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## 1. Overview

- a. This policy describes measures taken by Hope Community Church to protect the health, wellbeing and human rights of children, young people and vulnerable adults, and allow them to be free from abuse, harm and neglect whilst engaging in the life of the church and to comply with current legislation and recognised good practice.
- b. This policy applies to all activities of the church that involve children or vulnerable adults without exception.**
- c. This is an important document for our church to ensure safeguarding is at the very heart of our service and activities. It reflects the safeguarding needs of the children, young people and adults at risk whom we minister to within our church, to allow all to be free from abuse, harm and neglect whilst engaging in the life of the church.
- d. The procedures set out in this document are for everyone who is connected with our church right from a first time visitor to a member of staff. It may have more relevance to those who have regular contact with children, young people and adults at risk of harm, but is written to be clear and accessible to all who may have concerns or hear allegations of, or uncover, evidence of abuse of a child, young person or adult at risk who is connected with Hope Community Church. We want all connected with Hope Community Church to know what to do and who to raise such concerns with and what steps will be taken to investigate and notify all relevant authorities.
- e. This policy is owned by the Trustees of Hope Community Church. **This policy must be reviewed by the Trustees of Hope Community Church annually and up-issued with any amendments required.** If no changes are required, it should still be up-issued with a statement in the history section indicating that it has been reviewed and no changes identified.
- f. A physical copy of the policy should be kept that has been signed by a majority of the Trustees.
- g. An up-to-date version of this policy should be accessible on the Church website.

## 2. What is safeguarding?

- a. Safeguarding are the actions that are taken to protect the health, wellbeing and human rights of children, young people and adults at risk, to allow them to be free from abuse, harm & neglect.
- b. Safeguarding means:
  - i. protecting from abuse and maltreatment
  - ii. preventing harm to health or development
  - iii. ensuring children, young people and adults at risk of harm grow up with the provision of safe and effective care
  - iv. taking action to enable all children, young people and adults at risk of harm to have the best outcomes.
  - v. Ensuring that concerns are promptly and properly dealt with.

### 3. Guiding principles of safeguarding

- a. All Trustees of Hope Community Church, Leaders of Hope Community Church, Employees of Hope Community Church, Volunteers or any other person connected with Hope Community Church who in the course of their activities on behalf of Hope Community Church works with children, young people or vulnerable adults or manages others who work with children, young people or vulnerable adults should:-
  - i. Listen to and respect what children, young people and adults at risk of harm have to say
  - ii. Pay attention to their writings and drawings
  - iii. Observe their general demeanour, appearance, attitudes, relationships, etc.
  - iv. Listen to what their parents and other adults have to say
  - v. Attend any safeguarding training events when requested to by the Church leadership.
  - vi. Follow this policy to record and report any concerns about safeguarding issues regardless of worries about reputational damage to the Church or to individuals.

### 4. Legal framework

- a. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from <https://learning.nspcc.org.uk/child-protection-system/england>.
- b. Hope Community Church has adopted the procedures set out in this safeguarding policy in accordance with the statutory guidance available at the link above.

### 5. People and roles

- a. Hope Community Church has a **“Designated Lead for Safeguarding”**.
  - i. The “Designated Lead for Safeguarding” will be appointed by the Church Leadership Team.
  - ii. The Safeguarding Lead has responsibility for:
    1. Ensuring that safeguarding concerns are handled in accordance with this policy.
    2. Ensuring that all persons that require training on safeguarding matters receive the required training.
    3. Identify and evaluate Safeguarding risks faced by the church and recommend actions to the trustees to mitigate those risks.
    4. Report at least annually to the Trustees and Leadership to advise on the Safeguarding effectiveness of the church.
    5. To review the effectiveness of the Church’s safeguarding policy operationally after any safeguarding incident (substantiated or not) to see if lessons can be learnt and to report the outcome of such a review to the trustees.

