



# **SAFEGUARDING POLICY AND GUIDELINES**

**Amended: October 2022  
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***Highfields Church, Monthermer Road,  
Cathays, Cardiff, CF24 4QW 029 2065 0740  
e-mail: [office@highfieldschurch.org.uk](mailto:office@highfieldschurch.org.uk)  
website: [www.highfieldschurch.org.uk](http://www.highfieldschurch.org.uk)***

***Charity No: 1179013***



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## **MISSION STATEMENT**

Highfields Church is committed to the physical, emotional and spiritual well-being of all children and vulnerable adults who come within its care. We aim to create an atmosphere conducive to meeting those needs within a safe environment. We will provide appropriate experiences including opportunity to learn of God through the Scriptures.

We will endeavour to ensure that each child or vulnerable adult is respected as an individual and due consideration will be given to their wishes and feelings.

We recognise the importance of the family and will work in co-operation with parents / guardians and carers in meeting children's and vulnerable adults' needs.

We will strive to protect children and vulnerable adults from abuse and will take action where abuse is suspected, has occurred or is likely to occur.

We will give support and supervision to all paid and volunteer workers involved in children's, young people's work and those who work with vulnerable adults and will ensure the policy is adhered to, by providing training on a regular basis.

Safeguarding issues refer to all children and young people up to and including those of 18 years old and vulnerable adults will also receive the overall care afforded by the Policy.

This policy does not cover situations where the building is hired out to external groups or organisations for activities with children, young people and vulnerable adults which is deemed to be independent from the ministry of Highfields Church.

This Policy has been compiled in accordance with The Children Act (1989), Safe from Harm (Home Office) (1993), Working Together to Safeguard Children (1998), The Protection of Children Act (1999) and Safeguarding Vulnerable Groups Act (2006).

The Social Services and Well-being (Wales) Act (2016)

The Policy has been agreed by the Trustees of Highfields Church and is available on request from the Highfields Church Office and on the church website

**[highfieldschurch.org.uk](http://highfieldschurch.org.uk)**

The Church is continuously updated on matters of good practice by the umbrella body—**[thirtyoneeight.org](http://thirtyoneeight.org)**.

## **APPOINTMENT OF WORKERS**

Both paid and voluntary workers whose roles have substantial involvement with children and vulnerable adults must complete a Self-Declaration/Voluntary Disclosure Form indicating any investigation into their conduct with children or vulnerable adults. This form also gives details of the Disclosure and Barring Scheme (DBS), the Church's Compliance with the Rehabilitation of Offenders Act and our Equal Opportunities Policy.

All workers who have the care, sole charge or supervision of children and vulnerable adults must apply for Enhanced Disclosure through the Church's Registered Body – **thirtyoneeight.org**. The Church complies with the code of practice regarding confidentiality and storage/ disposal of records.

### **Voluntary Workers**

Team leaders, in consultation with the safeguarding team where appropriate, should draw up role specifications which indicate, not just the requirements of the role, but also the desirable or necessary qualifications, qualities and experience looked for.

An application form (similar to the thirtyoneeight model) is to be used to capture relevant data and shared only with those who need to know or be involved in assessing the candidate's suitability for the role.

Interviews (formal or informal) can be used in helping to decide the suitability of a candidate.

References can be sought (where deemed appropriate).

The aim should be for all ministries in Highfields to implement as uniform an approach to recruiting as possible and follows the Safer Recruitment approach now recommended by the Charity Commission for all charitable organisations.

### **Paid Worker/Club Leaders**

Where a Children's or Youth Worker is to be employed by the Church the post will be advertised publicly. The job specification will carry references to our Rehabilitation of Offenders Act, our Equal Opportunities Policy and our Safeguarding Policy.

Applicants will complete detailed application papers and at interview with the Trustees will be informed of the need for Enhanced Disclosure including the possibility of disclosure of confidential information only to the Safeguarding Co-ordinator. Applications will be discussed by the Trustee with responsibility for Children and Youth Work and the Safeguarding Co-ordinator and the final appointment will not be made until Enhanced Disclosure is received. They will receive a copy of the Policy.

### **Junior Helpers**

Adults only (18+), safely recruited and DBS checked, must be in positions of responsibility when working with children and vulnerable adults. Only adults can count in the adult:children ratios.

