

CHESTER ROAD BAPTIST CHURCH

Safe to Grow Policy and Procedures

Adopted at the church members meeting
31 May 2012

Chester Road Baptist Church – Safe to Grow

SAFE TO GROW

The Chester Road Baptist Church (hereafter referred to as ‘the Church’) policy on Safeguarding Children and Young People was adopted at the Church Members Meeting on 19 January 2012. It is displayed in the Church buildings and a copy of it is in this document.

This document, referred to as ‘Safe to Grow’, contains:

- A. A summary of the Home Office ‘Safe from Harm’ guidelines.
- B. The Church’s policy on Safeguarding Children and Young People.
- C. Copies of the Church’s Procedures on:
 - 1. Children at Risk.
 - 2. Recruitment of Children’s Workers.
 - 3. Criminal Records Bureau checks.
 - 4. Lone working.
 - 5. Discipline in Children’s Work.
 - 6. Electronic Communications.
 - 7. Confidentiality.
- D. Copies of the Church’s forms for:
 - 1 Incident Report Form.
 - 2 Information and Job Description for Workers with Children / Young People.
 - 3 Application Form for Paid Work with Children / Young People.
 - 4 Application Form for Voluntary Work with Children / Young People.
 - 5 Criminal Records Declaration Form.
 - 6 CRB Code of Practice for Disclosure Information.
 - 7 Definitions.

Throughout this document, the term ‘children’ is used to mean ‘children and young people’ under the age of 18 years.

The information, procedures and forms contained in this document were adopted at the Church Members Meeting on 31 May 2012.

They will be reviewed at the Church Members Meeting in May 2013, and every 12 months thereafter.

This pack should be read in conjunction with

- 1 The Baptist Union of Great Britain publication ‘Safe to Grow: Safeguarding children and young people in the local church’, Sixth Edition, 2011.
- 2 The Home Office Publication ‘Safe from Harm’, 1993.

If the procedures contained here are not followed then the Church cannot be held responsible for any subsequent child protection issues which arise.

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Safe from Harm - the Home Office Code of Practice

Safe from Harm was prepared to provide voluntary organisations with guidelines for safeguarding the welfare of children in their care. It applies to all workers in voluntary organisations, including the churches, whether they are paid or volunteers.

It encourages the development of good policies and practice to prevent the physical, emotional and sexual abuse of children while they are in the care of the Church. At the same time it protects those who work with children from unfounded accusations or from behaving in ways which may be well intentioned but inadvisable.

The Home Office guidelines are a challenge to the Church to:

- Shoulder responsibilities in caring for children and those who work with them.
- Be committed to good practice when working with children.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Be prepared to work in different ways, where necessary, seeing this as a new opportunity for service and mission.

THE GUIDELINES

Guideline 1 - Adopt a policy statement on safeguarding the welfare of children.

The church has adopted a Safe to Grow policy.

Guideline 2 - Plan the work of the organisation so as to minimise situations where the abuse of children may occur.

See the children's work procedures 'Children at risk', 'Recruitment of Children's Workers', 'Lone Working', 'Discipline in children's work', 'Electronic Communication' and 'Confidentiality'.

Guideline 3 - Introduce a system whereby children may talk with an independent person.

See the children's work procedure 'Children at risk'.

Guideline 4 - Apply agreed procedures for children to all paid staff and volunteers.

All existing and new helpers and leaders will be expected to show that they have knowledge of the procedures agreed by the church.

Guideline 5 - Give all paid staff and volunteers clear roles.

All leaders and helpers will be expected to work within the roles agreed to in their job description. The leader or helper and the church deacons will both retain copies of the job description. See the children's work procedure 'Recruitment of Children's Workers'.

Guideline 6 - Use supervision as a means to protecting children.

Leaders should regularly review with the helpers ways and means of implementing these guidelines. See the children's work procedure 'Children at risk'.

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Guideline 7 - Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.

All leaders and helpers will be expected to complete the approved application form before an interview is conducted. See the children's work procedure 'Recruitment of Children's Workers'.

Guideline 8 - Gain at least one reference from a person who has experience of the applicant's paid work or volunteering with children.

All applicants will be expected to provide two personal referees before an appointment is made. See children's work procedure 'Recruitment of Children's Workers'.

Guideline 9 - Explore the applicant's experience of working or contact with children in an interview before appointment.

All applicants will be interviewed by appropriate people, including a church leader or another person nominated by the church deacons. See the children's work procedure 'Recruitment of Children's Workers'.

Guideline 10 - Find out whether an applicant has any conviction for criminal offences against children.

All situations that involve work with children are exempt from the Rehabilitation of Offenders Act 1974. This means that all convictions, which relate to children, however old, must be declared. Information about other convictions must also be given, as these may be relevant to the suitability of the person. The church deacons will also undertake to have an applicant CRB checked before an appointment is made. See the children's work procedure 'Recruitment of Children's Workers'.

Guideline 11 - Make paid and volunteer appointments conditional on the successful completion of a probationary period.

Applicants for paid or volunteer work with children or young people must have the appointment confirmed by the church deacons and then begin a probationary period, which shall normally be for three months, but may be extended or reduced as required. See the children's work procedure 'Recruitment of Children's Workers'.

Guideline 12 - Issue guidelines on how to deal with disclosure or discovery of abuse.

See the children's work procedure 'Children at risk'.

Guideline 13 - Train paid staff and volunteers, their line managers or supervisors and policy makers in the prevention of child abuse.

All workers with children whether paid or volunteers shall agree to undertake training as preparation for the service applicable to the work they wish to do, followed by regular refresher training. See the children's work procedure 'Recruitment of Children's Workers'.

Please do not see the Church's Safe to Grow as a threat to existing work, rather it is a way of making even more effective the care and love which inspires both the work and the workers.

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Chester Road Baptist Church POLICY STATEMENT Safeguarding Children and Young People in the Church

The vision of Chester Road Baptist Church (hereafter referred to as 'the church'):

We declare ourselves to be a Church of Jesus Christ, joined together to live according to his teachings and working with God's help for the salvation of others.

In fulfilling this vision the church:

- Has a programme of activities with children and young people.
- Welcomes children and young people into the life of our community.
- Makes our premises available to organisations working with children and young people.

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in The Children Act 1989 and 2004, Safe from Harm (HM Government 1994) and Working Together to Safeguard Children (HM Government 2010) (or Working Together under the Children Act (Welsh Assembly Government 2006)).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse

It is the duty of each church member and the wider church family to prevent the physical, sexual and emotional abuse of children and young people. It is also the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children.

Respecting children and young people

The church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them.

Safe working practices

The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

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A safe community

The church is committed to the prevention of bullying of children and young people. The church will seek to ensure that the behaviour of any who may pose a risk to children and young people in the community of the church is managed appropriately.

Responsible people

The church has appointed Roger Allen as the Safeguarding Trustee to:

- Oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed Lindsay Atkin and Chris East as the Designated People for Safeguarding to:

- Advise the church on any matters related to the safeguarding of children and young people.
- Take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and procedures

A copy of this policy statement will be displayed in the church building.

Each worker with children and young people whether paid or voluntary will be given a copy of the policy and relevant procedures and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any person associated with the church.