6. To receive and handle and safeguarding concerns raised in relation to the church. This duty falls to the Deputy Designated Lead for Safeguarding if the Safeguarding Lead is unavailable.
  7. To maintain a Safeguarding File. A Safeguarding File will be kept in a secure, lockable, non-portable cabinet, including a copy of the relevant safeguarding policies and procedures and records of any concerns, incidents, allegations or disclosures of abuse. Access to this file will be limited to the Safeguarding Lead, Deputy Safeguarding Lead and Safeguarding Trustee.
  8. To prepare a “DBS and Safeguarding Training report” for the trustees reporting the current DBS check and Safeguarding Training status of all volunteers and employees that come in to contact with children or vulnerable adults. This should detail any actions required to bring DBS checks up to date and for training to be up to date.
- b. Hope Community Church has a trustee responsible for safeguarding matters called the **“Safeguarding Trustee”**
- i. The “Safeguarding Trustee“ is appointed by the Trustees.
  - ii. The “Safeguarding Trustee” cannot be the same person as the Safeguarding Lead.
  - iii. The Safeguarding Trustee is responsible for ensuring that:
    1. There is a Safeguarding Lead and Deputy.
    2. The Safeguarding Lead is executing their duties.
    3. To act as the designated person, in the event that the Safeguarding Lead is the subject of a safeguarding concern or if they may have a conflict of interest in handling a safeguarding concern. In the event of a conflict of interest or concern that applies to both the Designated Safeguarding Lead and the Safeguarding Trustee, the Chair of Trustees will act as the Designated Safeguarding Lead or appoint another trustee to act as the Designated Safeguarding Lead to oversee the safeguarding process in relation to that incident.
    4. The Safeguarding Trustee is responsible for liaising with the Safeguarding Lead, the Leadership Team and any other party to identify any changes to this policy both at the scheduled review time for this policy and in reaction to any changes to legislation or advice or in reaction to an incident from which lessons must be learnt.
    5. If in the course of the above duties, the Safeguarding Trustee learns that a child or vulnerable person has come to harm as a result of a church activity, or has discovered that a DBS check has not been performed that would have identified that a person was disqualified from a role, or that a volunteer or employee has come into contact with children is on the sex offenders register, then they must inform

the Chair of Trustees that an incident that is reportable to the Charity Commission has occurred and that the Chair should arrange to report the event.

- c. Hope Community Church has a **“Deputy Designated Lead for Safeguarding”** that will take on the duties of the Designated Lead in respect handling safeguarding concerns if the Lead is unavailable.
  - i. The Deputy Designated Lead for Safeguarding will be appointed by the Leadership Team.
  - ii. The Deputy Designated Lead for Safeguarding is responsible for ensuring that all persons that require a DBS check have an acceptable and up-to date DBS certificate.
- d. Hope Community Church’s Leadership Team. **The Leadership Team is responsible for appointing the Safeguarding Lead and their deputy. If both posts are vacant then any children’s activities must be suspended immediately by the Leadership Team.**
- e. The names and contact details of the people fulfilling the key safeguarding roles defined in this policy will be listed in Appendix 1. A printed copy of that appendix will be placed on an accessible notice board in the church building.
- f. Hope Community Church will subscribe to a third party service to manage DBS checks and offer safeguarding advice. That organisation will be “Thirtyone:eight” .

## 6. Process for reporting a Safeguarding concern.

- a. Any person connected with the church who has a safeguarding concern for a child or vulnerable adult, or receives a disclosure of abuse or sees evidence of abuse or neglect:
  - i. **Must** inform the Designated Safeguarding Lead as soon as possible and in any case within 24 hours. In the event that the Designated Lead is not available, then the Deputy Designated Lead should be informed. If the concern relates to the Designated Lead, or if there is reason to believe that the Designated Lead may have a conflict of interest then the Safeguarding Trustee should be informed.
  - ii. If the child, young person or adult at risk of harm requires immediate medical treatment, you **MUST** ensure that appropriate treatment is made available.
  - iii. If the child, young person or adult at risk is or maybe in immediate danger then the Police **MUST** be informed at once.
  - iv. **Must not** make any promise of confidentiality to the child or vulnerable adult nor make a promise that you may not be able to keep.
  - v. **Must** make a written record as soon as possible (within 1 hour) stating as exactly as possible what was said or seen, putting the scene into context and giving the time and location. These notes taken contemporaneously may

have evidential value. Dates and times of events should be recorded as accurately as possible, together with a note of the time and date the record was made. This record should then be signed and given to the Safeguarding Lead as soon as possible.