Children under 18 but 13 and over (the minimum age for part-time paid work is 13 and this is used as a guide for volunteering and differentiating between Junior Helpers and children attending an activity with a parent) can help in activities that are suitable, safe and legal for them to do so. They should only be allowed if deemed mature and responsible enough to

help in such a capacity. Suitability is to be determined by the activity leader in consultation with the relevant Family and Children's Worker or the Youth Worker and, if necessary the safeguarding team, along with the child's parent/s. Junior Helpers are always to operate in a supportive role to the adult workers. They should complete a Junior Helper Form with their parent/carer (see form towards the end of this policy).

Junior Helpers, as with all adult paid or voluntary workers, are to attend regular and relevant health and safety and safeguarding training.

Appointing a child to the position of Junior Helper does not constitute a precedent that others can be so appointed. Each appointment should be made on its own merits and the suitability of the child to the work in the activity. The character, cultural, linguistic nature of children's groups can vary enormously and this should be taken into account when deciding the suitability or not of a Junior Helper to a specific activity.

Where Junior Helpers are appointed to help in children's activities, there should be a reasonable age gap between their age and that of the children in the activity. This is so the other children can understand clearly the Junior Helper's role as different to theirs.

Junior Helpers should not be appointed to support adults working with vulnerable adults. Junior Helpers should not be left unsupervised with a group, nor allowed to take a child or children to the toilet on their own.

### **Children accompanying parents who are Adult Helpers in Children's Activities**

There may be occasions where an adult helper will request bringing their child to their activity. This should be, wherever possible, with the prior agreement of the activity or team leader. The presence of the child should not interfere with the normal running of the activity or of the adult helper doing their agreed work. The child should not be involved in the activity unless agreed by the activity or team leader or unless appointed to the role of a Junior Helper. The one-off presence of an adult worker's child does not necessarily mean that the situation can become the norm for other sessions without the consent of the activity or team leader.

If the activity or team leader is concerned about the suitability of a child accompanying an adult helper, they should raise the matter with the adult helper with, if appropriate, the safeguarding team. Should the presence or behaviour of the child prove disruptive or inappropriate, then the activity or team leader, in consultation with the safeguarding team, can ask the adult helper not to bring their child to subsequent sessions of the activity. The reasons for such a decision should be explained clearly and caringly to the adult helper.

Allowing a child to accompany an adult helper in a particular activity should not be seen to set a precedent that any adult helper can bring their child to any activity. Each case must be considered on its merits and the suitability of such an arrangement to the specific activity and the children it serves.

### **Trustees with responsibility for child protection and safeguarding:**

Andrew Rees

### **Safeguarding Co-ordinator :**

Nigel Graham

### **Deputy Safeguarding Co-ordinator:**

Ruth Evans

## **TRAINING, SUPERVISION AND SUPPORT**

All those who work directly with children and vulnerable adults are:

- known to the Paid Worker/Club Leaders
- made aware of the Church's Safeguarding and Child Protection Policy,
- required to attend training sessions as arranged by the Paid Worker/Club Leaders, Safeguarding Co-ordinator and Trustees as appropriate but at least every three years.

The Paid Worker/Club Leaders are responsible for ensuring that all volunteer workers have been trained.

Training must cover the contents of this Policy and the discipline procedures that are acceptable and unacceptable as outlined in this Policy.

Any new workers who do not undertake the training within twelve months of working in a group will be suspended from working until the training has been completed.

The Paid Worker/Club Leaders and / or one of the Trustees together with the Safeguarding Co-ordinator will provide overall guidance and supervision of the Safeguarding Training and Leaders-in-charge of a group or club (whether paid or voluntary) will be responsible for notifying their team of the requirements to be trained and to ensure this is completed. The Paid Worker/Club Leaders together with the Safeguarding Co-ordinator are responsible to the Trustees for maintaining and assuring policy and practice.

Should a worker have a complaint or allegation made against them they will be required to suspend their activity until the matter has been resolved. Circumstances will dictate if advice is to be sought from relevant organisations before the worker is approached / suspended. The Safeguarding Co-ordinator in consultation with the appropriate Trustee will make the decisions. Support for the worker as required will be provided by a member of the Church Pastoral Team.

