

Safeguarding Policy

Christ Church, Bradford

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Christ Church Commitment to Safeguarding

Christ Church Bradford believes that we have a responsibility under God to teach the children and adults of the congregation and to reach out to others with the good news of the gospel of Jesus Christ (Matthew 28 v 19).

In order to fulfill this responsibility we have various activities as well as our Sunday Services. These include a lunch club for over 50s, a coffee morning, a toddler group, children and young people’s groups, and a Sunday School.

We acknowledge the reality of physical, sexual and emotional abuse and that children and adults with care and support needs may be subject to neglect and exploitation. Abuse can occur in any social and cultural setting including our own. Because of this we have safeguarding structures in place as in the enclosed policy to protect children and adults with care and support needs and to promote their welfare.

We believe that safeguarding is everyone’s responsibility.

As a leadership we recognise our responsibility to provide a safe and caring environment for all, and especially to protect the children and adults with care and support needs involved in all the activities of the church. (Psalm 82 v 3.4).

All those who work within the church are trained to be aware of the safeguarding structures and how safeguarding issues should be safely dealt with.

We are committed to working with statutory and voluntary agencies involved in safeguarding in line with statutory government guidance ‘Working Together to Safeguard Children March 2015’ and the Statement of Government Policy on adult Safeguarding 2011 updated 2013.

Our policy has been developed with reference to the ten ‘Safe and Secure Safeguarding Standards ‘published by thirtyone:eight,the independent Christian safeguarding charity.

..... Timothy Mills, Pastor, Christ Church Bradford

..... Martin Green, Elder, Christ Church Bradford

Section A - DEFINITIONS

Abuse	Any action/failure to act by another person that causes significant harm; including neglect. There is a complete list of abuses with definitions in Section C(vii).
Adult with care and support needs/Vulnerable adult	Anyone over the age of 18 who needs care and support for their daily living.
Child	In this policy anyone aged under 18 years.
Christian	A Christian is someone to whom God has given a new relationship with Himself by faith in the Lord Jesus Christ; and whose life God has transformed and is transforming - making them clean in mind and behaviour. Some churchgoers are Christians. We choose our workers from these.
Church	The Church, in this document, always refers to Christ Church Bradford.
Church Member	A Church Member is a Christian (see above), whom the other church members have allowed to become a Member. These people are well-known by the rest of the Church.
Elder	Elders lead the church. They are highly respected and trusted in the Church. An elder whose profession is being an elder is called a pastor.
Incident	Anything which happens of significance related to safeguarding which needs an action or investigation.
Leader	The person who has been appointed to head up the club/activity, and to lead the team of workers.
Near Miss	Anything which happens which could have resulted in injury or harm from which lessons can be learnt.
Safeguarding Children	Defined in the Government Statutory Guidance Document 'Working Together to Safeguard Children March 2015 as: Protecting Children from maltreatment; Preventing impairment of children's health or development; Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and Taking action to enable all children to have the best outcomes.

Safeguarding Adults Defined in the Government Policy statement 2011: is ‘to prevent and reduce the risk of significant harm to vulnerable adults from abuse or other types of exploitation, whilst supporting individuals in maintaining control over their lives and in making informed choices without coercion.’

Safeguarding Co-ordinator The person to whom the Church gives special responsibility for the welfare of children and vulnerable adults in our care. The role is described in Section B(iii).

Deputy Safeguarding Co-ordinator A person who assists the Safeguarding Co-ordinator in their role as described in Section B(iii).

Worker A person who has been appointed to a role within a club/activity under the supervision of the leader.

Rules Everyone attending children’s activities is asked to follow the GLOBE rules (while in our care):

- God** I will not use God’s names as swear words as in ‘Oh my God’ etc. I will try to listen carefully to bible teaching.
- Leaders** I will listen to leaders /workers and co-operate with them.
- Others** I will do everything I can to give everybody else a great time. I will not ignore anybody purposely, or bully others, or talk about them behind their backs. I will not engage in any romantic behaviour. I will not take any images (or publish any) without asking and receiving permission.
- Building** I will look after the building and report any issues to a leader.
- Equipment** I will not steal or intentionally damage any equipment. I will inform a leader if equipment is damaged.

Section B – SAFER RECRUITMENT

The Church makes every appointment (treasurer, doorkeeper etc.) with great care, because every function carried out for the Church is an extremely important function. This is especially true when someone is appointed to a role in a children's club or activity because children have unique needs and vulnerabilities.

(i) Appointing Leaders

All leaders will:

- be Church Members and will
- meet all the requirements for Workers (as set out below)

(ii) Appointing Workers

It is not essential for Workers to be Church Members. They will meet all the following requirements:

All new Workers will:

- be appointed by the elders;
- be Christians. They will have a credible profession of conversion to Jesus Christ;
- be well known by the rest of the Church, and be appointed only if the Church believes they have that particular kind of trustworthiness needed for a role working among children or vulnerable adults;
- provide for the elders' scrutiny (see appendix 2) a 7 year record of:
 - (a) life in general;
 - (b) church involvement
 - (c) work among children/vulnerable adults;
- Where a prospective leader hasn't been in attendance at this Church for 7 years, references will be sought.
- have a police check carried out on them by the church/or provide access to an up to date online DBS check (having provided a Self Declaration Form (Appendix 1)
- keep and uphold the GLOBE rules.
- accept advice and help from the activity leaders and the elders.
- be provided with a copy of the safeguarding policy.

(iii) Appointing the Safeguarding Co-ordinator/Deputy Safeguarding Co-ordinator

- The Safeguarding Co-ordinator/Deputy will be a Church Member, who is deemed especially aware and gifted to deal with very difficult, personal matters with godly wisdom and without panic.

