

Appendices

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APPENDIX 1: sources of help, information and support

EMERGENCY HELPLINES see also: <https://panel.cymru/en/emergency-contact-numbers>

<p>Your local SOCIAL SERVICES</p> <p>Find local numbers on your local council website or directory.</p>	<p>Note your local numbers here: Children's social services: Adult social services: Out of hours team:</p>
<p>POLICE</p>	<p>Emergency calls 999 General calls 101</p>
<p>NSPCC www.nspcc.org.uk</p> <p>For advice and support if you are worried about a child or to report a concern.</p>	<p>0808 800 5000 Email: help@nspcc.org.uk www.nspcc.org.uk/keeping-children-safe/</p>
<p>CHILDLINE free 24/7 confidential helpline, chat, email and website</p>	<p>0800 1111 https://www.childline.org.uk/</p>
<p>HOURGLASS (formerly Action on Elder Abuse)</p>	<p>Confidential helpline 0808 808 8141 www.wearehourglass.cymru/wales</p>

SOURCES OF SUPPORT OR INFORMATION

<p>INTERDENOMINATIONAL SAFEGUARDING PANEL</p> <p>We are here to support and advise the "3 denominations" on all safeguarding matters: Training, policy, advice, facilitating DBS checks and dealing with safeguarding concerns and allegations.</p>	<p>https://panel.cymru post@panel.cymru Unit 1, Vale Parc, Colomendy Industrial Estate, Denbigh, LL16 5TA 01745 817584 / 07957 510346 (not 24 hour)</p>
<p>THIRTY ONE: EIGHT (formerly CCPAS)</p> <p>An independent Christian charity providing professional advice support training and resources in all areas of safeguarding vulnerable groups and for those affected by abuse.</p>	<p>https://thirtyoneeight.org PO Box 133, Swanley, Kent. BR8 7UQ 0303 003 1111 info@thirtyoneeight.org</p>
<p>KIDSCAPE</p> <p>UK charity established specifically to prevent bullying. Support, advice and training. Helpline for parents concerned about bullying.</p>	<p>https://www.kidscape.org.uk/ 8-10 South Street Epsom Surrey KT18 7PF Email: parentsupport@kidscape.org.uk Helpline 0207823 5430</p>
<p>CARE INSPECTORATE WALES (CIW)</p> <p>On receiving a concern or complaint about a provider CIW look to see whether they are providing a safe service or are failing to meet the requirements and conditions of their registration. They can carry out an inspection or ensure that the aspect causing concern is checked at the next scheduled inspection. CIW is not a complaints agency, and cannot deal with complaints linked to individual circumstances.</p>	<p>Telephone: 0300 7900 126 Email: CIW@gov.wales Fax: 0872 437 7301 https://www.careinspectorate.wales</p>

ONLINE SAFETY

CEOP Child Exploitation & Online Protection Centre
Report inappropriate online behaviour
and get help and information

<http://www.ceop.police.uk/safety-centre>

CEOP EDUCATION from the National Crime Agency: working to protect children and young people from online child sexual abuse both online

<https://www.thinkuknow.co.uk/>

CHILDNET

UK-based charity who empower children, young people, and those who support them in their online lives

<https://www.childnet.com/>

SUPPORT FOR VICTIMS AND SURVIVORS

The Survivors Trust is an umbrella agency for over 135 specialist voluntary sector agencies providing a range of counselling, therapeutic and support services working with women, men and children who are victims/survivors of rape, sexual violence and childhood sexual abuse.

www.thesurvivorstrust.org/
Unit 2, Eastlands Court Business Centre, St Peter's Road, Rugby, Warwickshire. CV21 3QP
Tel: 01788 550554
Email: info@thesurvivorstrust.org

MACSAS (Ministry and Clergy Sexual Abuse Survivors) support group for people from Christian backgrounds who have been sexually abused by ministers or clergy, as children or as adults. They support survivors who have remained within their Christian communities or have left

<http://www.macsas.org.uk/>

part time helpline: 0808 801 0340

NAPAC – National Association for People Abused in Childhood Campaigns and offers support.

Resources website: <https://napac.org.uk/>
Freephone information line: 0800 085 3330

SUPPORT AND TREATMENT FOR OFFENDERS (see also 5.4)

The Lucy Faithfull Foundation (LFF)
UK-wide child protection charity dedicated to reducing the risk of children being sexually abused. They work with entire families that have been affected by sexual abuse including: adult male and female sexual abusers; young people with inappropriate sexual behaviours; victims of abuse and other family members.