- vi. **Must not** discuss the incident with anyone else. Any information about individual children or adult at risk of harm or their families must be treated with the utmost confidentiality and discretion.
- b. The Safeguarding Lead, Deputy Safeguarding Lead or Safeguarding Trustee who is informed of a safeguarding concern:
- i. **Must** record the time and date they received any information relating to a concern.
  - ii. **Should** seek advice from Thirtyone:eight if this is felt necessary
  - iii. If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead **must**
    - 1. Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
    - 2. NOT tell the parents or carers unless advised to do so, having contacted Children's Social Services.
    - 3. Seek medical help if needed urgently, informing the doctor of any suspicions.
    - 4. For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
    - 5. Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
    - 6. Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.
  - iv. In the event of allegations or suspicions of sexual abuse, the Safeguarding Lead **must**:
    - 1. Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
    - 2. Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.
  - v. Where there is concern that a vulnerable adult is in need of protection: Suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

1. If there is concern about any of the above the Safeguarding Lead **must:**
  - a. Contact Adult Social Services who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
  - b. If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
  - vi. Store details of the incident in the Secure Safeguarding File regardless of if the concern is substantiated or not.
  - vii. As part of the safeguarding process, even if a concern appears to be manifestly unfounded, the contents of the Safeguarding File should be examined to see if there is evidence of similar previous concerns, in which case advice from Thirtyone:eight should be sought.
- c. If the individual with the concern feels that the Safeguarding Lead (or deputy) has not responded appropriately, or where they have a disagreement with the Safeguarding Lead as to the appropriateness of a referral they are free to contact the Police or Social Services directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.
- d. **Under no circumstances** should a Leader, Volunteer, Employee or Trustee carry out their own investigation into an allegation or suspicion of abuse.
- e. If an allegation of abuse is made against a person who works with children on behalf of the church, the Safeguarding Lead (or person acting in that role) must
  - i. liaise with Children's Social Services in regards to the suspension of the person(s), also making a referral to a Local Authority Designated Officer (LADO) if necessary.
  - ii. Consider whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults at risk. This may require advice to be taken from Social Services, the LADO or from Thirtyone:eight.
  - iii. If outcome of an allegation such that their employment or role working with children is ended or if they have left the role voluntarily would have been ended had they not left, then they must be referred to the DBS. Thirtyone:eight will be able to advise on this.
- f. When an allegation of abuse is made against a person who works with adults at risk then the Safeguarding Lead (or person acting in that role) must contact the Adult Social Services who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.



## 7. Practical Safeguarding

In practice safeguarding requires some planning of how activities are run so that children are protected from rogue staff and that staff are protected from false allegations. There is also a link to health and safety in that there must always be enough people supervising activities to ensure that they are safe for the children or vulnerable adults taking part.

### a. Minimum Children Staffing Levels

Activities and events are to be individually risk assessed and staff levels set accordingly. The following best practice is recommended by the NSPCC at <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>

This is guidance not an absolute requirement so more or less adults may be required depending on the risks identified, for example more supervising adults may be required if, for instance the children have specific support needs, a risk assessment identifies behaviour as a potential issue for the group, children are being taken off site, children are undertaking physical activities. In any activity with children, there must be at least two adults in proximity to the children.

As a guide, the number of adults needed in any activity will depend on the age of children concerned.