- The elders will approach their chosen candidate. As with other leaders, the candidate will be asked to volunteer conviction information. Unlike with other children's leaders, if the candidate and elders wish to go ahead, the appointment will be made (or vetoed) by the Members, normally in a Members' Meeting.

The Safeguarding Co-ordinator's Role:

- To oversee the implementation of the Safeguarding Policy and ensure that it is reviewed at least annually.
- To respond to any concerns regarding Safeguarding, in line with this Policy and possibly consulting an elder.
- To make sure that all those with roles in the church involving children and vulnerable adults are aware of the Church's Safeguarding Policy and guidelines and to provide regular training (at least annually).
- To encourage Clubs/activities in their Good Practice. This will include being aware of how the Clubs/activities function. and sometimes being on hand to adjust the way things are done in line with this Policy.
- To ensure accurate records are kept e.g. Accident and Incident Book, Consent Forms etc. See Section E.
- To review incidents/accidents and near misses and implement changes to policies and procedures where necessary, consulting the church leadership where necessary.

The Deputy Safeguarding Co-ordinator's Role:

- To assist the Safeguarding Co-ordinator with the above functions.
- To deputise in case of the Safeguarding Co-ordinator being unavailable.
- To provide an alternative person to approach with concerns regarding safeguarding in a situation where someone feels uncomfortable approaching the Safeguarding Co-ordinator.
- The Deputy Safeguarding Co-ordinator may be approached in a situation where there are any allegations or concerns regarding the Safeguarding Co-ordinator.

(iv) When an Ex-offender applies for a Role within the church

When the church is considering the appointment of an ex-offender to any of the above roles, it will proceed according to the following guidance:

- Having a criminal record does not necessarily bar a person from becoming a church worker/leader.
- We will not discriminate unfairly on the basis of conviction information revealed.
- We will comply with the Disclosure and Barring Code of Practice which is available for download at www.gov.uk/government/organisations/disclosure-and-barring-service.

- Failure to reveal conviction information-which subsequently shows up in a disclosure check-will exclude someone from being appointed to a role in the church since it tends to cast doubt on the truthfulness (in general) of the applicant. This decision will only be made after discussion with the applicant to make sure there are no extenuating circumstances. The Elders and Safeguarding Co-ordinator may decide that the nature of the offence not revealed has little bearing on the person's suitability and choose to appoint, despite the person's failure to reveal previous convictions.
- Previous convictions revealed at the time of appointment will only be taken into account insofar as they are directly relevant to the position sought or the validity of the testimony of conversion of the applicant. No decision will be taken to exclude on the grounds of criminal conviction without first discussing the conviction with the applicant, taking into account its nature, how long ago the crime was committed, the age of the person at the time etc.

SECTION C – GOOD PRACTICE

Please note: in this section when children are mentioned this also includes vulnerable adults where appropriate.

(I) Good Practice when there is no crisis

All those with roles within the church will:

- do things right when there is no crisis. This is for the Lord's Name, for the good of the children, and to avoid accidents, allegations and other crises;
- build good, healthy relationships with the children;
- pay attention to all the children equally making sure that no child feels excluded or unloved;
- listen to the children;
- be on duty (during Clubs and activities). In other words, they will not be present to indulge themselves but to serve the Lord and the children. The children's good and pleasure will come before the leaders' pleasure;
- lay down ground rules e.g. no blasphemy, no swearing, listening carefully to Bible lessons, co-operating with the leaders, not spoiling club for the other club members etc i.e. the GLOBE Rules.
- obey the rules themselves, and so will lead by example. For example, the leaders will have pure language and will, themselves, listen eagerly to the Bible lessons when they are not teaching;
- be acquainted with the detailed section below on Touching;
- will not form a relationship outside of a club with a child/young person which is not part of a family/group relationship. This includes internet contacts eg social networking sites.
- attend regular (at least annual) safeguarding training. This will include reflection on how the safeguarding policy is working in practice.

(II) Good Practice when children from the street join in with church activities

Sometimes children playing outside or wandering the streets, with no adult supervision, will want to join in with church activities. In these circumstances the leader/worker will:

- make the child feel wanted;
- inquire, does a parent/carer know where the child is?
- not allow the child to stay, if a parent/carer does *not* know where the child is (or the child is expected home before the end of the club/activity);
- welcome the child if the parent/carer *does* know where the child is;
- make a note of name, age, address, and telephone number; and will record the visit in the register;
- link the visiting child with a regular attendee who can introduce them to the group and show them the ropes;
- find out as soon as possible (without interrogating the child) whether he or she has any special needs, (e.g. medication), so that the right action will be taken in an emergency;
- give the child a leaflet about the group with contact telephone numbers etc. and a registration form(see Appendix 3 or 4) to be completed before their second visit.

(III) Good Practice about touching

The leaders/workers will:

- make sure that touching is only done in public situations. A hug in the context of a group is very different from a hug behind closed doors;
- touch, only in an age-appropriate way;
- touch, generally, only when initiated by the child/vulnerable adult.
- avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child;
- give children and young people privacy to ensure personal dignity;
- allow the children to decide how much physical contact they have with others, except, possibly, when they need medical attention;
- not do things of a personal nature for children that they can do themselves. It may sometimes be necessary to do things of a personal nature for children who are very young or who have disabilities. These tasks should only be carried out with the full understanding and consent of the parents/guardians;
- encourage the child to do what they can manage themselves – when giving First Aid etc. But leaders/workers will always help when necessary. The accident book will be filled in. See Section D;
- monitor one another in the area of physical contact. They will challenge each other about any physical contact which could be misconstrued;
- report to the Safeguarding Co-ordinator any genuine concerns about touching;
- report to the Safeguarding Co-ordinator if they think their own physical contact may have been misconstrued.