For information regarding referrals, training or consultancy
www.lucyfaithfull.org.uk/about.html
Email: contact@lucyfaithfull.org
2 Birch House, Harris Business Park Hanbury Road, Stoke Prior, Bromsgrove B60 4DJ
Tel: 01527 591922 Fax: 01527 591924

Stop it Now! Confidential helpline for people concerned about any aspect of child sexual abuse. For families and friends, people working in the field of child sexual abuse and offenders or individuals concerned about their own thoughts/ behaviour

<https://www.stopitnow.org.uk/>

0808 1000 900

help@stopitnow.org.uk

DOMESTIC ABUSE HELPLINES

LIVE FEAR FREE: 24 Hour advice and support call / text / live chat or email free of charge

0808 8010 800 Text: 07860077333
Email: info@livefearfreehelpline.wales
<https://gov.wales/live-fear-free/domestic-abuse-wales>

UK 24-HOUR NATIONAL DOMESTIC ABUSE HELPLINE

0808 2000 247
www.nationaldahelpline.org.uk

Appendix 2a: Our safeguarding code of conduct

This code of conduct is a set of guidelines outlining the main responsibilities and practices for those working and volunteering with vulnerable groups. It is based on the statement of intent and guidelines from the Safeguarding Vulnerable Groups Handbook.

As a _____ (role) at _____ (church)

working with children* / vulnerable adults*, I will:

1. Follow our policy, procedures and best practice guidelines in relation to the safeguarding and protection of children and vulnerable adults.
2. Cooperate with the safer recruitment processes including a DBS check where the role is eligible.
3. Attend safeguarding training and any training relevant to my role as requested by leaders.
4. Endeavour to ensure the safety and protection of children and vulnerable adults in church situations and activities (including online) and follow measures outlined in any risk assessments.
5. Endeavour to recognise situations where children and young people and vulnerable adults could potentially suffer harm during church activities and seek advice from a leader when necessary.
6. Follow our policy and procedures by responding immediately to all disclosures, concerns, allegations, and suspicions of abuse by reporting them to the panel safeguarding officer, the denominational general secretary or the church safeguarding coordinator .
In an emergency, I will contact the police, ambulance or social services without delay.
7. Report any misuse of authority by an individual to the panel safeguarding officer or general secretary.
8. Never agree to keep any abuse or safeguarding concerns a secret.
9. Listen to children and vulnerable adults, respond sensitively, treat them with respect and in line with our policy and guidelines.
10. Follow safeguarding advice and guidance provided by the panel's safeguarding officer, and/or the general secretary of the denomination and cooperate fully with statutory services in the event of any investigations or interventions.

Declaration

I agree to abide by the expectations outlined above and confirm that I have read the safeguarding policies and procedures that are relevant to my role.

Name _____ Signed _____

Date _____

Witnessed by _____ (signature) _____ (name and role)

Signed _____

¹ It is recommended that churches appoint a local safeguarding coordinator, but we accept that not all churches have this role. In this event, please contact the panel safeguarding officer straightaway. A local safeguarding coordinator should inform the panel safeguarding officer of all safeguarding concerns/cases as soon as possible.

*Delete as appropriate

Appendix 2: Guidelines and safe working practices (Example document)

This is an example summary document which should always be read in conjunction with the Safeguarding Vulnerable Groups Handbook.

This is a practical document which can be adapted to local circumstances and can be shared with staff and volunteers to promote consistency and good working practices. It can also be shared with parents for information. It should be reviewed regularly (at least annually) and immediately if new activities are developed.

All volunteers will be given a copy of this document and updates

General Guidelines for all activities

1. Whenever possible, have two or more adults present with a group. Avoid being on your own with any child. (An obvious exception will be taking a young child to the toilet).
2. Avoid transporting a child home on your own – preferably have another helper with you or else ensure that the last two children are dropped off together. In the event of an emergency, make sure you inform a leader as soon as is possible.
3. Be wise in your physical contact with children. Holding a child's hand or offering a hug when they are upset is often a good way to reassure or comfort a child but always ask "Would you like a hug?" rather than assume. We all have different boundaries and these should be respected. Keep everything public. A hug in the context of a group is different from a hug behind closed doors.
4. Never smack, hit or physically discipline a child.
5. Treat children and young people with dignity and respect in attitude, language used and actions.
6. Respect the privacy of children but do not promise to keep secrets and generally do not enter into private or intimate conversations with children and young people on your own. (See also 9. below)
7. Discuss any concerns immediately with the safeguarding coordinator/ leader or supervisor.
8. Avoid activity and comments which could be questionable or misinterpreted e.g. rough/provocative games or comments and, if you feel a child may have a "crush" on you, talk to a leader for advice.
9. We do want to support young people appropriately. Be wise when listening to a young person's problem/ offering advice and support. Ensure that others know the discussion is taking place or that someone else is around.
10. Be mindful of the safety of children and young people at all times.
11. Be mindful of your own safety at all times including protecting yourself from allegations. (All actions should be open and transparent and accountable).
12. Be willing to listen to advice and comments from the leader of the activity or the child safeguarding coordinators.
13. It should be accepted that anyone seeing another worker acting in a way which causes concern or could be misinterpreted should speak to the individual and a leader about the concern.
14. Leaders and helpers of activities should regularly meet to discuss how the group is going, share information and pray for the young people in the group.
15. Activities and contact should be open and transparent.
16. An opportunity should also be regularly created (no less than annually) to review procedures, update training, share concerns and identify any other matters that may need clarity or guidance.

