



Emmanuel Bristol's **Policy** on Safeguarding Children and Young People

May 2017

Emmanuel Bristol Statement on safeguarding children and young people

Our first concern is that children and young people are safe while in our care. Therefore we:

- Appoint one or more Child Protection Officers.
- Plan the work of the church among children and young people so as to minimise situations where abuse of children or young people may occur.
- Carry out tight appointment procedures for anyone applying to work among children and young people.
- Are committed to supporting and providing appropriate training for all leaders in relation to child protection.
- Are committed to supporting parents and families.
- Are committed to nurturing, protecting and safeguarding children and young people in our care, especially the young and vulnerable.
- Recognise that child protection is everyone's responsibility.
- Follow appropriate measures should any disclosure of abuse be made.
- Seek to support all in the church affected by abuse.
- Review this policy annually.

If you have any concerns for a child in relation to any child protection matter then speak to one of the following people, who have been approved as Child Protection Officers for this church.

Steering Team member with oversight of Child Protection

Sim Jemmett

Independent Child Protection Officers

Emmanuel Westbury: Laird Evans

Emmanuel Bishopston: Zoe Holland

Emmanuel City Centre: *Claire Thomas*

Agreed by the Steering team May 2017

Signed (for Steering team): Sim Jemmett

Date: 02/06/17

Policy on safeguarding children and young people at Emmanuel Bristol

Name of Church: EMMANUEL (hereafter 'the church')

Registered Office: 35 Walsingham Road, Bristol, BS6 5BU.

Denomination: Church of England

Vision for Children's and Youth Ministry at Emmanuel Bristol

Church Statement

The church has an established and growing children's and young people's ministry and the Steering Team recognise that children and young people are a crucial part of today's Church. The church aims to protect and safeguard the welfare of children and young people entrusted to the church's care.

Why a protection policy?

Experience has shown that those who work with children in any and every setting can subject them to abuse. All allegations of abuse of children by a professional, staff member, foster carer or volunteer should therefore be taken seriously and treated in accordance with child protection procedures.

Church aims

Emmanuel Bristol, through its Steering Team, staff and volunteers responsible for working with children and young people, is committed to:

- Listening to, relating effectively to and valuing children and young people whilst ensuring their protection within church activities.
- Encouraging and supporting parents/ carers.
- Ensuring that children's/ youth leaders are given support and training.
- Having a system for dealing with concerns about possible abuse.
- Maintaining good links with the statutory child care authorities.

Areas of policy

The Emmanuel Steering team recognises that some children and young people are victims of neglect, and physical, sexual and emotional abuse. Accordingly, the Steering Team has adopted the policy contained in this document. The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against leaders or members of the church.
- Appointing children's and youth leaders.
- Supervision of activities and practice issues.
- Helping victims of abuse.
- Working with offenders.

Children and Youth Team Leaders

Definitions

These are the team leaders of the groups involved in working with children and/or young people within Emmanuel. This includes: Crèche, Mini Junior Church, Junior Church, Youth group, Toddlers groups, Holiday Clubs etc.

Role

These team leaders have oversight for the practical implementation of the CPP in their area of children's and young peoples' ministry within Emmanuel. This means that they will be responsible for reviewing and training all leaders appropriately, ensuring the CPP is relevant, working and up to date. In addition, these team leaders will be familiar with appropriate reporting procedures and act in accordance with the policy.

These team leaders will also:

- Only put new recruits on the team and/ or the rota when the Recruitment administrator has contacted them to say they have finished the Child Protection process.
- Oversee reviewing and appraisal structures of the volunteers, ensuring that church records are correct and up-to-date.
- Monitor the operation of the policy within the specific children's and youth groups. Ensure that all those in charge of leading groups are fully aware of all aspects of the policy and seeking to ensure that every individual leader within those groups is following the policy.
- Ensure that no-one is leading a group who is not an approved leader.
- Attend Diocesan training events in child protection issues, bring changes or relevant issues to the relevant members of the Child Protection Group and pass training on to those in their teams.

Suitability and availability

- Team leaders will be people trusted by the Steering Team to have operational implementation of the Child Protection Policy, as they will be responsible for the practical outworking of this policy on a week by week basis.

Accountability

- Appointed by, and accountable to their local church elders.