(IV) Good Practice when a child is disruptive

The workers/leaders will:

- use their own discretion in implementing these measures;
- support the action taken by other workers/leaders;
- be patient;
- never strike a child;
- try to distinguish between high-spirits (on the one hand) and defiant disruption (on the other). Workers may have to contain high spirits but they will try not to shame or punish children who are just lively;
- try to contain the disruption in a very relaxed or even jocular way, remind the child of the GLOBE rules and give the child clear guidance on what behaviour is required;
- (if the disruption continues) warn the disruptive child, for instance, that he or she will need to move to a different chair (near the worker), or will need to leave a game or activity);
- (if the disruption continues) ask the child to move/leave;
- (if the child refuses to move) use reasonable force to remove him or her being as gentle as possible. If a child is handled in any way an incident form will be completed and the parents/guardian and the Safeguarding Co-ordinator will be informed;
- (if, after moving the child, the disruptive behaviour continues) rebuke the child, with the warning now of the child being taken home if there is no improvement;
- (if the disruptive behaviour continues) contact the parents asking them to take the child home or if necessary two workers take the child home;
- (if a child is taken home) speak to a parent/carer about the situation;
- ban the child from the next activity; or for the rest of the Term; or longer; if behaviour merits it;

(V) Good Practice when a child wants to talk about something personal

The leaders/workers will:

- find a suitable place to meet;
- offer the child/young person privacy;
- make sure there are other people around, even though they will be out of earshot;
- leave a door open into another area where there are leaders and children;
- not promise confidentiality;
- bear in mind that a child/young person may not be wanting to talk about abuse;
- be aware of how to respond if a child/young person does disclose abuse.
See Section C (vii)

(VI) Good Practice when there is bullying

Bullying is any intimidation of a child by another child or group of children. It can cause physical and/or emotional damage to the victim. Those involved in all activities in the church will work to create an atmosphere in which all are valued and treated with respect and bullying is discouraged.

Workers may observe bullying behaviour as it happens e.g. name calling or hitting. However, bullying may also be less obvious.

The following may be indicators of bullying behaviour.

- Changes in temperament and/or behaviour e.g. becoming introverted;
- Deterioration in concentration;
- Loss of enthusiasm;
- Unexplained cuts or bruising;
- Possessions and/or clothing damaged/missing;

Individually these signs and symptoms do not necessarily mean that a child is being bullied. However if there is a combination or repetitive occurrence of these, further investigation may be necessary.

1. Workers/Leaders will Watch

- Workers should watch out for bullying and if observed inform the Safeguarding Co-ordinator and follow the action steps below.

2. Workers will Listen

- Complaints from a parent/guardian that their child/ward is being bullied will be taken seriously and will be investigated by the Safeguarding Co-ordinator as a matter of urgency.
- When a child complains to a worker, that worker will be sympathetic and supportive, assuring the child that the allegation will be dealt with thoroughly and sensitively.
- The worker will encourage the child to give a brief, accurate account of the nature of the incident and duration of the situation and, if possible, to provide the names of reliable witnesses. This information should be passed to the Safeguarding Co-ordinator.

3. Workers will Protect

- Workers will emphasise the need for respect for other group members.
- If bullying occurs, workers will first take steps to stop it by protecting and reassuring the victim. This may include: verbal reassurance; physical reassurance e.g. cuddling young children (see Section C(iii)) ; ensuring the victim is not left alone; physical restraint of the bully; providing first aid,

taking the victim home or to hospital (see Health and Safety section);
disciplining the bully

4. Workers/Leaders will Discipline

- The worker should, if necessary, define for the bully what constitutes bullying behaviour and confront him/her with his/her behaviour to the point where (s)he recognises it as bullying.
- The worker should discipline the bully following guidance in the discipline section e.g. verbal warning, exclusion from current activity, exclusion from evening, exclusion for defined period of time, permanent exclusion
- The worker should remain vigilant over the following weeks to ensure that there is no recurrence of the incident.

5. Workers/Leaders will Inform

- The worker will record any incidents of bullying in the Incident Book
- The worker should inform the Safeguarding Co-ordinator of any bullying incidents however small they may seem.
- The Safeguarding Co-ordinator should inform the parents/guardians of both the victim and the bully of the incident and action taken.
- Where bullying continues the Safeguarding Co-ordinator will inform the parents/guardians of both the bully and the victim to seek a resolution to the problem.
- Where a satisfactory resolution to the problem cannot be reached, the bully will be excluded from the group in question.

(VII) Good Practice when there is abuse*Definitions*

In the definitions below when it states 'child' or 'children' vulnerable adults are also included.

Abuse

Child abuse, or abuse of vulnerable adults, occurs when the behaviour of someone in a position of greater power than the child/vulnerable adult causes harm. Abusers may be other children as well as adults; they may be strangers but more often than not, are known to the child and in a position of trust.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person or vulnerable adult to take part in sexual activities, whether or not the child/vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Neglect

Neglect is the persistent failure to meet a child/vulnerable adults's basic physical and/or psychological needs, likely to result in the serious impairment of the child/vulnerable adults's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child/vulnerable adult from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Organised abuse

Organised abuse is where there is more than a single abuser and the abusers concerned appear to collaborate in abusing children or where an abuser uses an institutional framework, or a position of authority to recruit children for abuse.

Spiritual Abuse

An abuse of power, often done in the name of God or religion which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

There are some other forms of abuse which usually apply more to adults.

Discriminatory Abuse

Exists when values, beliefs or culture result in a misuse of power that denies opportunity of some groups or individuals and this results in harm.

Psychological abuse that is racist, sexist or linked to a person's sexuality, religion, ethnic origin, gender, culture or age.

Financial Abuse

The use of another person's property, assets, income, funds or any resources without their informed consent or authorisation.