**DON'T KEEP CONCERNS, QUESTIONS AND WORRIES TO YOURSELF.
IF IN DOUBT, ASK!**

Sunday school

Leader: _____

Staff: _____

All staff will have undergone a safe recruitment process and hold a current DBS check as appropriate

Child to adult ratio: 3 years old 1: 4. 4 to 8 years 1: 6 (minimum of 2 adults)

Age: Sunday school is for children over 3 years old

Location: Sunday school is usually held in _____

Personal care (Toileting, Changing Nappies) should be appropriate and minimum and related to the age and ability of the child. Parental/carer support may be sought during the session where necessary to assist with their child.

Record keeping: A register will be kept of attendance at Sunday school.

Permission: Children are usually accompanied to church by an adult and that adult remains in the building (in the main service) during Sunday school. Where children are regularly attending independently, Sunday club leaders will endeavour to visit the family and gain permission and contact details.

Discipline/behaviour: Children will be treated courteously and with respect and will be encouraged to treat each other and the leaders likewise. In the event of discipline problems or disruptive behaviour, children will be:

- Verbally asked to listen, behave, participate, apologise (as appropriate).
- Asked to sit in another part of the room to think, calm down.
- Parental support will be sought/the child will be taken to their parent carer.
- Staff will discuss/agree procedure with parent where behaviour is becoming a pattern.

Parent's involvement: Where a parent/carer is regularly attending a session, the leader may approach them to become official helpers and follow the recruitment/DBS procedure.

Parents should collect children from Sunday school promptly at the end of the service. (A list will be held in Sunday school of children whose parents are happy to for their children to go home independently.)

Accident/Incident reporting: Any accidents/incidents will be noted in the church accident record and also discussed with the parent and carer on collection.

Youth club

Leaders: _____

Staff: _____

All staff will be safely recruited and DBS checked as appropriate

Child to adult ratio: 1-2 members of staff for up to 8 children.

Age: secondary school aged children

Location: _____

Permission: All young people attending should present a completed consent and information form which is kept by the leaders at the location.

Parents/carers are responsible for transport but leaders can transport the young people in emergencies.

Additional consent is sought for attendance at events.

Discipline/ behaviour: Young people will be treated courteously and with respect and will be encouraged to treat each other and the leaders likewise. In the event of discipline problems or disruptive behaviour, young people will be:

- Verbally asked to listen, behave, participate, apologise (as appropriate).
- If behaviour continues to disrupt, the young person's parent/carer may be asked to collect the young person
- If behaviour is regularly difficult to manage, leaders will discuss with parents/carer to form an appropriate action plan.
- Staff will follow up and listen to the young person and offer help or support as appropriate.

Accident/Incident reporting: Any accidents/incidents will be noted in the church accident record and also discussed with the parent/carer as soon as possible.

Appendix 3: Relevant legislation

The following form the main legislative and good practice framework for working with vulnerable groups in Wales. This list is not exhaustive.