Similarly, should a worker receive a confidence / disclosure which he / she finds distressing, pastoral support will be arranged by the Paid Worker/Club Leader / Safeguarding Co-ordinator or Trustee. In all instances of pastoral support the personal details of the child / young person or vulnerable adult will not be disclosed.

This Policy is designed for the safety and protection of children / young people and vulnerable adults as well as for the security and protection of workers by providing a framework for practice. A policy does not preclude the need for common sense, which must always prevail.



## **GUIDELINES FOR WORKERS**

### **GENERAL CARE AND SAFETY**

All children, young people and vulnerable adults will be treated with respect and not be subject to derisory comments or treatment particularly in relation to gender, race, religion or disability.

Responsible people within Highfields Church

**Nigel Graham** is the Safeguarding Co-ordinator and Lead Recruiter

**Andrew Rees** is Trustee with responsibility for Highfields Congregation and Emergency Out-of-Hours Contact

**Ruth Evans** is Deputy Safeguarding Co-ordinator for Highfields

**Jo Deeley** Recruiter

**Sarah Norton** is Church Manager.

Each section within the Children and Youth Work of Highfields Church has a Leader-in-charge with responsibility for the workers and children in that section. These Leaders will maintain contact details for all the workers and Children / Young People in the group, and will be accountable to the Paid Worker/Club Leader / Trustee.

Leaders-in-charge of clubs / groups must ensure there is adequate supervision by their fellow workers otherwise the activity should not take place. Adult to child ratios are:

0-2 yrs of age 1 adult to 3 children

2-3 yrs of age 1 adult to 4 children

4-8 yrs of age 1 adult to 8 children

Wherever possible, there should be at least two adults with even the smallest number of children. This minimum should be observed at both the beginning and end of any activities, so that there is not just one adult having to look after any children on their own. Please note that under 18s should not be included in the adult-to-child ratios.

The Leader-in-Charge must also know the whereabouts of the First Aid Kit.

Physical punishment of any kind must not be used but appropriate means of discipline will be agreed between the Paid Worker/Club Leaders and the Trustee /Safeguarding Co-ordinator taking account of the age of the children. The agreed discipline procedures are contained in documents held by the Paid Worker/Club Leaders.

Great care must be exercised if physical restraint is required to prevent a young person harming him / herself or others and a minimum of two workers should be involved in any restraint.

Bullying and discriminatory behaviour by the children / young people and vulnerable adults will not be tolerated but dealt with appropriately by the workers under section 4. above.

Workers wishing to undertake activities outside those of the whole groups must do so with the consent of the Paid Worker/Club Leaders and the parents, guardians or carers.

Parents or other adults and older children helping on an occasional basis must be supervised by a Leader-in-charge.

Workers who become concerned about the behaviour of another worker must report their concern to the Paid Worker/Club Leader, the Safeguarding Co-ordinator or the Trustee. The Safeguarding Co-ordinator and Trustee will decide on the appropriate action. Confidentiality must be observed and names and details of the incident will not be shared with anyone other than those directly involved.

## **TRANSPORT**

1. Seatbelts must be worn by all Children and Young People in workers' cars and wherever provided in coaches / minibuses. Children should be transported in suitable seating as required by law for their age.
2. Workers should try to avoid long periods in transit with Children / Young People or vulnerable adults. Should the rare occasion require them to transport one child or vulnerable adult alone, the worker should record the start and end times and mileage of the journey - and report these to the Leader-in-charge / Paid Worker/Club Leader as soon as possible after the occurrence
3. Where a parent or non-leader/ worker is asked to transport children or vulnerable adults on a regular basis (e.g. weekly) Enhanced Disclosure must be applied for. Where parents make their own private arrangements, the Church has no responsibility.
4. Children and vulnerable adults should travel in the rear of a vehicle driven by a worker, where possible.
5. Where children have to be collected by someone other than the recognised parent / guardian a simple password system should be used.
6. Drivers and vehicles must be properly insured and legally roadworthy.

## **PHOTOGRAPHY**

Leaders-in-charge must ensure that parents are given the opportunity of refusing permission for their Children / Young People to be photographed, i.e. opportunity to opt-out. Permission should be sought annually from all parents / guardians concerning the taking of and use of photographs for publicity purposes. Photographs of Children / Young People should not be made available for downloading / copying or printing to anyone other than the Leader-in-charge.