- i. under 2 years: 1 leader or helper to every 3 children
- ii. 2-3 years: 1 leader or helper to every 4 children
- iii. 4-8 years: 1 leader or helper to every 6 children
- iv. 9-12 years: 1 leader or helper to every 8 children
- v. 13-18 years: 1 leader or helper to every 10 children

Some activities may have children from more than one age group, in which case a best-fit approach should be taken.

### b. Young Helpers

That is helpers who are not yet adults.

- i. Will be under the care of an adult at all times
- ii. Will not be given responsibility for other people
- iii. Will not be left alone with other people
- iv. Will not be asked to take other people to the toilet
- v. Will be given training suitable for them to carry out their role

### c. Risks with adults who are only just over 18.

- i. There are potential risks when a young person becomes an adult and then takes on a role helping with a group of young people who are just under 18 years of age. It is possible that romantic or sexual relationships may already exist in which case that adult **MUST NOT** take on a role supervising the person with which they have a relationship, or with whom they feel a relationship might develop. Such a relationship is unlawful.

- d. Parental involvement and age groups
  - i. pre-school children: Generally parents or carers must be present in the building or at the event. They must be released to authorised persons.
  - ii. Reception to year 6: Parent or carers may/may not be present in the building. When attending groups, their attendance must be signed in and parents or carers contact details recorded. They must only be released to authorised persons. The sign in sheet must be securely destroyed after use.
  - iii. School year 7 to 13: When attending groups, they must provide details of a responsible person who can be contacted if needed. The sign in sheet must be securely destroyed after use.
  
- e. Recruitment of paid Staff that have any interaction with children or vulnerable adults.
  - i. The “safer recruitment” guidelines should be followed when recruiting any person for a paid role in the church that may bring them into contact with children or vulnerable adults.
    - 1. The role must have a written job description that identifies what interaction of the person will be with vulnerable persons.
    - 2. An application form must have been filled in.
    - 3. The short listed candidates must have been interviewed
    - 4. Safeguarding must have been discussed at interview.
    - 5. References must have been obtained and followed up.
    - 6. A self-declaration form must have been completed.
  - ii. Are DBS checked
  
- f. Volunteers
  - i. Any volunteer that takes a role working with children or young people must:
    - 1. Be DBS checked before starting the role.
    - 2. Have filled in a self-declaration form.
    - 3. Have been either
      - a. A regular attender at Hope Community Church for at least six months
      - b. Can provide two references from a pastor/elder or equivalent at a previous church that clearly says that the referee has no concerns about the person working with children.
    - 4. Note that persons that have no right to work in the UK cannot be DBS checked. Any such volunteer must not work with children or vulnerable adults in an unsupervised capacity.
  
- g. DBS
  - i. DBS does not “expire” so it up to the church to decide how often to obtain new DBS checks for volunteers and employees.
  - ii. DBS checks will be repeated during the 3<sup>rd</sup> year after a previous DBS check.

- iii. The Safeguarding Lead shall keep a record of when DBS checks have been done and when they need repeating.
  - iv. The DBS check type shall be Enhanced with barring if the person is likely to regularly work with children and Enhanced if it only occasional.
  - v. If in doubt about the type of DBS check, then seek advice from Thirtyone:eight.
- h. Training
- i. The Safeguarding Lead and Trustees shall identify suitable safeguarding training for new employees, new volunteers and refresher training as required.
  - ii. The Trustees shall ensure that sufficient budget is available to allow Safeguarding training to be undertaken by all of those that require it.
  - iii. The Safeguarding Lead shall determine what training is required and keep a record of which volunteers and employees have undertaken that safeguarding training and when it was done.
  - iv. Every employee and volunteer that comes into contact with children or vulnerable adults must be given a copy of this policy and should sign that they have read it annually.
  - v. Any organisation that the church uses to provide an activity for children or vulnerable adults must also have a safeguarding policy in line with this one if that organisation is placed in charge of church children or vulnerable adults. The organiser of any event that uses such a third party must inform the Safeguarding Lead of the use of such an organisation and what evidence has been provided to indicate that it has an effective safeguarding policy.