- **The Social Services and Well-being (Wales) Act 2014**
The Act has 11 parts. Part 7 of the Act relates to safeguarding. Part 7 is intended to be read in the context of the Act as a whole <https://gov.wales/safeguarding-people-introduction>
- **The Wales Safeguarding Procedures 2019** replaces the All-Wales Child Protection Procedures 2008 and the Wales Interim Policy & Procedures for the Protection of Vulnerable Adults from Abuse 2010 <https://safeguarding.wales/>
- **Children Act 1989** is the principal piece of legislation which makes provision about the safeguarding and promotion of the welfare of children. It gives every child the right to protection from abuse and exploitation and the right to inquiries to safeguard their welfare.
- **The Children's Act 2004** is a development from the 1989 Act and stresses that all people and organisations working with children have a responsibility to help safeguard children and promote their welfare.
- **United Nations Convention on the Rights of the Child 1989 (UNCRC)** is an international agreement setting out the 42 rights of children that give children and young people what they need to grow up happily, healthily, and safely. In 2011 Wales became the first country in the UK to make the UNCRC part of its domestic law.
- **Human Rights Act 1998** sets out the fundamental rights and freedoms that everyone in the UK is entitled to.
- **Equality Act 2010** The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society replacing previous anti-discrimination laws with a single Act.
- **Data Protection Act 2018** The DPA 2018 sets out the framework for data protection law in the UK. It updates and replaces the Data Protection Act 1998 and came into effect on 25 May 2018. It sits alongside the GDPR, and tailors how the GDPR applies in the UK.
- **Charities Act 2011** brings together provisions of the Recreational Charities Act 1958, the Charities Act 1993 and much of the Charities Act 2006, all since amended by other legislation. The Act updates the text and simplifies the structure of the existing legislation, but it does not change the existing law or introduce new policy.
- **Safeguarding Vulnerable Groups Act 2006 and (Controlled Activity) (Wales) Regulations 2010** sets out the scope of regulated activity and operation of the barring element of DBS, which was previously undertaken by the Independent Safeguarding Authority (ISA).
- **Protection of Freedoms Act 2012** established the DBS whereby the responsibilities of ISA were merged with the Criminal Records Bureau (CRB) to create one body, the Disclosure & Barring Service (DBS) which is responsible for criminal record disclosures and referrals for barring consideration and maintaining the list of barred individuals. Part 5 of the Act covers the reduction in scope of the definition of regulated activity, new services provided by the DBS, and disregarding convictions and cautions for consensual gay sex.
- **The Rehabilitation of Offenders Act (ROA) 1974** sets out in legislation rehabilitation periods, and that individuals do not have to disclose spent convictions unless they are covered in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which sets out the exceptions when an individual can be asked about spent convictions – known as asking ‘an exempted question’.
- **Police Act 1997 Part V** allowed for the formation of the Criminal Records system. This led to the formation of the Criminal Records Bureau (CRB) for England and Wales in 2002. (updated by Protection of Freedoms Act 2012).
- **Criminal Justice and Court Services Act 2000** created the National Probation Service for England and Wales and the Children and Family Court Advisory and Support Service (CAFCASS) and set up an integrated statutory system to prevent unsuitable people from working with children.
- **Sexual Offences Act 2003** makes new provision about sexual offences and measures for protecting the public from sexual harm.

Appendix 4: Completing a risk assessment

A risk assessment is a useful way of thinking through the risks and potential problems that may occur in any activity. It helps you to come up with solutions, it shows that you have planned carefully and helps you to take the reasonable steps necessary to keep everyone safe and also to protect the reputation of the organisation. It is also a good way to share important information with other members of the team to ensure that everybody is following the best practice possible to operate in a safe and accountable manner.

Use a risk assessment form as a checklist to help you to think through possible risks, problems and solutions. This step by step guide is based on Form 10 in the Safeguarding Vulnerable Groups Handbook. There are many different formats for risk assessment forms that you could use. Please contact the panel office if you would like help, advice or for alternative formats.

A step by step guide

Step 1 – Describe the activity, event or location to be assessed.

Risk assessments are not only about buildings. Have you done a risk assessment on activities like a luncheon club for vulnerable adults or a children's club trip or homework club? In fact, a risk assessment is a good way to carefully think through many of your church activities.

Step 2 – What are the risks associated with the activity or location?

'Risk' is the chance, high or low, that someone will be harmed by some kind of activity event or hazard. Think about activities which take place at your premises and which groups use them (e.g., youth club, toddler group). The risks may be different for different groups of people. A 'Hazard' is anything that can cause harm (e.g., slipping/tripping hazards, cables, flooring) Check them by walking around the building and look for hazards that could cause serious harm or affect a number of people. But do remember it's not all about fixtures and fittings.

Looking at the examples in Step 1 above, the risk could be something such as: a Vulnerable adult having an allergic reaction to food or drink during the luncheon club; a child going missing during the trip; or a child accessing inappropriate online material during a homework club.

Step 3 – Evaluate the risks and decide whether it is a high low or medium risk.

How likely is it that each risk or hazard you have identified could cause harm? How severe would the consequences be? You can use this matrix to help with your assessment:

a) Assess the likelihood of incidence/injury occurring as follows:

1 = Improbable, 2 = Possible, 3 = Likely, 4 = Very Likely, 5 = certain

b) Assess the severity of the consequences as follows: 1 = Trivial (e.g. grazing, soreness), 2 = Minor (small cuts, bruising), 3 = Severe (broken bones), 4 = Major, 5 = Fatal.