The policy and procedures will be monitored and reviewed at least annually. The policy statement will be tabled annually at the church meeting in May together with a report on the outcome of the annual review.

Adopted at the Church Members Meeting on 19 January 2012.

To be reviewed at the Church Members Meeting in May 2012, and every 12 months thereafter.

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Procedure 1 – Children at Risk

1 Purpose

The purpose of this procedure is to inform those working with children about child abuse, and to advise them of the procedure to be carried out if abuse is disclosed to them, or if abuse is suspected. This will assist the church in providing a secure environment for the children.

First and most important - whether it is your first contact with suspected child abuse or not:

- a) Ensure the welfare of the child.
- b) Talk to someone.

Should you encounter any situation involving a child which gives you cause for concern, make a written note of the conversation, observation, dates, times, names, etc. (Appendix 1). This information should immediately be communicated to the Church's Safeguarding Trustee. Do not be afraid to be wrong. It is not your job to investigate or decide if something is abuse, only to report on what is observed.

2 What is a child?

Any person under the age of 18 years.

3 What is abuse?

- a) Physical abuse - includes hitting, shaking, squeezing, burning, biting, administering poisonous substances, suffocating / drowning and excessive force.
- b) Neglect - a failure to meet basic essential needs of a child, or if a child is left unsupervised at a young age.
- c) Emotional abuse - children harmed by constant lack of love and affection, or threats, verbal attacks, taunting or shouting.
- d) Sexual abuse - involvement of dependent, developmentally immature children or adolescents, in sexual activity that they do not fully comprehend, or to which they are unable to give informed consent.
- e) A child may suffer more than one category of abuse.

4 Who abuses children?

- a) Someone unknown to the child.
- b) Someone close to a child, for example a parent, carer, babysitter, sibling, another child or young person, relative or friend of the family.
- c) Someone in authority such as a teacher, youth leader, children's worker or a church worker / leader.

5 How might we recognise abuse?

Warning signs: These are only guides. They are not necessarily proof of abuse, but may be an indication of it:

- a) Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy.
- b) Any injuries not consistent with the explanation given for them, or where differing explanations have been received.
- c) Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- d) Injuries and illnesses which have not received medical attention.
- e) Instances where children are kept away from the group or school inappropriately.
- f) Reluctance to change for, or participate in, games or swimming.
- g) Any signs of neglect, under nourishment or inadequate care.

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- h) Any allegations made by a child concerning sexual abuse.
- i) Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play.
- j) Sexual activity through words, play or drawing.
- k) Child who is sexually provocative or seductive with adults.
- l) Inappropriate bed sharing arrangements at home.
- m) Severe sleep disturbance with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.

It is important that the above signs are not taken as indicating that abuse has taken place, but that the possibility should be considered far more than in the past. They should make us stop and think - not jump to conclusions inappropriately!

6 When a child expresses a concern... Listen, listen, listen

When a child or young person talks about harm or abuse they are suffering:

- a) Create a safe environment in which the child or young person can share their concerns.
- b) React calmly so as not to further distress the child or young person.
- c) Listen carefully to what the child or young person has to say. If possible use a silent witness during the interview who will be able to corroborate what was said.
- d) Allow them time to say what they want.
- e) Don't rush or interrupt them or ask more questions than you need to in order to establish whether there is cause for concern or to ensure a clear and accurate understanding of what has been said.
- f) If you need to ask questions to clarify what the child is saying, always use open questions and not closed questions.
- g) As soon as you believe there is a cause for concern allow the child to finish, but do not question them any further. Explain that you will have to tell someone who knows what to do next.
- h) Accept what the child or young person says and take seriously what you are hearing.
- i) Reassure the child or young person, and tell them that you know how difficult it must be to confide in you.
- j) Tell the child or young person that they are not to blame and that they have done the right thing by speaking to you.
- k) Help the child or young person to understand what is going to happen next – the child should be informed that other people will need to be told about the concerns which have been shared and who those people may be.
- l) Do not promise or lead a child to believe that any child protection concern which affects them or other children or young people will be kept confidential.
- m) Be aware that a child or young person may be frightened and that they may have been threatened if they tell of what has been happening to them.
- n) Remember that most children feel loyalty to their parents and other significant people in their lives and often find it difficult to say things to their detriment.
- o) Make notes as soon as possible afterwards using the child's language and recording any questions that you asked to prompt for a response.
- p) Do not say anything which will put ideas into a child's head or which will suggest what may have happened.

7 Workers with Children and Young People

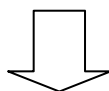
All workers with children and young people will be recruited as detailed in [Procedure 2](#).

8 CRB Checks

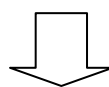
The use of CRB checks is detailed in [Procedure 3](#).

8 Procedure to follow to respond to concerns

STAGE 1
A worker has a concern about the welfare of a child / young person or the behaviour of an adult
The person who has the concern has a duty to RECORD AND REPORT
A written report must be made of the concern using a standard incident report form and the concern should be reported to the Church’s Safeguarding Trustee (Deacon) within 24 hours. If a child is in imminent danger of harm a referral should be made to the police or Social Services without delay.



STAGE 2
The Church’s Safeguarding Trustee (Deacon) receives the report of concern.
The Church’s Safeguarding Trustee (Deacon) has a duty to REVIEW AND REFER
The report will be reviewed by the Church’s Safeguarding Trustee (Deacon) with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Services should normally be made within 24 hours of receiving the report. If a child is in imminent danger of harm a referral should be made to the police or Social Services without delay.



STAGE 3
After the decision has been made, as to what action should be taken.
The Church’s Safeguarding Trustee (Deacon) and the Minister may have a duty to SUPPORT AND REPORT
Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to HEBA, the independent Safeguarding Authority or the Charity Commission.

9 Practicalities for the mutual protection of leaders and children

9.1 Guidance

- a) Avoid being on your own with any child. This may mean groups working in one large room, or adjoining rooms. For the Church’s procedure on Lone Working, see [Procedure 4](#).

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- b) Whenever possible avoid taking a child home on your own. If possible have another helper with you, or else ensure that the last two children are dropped off together.
- c) Be wise in your physical contact with children.
- d) Be wise with your relationship with the children - do not be over friendly with some at the expense of others. No favourites.
- e) Never smack, hit or physically discipline a child except by 'holding' which may be used if there is an immediate danger of personal injury to the child or another person. For the Church's procedure on disciplining children and young people see [Procedure 5](#).
- f) Whenever possible have two or more adults present with a group, particularly when it is the only activity taking place on the church premises. A parent may want to accompany their child, however, because of our policy they should either act as observers or only help their own child.
- g) Children should not be taken on trips or away from the premises without permission of parents and church leadership.
- h) Specific permission will be required from a parent or guardian if an activity involves children staying overnight on church premises.
- i) Where confidentiality is important (eg counselling a young person) ensure that others know that the interview is taking place and that someone else is around in the building.

9.2 Working with children - Ratios

The following table represents the minimum ratios of adults to children. Note that young leaders under the age of 18 do not count as adults.