Recognising Abuse

The following **may** be indicators of abuse, particularly if they appear in combination, mark a noticeable change in behaviour or appear over a consistent period of time. They are **not**, however, conclusive evidence of abuse.

Signs of physical abuse

- Injuries (bruises, bites, burns, fractures) not consistent with the explanations given for them.
- Injuries on parts of the body where accidental injury is unlikely.
- Bruising which reflects hand or finger marks.
- Bruising on babies.
- Scalds, especially those with upward splash marks or tide marks where a child has been deliberately made to sit in very hot water.
- Signs of neglect e.g. often tired, not washed, not dressed properly for the weather.
- Injuries that have not received medical attention.
- Reluctance to change for or take part in games or swimming.

Signs of sexual abuse

- Pain, itching, bruising or bleeding in the genital or anal areas.
- Recurrent genital discharge or urinary tract infections without apparent cause.
- Stomach pains or discomfort when child is walking or sitting down.
- Sexualised behaviour or knowledge in a young child.
- Sexual activity through words, play, or drawing.
- Sudden or unexplained changes in behaviour.
- Depression, aggression or extreme anxiety.
- Nightmares, bedwetting.
- Obsessions, phobias.
- Eating disorders.
- Self-harm, attempts at suicide.
- Any allegations made by child concerning sexual abuse.
- Inappropriate bed sharing arrangements at home

Signs of emotional abuse

- A failure to grow or thrive.
- Sudden speech disorders.
- An excessive lack of confidence
- An excessive deference towards others, especially adults.
- An excessive need for approval attention and affection.
- An inability to cope with praise.
- Inappropriate relationships with peers and/or adults.

Signs of Neglect

- Constant hunger and sometimes stealing food from others.
- Being in an unkempt state, frequently dirty or smelly.

- Loss of weight or constantly underweight.
- Being dressed inappropriately for the weather conditions.
- Untreated medical conditions.
- Being tired all the time.
- Having few friends.
- Being left alone or unsupervised on a regular basis.

Guidelines for dealing with suspicions or allegations of abuse

1. Workers/Leaders will *not* take action

Workers/Leaders will not, under any circumstances, carry out their own investigations.

2. Workers/Leaders will Listen

- Remember it takes courage for children to talk to adults about their abuse.
- Remain calm, accessible and receptive.
- Listen carefully without interrupting.
- Be aware of your own non-verbal messages.
- Acknowledge their courage and reassure them that they are right to tell. Remember they may be close to, or even love the person they may be about to betray.
- Let them know you are going to help them and this may mean taking further action.
- Do not probe for more information than is offered.
- Do not agree to keep the information secret.
- Do not let your shock or distaste show.
- Do not make negative comments about the alleged abuser.

3. Workers/Leaders will Inform the Safeguarding Co-ordinator

- Make notes of what was said. These should include:
 - Name of child, DOB and address.
 - What the child said, use their words.
 - When and where it was said, the activity immediately before.
 - Date
 - Signature
- Notes are for you to state facts. Be specific about what was said and done. Do not give opinions.
- If the allegation involves physical abuse, where possible, include a diagram showing the marks on the body.
- Notes must be recorded within 24 hours of any concerns.
- Notes must be handed to the Safeguarding Co-ordinator.
- The allegation must not be discussed with anybody other than the Safeguarding Co-ordinator.
- If an allegation is made regarding abuse within a family, the worker/leader must not discuss the matter with parents/carers.
- If the allegation implicates the Safeguarding Co-ordinator, the worker/leader should give the report to the Deputy Safeguarding Co-ordinator, who will then take on the Safeguarding function.
- Any individual is free to make a report to the statutory authorities if they feel that an allegation or suspicion has not been appropriately dealt with by the Safeguarding Co-ordinator, Deputy Safeguarding Co-ordinator or the elders.

4. Safeguarding Co-ordinator:

- may seek medical advice/help at once, if urgently needed, and will inform the doctor of any suspicions;
- will collate and clarify the precise details of the allegation or suspicion. The record will be kept in a secure and confidential place;
- will have an emergency session with the Church elders, providing the elders are not implicated;
- will recommend a course of action to the elders; which should normally be to pass the information to the appropriate statutory agencies who have a duty to investigate.
- These might be, depending on the situation and who is involved:

The Police *999* in an emergency or *101*

Children's Social Care Initial Contact Point (8:30-5pm) *01274 437500*

Adult Social Services (8:30-5pm) *01274 431077*

For either adults or children out of office hours The Emergency Duty Team *01274 431010*;

The Local Authority Designated Officer if there are allegations of abuse against a person who works with children or young people;

The Disclosure and Barring Service if there are allegations of abuse against a person who works with children.

- will give a copy of the record (above) to the relevant authorities;
- will continue to liaise with the Social Services etc. as necessary;
- may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company.
- be supported by the church; and Members will accept that any information that the Safeguarding Co-ordinator has in her possession will be shared in a strictly limited way on a need to know basis.
- May obtain advice from thirtyone:eight -the independent christian safeguarding charity, telephone 0303 003 111. The church is a member of thirtyone:eight.

Guidelines for dealing with lesser concerns like poor parenting or mild neglect:

- The Safeguarding Co-ordinator will speak sensitively with the parents/carers, encouraging them to find help.
- Where a parent/carer doesn't act to find help, the Safeguarding Co-ordinator will offer help. The help could be direct help from the Safeguarding Co-ordinator herself/himself, in the home of the family. The help could be to put the family in touch with a Christian family who could draw along side and educate them. The help could be to accompany the parent/carer to the doctors or benefits agency. It could be still another kind of help.
- If the situation does not improve and no help is accepted, the Safeguarding Co-ordinator may contact Social Services or thirtyone:eight for advice/help.