Now multiply the 'likelihood of the risk' occurring with the 'severity of the consequence' and note your total. **A total of 1-4 is low risk, 5-7 is moderate and 8+ high risk**

This helps us to quantify the risk and prioritise the action that needs to be taken.

Step 4 - Who is at Risk?

Children, vulnerable adults, members of staff, members of the public etc.

Step 5 – Note down the measures that you are putting in place to control the risk.

Control measures could include things like ensuring enough trained staff to supervise children, having a trained first aider, it could be ensuring that there is a completed consent form for each child giving medical and photograph consent or it could be taping down a loose cable.

Back to the examples. How could you reduce the risk of the problems noted in **Step 2** occurring?

- a) *The lunch club members – a control measure could be to use a simple form to ask if they have any allergies so that you can avoid anything that would pose a danger.*
- b) *The children’s club trip – a control measure would be to ensure that there a sufficient ratio of volunteers to children to ensure adequate supervision.*
- c) *The homework club – control measures would be ensuring there are controls on internet access and sites that can be visited and providing some safe internet use education.*

Note any control measures and solutions down and ensure that you put them place. Make this document an action plan not just a paper exercise.

Step 6 - Are the control measures adequate?

Do you need any further measures or actions to reduce the risk to an acceptable level or are there further actions needed to put the measures into practice?

NOW sign and date your assessment and share it with all relevant parties

Step 7 - Review your assessment and revise it when necessary.

It is good practice to review your assessment from time to time (at least annually) to ensure that precautions are still working effectively. Set a date for review and keep to it – at the very least this should be annually. Remember if you bring in new equipment or change the way you work then you will need to go through the procedure again, identifying hazards, assessing risk and taking action. Add any of these findings to your original record and it will ensure that it stays up to date.

Employers, employees, volunteers and others

www.hse.gov.uk

Where an organisation, including charitable or voluntary groups, has at least one employee who works under a contract of employment, it is considered to be an employer for the purposes of the Health and Safety at Work Act 1974 and the regulations made under it.

Section 3 of the Health and Safety at Work Act 1974 imposes a “duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.”

This generally means that organisations which have both employees and volunteers have a statutory responsibility not to harm or damage the health of volunteers through their involvement in the activities of that organisation.

The Health and Safety Executive operates throughout the UK. For more information about health and safety visit their website.

Appendix 5: Policy statement on the secure storage, handling, use, retention and disposal of disclosures and disclosure information

General principles

As an organisation accessing the Disclosure and Barring service (DBS) The Interdenominational Safeguarding Panel, is appointed by the **Union of Welsh Independents, Baptist Union of Wales and the Presbyterian Church of Wales** to help assess the suitability of applicants for positions of trust. The Interdenominational Safeguarding Panel complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. The Interdenominational Safeguarding Panel also complies fully with their obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.



Storage and access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to the Lead Counter Signatory, the Safeguarding officer and the Administrative Officer of The Interdenominational Safeguarding Panel, and those who are entitled to see it as part of their duties according to the agreed policy of The Interdenominational Safeguarding Panel.

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. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a Criminal Offence to pass this information to anyone who is not entitled to receive it.

Usage

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

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information 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, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject and their postal code at the time of the application, 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.

Acting as an umbrella body

As an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to ensure that they can comply fully with the DBS Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Appendix 6: Policy statement on the recruitment of ex-offenders

As an organisation accessing the Disclosure and Barring Service, the Interdenominational Safeguarding Panel, is appointed by the **Union of Welsh Independents, Baptist Union of Wales and the Presbyterian Church of Wales** to help assess the suitability of applicants for positions of trust, we comply with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.



The Interdenominational Safeguarding Panel is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, sexual orientation, and responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all potential workers and volunteers based on their skills, qualifications and experience and encourage our service users to operate in the same manner.

A Disclosure is only requested for eligible positions as defined by the Protection of Freedoms Act 2012 and included in the Rehabilitation of Offenders ACT (ROA) 1974(Exceptions) 1975 Order and the Police Act 1997 (Criminal Records). 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 the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that each applicant signs a self declaration, and inform us of any further disclosure information, by sending this under separate, confidential cover, to their employer or to the Lead Counter Signatory of The Interdenominational Safeguarding Panel and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows The Interdenominational Safeguarding Panel to ask questions about your entire criminal record we only ask about “unspent” and convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

The Interdenominational Child Protection Panel has adopted a safer recruitment process which is outlined in its Safeguarding Vulnerable Groups Handbook, and will train all those involved in dealing with Disclosure information and in the Recruiting Process in its content and use.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

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

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

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

Appendix 7: Charity trustees and safeguarding

Within our churches some local church officers are also charity trustees. As trustees they have a duty of care and responsibility for ensuring the safe and effective running of the charity including taking the necessary steps to safeguard vulnerable groups. They also need to make sure that protecting people from harm is central to the charities culture. A charity should be a safe and trusted environment for all.