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably 1 of each gender) with 1 extra adult for every 10 children.	2 adults for up to 15 children (preferably 1 of each gender) with 1 extra adult for every 8 children.
13 years and over	2 adults for up to 20 children (preferably 1 of each gender) with 1 extra adult for every 10 children.	2 adults for up to 20 children (preferably 1 of each gender) with 1 extra adult for every 10 children.

If the ratio falls below that shown here, then see [Procedure 4](#).

9.3 Boundaries

- a) The level of personal care (eg toileting) must be appropriate and related to the age and needs of the child.
- b) Workers should treat all children / young people with dignity and respect in attitude, language used and actions.
- c) Respect the privacy of children and avoid questionable activities (eg rough / sexually provocative games or comments).
- d) If you invite a child to your home, ensure another adult is present and the parent is aware.
- e) Avoid transporting a child on their own. But if necessary, then the young person should be seated in the back seat.
- f) For the Church's procedure on the use of social networking and mobile phones, see [Procedure 6](#).

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9.4 Feedback

- a) It should be accepted that anyone seeing another worker acting in a way which could be misinterpreted should be able to speak to the individual concerned or the church's Child Advocate or Designated Trustee about the concern.
- b) Keep brief records of issues / decisions made regarding the implementation of this policy at workers meetings (eg Junior Church leaders meetings).

9.5 Helping children to protect themselves by:

- a) Teaching personal safety generally.
- b) Helping children develop common sense rules.
- c) Talking about suspicions or situations where they feel uncomfortable.
- d) Examining the way in which we present Christian truths, for example children obeying parents. This can be a real problem for a child who is being abused - are we telling the child to accept the abuse? Tell children that if they feel uncomfortable or that something may be wrong, they can always check things out with another adult.

10 Confidentiality

The Church has a Confidentiality Procedure (**Procedure 7**). It provides help in the way Children's Workers should treat any confidence entrusted to them.

No children's worker is permitted to divulge any information concerning a child, or his / her family or anything a child may tell them to anyone other than the designated people previously mentioned. This is in order to protect the interests of the child. This confidentiality is a continuing requirement at all times and is required when workers are 'off duty' or no longer involved in the work.

11 Contact Names

11.1 The Church

Minister
Child Advocates
Safeguarding Trustee
Deacons

11.2 Integrated Access Team (North) (Was Social Services)

Ring 0121 464 8022 (Office Hours) and ask for the 'Reception and referral desk'.
The emergency only, out of office hours Number is 0121 675 4806.

11.3 Police -

Ring 0345 113 5000 and ask for the 'child protection police officer'.

11.4 Registered Body

Regional minister, Heart of England Baptist Association.

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Procedure 2 – Recruitment of Children’s Workers

Procedure 2a – Recruitment of Paid Workers

1 Recruitment Procedure

The method for appointing Church Workers is an essential part of protecting children. Therefore the Church has developed a procedure to cover the appointment process.

The specific worker's role defines the responsibilities and level of contact they will have with children. The following outlines the recommended steps for the appointment of:

- a) Full time paid workers - appointed via the Church Safe Recruiting Policy e.g. Minister.
- b) Part time paid workers - appointed via the Church Safe Recruiting Policy e.g. Site services supervisor, Administrator, Cleaning /maintenance staff, Children's worker.

2 The Recruitment Process

- a) A need for a new or replacement role is identified and agreed by the Deacons.
- b) Arrange an appointment panel who will be able to attend every meeting and from whom the interview panel will be selected.
- c) Discuss the recruitment needs, prepare a job description and advertise the vacancy in the church notices when applicable.
- d) When prospective candidates respond to the advert, prepare a list of candidates and send out application packs.
- e) Shortlist candidates against the role requirements and arrange the interview.
- f) Take up references.
- g) From the candidates interviewed select the person who most fits the job description / person specification (arrange a second interview if required). Make conditional offer of post, in respect of references and CRB clearance.
- h) Carry out CRB check.
- i) Make provisional appointment. Candidate starts 3 month trial period.

3 Job Description

It is important that the recruitment needs are clearly identified and that the approved job description is used.

4 Advertising the Post

All relevant positions will be advertised in the Church Notices and externally.

5 Application Pack

The Application Pack should be issued to the candidate at least one week before the first interview to enable them to read through all the documents. The Application Pack consists of the following:

- a) Job description ([Appendix 2](#)).
- b) Application form ([Appendix 3](#)).
- c) Criminal Records Declaration form (to be completed prior to interview) ([Appendix 5](#)).
- d) Anything else considered relevant to prospective candidates.

6 Interview

Prior to the interview, the panel should meet to decide which questions would be most relevant to assess the candidate's ability to fill the job specification.

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The interview forms part of the process to find the best person for the role outlined in the job description. The interview panel should be made up of church deacons, members and children's workers. There should be a minimum of three people and a maximum of five people responsible for the interview, with each interviewer keeping notes that should be collated afterwards. The panel should check the completed Criminal Records Declaration form for accuracy with the candidate.

7 Make Appointment

It is important that any decision about a candidate is fair and will be based on the candidate's skills, qualifications, experience and commitment to the values of the church.

The provisional appointment will be made at this point in order to provide sufficient time to obtain two references and complete the CRB check. The date of the safeguarding training should also be set at this time.

The appointment will be for a three-month probationary period and will include at least one appraisal before the review interview at the end of the probationary period.

The successful candidate will be provided with an information pack, consisting of:

- a) The Church Safe to Grow Procedures, which include:
 - (i) Children at Risk.
 - (ii) Recruitment of Children's Workers.
 - (iii) Criminal Records Bureau checks.
 - (iv) Lone working.
 - (v) Discipline in Children's Work.
 - (vi) Electronic Communications.
 - (vii) Confidentiality.

When the candidate successfully completes the probationary period the full appointment will be confirmed in writing.

The people responsible for the recruitment and selection of paid and voluntary staff who work with children are the Church minister and deacons, in conjunction with the current children's workers. All appointments will be ratified at a Church members' meeting.

8 Reference

It is important that at least two references are obtained for the successful candidate.

9 Criminal Records Bureau Checks

Whilst CRBs checks have a value they are no substitute for working procedures, and best practice being followed in the operation of any procedures to protect children. Although a disclosure notice will provide some information, the CRB does not contain all information. Therefore it is important that the Disclosure notice is not seen as a complete check but rather as one of many tools that should be used by any voluntary organisation, such as a church.

The Church has a Procedure in relation to the use of Criminal Records Information to ensure that it complies with the CRB code of practice ([Procedure 3](#)).

10 Training

Appropriate training will be provided to all workers.

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Procedure 2b – Recruitment of Volunteer Workers

1 Recruitment Procedure

The method for appointing Church Workers is an essential part of protecting children. Therefore the Church has developed a procedure to cover the appointment process.

The following outlines the recommended steps for the appointment of all volunteer workers with specific posts or responsibilities (e.g. Koinonia staff, Brigade leaders, Sunday School leaders & teachers) and volunteer helpers who work under the supervision of a post holder may be appointed by the organisation in question or by progression and must be either a Church or an organisation member.

All post holders will be appointed initially for a probationary period and all will be CRB checked (except those who are never unsupervised). Adequate training and guidance must be provided with respect to the post. All post holders must undergo safeguarding training within the probationary period.