(VIII) Good Practice if something goes wrong

If there are any problems with implementing the policy or any incidents which occur the safeguarding co-ordinator and possibly the elders will perform an analysis to see what lessons can be learnt and what changes need to be made.

SECTION D – PROMOTING SAFER PRACTICE

(I) Safer Activities

Workers/Leaders are responsible for the welfare and safety of the children/vulnerable adults for the duration of the activity.

Children should be supervised at all times. As a guideline the standard recommended ratio will be applied:

Age 0-2	1 adult to 3 children
Age 2-3	1 adult to 4 children
Age 3+	1 adult to 8 children

Where possible a minimum of 2 adults will be in the church building at all times. Where possible in mixed gender groups there should be male and female workers/leaders.

Leaders will balance the two vital ingredients of risk reduction and genuine adventure. They will be responsible for carrying out risk assessments for all activities; for trips/outside activities such as swimming these should be written risk assessments (appendix 9).

(II) Safer Buildings

- Buildings will be properly maintained. The external fabric of the building, plus all internal fixtures, fittings, lighting, fire exits and equipment will meet the required safety standards.
- Rooms use will be adequately lit and heated and free from trip hazards.
- Exits will not be blocked.
- All equipment used will be maintained and operated in a safe way. If any equipment is found to be defective it will not be used.
- An annual review will be carried out to consider all aspects of safety.
- All electrical equipment will be appropriately inspected and tested in line with the Electricity at Work Regulations.
- Each club/group is to carry out a fire drill, at least annually and preferably each term. The leaders of each activity should be aware of the church's fire procedures and should take the lead in the event of a fire alarm or fire.
- The safety of the building is everyone's responsibility. Any faults should be reported to Stephen White.

(III) Safer First Aid

Ideally a qualified first aider or health professional capable of administering first aid will be present at each activity.

The Safeguarding Co-ordinator will ensure that:

- First Aid boxes contain those items recommended by St. John Ambulance.
- First Aid boxes are available and their location known.
- An injury, requiring any intervention, is recorded in the Accident Book.
- Significant Injuries where the church may be liable are reported to the Health and Safety Executive.
- Accidents are reviewed and changes to policies and procedures are implemented where necessary.

(IV) Safer Records

- For Children's activities, a register of children or young people attending a club or activity will be maintained, together with a register of leaders/workers. It should be clear at all times from the register who is present at any time. This means if children are taken home or leave early this should be recorded.
- For Children's activities a registration form will be completed for each child attending. Please see appendices 3, 4, 5 &6.
- An Accident Book will be maintained (currently kept with First Aid Boxes). Workers/Leaders will write details of any accident (requiring intervention) in the Accident Book. The Accident Book will be available at all times. Its information is not regarded as confidential. A copy should be given to parents/guardians.
- An Incident Book will be maintained. Any incidents or near misses will be recorded in the incident book. The blank book is filed in the front of the upper drawer of the locked filing cabinet in the foyer.
- The details of some incidents will be kept confidential. Therefore each incident will be written out on a separate sheet. In a case where confidentiality is preferred or essential the sheet will be torn out of the Incident Book and given to the Safeguarding Co-ordinator;
- The Church seeks to comply fully with the DBS code of practice regarding the use of disclosure information and any obligations under the Data Protection Act 1998, the General Data Protection Regulation and the Data Protection Act 2018. Please see Appendix 10
- Disclosure information is normally seen by the Safeguarding Co-ordinator alone. The Safeguarding Co-ordinator will keep any information completely confidential (i.e. tell absolutely no-one). Normally they will be able to make an assessment about someone's suitability on their own. However, when a decision is not clear cut, they will pass on disclosure information to the elders (and not to anyone who is not an elder) in order to make a joint decision. Because there is the possibility of an applicant being refused, the whole procedure (of appointing) will be kept confidential by the elders, so that in the event of significant information being disclosed and the candidate not being appointed no slur or suspicion will be thrown upon the individual. No-one will have known anything about the possibility of the appointment. Therefore the elders will be able to keep the information in complete security.
- The information contained on a disclosure will generally not be recorded. However it may be recorded that a named individual was not permitted to

work with children/vulnerable adults on account of information disclosed by DBS (i.e. the name will be recorded and the fact that significant information was disclosed, but the actual information will not be recorded).

(V) Safer Transport

These guidelines apply to leaders/workers and any Church Members who transport children or vulnerable adults in the name of the Church. They do not apply to private arrangements for lifts.

- All vehicles used will be highly roadworthy. Leaders of each activity will assess if vehicles are suitable.
- All drivers will be appointed according to the Church's procedures for appointing leaders/workers (Section B).
- All drivers will read the Safeguarding Policy and will agree to it, before beginning to transport children and young people or vulnerable adults for the Church.
- All drivers will have a Full appropriate Driving Licence and appropriate insurance.
- It is the drivers responsibility to confirm with their insurance provider whether their insurance covers voluntary work.
- Drivers will be aware that they are driving in the Lord's Name and the Church's Name.
- Drivers will drive legally (especially with regard to speed limit, numbers of passengers, booster seats and safety belts).
- Drivers transporting children and vulnerable adults for the church will carry a first aid kit.
- Drivers will be aware that the children's lives are in their hands and will drive, if possible, with even more care than normal.
- Drivers will try never to be alone with one child/vulnerable adult in a car or minibus.
- If a child specifically wants to be alone with the driver, to speak about something personal, the driver should seek another opportunity (see Section C(v) above). Sometimes the driver will *make* such an opportunity that same day, or the very next day.
- Drivers may be alone with a child for short periods e.g. dropping off the last child.
- When travelling in groups of vehicles it is good practice to insist children stay in the same groups on the outgoing and return journeys. This will avoid confusion as to whether a child has been taken home or at worst left behind.
- At collection and dropping off points do not leave a child on their own.
- Children under 15 will only be dropped off at those places (normally home) arranged with parents.
- There may be circumstances where it may be unwise for a particular driver to transport a particular child (say if the two have clashed, or one has a crush on the other).
- A consent form should be signed by parents/ carers, before a child is transported. See Appendices 3, 4 & 5.
- The leader for each club will be informed of all journey's made in the church's name, either because the journey is a customary (say, weekly) journey or because a one-off journey has been mentioned to him/them.