Safeguarding should be a key governance priority for all charities, regardless of size, type, or income, not just those working with groups traditionally considered at risk. It is an essential duty for trustees to take reasonable steps to safeguard beneficiaries and to protect them from abuse.¹

This appendix is a quick summary guide. For more information, please refer to the Charity Commission website which has lots of useful information to help trustees to understand their safeguarding responsibilities. <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

Here are some of the key responsibilities:

- 1. Policies:** You should have safeguarding policies and procedures that all trustees, staff and volunteers are aware of and follow. You should appoint a local safeguarding lead.
Are you and all relevant people familiar with the Safeguarding Vulnerable Groups Handbook and is it implemented effectively in your church? Are you displaying the individual church policy document in your building, have you appointed a safeguarding lead, and do you regularly discuss safeguarding in your church meetings?
<https://panel.cymru/en/policies-and-information>
- 2. Safer recruitment and DBS checks:** You should make sure that those who are working or volunteering with vulnerable groups are suitable and safe. You should follow a safer recruitment procedure which includes DBS checks. These checks should be repeated regularly. (Our current policy is every four years). Trustees themselves are eligible to do a DBS check if their charity works directly with vulnerable groups even if they themselves are not personally doing this work.
Are your volunteers recruited safely and do you have DBS checks for all roles that are eligible? See Section 2 of the Handbook for more information or look on the panel website for safer recruitment and DBS information.
https://panel.cymru/images/DBS_flowchart_-_checklist_07_2020_min.pdf
<https://panel.cymru/en/recruiting-volunteers>
- 3. Responding to concerns:** You should know how to recognise and respond to safeguarding concerns, complaints, and allegations in an appropriate manner.
Are you, and all those working directly with vulnerable groups, aware how to report your concerns to the panel safeguarding officer and to relevant statutory organisations such as the police or social services as soon as concerns are suspected or identified? https://panel.cymru/images/responding_to_a_concern_flow_chart.pdf
- 4. Reporting serious incidents to the Charity Commission:** Trustees are required to report all appropriate incidents to the Charity Commission. This would include things such as an allegation of abuse related to the charity. The trustees of an excepted charity have the same responsibility as a registered charity. If you are unsure, the Charity Commission helpline and website can help.
<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>
- 5. Training:** You should make sure all staff and volunteers receive regular safeguarding vulnerable groups training.
Have all trustees and those working directly with children and vulnerable adults attended training in the last 4 years? This will help with many of the responsibilities noted above <https://panel.cymru/en/training>

Following the safeguarding policy and procedures produced for you by the Interdenominational Safeguarding Panel, attending safeguarding training and ensuring that DBS checks are completed for all who are eligible will help you to fulfil your safeguarding responsibilities as trustees.

¹ Charity commission 2022

Appendix 8: Using and sharing images of children - information and model policy

Based on guidance from the NSPCC Learning website and used with permission. To see more go to <https://learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance>

Use this model policy to write a document that reflects the safeguarding needs of the children and young people that you work with. It's good practice to share your photography policy with children and parents and seek their consent at the beginning of the year. You may also need to get additional consent in specific circumstances (if for instance, you are bringing in a professional photographer or the photos might appear in the local or national media).

Model policy: USING AND SHARING IMAGES OF CHILDREN

We believe that children and young people should never experience abuse of any kind and that we have a responsibility to promote the welfare of all children and young people and to take and use images of children safely.

The purpose and scope of this policy statement is to:

- protect children and young people who take part in our services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people. This policy statement applies to all staff, volunteers and other adults associated with our activities

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with their use and distribution
- there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- asking for written consent¹ from a child and their parents or carers before taking and using a child's image
- explaining what images will be used for
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing (including safety wear if necessary)
- avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.