2 The Recruitment Process

- a) A need for a new or replacement role is identified and agreed by the Deacons.
- b) Prepare a job description and advertise the vacancy in the church notices when applicable.
- c) When prospective candidates respond to the advert, prepare a list of candidates and send out information packs.
- d) Take up references.
- e) The candidate should be interviewed by a deacon, someone working in the organisation and possibly the church minister.
- f) Carry out CRB check.
- g) Make provisional appointment. Candidate starts 3 month trial period.

3 Job Description

It is important that the recruitment needs are clearly identified and that the approved job description is used in the preparation work.

4 Advertising the Post

All relevant positions will be advertised in the Church Notices.

5 Information Pack

The Information Pack should be issued to the candidate. The Information Pack consists of the following:

- a) Job description ([Appendix 2](#)).
- b) Application form ([Appendix 4](#)).
- c) Criminal Records Declaration form (to be completed prior to interview) ([Appendix 5](#)).
- d) Anything else considered relevant to prospective candidates.

6 Interview

Prior to the interview, the interviewers should meet to decide which questions would be most relevant to assess the candidate's ability to fill the job specification.

The interview forms part of the process to find the best person for the role outlined in the job description. Each interviewer should keep notes that should be collated afterwards. The panel should check the completed Criminal Records Declaration form for accuracy with the candidate.

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7 Make Appointment

Following discussion with current staff, the provisional appointment will then be made at this point in order to provide sufficient time to obtain two references and complete the CRB check.

The appointment will be for a three-month probationary period and will include at least one appraisal before the review interview at the end of the probationary period.

The successful candidate will be provided with an information pack, consisting of:

- a) The Church Safe to Grow Procedures, which include:
 - (i) Children at Risk.
 - (ii) Recruitment of Children's Workers.
 - (iii) Criminal Records Bureau checks.
 - (iv) Lone working.
 - (v) Discipline in Children's Work.
 - (vi) Electronic Communications.
 - (vii) Confidentiality.

All appointments will be ratified at both a Deacons' and a Church members' meeting.

8 Reference

It is important that at least two references are obtained for the successful candidate.

9 Criminal Records Bureau Checks

Whilst CRBs checks have a value they are no substitute for working procedures, and best practice being followed in the operation of any procedures to protect children. Although a disclosure notice will provide some information, the CRB does not contain all information. Therefore it is important that the Disclosure notice is not seen as a complete check but rather as one of many tools that should be used by any voluntary organisation, such as a church.

The Church has a Procedure in relation to the use of Criminal Records Information to ensure that it complies with the CRB code of practice (**Procedure 3**).

10 Training

Appropriate training will be provided to all workers.

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Procedure 3 – Criminal Records Bureau Checks

The Church is committed to recruit all staff and volunteers in accordance with ‘Safe from Harm’ principles, the Criminal Records Bureau ‘Code of Practice’, and the legislative requirements.

In particular, the Church will seek to treat all people equally and with respect. The Church is committed to a fair system for the recruitment and selection of volunteers. It is also committed to the safety and protection of children in its care and for this reason there are some appointments within the Church for which it is necessary that an Enhanced Disclosure check is carried out. Enhanced Disclosures will be carried out for the following positions:

- a) All paid employees of the Church.
- b) All the Church Trustees.
- c) All Junior Church Teachers.
- d) All Brigades leaders and helpers.
- e) Anyone else working with children (if deemed to be required by the Church Trustees).

In addition, all new appointments will be required to sign a ‘Criminal Records Declaration Form’ ([Appendix 5](#)).

The people responsible for the recruitment and selection of paid and voluntary staff who work with Children are the Church minister and deacons, in conjunction with the current children’s workers. All appointments will be ratified at a Church members’ meeting.

All disclosure information will be treated as Confidential, in accordance with [Procedure 7](#) and [Appendix 6](#).

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Procedure 4 – Being alone with children and young people

This procedure is offered to give further detail to an essential element of the code of behaviour for workers.

All workers should plan their work with children and young people in such a way that they will not normally be alone with children or young people where their activity cannot be seen by others.

This will mean:

- a) A worker should never plan to be alone on church premises with children or young people.
- b) When there are insufficient leaders and workers to have two for each group doors should be left open, or two groups should work in the same room. (Wherever possible all doors should be fitted with glass panels).
- c) At least two people should be present before the doors are opened as children and young people arrive for a group and at least two adults should remain until the last child or young person has left the building or room at the end of a meeting.
- d) A worker should never invite a child or young person to their home alone. It may be acceptable to invite a group if another adult is in the house. Establish that each parent/carer knows where the child is and at what time they should return home.

1 Unplanned occasions when a worker is alone with a child or young person

There may be occasions when, despite careful planning, a worker finds themselves in a situation when they are in sole charge of children or young people in the context of a church activity. In these situations the worker should:

- a) Assess the risks involved in sending the child or children home against the risks and vulnerability of being alone with them.
- b) Wherever possible immediately phone another appropriate person to report the situation. Workers should know who they should phone in such a situation. It could be the Designated Person for Safeguarding or the Safeguarding Trustee / Deacon / Minister.
- c) Make a written report of the situation immediately afterwards or give a copy to the Designated Person for Safeguarding or the Safeguarding Trustee/Deacon. (The report serves two functions. It helps ensure appropriate accountability for situations where there is increased vulnerability and risk. It also allows for the monitoring of situations where workers are on their own with children and young people. If the same situation keeps recurring, working practices should be reviewed.)

There may be other situations when a child or young person asks to speak to a worker on their own. The most common situation is when a youth worker is offering support or pastoral guidance to a young person where privacy and confidentiality are important.

The following guidelines should apply:

- a) If the worker believes that to speak to the young person on their own would place them in a vulnerable position (for example, because the young person has developed an inappropriate attachment to the worker) the worker should insist that another worker should also be present.
- b) If it is possible for the conversation to be held in a quiet corner of the room where others are present, but where sufficient privacy can be assured, this option should be taken.
- c) If this is not possible, the conversation is best held in a room with the door left open or where there is a glass in the door so that others can see inside the room.

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- d) Wherever possible another (unrelated) adult should be in the building and the young person should know that they are there.
- e) Another adult should know that the interview is taking place and with whom.
- f) A worker should set an agreed time limit prior to the conversation and stick to it! It is the responsibility of the worker as the adult involved to set this ground rule and to the end the session at the designated time. Make another appointed time to continue if necessary.
- g) A youth worker should not invite a child or young person to their home alone nor go to the child or young person's home if they are alone.

Children and young people will want to speak to the person they most trust when looking for help and support. It is therefore vitally important that all workers are aware of these guidelines so that they are able to respond appropriately when the situation arises. However it should be recognised that these guidelines are specifically designed for workers to respond to requests made by children and young people. If it is felt to be appropriate for workers to be more proactive in working one to one with young people, the guidelines in the next section should be followed.

2 Working One to One

Most church youth work takes place within a group setting (youth club, small groups etc), however there are times when one to one work with a young person is a necessary part of a good youth work programme. It would be rare for one to one work to be part of the normal pattern of work with children under secondary school age.