## 8. Terminology

Throughout the policy certain terminology will be used. The following is a list of the terms in frequent use and a brief summary of what they mean.

- a. *Adult at risk or Vulnerable adult* – A person aged 18 years or over who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- b. *Child (Children)*. A person under the age of 18 (by definition of the Children's act 1989).
- c. *Church (The Church)* – The Hope Community Church Hinckley
- d. *DBS (Disclosure and Barring Service)* – A government agency concerned with preventing unsuitable people from working with vulnerable groups, including children.
- e. *Local Authority Designated Officer (LADO)* - The Local Authority Designated Officer (LADO) is the person who should be notified when it has been alleged that a professional or volunteer who works with children has behaved in a way that has harmed a child, or may have harmed a child; possibly committed a criminal offence

against or related to a child; behaved towards a child or children in a way that indicates she or he may pose a risk of harm to children; behaved or may have behaved in a way that indicated they may not be suitable to work with children.

- f. *Parent* – The person who has legal responsibility for a child be this a parent, guardian or otherwise.
- g. *Safeguarding* - Safeguarding is the action that is taken by the Church to promote the welfare of children, young people and adults at risk of harm.
- h. *Thirtyone:eight* – An independent Christian safeguarding charity that helps places of worship, faith groups and other organisations create a safe environment for children and other vulnerable people. It also provides the on-line DBS management service used by the church.
- i. *Trustees* - They are the Trustees of the charity of Hope Community Church Hinckley.

## 9. Definitions of abuse

The four definitions of abuse detailed below are based on the government guidance 'Working Together to Safeguard Children (2018)'.

- a. **Physical Abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.
- b. **Emotional Abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- c. **Sexual Abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to

behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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

This list is not exhaustive. Amongst others, abuse can also take the form of:

- e. Bullying and cyberbullying - when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable
- f. Sexting - when a young person or adult at risk receives or sends an explicit image, video or message. It's also known as nude image sharing.
- g. Peer-on-peer sexual abuse - where sexual abuse takes place between children of a similar age or stage of development.
- h. FGM (Female Genital Mutilation) - is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.
- i. Child trafficking and modern slavery - recruiting, moving, receiving and harbouring children or adults at risk for the purpose of exploitation
- j. County lines - a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns

## **10. Identifying Abuse**

Abuse may be suspected when a child shows the signs of listed below.

- a. Physical signs of abuse
  - i. Any injuries not consistent with the explanation given for them.

- ii. Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
  - iii. Injuries which have not received medical attention.
  - iv. Neglect – undernourishment, failure to grow, constant hunger, stealing or gorging food,
  - v. untreated illnesses, inadequate care, etc.
  - vi. Reluctance to change for, or participate in, games or swimming.
  - vii. Repeated urinary infections or unexplained stomach pains.
  - viii. Bruises, burns, bites, fractures, etc. which do not have an accidental explanation.
  - ix. Cuts, scratches, substance abuse.
- b. Emotional signs of abuse
- i. Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
  - ii. Nervousness, frozen watchfulness.
  - iii. Obsession or phobias.
  - iv. Sudden under-achievement or lack of concentration.
  - v. Inappropriate relationships with peers and/or adults.
  - vi. Attention-seeking behaviour.
  - vii. Persistent tiredness.
  - viii. Running away, stealing and lying.
- c. Signs of possible sexual abuse
- i. Any allegations made by a child concerning sexual abuse.
  - ii. Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
  - iii. Sexual activity through words, play or drawings.
  - iv. Child who is sexually provocative or seductive with adults.
  - v. Severe sleep disturbance with fears, phobias, vivid dreams, or nightmares, sometimes with overt or veiled sexual connotations.
  - vi. Eating disorders – anorexia, bulimia.