SECTION E - APPENDICES

Appendix 1

Self Declaration for Position Requiring Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form and return it to the safeguarding co-ordinator as below in a separate sealed envelope.

To: _____(name of recruiter)

Address: _____

Appointment: _____

Convictions

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

Please Tick: YES NO

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

POLICE INVESTIGATIONS

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

Yes No (please tick)

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

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

Yes No (please tick)

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

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

Yes No (please tick)

If yes, please give details.

Declaration

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 bind overs against me will be disclosed along with any other relevant information which may be known to the police, Department of Health or the Department for Education and Skills.

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

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults with care and support needs and/or the termination of my employment.

I confirm that I am not barred from working with children / vulnerable adults.	
Signed: _____	Date: _____

Signed: _____

Date: _____

Print Name: _____

Address: _____

Tel No: _____

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit appointment. Please refer to section B (4)

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 Disclosure and Barring Service (DBS) (England & 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. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998, The General Data Protection Regulation and the Data Protection Act 2018 as well as the expectations of the DBS Service.

As a condition of appointment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking that involves working with children or adults with care and support needs. Should we ever 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/adults.

References

If you have attended this church for less than 7 years, please give the names and details of 2 people who are willing to act as referees for you for this work.

1. Name _____

Address _____

Tel _____

2. Name _____

Address _____

Tel _____

I would like to apply to work with children at Christ Church Bradford and I agree to follow the Church's Safeguarding Policy

Signature _____

Date _____

Christ Church, Bradford

2-4 Leyton Drive, Idle, BD10 8RQ

Registration and Consent Form

One Way Club

By completing this form you consent to Christ Church Bradford holding this information. Information will be held confidentially and securely and will only be used for legitimate interest in connection with Christ Church Bradford. You can withdraw your consent at any time.

Full name of child/young person _____

Date of Birth: _____ / _____ / _____

Address: _____

Name of GP: _____ GP's Tel No: _____

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

Name of parent/carer: _____

Parent/Carer's Tel No: _____ Mob _____

Name of additional contact (grandparent etc or other holding parental responsibility) who can be contacted in case of emergency.

Name: _____ Tel No: _____

Christ Church, Bradford

2-4 Leyton Drive, Idle, BD10 8RQ

Registration and Consent Form

I give permission for my child to: (please tick as appropriate)	Yes	No
Attend and take part in the normal activities of this group (This will sometimes include trips to a local park)	<input type="checkbox"/>	<input type="checkbox"/>
Be transported to and from the activity	<input type="checkbox"/>	<input type="checkbox"/>
Take part in swimming activities	<input type="checkbox"/>	<input type="checkbox"/>

My child is: able to swim/unable to swim (please delete)

My child is: very confident/confident/not confident in water (please delete)

Have photographs taken during club activities (not swimming) These will be for church/club use only and not posted on the internet.	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

I understand that during club sessions and whilst being transported he/she will be under the control and care of the group leader and/or other adults approved by the church/organisation leadership, all of whom have had a DBS check. 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. Club runs from 6.15 to 7.30pm. Outside of these times leaders are not responsible for the children unless transporting them. If children are to arrive or leave at different times parents should inform a leader before the club. Children will normally be expected to stay for the whole session.

In an emergency, I am willing for my child to receive doctor/hospital/dental treatment including an anaesthetic.

Signed: _____
(parent/carer)

Date: ____/____/____

Christ Church, Bradford

2-4 Leyton Drive, Idle, BD10 8RQ

Registration and Consent Form

Globe Rules

All clubs at Christ Church operate under **GLOBE** rules. Please try to ensure your child/children keep these.

- God** I will not use God’s names as swear words as in ‘Oh my God’ etc.I will try to listen carefully to bible teaching.
- Leaders** I will listen to leaders /workers and co-operate with them.
- Others** I will do everything I can to give everybody else a great time. I will not ignore anybody purposely, or bully others, or talk about them behind their backs. I will not engage in any romantic behaviour. I will not take any images (or publish any) without asking and receiving permission.
- Building** I will look after the building and report any issues to a leader.
- Equipment** I will not steal or intentionally damage any equipment. I will inform a leader if equipment is damaged.

I will encourage my child to keep the **GLOBE** rules at One Way Club

Signed

_____ Parent

I will do my best to keep the GLOBE rules at One Way Club

Signed

_____ Club Member

Appendix 4

Christ Church, Bradford

2-4 Leyton Drive, Idle, BD10 8RQ

Registration and Consent Form

GOAT (God on a Thursday)

By completing this form you consent to Christ Church Bradford holding this information. Information will be held confidentially and securely and will only be used for legitimate interest in connection with Christ Church Bradford. You can withdraw your consent at any time.

Full name of child/young person: _____

Date of Birth: _____/_____/_____

Address: _____

Name of GP: _____ GP's Tel No: _____

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

Name of parent/carer: _____

Parent/Carer's Tel No: _____ Mob: _____

Name of additional contact (grandparent etc or other holding parental responsibility) who can be contacted in case of emergency.