Working one to one with a young person can come out of a number of different situations:

- a) Taking time to listen as a young person shares an issue they are facing.
- b) Offering ongoing support and advice.
- c) A formal agreement involving a mentoring relationship between an adult and young person.
- d) The need to meet a young person who is facing a crisis in their life.
- e) Discipleship of a young person, including accountability, prayer, Bible study.

We need to find appropriate and safe ways of coming alongside young people in this way and ensure guidelines are in place to safeguard both the young person and the adult. These guidelines should be clearly communicated to members, workers and parents.

Young people need to know that those working with them are dependable, reliable and available, while keeping within appropriate boundaries.

2.1 Maintaining distance

Workers need to maintain a healthy self-awareness when working one to one. Phrases such as, 'You're the only one who understands me,' may be flattering but should ring alarm bells. Is there a possibility of drawing someone else in to work alongside you or having a cooling off period of a few weeks whilst they reflect upon advice given to them?

Workers need to maintain a professional distance, and not be at the beck and call of the individual young person. Workers need to have adequate knowledge of where to refer a young person, if necessary. It is the worker's responsibility to know what to do with the information given to them and when to involve other agencies.

2.2 Confidentiality

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Appropriate confidentiality is necessary. When young people share personal information they will need to know that the worker is not going to share that information with others in the church – particularly as the workers can be friends of the young person's parents. However, workers must understand that if they believe the young person they are talking to, or other young people are at risk of harm then they have a responsibility to pass that information on. Great care should therefore be taken before promising confidentiality.

2.3 Venue

Any contact with young people should be in a public place, at an appropriate time and in view of another adult (i.e. early morning, late night or whilst they should be at school is not appropriate).

For example you could meet with a young person in a one to one situation:

- a) At the end of a youth group event whilst others are clearing up.
- b) During a youth group session, in a side room with the door open and others knowing that the meeting is taking place.
- c) At a coffee shop after school.

One-to-one work can be an essential part of youth work, but there are risks involved with this type of working for both the young person and the youth worker. One-to-one work must be practised safely, appropriately and within agreed guidelines. Whatever age group we are working with, one-to-ones must not operate outside of the law.

2.4 When offering transport to children and young people

Vulnerable situations can be created when workers offer lifts to children and young people, either to take them to and from church activities or to take them on planned outings.

Some practices can be adopted to mitigate the risks involved:

- a) Although it is often impractical, whenever possible two adults should be present in a car with children and young people.
- b) Parents should give permission for their child to be given transport and should be informed at what time to expect their child home.
- c) Where possible workers should avoid giving regular lifts to children or young people on their own to and from church activities.
- d) If a child or young person will be travelling alone in the car with a youth worker, the child or young person should be asked to sit in the back seat of the car.
- e) Workers should not spend unnecessary time alone in a vehicle with a child or young person – long conversations in the car outside church premises or home, or unnecessary diversions should be avoided.

Procedure 5 – Disciplining Children

1 What is discipline?

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement.

2 Why discipline?

Discipline provides a safe environment for both children and those working with them.

3 Do's and don'ts of discipline in children's work

- a) Workers need to be insistent, consistent and persistent.
- b) **NEVER** smack or hit a child. Do not shout in anger or put down a child.
- c) Discipline out of love **NEVER** anger. (It is better to let a matter pass than discipline in anger - you may say something you regret, and that damage cannot be repaired.)
- d) Lay down ground rules eg, no swearing, racism or calling each other names and have a respect for property.
- e) Keep the ground rules simple and clear, and make sure the children understand what procedure will be taken if they are not kept.
- f) Talk to a child away from the 'group', not publicly. (Explain what they have done wrong, encourage remorse and leave them on a positive note.)
- g) Never reject a child, just the behaviour. (Encourage the child that you want them, but you are not willing to accept the behaviour.)
- h) Each child is unique, special and individual, and each child needs a different method of being dealt with. We therefore need to ask ourselves:-
 - (i) Why is the child behaving like that?
 - (ii) What is the best method for disciplining and encouraging that child?
 - (iii) What encourages and builds children up?
 - (iv) Work on each individual child's positives, do not compare them to each other.
 - (v) Work on relationships.
 - (vi) Be a good role model and set a good example. (Don't expect children to do what you don't do and vice-versa).
 - (vii) Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy.
 - (viii) Don't say something you don't mean, and do stick to what you say, (otherwise we are implying negative teaching to the children). (Think before you speak.)

4 Some practical ideas for the classroom and bad-behaviour discipline

- a) Actively promote good behaviour.
- b) Change voice tone. Move the child so they sit right in front of you or next to a helper.
- c) Separate children who have a tendency to be disruptive when together. (These children are often friends, don't separate them straight away, give them a chance, perhaps warn them and only separate if they are disruptive.)
- d) Pay no attention to them.
- e) Be proactive. Encourage helpers to be proactive and to not wait to be told to deal with a situation.
- f) Take the child aside and talk to them, challenging them to change, whilst encouraging them on their strengths.
- g) Warn a child that you will speak to their parents and do so if necessary. (With some non-churched children we need to be wise in this, as speaking to parents may incur parent's wrath on the child and a ban from attending.)
- h) If a child's behaviour is constantly disruptive, seek advice and guidance.
- i) Don't be afraid of discipline. Warn them or return them to a parent or guardian.

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Procedure 6 – Use of Electronic Communications

1 Purpose

The church is committed to ensuring that children and young people are protected against inappropriate use of electronic communication by our workers and volunteers. The purpose of this procedure is to provide clear guidance on the safe use of mobile phones, email, social networking sites etc. to communicate with children and young people.

Electronic communication has become enormously important and popular over the past ten years. It is an easy way to communicate with young people. However there are dangers associated with electronic communication that calls for vigilance:

- a) Electronic communication is often an extremely informal mode of communication which can create the potential for communication to be misunderstood.
- b) Because of the informal style of electronic communication, workers can easily cross appropriate boundaries in their relationships with children and young people.
- c) Some adults who are intent on harming children and young people choose to use electronic communication as a way to meet and “groom” children and young people.

It is vitally important to have guidelines regarding the safe use of electronic communication to maintain healthy and safe relationships between adults and children. The church’s safeguarding procedures should acknowledge electronic communication as a legitimate means of communicating with children and young people **only as long as strict protocols are followed** concerning the nature of the communication.

Clear boundaries relating to when, where and how we carry out our volunteering roles are essential. Clear boundaries serve two purposes:

- They protect young people
- They protect the leader from getting into situations that become difficult to manage.

2 Safe use of electronic communication

Electronic communication must never become a substitute for face-to-face contact with young people. With the world of electronic communication changing so rapidly, it is not possible to issue guidance that covers all eventualities. However there are some general principles that can help to ensure that the church’s overriding concern is for the well-being of the children and young people.

- a) Parents or carers and children and young people themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.
- b) Workers should only use electronic means of communication with those children and young people from whom appropriate consent has been given.
- c) Workers should not put any pressure on children or young people to reveal their email address, mobile phone number etc.
- d) Direct electronic communication with children of primary school age is inappropriate and should be avoided.
- e) Only workers who have been appointed under the church’s agreed safeguarding procedures should use any electronic means of communication to contact children or young people on behalf of the church or one of the church’s organisations.
- f) Contact with children and young people by electronic communication should generally be for information giving purposes only and not for general chatter.
- g) Where a young person in need or at a point of crisis uses this as a way of communicating with a worker:
 - (i) Significant conversations should be saved as a text file if possible, and
 - (ii) A log kept of when they communicated and who was involved.