## **COMMUNICATION TECHNOLOGY**

Permission should be sought annually from parents / guardians and from the Child / Young Person before communicating by e-mail, phone or Social Networking sites. Electronic communication should primarily be used for factual / administrative matters. Where communication with Children / Young People is made by Text / Email / SMS or IMS etc a record of such communications should be kept. Printing of emails / IMS conversations and copying of Text / SMS messages to paper will allow for this.

N.B. Neither paid nor volunteer workers can be requested to communicate on Social Networking sites with children under 13 yrs of age.

Where workers communicate in this way, the records of such communications should be shown to the Paid Worker/Club Leaders on a regular basis.

If the Paid Worker/Club Leaders / Safeguarding Co-ordinator or Trustee do not consider that the communications are relevant or appropriate the worker may be required to cease

communications with the Children / Young People.

#### **RESIDENTIAL SITUATIONS**

1. Written consent of parents / guardians must be obtained prior to residential activities taking place. In addition any medical problems the Child / Young Person may have should be enquired of and responses recorded. The Church has a standard form for use in such circumstances. Anyone aged 18 years or over must be accommodated separately, as legally they are adults.
2. The Safeguarding Co-ordinator or a designated deputy must be aware of the residential activity and should provide a contact telephone number to the Leader-in-charge.

## POSSIBLE ABUSE

Children and vulnerable adults may be harmed in a number of ways. Categories are defined in the Children Act 1989, and the Safeguarding Vulnerable Groups Act 2006 which include

- Physical - with signs such as bruises, other marks, fractures
- Emotional - such as lack of affection, intimidation, threats, humiliating or abusive language
- Sexual - where adults use children for sexual satisfaction (children occasionally abuse other children if they themselves are exposed to abuse)
- Neglect - when dependency needs are not met or they are not protected.
- Spiritual – when a systematic pattern of coercive and controlling behavior is exercised in a religious context.

Often there may be a combination of the above.

Suspicion of abuse **may** arise in a worker's mind where a child or vulnerable adult has excessive bruising or other trauma displays disturbed behaviour (for which however there may be many other reasons) is thought to have significant change in demeanour or behaviour e.g. withdrawn or aggressive uses language inappropriate to age draws sexually explicit pictures.

However, caution must be exercised and ANY suspicion must be voiced only to the Paid Worker/Club Leader/Safeguarding Co-ordinator or Trustee as outlined in the next section.

## CONCERNS/SUSPECTED ABUSE

1. If a worker is concerned by reason of a child's or vulnerable adult's appearance, behaviour or language that they may be being abused in any way **he/she must first speak to the Paid Worker/Club Leader or Site Nominated Person**. They must also record any conversation with the Child / Young Person or vulnerable adult and the reasons for their suspicion. This record should be signed and dated. Concerns can be emailed to the safeguarding team at **safeguarding@highfieldschurch.org.uk**. If this is thought inappropriate then the Safeguarding Co-ordinator should be approached.  
**The concern should not be shared with anyone else and not with the parents, guardians or carers at this point.**
2. The Paid Worker/Club Leader should speak to the Safeguarding Co-ordinator as soon as convenient and a course of action will be agreed. The worker concerned may be asked to keep a confidential log regarding that child or vulnerable adult and to report any future concern. Depending on the circumstances there may be a meeting between the worker, Paid Worker/Club Leader and the Safeguarding Co-ordinator.
3. Whilst there may be a pressing need for pastoral support **it is imperative that the Safeguarding Co-ordinator is informed first** in order to decide whether any formal action should precede pastoral care. The Safeguarding Co-ordinator will decide this in discussion with the safeguarding team, including the Safeguarding Trustee/Elder.

## **SPECIFIC CONSIDERATIONS**

- 1.** Workers should at all times avoid situations in which they may be compromised or misunderstood. Leaders-in-charge must use common sense - for example a worker should not be alone more than momentarily with a child, whether boy or girl or vulnerable adult.
- 2.** Workers should not see / counsel a child or vulnerable adult alone in a room without the knowledge of another worker and the door should remain at least partly open onto a public area.
- 3.** Where events include boys and girls there will normally be a male and female worker involved in the overall activity.
- 4.** Physical contact between adults and children is acceptable when appropriate eg. contact sports and games, but not if the worker is alone with the child except in certain circumstances such as illness.

