those involved in the incident?

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---

Where did this incident take place? \_\_\_\_\_

Name of your group \_\_\_\_\_

Who is normally responsible for group \_\_\_\_\_

Who was responsible for the group at the time of the incident, if different from the above? \_\_\_\_\_

Which other workers were supervising the group at the time of the incident?

---

Who witnessed the incident?

---

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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Have you retained any defective equipment?

YES  NO  NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

*Please continue overleaf...*

What action (if appropriate) have you taken to prevent a recurrence of the incident?

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Is the site or premises still safe for your group to use     YES     NO    (Please tick)

Is the equipment still safe for your group to use?     YES     NO    (Please tick)

Who else do you need to inform?

---

Have they been informed?     YES     NO    (Please tick)

If so, when and by whom?

---

Signature of person in charge of group at time of accident/incident

\_\_\_\_\_  
Print Name \_\_\_\_\_

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

**Form 9 - Confidential**

**BELLEVUE CHAPEL**

**Responding to abuse / concerns of abuse – Worker's action Sheet**

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

Address \_\_\_\_\_

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

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

Date of event \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Sequence of Events/Actual Words Used/Observations  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Notes (use other side of form if more space needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Next Steps –**

1. Speak to the Safeguarding Co-ordinator, Tracey Wilson or a member of the Safeguarding Committee as soon as possible. **Committee contacts are –** **Tracey Wilson 0131 657 9134 or 07803 139486 Rowan Parks 0131 660 0408 or 0754 5535735 Wilma Armstrong 0131 339 6913, Shelley Graham 07730 924441 or 0131 467 1566.**
2. If the concerns do not involve your Group Leader you may also discuss the matter with him or her. **Do not** discuss the concerns with anyone else.
3. In certain exceptional cases you may need to make an immediate decision without the assistance of the Safeguarding committee, for example, about whether it is safe for a child to return home, whether police or social work should be contacted etc. In those cases you may wish to contact CCPAS by telephone, using the contact numbers contained in the Safeguarding policy.

**Note** - Parents should be kept informed as a matter of general good practice but the first and paramount consideration should always be the safety of the child. **If a referral is being made to Police or Social Work concerns should NOT be discussed with parents until the appropriate investigations have taken place.**



**Form 10**

## **BELLEVUE CHAPEL**

### **TABLE OF ATTENDANCE (DOUBLE SIDED)**

## **SESSION**

## ACTIVITY

## GROUP LEADER

## **CHILDREN IN ATTENDANCE**

**FORM 10**

**WORKERS, APPROVED ADULT HELPERS AND HELPERS PRESENT**

DATE								
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NAME								

**OTHER INDIVIDUALS PRESENT IN ROOM / VICINITY**

DATE								
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NAME								