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- h) Workers should not share any personal information with children and young people, and should not request or respond to any personal information from the child or young person other than that which is necessary and appropriate as part of their role.
- i) Workers should be careful in their use of electronic communication with children and young people so as to avoid any possible misinterpretation of their motives.
- j) Clear unambiguous language should be used, avoiding the use of unnecessary abbreviations.
- k) Electronic communication should only be used between the hours of 8.00 am and 10.00 pm.
- l) E-mails to young people should include a church header and footer showing this to be an official communication from a youth team member.
- m) Care must be taken in using PCs for activities with access to the internet which is provided by the church or its organisations to children and young people. Control software should be installed to monitor website viewing and to restrict access to inappropriate sites. Chat rooms on the church website should be discouraged.
- n) All church youth leaders need to be clear about their boundaries and understanding of good safeguarding practice when using internet and mobile phone technology. Social networking sites may be viewed as a valuable tool for youth workers in terms of relationship-building. However it should be firmly established that as volunteer youth leaders, you are in positions of trust, and your youth leaders role should only be carried out in supervised settings.

3 Mobile Phones

- a) Mobile phone usage should be primarily about information giving.
- b) Mobile phone 'text language' should be avoided so that there is no misunderstanding of what is being communicated.
- c) 'Text conversations' should usually be avoided (that is a series of text messages / emails being sent to and fro between mobile phones).
- d) The use of the phone camera should comply with the church's policy on photos / videos.
- e) Workers should not retain images of children and young people on their mobile phone.
- f) Bullying by mobile phone is a relatively new phenomenon and must be followed up.

4 Instant Messaging Services (IMS)

- a) The use of instant messenger services should be kept to a minimum.
- b) Where a child or young person in need or at a point of crises uses this as a way of communicating with a worker:
 - (i) Significant conversations should be saved as a text file, if possible and
 - (ii) A log kept of when they communicated and who was involved.
- c) Texting, MSN and networking sites can be useful for sending messages about events or cancelled meetings, but should not be used to develop a separate relationship with young people outside the church.

5 Social Networking Sites

- a) If youth leaders are going to communicate via social networking sites a separate profile should be created for the church group. Websites such as Facebook and Myspace can be good for young people to use among themselves outside the church, but leaders should be aware of blurring the boundaries between themselves and the young people they work with. Leaders should not be in one to one online communication with young people outside church activity hours.
- b) Alternatively youth leaders should consider having a site that is used solely for youth work communications which is totally separate from their own personal site.

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- c) If youth leaders are going to use their own personal site they should ensure that all of its content is appropriate for young people to see.
- d) Lower age limits of social networking sites should be adhered to (this varies for each site)
- e) All communication with young people should be kept within public domains.
- f) Workers should ensure that all communications are transparent and open to scrutiny.
- g) Copies of communications should be retained and where possible other workers should be copied in on communication.
- h) It is recommended that individual connections between leaders and young people are only through the use of group accounts. It is strongly recommended that leaders should not join a young person's individual account or give young people under the age of 18 access to their own personal account. (If these recommendations are not adhered to, the church cannot be held responsible.)

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Procedure 7 - Confidentiality

1 Overview

The definition of confidentiality is 'the act of keeping private or secret, information or material entrusted', whether this is spoken or written. Information entrusted does not become the property of the confidant, but remains the property of the one who confides. However, the practice of confidentiality in a truly caring community is more complicated and requires explanation.

The Church will seek to provide a private, warm and caring environment for people who may need to speak about things that are sensitive and / or personal. The Church believes that those in the ministry have a duty of confidentiality to the confider. The confider who seeks advice or counsel has, in the act of asking, given their implicit consent for any information to be shared within the team structures of the Church.

The different ministry teams working in the Church will only share confidential information on a 'need to know' basis. On receiving confidential information, team members are required to 'debrief' with one of the leadership. Any information shared with a leader will be discussed with other leaders on a need to know basis. The leadership will act as one for the well-being of the Church and to promote effective prayer.

If any written information is kept it must be stored in the church office and the confider shall be allowed access to any such information, upon request.

The duty of the Church to preserve a confidence is a prima facie duty but one that can be overridden by other more compelling duties which the confidant should recognise within the principle of 'paramountcy'. In these cases a confidence may be shared with others, including outside agencies.

2 Grounds for overriding the duty of confidentiality

- a) The protection of the confider from harm, whether emotional, physical or spiritual.
- b) The protection of an identified second party from harm, whether emotional, physical or spiritual.
- c) The protection of non-identified individuals or society at large from harm, whether emotional, physical or spiritual.
- d) The protection of the church community from harm, whether emotional, physical or spiritual.

The confidant should believe that there are reasonable grounds to override the duty of confidentiality but he or she is not required to be certain, or provide proof or evidence that the belief is justified. Before such a sharing of information takes place, it may be appropriate to discuss the matter with a leader of the church. This would apply only where the information is shared outside of the normal debriefing policy operated by the church.

It is important to clearly state how this policy statement will work within the church. Two of the pillars of the procedure are 'paramountcy' and 'need to know', and these are explained below, together with the necessity of 'debriefing'.

2.1 Paramountcy

This is the basis by which it may be decided whose interest is of paramount importance. For instance, a client of the Pastoral Ministry Team may, in confidence, share that they are abusing

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a child. By the simple application of the rules for overriding the duty of confidentiality, one can see that the duty to the child is paramount to the duty of confidentiality.

2.2 Need to know

This is the basis for deciding, within the church, the detail of the information that is being shared, either through the usual debriefing requirements or where it is believed that there are reasonable grounds to override the duty of confidentiality (paramountcy). The questions one should ask are: does this person need to know this detail of the situation and why?

When dealing with statutory agencies, every assistance should be given.

2.3 Debriefing

The confider should be aware that debriefing to the leadership of the church is in their best interest. It means that the leadership is able to offer their experience, and provide the ministry team members with the means of discharging their responsibility within the jurisdiction of the church.

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Appendix 1 - Incident Report Form

This form is for keeping a record of a report made to the Church's Child Advocates or the Safeguarding Trustee. As well as this report, you should make a full factual written record of your observations and any conversations, which should be signed and dated.

Name of worker -

Name of organisation -

Name of child -

Date & time of incident -

Nature of concern:
.....
.....
.....

Have you made a full written record of the incident / concern?

Please tick Yes No

Who have you spoken to about your concerns?

Child - Please tick Yes No

Carer - Please tick Yes No Name -

Organisation leader – Please tick Yes No Name -

Other – Please tick Yes No Name -

Social Services - Please tick Yes No Name -

What feedback have you received?
.....
.....
.....

How have your concerns been followed up?
.....
.....