Safeguarding and child protection is everyone's responsibility and all workers must respond to concerns they may have about a child's or vulnerable adult's well-being. However, strict confidentiality must be maintained and the following are guidelines to help in the process of dealing with suspected abuse or a disclosure on the part of a child young person or vulnerable adult.

Concerns need to be shared with a limited number of people and workers must not attempt to deal with a problem on their own.

## IN THE EVENT OF A DISCLOSURE / ALLEGATION

### 1. A worker should:

- Remain calm, listen well and show acceptance
- Be more ready to hear than to speak
- Allow time for the child or vulnerable adult to speak
- Be non-judgmental
- Be neutral and non-committal in responses
- Reassure the young person or vulnerable adult they are right to share their concern
- Tell the child or vulnerable adult that the information will be shared with a limited number of other people who will be asked to help

### 2. A worker should not:

- React with outrage or disbelief
- Ask any questions with the possible exception of "have you told anyone else about this?"
- Ask the child or vulnerable adult to repeat the account
- Promise to keep a secret
- Speak to anyone other than the Paid Worker/Club Leader

### 3. The worker should then:

- Record in writing their account of the conversation as near verbatim as possible and sign it with the date and time. He/she may include their observation of the child's or vulnerable adult's behaviour if appropriate.
- Speak as soon as possible to the Paid Worker/Club Leader who should then countersign the record and date and time their signature. Confidentiality is paramount throughout.

### 4. The Paid Worker/Club Leader should:

Contact the Safeguarding Co-ordinator as soon as convenient to discuss action required if any. Keep the worker informed of the outcome of the discussions.

**Disclosure reports and any relevant information can be emailed to the safeguarding team at [safeguarding@highfieldschurch.org.uk](mailto:safeguarding@highfieldschurch.org.uk).**

### Cardiff Social Services Child Protection Contacts:

- concern over a child at risk, not looked after properly or welfare issues: **029 20536490**
- out of hours: **Emergency Duty Team 029 20788570**

**Highfields Out-of-hours Emergency Safeguarding Contact: Andrew Rees**

## CODE OF PRACTICE FOR THE SAFEGUARDING CO-ORDINATOR

If consulted by a leader regarding suspicion or allegation of a safeguarding issue or child abuse the Safeguarding Co-ordinator will:

- elicit from the Leader reasons for concern and discuss confidentially the details
- ensure a detailed statement will be written by the Leader
- add to the statement if necessary
- take advice as necessary from the **thirtyoneeight.org** Helpline **0303 003 11 11**, without identifying the young person
- decide, in discussion with the Trustee, a response and a course of action if

- necessary
- advise the Leader of any plans

In the event of a serious allegation the Safeguarding Co-ordinator will immediately discuss with the Trustee and then seek advice from **thirtyoneeight.org** if necessary. If there is cause to suspect an adult or child is at risk, this **MUST** be reported to the local authority. There is a **LEGAL DUTY** to report every disclosure of a safeguarding nature as required by the Social Services and Well-being (Wales) Act (2016).

The Safeguarding Co-ordinator may then make an appointment with the appropriate officer in Children's Services for a face-to-face discussion. If it is advised that a formal referral should be made, the Safeguarding Co-ordinator will come back to the Trustee before identities are disclosed. No approach will be made to the family unless Social Services (Children's Services) agree (in accordance with **thirtyoneeight.org** guidelines, "Working Together to Safeguard Children (1998)", and The All Wales Child Protection Procedures).

**For Cardiff Social Services Child Protection Contacts see page 12.**

The Trustees will be informed of the nature of the incident and action taken, but names and specific details will not be shared, unless it is necessary to do so for legal reasons.

The Safeguarding Co-ordinator will keep a record of all discussions including those with Social Services.

### **WHISTLEBLOWING CODE OF PRACTICE**

As a place of worship, Highfields will follow the principles for reporting issues as contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all employees (paid or voluntary) will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are reported immediately to the Safeguarding Co-ordinator.