## 11. Key External Contacts

- a. Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111.  
[www.thirtyoneeight.org](http://www.thirtyoneeight.org).
- b. Leicestershire County Council
  - i. Children's Social Services | Tel: 0116 278 7111  
<https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families>
  - ii. Adults' Social Services | Tel: 0116 305 0004  
<https://www.leicestershire.gov.uk/leisure-and-community/community-safety/report-abuse-ofan-adult>
  - iii. [Report abuse or neglect of a child | Leicestershire County Council](#)
  - iv. Leicestershire County Council LADO  
Allegations Line: 0116 305 4141  
LADO email for Referrals and New Enquiries: CFS-LADO@leics.gov.uk  
Please note that the LADO service is available office hours only: Monday-Thursday, 8.30am-5.00 pm and Friday, 8.30am-4.30pm  
Outside of office hours, please contact the Leicestershire First Response Children's Duty Team. Tel: 0116 305 0005
- c. Police Protection Team Tel: 0116 248 4842 | Out of Hours: 0116 222 2222 In an emergency contact 999 or if unsure 101

## Appendix 1

### Church Officers for Safeguarding

#### Designated Lead For Safeguarding

The Designated Lead for safeguarding is **Elaine Hooton**

They may be contacted on:

Mobile: 07950 626237

Email: elainehooton@me.com

#### Designated Deputy Lead For Safeguarding

The Designated Deputy lead for safeguarding is **Julia Goslin**

They may be contacted on:

Mobile: 07710 033302

Email: thegozzys@yahoo.co.uk

#### Safeguarding Trustee

The Safeguarding Trustee is **Joanne Poultney**

They may be contacted on:

Email: joanne.poultney@talktalk.net

#### Chair of Trustees

The Chair of Trustees is **Chris Norman**

They may be contacted on

Email: chrisnorman80@hotmail.com



## Appendix 2

### Self-disclosure form for staff or volunteers working with children

**Name of person:**

**Any Previous name(s):**

**Address:**

**Date of birth:**

**Gender:**

Have you ever been known to any Children's Services department or police as being a risk or potential risk to children? **YES NO**

If yes, please provide further information:

Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children? **YES NO**

If yes, please provide further information and include details of the outcome:

Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children? **YES NO**

If yes, please provide further information:

Do you have any unspent convictions in the UK or overseas? **YES NO**

If yes, please provide further information:

**Confirmation of declaration**

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment or voluntary service may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to Hope Community Church's attention.

In accordance with Hope Community Church's Safeguarding Policy, if required I agree to provide a valid DBS certificate and consent to Hope Community Church clarifying any information provided on the disclosure with the agencies providing it.

I agree to inform Hope Community Church within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

Signature of candidate / volunteer:

Print name:

Date:

Hope Community Church

## Appendix 3

### Reference form for positions working with children

**Request for a reference for a post working with children.**

**Name of candidate:**

The above named person has expressed an interest in working with Hope Community Church and has given your name as a referee. The post involves substantial access to and responsibility for children. We are required to make checks on the suitability of volunteers and workers to work with children. If you are happy to complete this reference, any information will be treated confidentially and in accordance with data protection law. Information will only be shared with the persons conducting the assessment of the candidate's suitability for the role. We would appreciate you being open and honest in your evaluation of this person.

**In what capacity is this person known to you?**

**How long have you known this person?**

**Please comment on the candidate's suitability and overall ability to work with children and young people:**

**Are aware you of any reason why this person might not be suitable to work with children?**

**If yes, please provide further information:**

**Are you aware of any previous substantiated allegations, sanctions and/or disciplinary action taken against this person where there were concerns relating to children's safety or protection?**

**If yes, please provide further information:**

**Are you aware of any current or ongoing allegations or investigations, or of any relevant disciplinary sanctions that remain against this person?**

**If yes, please provide further information:**

**Please add any further information or comments that you feel are relevant to the person in this proposed role.**

Your details:

**Name**

**Organisation & position (if relevant)**

**Contact number**

**Email**

**Signature**

**Date**

Many thanks for taking time to complete this reference. Your cooperation is greatly appreciated.

..... Chair of Trustees of Hope Community Church.