Signature of Worker -

Name of Worker -

Date and time -

Signature of church's Child Advocate or the Safeguarding Trustee -

Name of church's Child Advocate or the Safeguarding Trustee -

Date and time -

Appendix 2 - Information and Job Description for Workers with Children / Young People

This sheet gives information about a voluntary position working with children and / or young people. It helps you consider whether you would be able to fulfil this role and to give you important information about the appointment process. This church values its children and we seek to ensure that those who work with them are suited for the role and are called by God. Because of this we also value those who give their time to work with children. A thoughtful appointment process expresses our valuing of the children of our church and also expresses our valuing of those who work with them.

1 Description of position

Organisation

Job title

Brief job profile

.....

.....

.....

2 Time commitment

Day of week From (time)..... to (time)

*weekly / fortnightly / monthly / other -

*Planning will be required which may take approximately..... hours per week

*You would also be expected to attend the following meetings:

.....

3 Line management

You would be responsible to

You would be responsible for

All appointments are made initially for a probationary period of six months after which time the appointment will be reviewed and either confirmed or terminated.

4 Appointment process

The applicant will be asked to fill in an application form and give the names of two referees. The references will be taken up. Interviews will be held to explore the applicant's gifts and Christian experience, and any previous experience had in caring for children / young people. In order to offer the appropriate protection to children the church will need to ensure that there is nothing that indicates that the applicant might pose a risk to their safety. To this end, the applicant will either be asked to make a declaration about their criminal record, or will be asked to apply for a Standard or Enhanced Disclosure from the Criminal Records Bureau.

Two points should be made: First, the Church does not wish to prevent all people with past criminal convictions from working with children in the Church. Only relevant convictions will be taken into account – that is, convictions that suggest that a person might be a risk to children's or young people's safety.

Secondly, the information will be treated in the strictest confidence. Indeed, if you are asked to apply for a Standard or Enhanced Disclosure from the Criminal Records Bureau no-one in this church will have access to the information. The application for the Disclosure will be processed by an ecumenical agency, The Churches' Agency for Safeguarding (CAS). If your criminal

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record reveals nothing of concern, the CAS will inform the church that you are 'not unsuitable' to work with children. If there is any information that may give cause for concern the CAS will pass the information on to a BU panel of specialists who will assess the information on the Disclosure. This panel is assisting the church in its appointment procedures. The panel will not disclose detailed information to the church but will advise the church whether or not you are unsuitable for the position in question. If the BU panel is involved you will be contacted before any advice is given to the church.

Under Home Office Guidelines this form should be completed for all workers with children. If the role changes substantially a new form should be completed. Copies will be retained by the worker and the Church Secretary.

5 To be completed on behalf of the Church deacons

Name of worker.....
Name of Group (e.g. Junior Church)
Where / when they meet.....
Age range
Person to whom immediately responsible (e.g. Youth Group Leader)

Work to be undertaken:

- a) To encourage emotional, spiritual, intellectual and physical growth and well being, in accordance with meaningful membership of the Church.
- b) To undertake such duties that advance the work & vision of the Church.
- c) To provide pastoral support in line with the Church's child protection policy & constitution.
- d) To keep within the guidelines laid down in the child protection policy and with particular regard to confidentiality, both on and off duty.
- e) To ensure that you listen to the ministry of the Sundays that you are on duty, in the week following that Sunday or as soon as is possible after that week.
- f) To ensure that NO unauthorised person, except a parent, is allowed to remain in any children's group.
- g) To ensure that prior permission is granted by the church deacons for any activities outside a normal Sunday group.

Group to whom responsible (e.g. church deacons)

Signed on behalf of the church deacons
Name

6 To be completed by the Worker with Children / Young People

I have understood the nature of the work I am to do with children / young people. I have read the guidelines produced by the Church for the protection of children called Safe to Grow. I understand that it is my duty to protect children with whom I come into contact. I know what action to take if abuse is discovered or suspected.

Signed
Date

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Appendix 3 - Application Form for Paid Work with Children / Young People

The Church asks all prospective workers with children (under the age of 18 years) to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the Church, unless requested by an appropriate statutory authority.

1 Personal Details

Full name -

Other names by which you have been known in past -

Address -
.....

Postcode -

Telephone Number

Daytime -Evening -Mobile -

E-mail -

How long have you lived at the above address? Years

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

From/...../..... To/...../.....

Address
.....
..... Postcode

From/...../..... To/...../.....

Address
.....
..... Postcode

2 Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates) and any activities undertaken):

.....
.....
.....
.....
.....
.....

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

.....
.....
.....
.....

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.....
.....
.....

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

Please tick Yes No

If yes, please give details:

.....
.....
.....

3 Educational History

Please give details of educational institutions attended and qualifications obtained (with dates):

.....
.....
.....
.....

4 Employment History

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

Employer's Name and Address
Employed from (date)	Employed to (date)
Job Title and description of duties
Reason for leaving

Continue on a separate sheet if necessary.

5 Reasons for applying

Please tell us why you are applying for this position and what gifts and strengths you believe you will bring to the position. Continue on a separate sheet if necessary.

.....
.....
.....
.....

6 References

Please give the names, addresses and telephone numbers and role or relationship of three people who know you well and who would be able to give a personal reference and comment on your character and your competence to work with children / young people. If you have experience working with children / young people, at least one referee should be a colleague with whom you have worked. At least one referee should be from your present or past employer (if applicable). In addition we reserve the right to take up character references from any other individuals deemed necessary.

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Referees

1. Name
Address
..... Postcode
Connection with you

2. Name
Address
..... Postcode
Connection with you

3. Name
Address
..... Postcode
Connection with you

7 Criminal Records Declaration

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (Please note: The disclosure of an offence may not prohibit your appointment.)

Please tick Yes No

If yes, please give details including the nature of the offence(s) and dates (all convictions, whether spent or unspent, cautions, reprimands and final warnings should be disclosed):

.....
.....
.....

Do you agree to co-operate with the Church in obtaining an enhanced Criminal Records Bureau Disclosure? (Note 1)

Please tick Yes No

Note 1 - 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 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children / young people within the church.

8 Declaration

I confirm that the submitted information is correct and complete.

Signed Date

Please note that the information given on this form will be kept securely and will remain strictly confidential.

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Appendix 4 - Application Form for Voluntary Work with Children / Young People

The Church asks all prospective workers with children (under the age of 18 years) to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidential by the Church, unless requested by an appropriate statutory authority.

1 Personal Details

Full name -

Other names by which you have been known in past -

Address -
.....

Postcode -

Telephone Number

Daytime -Evening -Mobile -

E-mail -

How long have you lived at the above address? Years

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

From/...../..... To/...../.....

Address
.....
..... Postcode

From/...../..... To/...../.....

Address
.....
..... Postcode

2 Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

.....
.....
.....
.....
.....
.....

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

.....
.....
.....
.....

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

Please tick Yes No

If yes, please give details:

.....
.....
.....

3 References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and your competence to work with children and/or young people.

If you have experience working with children / young people, a referee should be a colleague with whom you have worked. One referee should be a minister or church leader. In addition we reserve the right to take up character references from any other individuals deemed necessary.

Referees

1. Name
Address
..... Postcode
Connection with you

2. Name
Address
..... Postcode
Connection with you

4 Criminal Records Declaration

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (Please note: The disclosure of an offence may not prohibit your appointment.)