- If we become aware of the misuse of images of children we will follow our child protection procedures for reporting

Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will refer them to our photography policy before the start of the event. This includes:

- reminding parents, carers and children that they need to give consent for us to take and use their images
- asking people to gain permission from children, their parents and carers before sharing photographs and videos taken during our events
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for our church / group's use

We recognise that our group leaders may use photography and filming as an aid in activities and to celebrate or publicise events and achievements. Children, young people, parents and carers must be made aware if photography and filming is part of the programme and give written consent. If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour and ask them to always wear identification
- informing children, their parents and carers that a photographer will be present and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.) They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The church/organisation will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children and their parents and inform the photographer of anyone who does not give consent. At the event we will inform all that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge. If the church is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and follow our child protection procedures as appropriate.

If consent to take photographs is not given

We will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them and ensure this is done in a way that does not single out the child or make them feel isolated. We will never exclude a child from an activity because we do not have consent to take their photograph.

¹ See form 8: consent for use of images <https://panel.cymru/en/useful-forms>

Appendix 9: Additional definitions and types of abuse

The main categories of abuse are described in Sections 3 and 4 of the handbook but some new and specific definitions are now being used as well. Some of the more commonly used ones are described here along with links taking you to the source of the definitions and to find more information.

CHILD SEXUAL EXPLOITATION (CSE)ⁱ

Is a form of sexual abuse that can include sex or any form of sexual activity with a child (up to the age of 18 years old); the production of indecent images and/or any other indecent material involving children

- Involves some form of exchange it can include the giving or withdrawal of something, such as the withdrawal of violence or threats to abuse another person.
- There may be a facilitator who receives something in addition to or instead of the child who is exploited.
- Children may not recognise the exploitative nature of the relationship or exchange. Children may feel that they have given consent.

GROOMINGⁱⁱ is when someone (often an adult or older young person) builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Any child is at risk of being groomed. It can take place online or offline and will often involve the groomer providing the child with a relationship in which they feel understood or important. Grooming may involve the provision of material goods or experiences. Groomers work to develop a situation where the child trusts them and/or feels that the groomer can provide them with something they cannot get from anyone else. This could be friendship, a relationship which the child believes is a romantic relationship, a sense of belonging or a sense of importance where they are given status or goods which impress their peers.

CHILD CRIMINAL EXPLOITATION (CCE)ⁱ Occurs when a child under the age of 18 years is involved in criminal activities including the movement of drugs or money which results in personal gain for an individual, group or organised criminal gang. It involves an element of exchange and can still be exploitation even if the activity appears consensual. CCE involves force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence. It is typified by some form of power imbalance in favour of those perpetrating the exploitation

BULLYINGⁱⁱⁱ is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time. Bullying can take different forms. It could include:

- physical bullying: hitting, slapping or pushing
- verbal bullying: name calling, gossiping or threatening someone
- non-verbal abuse: hand signs or text messages
- emotional abuse: threatening, intimidating or humiliating someone
- exclusion: ignoring or isolating someone
- undermining, constant criticism or spreading rumours
- controlling or manipulating someone
- making silent, hoax or abusive calls

The following types of bullying are also HATE CRIME: racial, sexual, transphobic or homophobic bullying, bullying someone because they have a disability

CYBERBULLYING / ONLINE ABUSEⁱⁱⁱ is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone. Cyberbullying can include:

- sending threatening or abusive text messages
- creating and sharing images or videos
- trolling – the sending of menacing or upsetting messages on social networks, chat rooms or online games

- excluding children from online games, activities or friendship groups
- shaming someone online
- setting up hate sites/ groups about a child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass or cause trouble
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversation

DOMESTIC ABUSE or VIOLENCE^{iv} is abusive behaviour taking place in a relationship as a way for one person in that relationship to gain or maintain control over another. It includes physical sexual emotional psychological and financial abuse. **COERCIVE CONTROL** is a purposeful pattern of incidents that occur over time in order for one individual to exert power, control or coercion over another. Section 76 of the Serious Crime Act 2015 provides for the offence of controlling or coercive behaviour, where the perpetrator and the victim are personally connected. Victims who experience the type of behaviour that stops short of serious physical violence, but amounts to extreme psychological and emotional abuse, can bring their perpetrators to justice.

SPIRITUAL ABUSE^v is characterised by an ongoing, systematic pattern of coercive control within a religious context (Oakley, 2017). Key elements of this experience are manipulation, exploitation, control through the misuse and abuse of scripture and divine position, censorship of decision-making, pressure to conform, enforced accountability, requirement of obedience, and isolation... characterised by perpetuating patterns of behaviour that include blaming, shaming, intimidation and controlling behaviour (Oakley 2009, Oakley and Kinmond 2013). As in all other types of abuse, spiritual abuse will sometimes co-exist with and be used to legitimise other forms of abuse and harmful cultures. As already stated, there will always be an emotional or psychological element and as such it can be considered a subcategory of psychological abuse. In some more extreme cases, there may also be physical and sexual abuse occurring allied to the spiritually abusive elements.