All workers have a duty to be made aware that they can approach social services or police, independently, to discuss any worries they have about abuse, neglect or harm and that they should do so if:

- they have concerns that their manager or other may be implicated;
- they have concerns that the manager or other will not take the matter seriously and/or act appropriately to protect the adult; or
- they fear intimidation and/or have immediate concerns for their own or for that of other workers' safety.

References: [thirtyoneeight.org](http://thirtyoneeight.org) online manual 4.11; Protect (Public Concern at Work) website [www.pcaw.org.uk](http://www.pcaw.org.uk).

### **AFFILIATION AND REGISTERED BODY**

Highfields Church is affiliated to the Fellowship of Independent Evangelical Churches and a member of Evangelical Alliance. For the purposes of safeguarding it is registered with **thirtyoneeight.org**.

## Appendices

Appendix 1

### Highfields Church Disclosure Report to Safeguarding Co-ordinator

Date:            Time:            Reporting Leader:

Location of Incident/Issue:

Incident/Issue as reported:

Safeguarding Co-ordinator's advice

Reported to Safeguarding Elder: Yes/No    Date:

Further Action:

Date of report:

Signed:



## Appendix 2

### **Safeguarding Protocols for leading Live Streaming Events**

#### *Purpose*

To safeguard vulnerable people (under 18s and vulnerable adults) who might appear in live streamed events at Highfields.

#### *Parental Consent*

Parents (and carers) should be informed of the potential risks with live streaming.

These include:

- such events are available in the public domain
- there is no control over other people's ability to record images or videos of what is streamed.

#### *Consent*

In view of these risks the following should be normal procedure when Highfields live streams events involving or including vulnerable people:

- parents/carers should be informed of the above potential risks and asked, if appropriate, to sign a consent form
- parents/carers, when informed of such events, may wish to remove or move their child to where they would not appear.

#### *Warning to Viewers*

Before an event is live streamed, a notice can be given, visually or orally, warning participants that the event is about to be live streamed. This could be included, for example, in the scrolling notices prior to the event.

## Appendix 3

### **Safeguarding Protocols for leading Video Conferencing Events involving Vulnerable People**

#### *Introduction*

All issues relating to safeguarding online live events should be approached in the same way and face-to-face meetings. See the safeguarding policy for further details.

#### *Official Age Ratings for Video Apps*

Those hosting live video meetings with vulnerable people should bear in mind the following age ratings for apps:

Facebook, Messenger, Microsoft Teams 13+

WhatsApp, Zoom, Skype 16+

Parents/carers may set up accounts on behalf on their children, but the consent procedure should include obtaining their permission for children to participate.

### *Location & Camera Settings*

*Location:* An appropriate location should be chosen by the host/leader and any other leader and recommended for all participants to avoid visual access to personal and private space. Some apps allow one to change or blur the background.

*Camera:* Check what others will see of yourself and location so that it is always appropriate.

*Dress:* Always dress appropriately as a leader when appearing online as one would in person. Check that participants do so too.

### *Role of Host/Leader*

1. At the start of a live video meeting with under 18s, emphasise that no images or videos of groups or individuals should be shared with anyone. Make this a condition of joining the meeting. A recording of a live streamed meeting constitutes personal data which is subject to GDPR and we need to comply with the church's data protection policy and the law.
2. Ensure that only those participants who have been invited to a live video meeting join the session. Emphasise that logon details should not be shared outside the group without the leader's permission.
3. Prior consent should be obtained for children to participate in online activity. If someone tries to join a meeting who is unexpected and whose parents/carers have not given permission, it is the host's responsibility to explain this to the person and not allow them to continue until such consent is received.
4. When ending a live video meeting, do so for all. This will avoid leaving some still online and able to communicate with others unsupervised.
5. One-to-one meetings on live video should be conducted in similar fashion to in-person ones. They should be with older children or youth. Parental permission should be sought beforehand in most cases. It is advisable for the leader not to be alone (either in-person or online) with just one child. There may be circumstances when a parent need not be told, but having a colleague present is important. Follow normal protocols for dealing with confidential discussions. Record the date, time and details of the conversation and pass on in accordance with the safeguarding policy.