Please tick Yes No

If yes, please give details including the nature of the offence(s) and dates (all convictions, whether spent or unspent, cautions, reprimands and final warnings should be disclosed):

.....
.....
.....

Do you agree to co-operate with the Church in obtaining an enhanced Criminal Records Bureau Disclosure? (Note 1)

Please tick Yes No

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Note 1 - 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 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children / young people within the church.

5 Declaration

I confirm that the submitted information is correct and complete.

Signed Date

Please note that the information given on this form will be kept securely and will remain strictly confidential.

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Appendix 5 - Criminal Records Declaration Form

1 Criminal Records Declaration

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (Please note: The disclosure of an offence may not prohibit your appointment.)

Please tick Yes No

If yes, please give details including the nature of the offence(s) and dates (all convictions, whether spent or unspent, cautions, reprimands and final warnings should be disclosed):

.....
.....
.....

Do you agree to co-operate with the Church in obtaining an enhanced Criminal Records Bureau Disclosure? (Note 1)

Please tick Yes No

Note 1 - 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 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children / young people within the church.

Signed Date

Please note that the information given on this form will be kept securely and will remain strictly confidential.

Appendix 6 - CRB Code of Practice for Disclosure Information

1 Introduction

This Code of Practice is published under section 122 of the Police Act 1997 ('the Act') in connection with the use of information provided to registered persons ('Disclosure information') under Part V of that Act.

Disclosure information is information:

- a) Contained in criminal record certificates under section 113 of the Act (which are referred to in this Code as 'Standard Disclosures'); or
- b) Contained in enhanced criminal record certificates under section 115 of the Act (referred to in this Code as 'Enhanced Disclosures'); or
- c) Provided by the police under section 115(8) of the Act.

Except where indicated otherwise, the Code of Practice applies to all recipients of Disclosure information - that is to say:

- a) Registered persons;
- b) Those countersigning Disclosure applications on behalf of registered persons; and
- c) Others receiving such information.

Where reference is made to 'employers', this should be read as including any person at whose request a registered person has countersigned an application, including:

- a) Voluntary organisations and others engaging, or using the services of, volunteers; and
- b) Regulatory and licensing bodies.

2 Obligations of the code

These are as follows:

2.1 Fair use of Disclosure information

Recipients of Disclosure information shall:

- a) Observe guidance issued or supported by the Criminal Records Bureau ('the Bureau') on the use of Disclosure information and, in particular, recipients of Disclosure information shall not unfairly discriminate against the subject of Disclosure information on the basis of conviction or other details revealed.

In order that persons who are, or who may be, the subject of Disclosure information are made aware of the use of such information, and be reassured Employers shall:

- a) Ensure that application forms for positions where Disclosures will be requested contain a statement that a Disclosure will be requested in the event of a successful application, so that applicants are aware of the situation;
- b) Include in application forms or accompanying material a statement to the effect that a criminal record will not necessarily be a bar to obtaining a position, in order to reassure applicants that Disclosure information will not be used unfairly;
- c) Discuss any matters revealed in Disclosure information with the person seeking the position before withdrawing an offer of employment;
- d) Make every subject of a Disclosure aware of the existence of this Code of Practice, and make a copy available on request; and
- e) In order to assist staff to make appropriate use of Disclosure information in reaching decisions, make available guidance in relation to the employment and fair treatment of ex-offenders and to the Rehabilitation of Offenders Act 1974.

2.2 Handling of Disclosure information

Recipients of Disclosure information:

- a) Must ensure that Disclosure information is not passed to persons not authorised to receive it under section 124 of the Act. Under section 124, unauthorised disclosure is an offence;
- b) Must ensure that Disclosures and the information they contain are available only to those who need to have access in the course of their duties;
- c) Must securely store Disclosures and the information that they contain;
- d) Should retain neither Disclosures nor a record of Disclosure information contained within them for longer than is required for the particular purpose. In general, this should be no later than six months after the date on which recruitment or other relevant decisions have been taken, or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period should be exceeded only in very exceptional circumstances, which justify retention for a longer period.

2.3 Assurance

Registered persons shall:

- a) Co-operate with requests from the Bureau to undertake assurance checks as to the proper use and safekeeping of Disclosure information;
- b) Report to the Bureau any suspected malpractice in relation to this Code of Practice or any suspected offences in relation to the misuse of Disclosures.

2.4 Umbrella Bodies

- a) An Umbrella Body is one which has registered with the Bureau on the basis that it will countersign applications on behalf of others who are not registered.
- b) Umbrella Bodies must satisfy themselves that those on whose behalf they intend to countersign applications are likely to ask exempted questions under the Exceptions Order to the Rehabilitation of Offenders Act 1974.
- c) Umbrella Bodies must take reasonable steps to ensure that those to whom they pass Disclosure information observe the Code of Practice.

2.5 Failure to comply with the Code of Practice

The Bureau is empowered to refuse to issue a Disclosure if it believes that either a registered person; or someone on behalf of a registered person has failed to comply with the Code of Practice.

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Appendix 7 - Definitions

Child Protection Policy	All organisations working with children should formally adopt a child protection policy. Such policies are recommended in government guidance such as 'Safe from Harm' and 'Working Together to Safeguard Children'. The Charity Commission require organisations (including churches) to have a child protection policy in place before granting new registrations. Policies are also an expectation of many insurance companies.
Code of Practice	This Code sets out the requirements that employers and other bodies must comply with in order to use standard and enhanced disclosures
Criminal Conviction	Criminal conviction is a finding of guilt by a criminal court. Criminal convictions form part of the criminal record
Criminal Record	A criminal record relates to a person's convictions, whether spent or unspent under the Rehabilitation of Offenders Act 1974; cautions; reprimands; final warnings and other non-conviction information such as acquittals
Criminal Records Bureau (CRB)	The CRB is an executive agency of the Home Office, set up under the Police Act 1997 to facilitate safer recruitment to protect children and vulnerable adults
Counter-signatory	An individual within a registered body or umbrella organisation (authorised to support applications for a criminal records disclosure)
Disclosures	The criminal records certificates. There are three types of disclosure: basic, standard and enhanced.
Employment	Employment in CRB terms is interpreted widely and covers volunteer and paid work
Lead signatory	The person in the registered body (or umbrella organisation) heading up the service and authorised to support applications for criminal record checks.
Police National Computer	The police national database against which all checks will be made. This is the only source of information, which will be used for basic and standard disclosures. For enhanced disclosures, checks against local police records will also be made.
Recruiter	The description given to the individual within the church or organisation responsible for recruitment of workers. Recruiters are required to handle all disclosure information in a sensitive and confidential manner.

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Registered body	The registered body is an employer or other agency registered with the CRB to administer standards and enhance disclosures.
Safe from Harm	Issued by the Home Office in 1993, 'Safe from Harm' contains various recommendations to be adopted by voluntary organisations working with children.
Umbrella organisation	Umbrella organisations are registered bodies (see above) providing access to CRB information to other organisations not registered in their own right
Working Together to Safeguard Children	The current edition of Working Together to Safeguard Children was issued in December 1999 by various government departments. The volume is addressed to statutory and voluntary agencies providing services to children and contains details on how agencies should work together to protect children in each local community.