_____ Tel No: _____

Christ Church, Bradford

2-4 Leyton Drive, Idle, BD10 8RQ

Registration and Consent Form

I give permission for my child to: (please tick yes/no)	Yes	No
Attend and take part in the normal activities of this group. (This will sometimes include trips to a local school or park for sports)	<input type="checkbox"/>	<input type="checkbox"/>
Be transported to and from the activity	<input type="checkbox"/>	<input type="checkbox"/>
Have photographs taken during club activities. (These will be for church/club use only and not posted on the internet.)	<input type="checkbox"/>	<input type="checkbox"/>

I understand that during club sessions and whilst being transported he/she will be under the control and care of the group leader and/or other adults approved by the church/organisation leadership, all of whom have had a DBS check. 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. Club runs from 7.15 to 8.45pm. Outside of these times leaders are not responsible for the children unless transporting them. If children are to arrive or leave at different times parents should inform a leader before the club. Children will normally be expected to stay for the whole session.

In an emergency, I am willing for my child to receive doctor/hospital/dental treatment including an anaesthetic.

Signed: _____
(parent/carer)

Date: ____/____/____

Christ Church, Bradford

2-4 Leyton Drive, Idle, BD10 8RQ

Registration and Consent Form

Globe Rules

All clubs at Christ Church operate under **GLOBE** rules. Please try to ensure your child/children keep these.

- God** I will not use God’s names as swear words as in ‘Oh my God’ etc. I will try to listen carefully to bible teaching.
- Leaders** I will listen to leaders /workers and co-operate with them.
- Others** I will do everything I can to give everybody else a great time. I will not ignore anybody purposely, or bully others, or talk about them behind their backs. I will not engage in any romantic behaviour. I will not take any images (or publish any) without asking and receiving permission.
- Building** I will look after the building and report any issues to a leader.
- Equipment** I will not steal or intentionally damage any equipment. I will inform a leader if equipment is damaged.

I will encourage my child to keep the **GLOBE** rules at GOAT

Signed

_____ Parent

I will do my best to keep the GLOBE rules at GOAT

Signed

_____ Club member

Appendix 5

Christ Church, Bradford

2-4 Leyton Drive, Idle, BD10 8RQ

Ignite Registration & Consent Form

By completing this form you consent to Christ Church Bradford holding this information. Information will be held confidentially and securely and will only be used for legitimate interest in connection with Christ Church Bradford. You can withdraw your consent at any time.

Full Name of Child: _____

Date of Birth: ____ / ____ / ____

Address: _____

Name of GP: _____

GP's Tel. No.: _____

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

Name of Parent/Carer: _____

Parent/Carer's Tel. No.: _____

Parent/Carer's Mobile: _____

Name of Additional Contact*: _____

Additional Contact's Tel. No.: _____

** Someone other than the parent/carer named above who can be contacted in case of emergency (e.g. another parent, carer or grandparent)*

Christ Church, Bradford

2-4 Leyton Drive, Idle, BD10 8RQ

Ignite Registration & Consent Form

(please tick the appropriate box)

I give permission for my child to...	Yes	No
...attend and take part in the normal activities of this group; <i>This will sometimes include trips to a local school or park for sports.</i>	<input type="checkbox"/>	<input type="checkbox"/>
...be transported to and from this group;	<input type="checkbox"/>	<input type="checkbox"/>
...have photographs taken during this group. <i>These will be for Christ Church/Ignite use only and not posted on the Internet.</i>	<input type="checkbox"/>	<input type="checkbox"/>

I understand that during Ignite sessions and whilst being transported, my child will be under the control of and in the care of the Ignite leaders and/or other adults approved by the church leadership, all of whom have had an appropriate DBS check. Whilst the leaders in charge of Ignite 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.

Ignite meets on most Sunday evenings from 7:00pm to 9:00pm in one of the leaders' homes. Outside of these times leaders are not responsible for the children unless the leaders are transporting the children to or from the group. If children are to arrive or leave at different times parents should inform a leader before the group session. Children will normally be expected to stay for the whole session.

In an emergency, I am willing for my child to receive doctor/hospital/dental treatment including an anaesthetic.

Signed: _____ (parent or carer)

Date: ____ / ____ / ____

Christ Church, Bradford

2-4 Leyton Drive, Idle, BD10 8RQ

Ignite Registration & Consent Form

All children’s groups at Christ Church operate under **GLOBE Rules**. Please try to help your child to keep these.

- God** I will not use God’s names as swear words as in ‘Oh my God’ etc.I will try to listen carefully to bible teaching.
- Leaders** I will listen to leaders /workers and co-operate with them.
- Others** I will do everything I can to give everybody else a great time. I will not ignore anybody purposely, or bully others, or talk about them behind their backs. I will not engage in any romantic behaviour. I will not take any images (or publish any) without asking and receiving permission.
- Building** I will look after the building and report any issues to a leader.
- Equipment** I will not steal or intentionally damage any equipment. I will inform a leader if eqiupment is damaged.

I will encourage my child to keep the GLOBE Rules at Ignite.

Signed: _____ (Parent or Carer)

I will do my best to keep the GLOBE Rules at Ignite.

Signed: _____

Christ Church, Bradford
2-4 Leyton Drive, Idle, BD10 8RQ

The Point Registration Form – Confidential

By completing this form you consent to Christ Church Bradford holding this information. Information will be held confidentially and securely and will only be used for legitimate interest in connection with Christ Church Bradford. You can withdraw your consent at any time.

Parent/Carer Information

Your Full Name _____

Date of Birth _____

Your Address _____

Contact Tel. No. _____

Name of additional contact who can be contacted in case of emergency:

Name _____ Tel. No. _____

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

G.P. Name _____ G.P. Tel. No. _____

Relationship to Child: _____

Child Information

Child's Full Name: _____

Date of Birth _____

Child's Address _____

Contact Tel. No. _____

Name of additional contact who can be contacted in case of emergency:

Name _____ Tel. No. _____

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

G.P. Name _____ G.P. Tel. No. _____

In coming to The Point I understand that I remain responsible for the care and control of any children I bring at all times. Whilst the staff of The Point will take all reasonable care to ensure safety they cannot necessarily be held responsible for any loss, damage or injury suffered during The Point.