## Application Form

Position applied for: \_\_\_\_\_

### 1. Personal Details

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

Maiden or Former Name: \_\_\_\_\_

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

Post Code: \_\_\_\_\_ Mobile Tel. No: \_\_\_\_\_

Other Telephone No: \_\_\_\_\_

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

2. Please outline your Christian experience and involvement in any Churches including names and dates and any pertinent qualifications: (continue on separate sheet if required)

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Have you ever been declined from serving in any church role? **YES NO** (please tick)

If **YES**, please give details: \_\_\_\_\_

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Do you have an illness, disability or condition that may affect your work with children or vulnerable adults? \_\_\_\_\_

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Answering **YES** to this does not mean that you will not be considered for the post. As an employer, we are committed to meeting the requirements of the Disability Discrimination Act 1995 and 2004 and other similar legislation.

### 3. Employment History

Please tell us about your past and current employment or voluntary work. Continue on a separate sheet if necessary.

Employer	Date from	Date to	Job Title	Reason for leaving

#### 4. References

Please give details below of two adults who would be willing to provide a personal reference. At least one should be a practising Christian (no immediate family members).

##### Reference 1

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

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

Post Code: \_\_\_\_\_ Tel. No: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

##### Reference 2

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

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

Post Code: \_\_\_\_\_ Tel. No: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

I confirm that the submitted information in this form is correct and complete.

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

Now please complete the following Self-Declaration Form.

#### **Self-Declaration Form (for a Position requiring an Enhanced Disclosure Check (DBS), with or without a check with Barring Disclosure)**

As a place of worship, we undertake to meet the requirements of all relevant Data Protection legislation and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form and return it in a separate sealed envelope to the Safeguarding Co-ordinator via the Church Office.

Position applied for: \_\_\_\_\_

1. Do you have any unspent convictions or are you currently the subject of a criminal investigation or pending prosecution?

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning, 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\*, please select **NO** below.

If you have an unspent criminal offence, caution, reprimand or caution 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 DBS filtering guidance\*.

In the light of the above, please answer **YES** or **NO** (please tick). If you have answered **YES**, please give details of the offences with dates. Please continue on a separate sheet if necessary. \_\_\_\_\_

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

\* Links can be found at <https://thirtyoneeight.org/dbs-links>

\*\* Links can be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216089/rehabilitation-offenders.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf)

2. To your knowledge, have you had any allegation made against you, which was reported to and investigated by Social Services (Children or Adult Care)? **YES NO** (please tick). If **YES**, please give details. \_\_\_\_\_

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

3. Has there ever been any concern about your conduct towards children and vulnerable adults? **YES NO** (please tick) If **YES**, please give details, including any disciplinary action taken by an employer. \_\_\_\_\_

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

## Declaration

To help us ensure that we are complying with 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 Disclosure Check Policy for applicants (<https://www.gov.uk/government/publications/dbs-privacy-policies>). 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 other relevant information known to the police.

I agree to inform the safeguarding team responsible for processing disclosures about any convictions after I take up a post at Highfields or if I become the subject of any police or social services investigation. I understand that failure to do so may lead to the suspension of my work with children or vulnerable adults and possibly the termination of my employment.

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

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

I can confirm that I am not barred from working with children and/or vulnerable adults.

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

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

## **Legalese – Attached Notes**

The disclosure of any offence may not prohibit employment. See \*\* on rehabilitation of offenders.

As this post involves working with children and/or vulnerable adults, all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the DBS (Disclosure and Barring Service England and Wales).

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. On account 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 and/or vulnerable adults in Highfields.

The process is subject to a strict code of confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request. It is emphasised that a criminal record will not necessarily be a bar to employment, only if the nature of any matters revealed could be considered to place children and/or vulnerable adults at risk. Highfields agrees to abide by the Code of Practice on the use of personal data in employee/employer relationships under GDPR as well as the expectations of the DBS.

## **Notes for England and Wales – 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 help by the DBS 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 check with the barred list must be completed. Those working with children and/or vulnerable adults in posts that fall outside the scope of regulated activity may still be eligible for an enhanced disclosure check but without a barred list check.



## Self-Declaration Form (for a Position requiring an Enhanced Disclosure Check (DBS), with or without a check with Barring Disclosure)

As a place of worship, we undertake to meet the requirements of all relevant Data Protection legislation and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form and return it in a separate sealed envelope to the Safeguarding Co-ordinator via the Church Office.