NON-RECENT CHILD ABUSE / HISTORICAL ABUSE^{vi} is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault.

MODERN SLAVERY^{vii} is the illegal exploitation of people for personal or commercial gain. It covers a wide range of abuse and exploitation including sexual exploitation, domestic servitude, forced labour, criminal exploitation and organ harvesting. Victims of modern slavery can be any age, gender, nationality, or ethnicity. They are tricked or threatened into work and may feel unable to leave or report the crime through fear or intimidation. They may not recognise themselves as a victim.

RADICALISATION^{viii} is the term that describes the process by which people come to support terrorism and extremism and, in some cases, participate in terrorist groups.

FEMALE GENITAL MUTILATION (FGM)^{ix} is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', FGM is a form of child abuse. It's dangerous and a criminal offence in the UK

These definitions are based on information sourced from the following websites and the panel acknowledges that these are not our original definitions. All were sourced in 07/2022

ⁱ Child sexual criminal exploitation and criminal exploitation <https://safeguarding.wales>

ⁱⁱ Grooming <https://safercommunities.wales> <https://safeguarding.wales>

ⁱⁱⁱ Bullying and cyberbullying www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/

^{iv} Domestic abuse / coercive control <https://safeguarding.wales/glossary.html> Domestic Abuse Bill 2020: GOV.UK

^v Spiritual Abuse spiritual-abuse-position-statement.pdf (thirtyoneeight.org)

^{vi} Historical Abuse www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/non-recent-abuse/

^{vii} Modern Slavery <https://safercommunities.wales/modern-slavery-exploitation/>

^{viii} Radicalisation | <https://learning.nspcc.org.uk/safeguarding-child-protection/radicalisation>

^{ix} Female Genital Mutilation | <https://learning.nspcc.org.uk/child-abuse-and-neglect/fgm>

Appendix 10: The safer church - self assessment checklist¹

Safeguarding

1. Is everyone aware of your church's safeguarding policies and proceduresⁱ and where to find them?
2. Do you consider that your church understands what safeguarding is?ⁱⁱ

Prevention

3. Do you have a Safeguarding coordinator?ⁱⁱⁱ
4. Are your Trustees/leaders aware of their safeguarding responsibility?^{iv}
5. Do you follow safer recruitment guidelines when finding and employing volunteers and staff including DBS checks?^v
6. Are you confident that leaders, staff and volunteers in your church are aware of their safeguarding role and responsibility? Have they attended appropriate training including refresher training?^{vi}
7. Are they aware that safeguarding is preventative and proactive? Have you considered who may be at risk in your congregation and taken appropriate steps to keep them safe?

Recognising Reporting and recording

8. Are you confident that your staff and volunteers would recognise and respond appropriately to suspicions, allegations or disclosures of abuse and neglect? Do they recognise that abuse "could happen here"?
9. Are you confident that staff /volunteers would raise poor practice issues as well as more serious abuse?
10. Where concerns have been recognised or reported, can you show that your organisation has reacted promptly and appropriately?
11. Have all safeguarding matters been reported to the panel safeguarding officer?
12. Are your trustees aware of their responsibilities to report relevant safeguarding matters to the Charities Commission?^{iv}

Review

13. Do you regularly review your safeguarding arrangements? (at least annually or after any concerns or incidents).
14. Do you ensure that lessons are learned and communicated following concerns and incidents?
15. If you have any safeguarding risk assessments or contracts of agreed behaviour in place – are these reviewed as agreed or annually?

Take action

16. Make a list of any actions that are necessary following your assessment and include target dates to review progress.
17. Contact the panel safeguarding officer if you would like to discuss the results of your assessment and for advice and support on any safeguarding matter.

¹ This document is based on the interactive safeguarding checklist from the Ann Craft Trust: used with permission and thanks <https://www.anncrafttrust.org/checklist-overview/>

ⁱ The Safeguarding Vulnerable Groups Handbook <https://panel.cymru/en/safeguarding-vulnerable>

ⁱⁱ Have you displayed the individual church policy and considered arranging a Safeguarding Sunday service?

ⁱⁱⁱ See page 3 of the church safeguarding policy statement <https://panel.cymru/en/policies-and-information>

^{iv} See appendix 7 in the 2022 handbook

^v See section 2 of the handbook and <https://panel.cymru/en/recruiting-volunteers>

^{vi} See the training page on our website <https://panel.cymru/en/training>