All activities and clubs at Christ Church operate under GLOBE rules. Please try to ensure that during activities, you, and the child/children you have brought, keep the GLOBE Rules.

- God** I will not use God’s names as swear words as in ‘Oh my God’. I will try to listen carefully to bible teaching.
- Leaders** I will listen to leaders /workers and co-operate with them.
- Others** I will do everything I can to give everybody else a great time. I will not ignore anybody purposely, or bully others, or talk about them behind their backs. I will not engage in any romantic behaviour. I will not take any images (or publish any) without asking and receiving permission.
- Building** I will look after the building and report any issues to the club leader.
- Equipment** I will not steal or intentionally damage any equipment. I will inform a leader if equipment is damaged.

Signature

Appendix 7

Christ Church, Bradford

2-4 Leyton Drive, Idle, BD10 8RQ

Using Images of Children

By completing this form you consent to Christ Church Bradford holding this information. Information will be held confidentially and securely and will only be used for legitimate interest in connection with Christ Church Bradford. You can withdraw your consent at any time.

To Parent/Guardian of:

Name of child: _____

Club child attends: _____

Location of photograph: _____

Christ Church, Bradford would like to take photograph(s) / make a video of:

(names of child/ren).

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate).

To comply with the Data Protection Act 2018 permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown. Please return the completed form to:

(Insert the name of the worker commissioning the photography and the return address.)

To the parent (Delete as appropriate)

1. May we use your child's image in our printed promotional publications?
YES/NO

2. May we use your child's image on our website?

YES/NO

Signed: _____ (parent/adult parental responsibility)

Date: ____/____/____

Youth/Children's Leader

3. I have checked which parents are happy for their child/ren's images to be used in the (churches/ organisation's) _____ printed publications or on its website or both.

YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed: _____
(Youth/Children's leader)

Date: ____/____/____

Print name: _____

Conditions of use

1. This form is valid for _____ (length of time in years) from the date of signing / *for this project only. Your consent will automatically expire after this time.
2. We will not reuse any images *after this time / *after the project is completed.
3. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
5. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

(*Please delete the option that does not apply.)

NB This form can be adapted to include video if required.

End of Form

Appendix 8**Lost Child Policy Christ Church Bradford 2016**

At Christ Church, Bradford, every care is taken to ensure our children are accounted for at all times. It is the responsibility of all the club leaders/workers to be aware of where the children are at all times.

Systems in place to minimise the risk of a child going missing:-

A register of children attending is taken and the number of children is clearly recorded.

Whenever an outing is planned risk assessments are carried out to ensure that the risk of any child becoming lost is minimised.

If trips are undertaken away from the church building/usual venue, the minimum ratio of adults/children will be altered to:

3-9 1 adult to 5 children

10+ 1 adult to 8 children

Each leader/worker will be responsible for a specified group of children. Contact numbers for children's parents should be taken on the trip.

The children will be educated at the beginning of a trip/walk on safe walking and staying with the group and what to do when separated from the group - to stand still and not wander about but wait for a leader to return to them within 15 minutes. If 15 minutes passes the lost child should approach an official in uniform or a family with children and ask them for help. If roads are to be crossed all children under 10 must only cross with an adult.

If walking in the dark children and accompanying adults will be required to wear high visibility vests.

The same applies to groups walking to/from church or other venues where meetings are being held.

If a leader/worker becomes aware that a child is missing from the group, they should immediately inform the person in charge. The remaining children will be gathered into one large group and be cared for by a leader. A head count should be carried out to ensure that no other child has gone missing. The person in charge along with any other available adults will begin a search of the immediate area without jeopardising the safety of the rest of the group. If the child is in possession of a mobile phone the phone will be contacted first. The children will be sensitively asked whether they have seen the child who is missing, as will all adults so that it can be established who was last to see the missing child, when and where. If the child lives within walking distance of the church, one adult should travel by car to the likely destination and retrace the route on foot in order to catch up with the child if possible.

If after 15 minutes the child has not been found, the parents should be contacted and the police informed, giving details of the child's name, age, and the clothes and

footwear they were wearing. Record the file number given by the police.

When the child is found leaders/workers will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort. The leader will inform the parents and police and anyone else involved in the search and an early debrief with all staff and relevant child will be held.

The SCO and the responsible leader will visit the parents as soon as possible and at the latest within 2 days to inform them of what happened.

The club leaders will meet with the SCO to assess what happened and to make any changes necessary to prevent a similar incidence.

Appendix 9

Christ Church Bradford Risk Assessment Form

Club/Activity		Trip Leader	
Trip Venue		Date of Trip	
Assessor		Date Assessment completed	
Checked by		Date checked	

Hazards Identified	Action required	Action Taken	Residual Risk

Christ Church Bradford

Handling, Use, Secure Storage, Retention and Disposal of Disclosures and Disclosure Information

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Christ Church Bradford complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Hard copies of Certificates are not retained: they are viewed while in the possession of the applicant and then returned or immediately destroyed. Certificate information being transported to record on the Recruiter's database is non-identifiable. Electronic disclosure information is held on a secure password protected system accessible only to those authorised to view it in the course of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and are aware it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary, giving full consideration to the General Data Protection Regulation, Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the agreed retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). Electronic certificate results will be permanently removed from the system once they have been viewed and documented as viewed.

thirtyone:eight acting as an umbrella body

We accept that the thirtyone:eight Disclosure Service, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep thirtyone:eight informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.