Position applied

for: \_\_\_\_\_

1. Do you have any unspent convictions or are you currently the subject of a criminal investigation or pending prosecution?

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning, 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\*, please select **NO** below.

If you have an unspent criminal offence, caution, reprimand or caution 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 DBS filtering guidance\*.

In the light of the above, please answer **YES** or **NO** (please tick). If you have answered **YES**, please give details of the offences with dates. Please continue on a separate sheet if necessary.

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\* Links can be found at <https://thirtyoneeight.org/dbs-links>

\*\* Links can be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216089/rehabilitation-offenders.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf)

2. To your knowledge, have you had any allegation made against you, which was reported to and investigated by Social Services (Children or Adult Care)? **YES NO** (please tick). If **YES**, please give details.

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3. Has there ever been any concern about your conduct towards children and vulnerable adults? **YES NO** (please tick) If **YES**, please give details, including any disciplinary action taken by an employer.

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**Declaration**

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

I (full name)

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of (address)

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consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Disclosure Check Policy for applicants (<https://www.gov.uk/government/publications/dbs-privacy-policies>). I understand how DBS will process my personal data and the options available to me for processing an application. I am aware that that details of pending prosecutions, previous convictions, cautions or bind-overs against me may be disclosed along with other relevant information known to the police.

I agree to inform the safeguarding team responsible for processing disclosures about any convictions after I take up a post at Highfields or if I become the subject of any police or social services investigation. I understand that failure to do so may lead to the suspension of my work with children or vulnerable adults and possibly the termination of my employment.

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

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

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

I can confirm that I am not barred from working with children and/or vulnerable adults.

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

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

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

**Legalese – Attached Notes**

The disclosure of any offence may not prohibit employment. See \*\* on rehabilitation of offenders.

As this post involves working with children and/or vulnerable adults, all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the DBS (Disclosure and Barring Service England and Wales). 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. On account 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 and/or vulnerable adults in Highfields.



The process is subject to a strict code of confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request. It is emphasised that a criminal record will not necessarily be a bar to employment, only if the nature of any matters revealed could be considered to place children and/or vulnerable adults at risk. Highfields agrees to abide by the Code of Practice on the use of personal data in employee/employer relationships under GDPR as well as the expectations of the DBS.

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## Junior Helper Form

**Group or Activity:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

Thank you for agreeing to be a Junior Helper. We value and appreciate your willingness to serve the Lord in this way. You will be expected to help \_\_\_\_\_ (leader) with the following tasks:

Please help the children to enjoy themselves as well as yourself. Remember that they will be looking at you and listening to you, so you should show them how much Jesus loves them.

Do not be angry or unfriendly towards the children or show favouritism to just some. During activities, try to have a happy smile and be gentle in both your words and actions. Give praise when they achieve something but help and encouragement when they find something difficult.

You will be assigned a named leader (\_\_\_\_\_) who will supervise and guide you.

Talk to them if you have a query or do not understand what to do. Follow their advice. If you cannot attend a group/activity on a certain day, please let your leader know beforehand.

During your group, other leaders may ask you to help them when children are separated into smaller groups. Please follow their supervision and guidance.

Avoid too much close physical contact. Some young children may want to cling to you or sit on your lap or jump on you, especially when rolling around on the floor. Encourage them instead to enjoy taking part in the activities. It is important that you are NEVER alone with the children or even one child. Do not take a child or children to the toilet. If a child comes to you asking to go to the toilet, please tell or take them to an adult worker.

### DECLARATION

I, \_\_\_\_\_, commit to attend and help at the above group/activity regularly for the specified time agreed with the leader (see below for details), with the exception of illness, school outings, exams or study leave.

I have also made arrangements for getting to and going home from the activity as follows:

**Signed:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved and signed by:** \_\_\_\_\_ (parent/carer)

**Agreed Period:** \_\_\_\_\_ months. **Expires:** \_\_\_\_\_

You can renew this commitment at this date with agreement with your parent/carer and leader.

**Named Leader:** \_\_\_\_\_ **Contact No.** \_\_\_\_\_

(Copies of this agreed commitment should be kept by both the parent/carer and the leader)