In the event of the disclosure of any criminal record of any member of the church, the Diocese will oversee appropriate handling of such persons and any necessary pastoral care. Please see Appendices for further details.

Ultimate oversight and responsibility of the child protection policy rests with the Emmanuel Bristol Trustees.

Appointment of leaders

Ensuring a safe environment for children and young people begins long before an event involving them. All prospective volunteers for children's and youth ministry will go through the screening procedure described below.

General Suitability

All leaders must be 18 years of age or older. Young people who are at least 14 years of age are welcome to help with children and youth teams, subject to the approval of the children or youth work leader, but this is always under the supervision of the adult leaders.

Individuals will not normally be considered for a position leading children's work until they have attended Emmanuel regularly for at least 6 months.

Volunteer application & DBS check

The first step in our safe recruitment process is for all volunteers to complete a volunteer application and DBS check.

Observation

Someone exploring volunteering may attend the relevant group on one occasion only in order to observe the activities. This is in order to help them decide if they wish to volunteer. This observation visit would take place after the initial interview and without having been through the full screening procedure. The group leader will record this observation visit in the relevant group log book. It will be made clear to the children that the potential volunteer is a visitor and not a leader, and they will not be given any leadership responsibilities.

Probation

Once becoming a leader the applicant will have a probation period of 4 months (1 academic term) and during this time the Team Leader will occasionally observe their interaction with children. At the end of the period the team leader will discuss with them their continuation in the ministry area and agree that it should be continued or, if deemed appropriate, ended. If the applicant feels they wish to stop serving then they are free to do so at any time. If continuing as a leader, the applicant will be given a review date.

Renewal

Appointment of all leaders of children's work will be renewed every five years. The leader will be supplied with an application form and DBS form.

Maintenance of records

NB: all leaders' details are kept securely in paper/electronic format in perpetuity.

Fair Recruitment of Ex-Offenders Policy

As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of trust, Emmanuel Bristol undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

A Disclosure is only requested after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any unspent criminal record at an early stage in the application process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

Where the nature of a position does allow us to ask questions about your entire criminal record excepting any "protected" information we will ask you to complete a "Self Disclosure Form" before asking you to apply for a DBS disclosure. (Further information about what information should be disclosed is available from DBS in their 'DBS Filtering Guide', https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/266123/Filtering_guide_v2.3.pdf). This enables us to discuss with you at an early stage any information which may cause you to be unable to progress to confirmation in role. We request that this information is sent under separate, confidential cover to the person within the organisation who is responsible for processing your DBS disclosure application and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.

Where a caution, conviction or additional information is disclosed by you or on a DBS disclosure your consent will be sought to forward a copy of the document to the Diocesan Safeguarding Adviser (DSA).

The DSA will make contact with you to discuss the information and the circumstances in which the caution, conviction or concern arose. The DSA may need to speak to statutory bodies or individuals and will seek your consent to do so. The DSA will provide a written risk

assessment to the recruiter which includes a recommendation of safe to proceed, proceed with amendments to role or not safe to proceed. You will be provided with a copy of that assessment.

The recruiter will then communicate to you a decision regarding whether they are able to continue with the appointment process.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work. Failure to consent to risk assessment will result in any offer of employment or voluntary work being withdrawn.

Details of leaders to be maintained in Emmanuel church records

- Name (including previous names), date of birth, occupation, length of time at Emmanuel
- Address, email address, landline, mobile
- Group
- Elder Interviewed by
- Read child protection policy
- Self-declaration
- Reference 1 (including portability status if applicable)
- Reference 2
- Elder References checked by
- DBS check - online form completed, person documents checked by, DBS number, date, date of birth, whether check is returned clear or not.
- Date application approved & leader informed
- Date new DBS required

Handling of Disclosure Information Policy

Storage and Access: DBS Disclosure Certificates must never be kept on an applicant's personal file. They must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling: In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage: Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

A disclosure certificate must be for the correct workforce only and at the correct level, i.e. a person recruiting for a role in the child workforce at enhanced level should not ask to see a certificate for child and adult workforce at enhanced plus level as the certificate may include information that the recruiter is not entitled to see.

Retention: Once a recruitment (or other relevant) decision has been made, a disclosure certificate should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the umbrella body CCPAS. Advice can then be given regarding the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Disposal: Once the retention period has lapsed, Disclosure certificates must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure certificates must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure certificate may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.