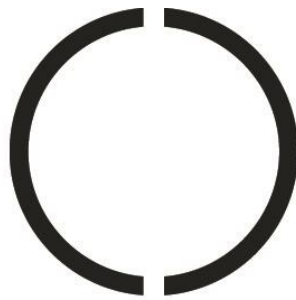


# WORKING WITH ADULTS AT RISK

CENTRAL CHURCH  
SAFEGUARDING POLICY



CENTRAL  
CHURCH

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# CENTRAL

## A Brief Introduction to Central Church Safeguarding Policy

### **Safeguarding Officers for Central Church**

Safeguarding Officers have been appointed as the main point of contact for all Safeguarding concerns with relation to children, young people, adults, leaders and staff within Central Church. You should report all concerns/allegations/suspicious immediately to them. They are:

Andy Harding (Executive Pastor) – [andy@centralchurch.co.uk](mailto:andy@centralchurch.co.uk)

Matt Tindale (Children and Families lead) - [matt@centralchurch.co.uk](mailto:matt@centralchurch.co.uk)

Mairi Giles (CAP) - [mairigiles@capuk.org](mailto:mairigiles@capuk.org)

### **Helplines**

thirtyone:eight: 0303 003 11 11 (formerly known as Church's Child Protection Advisory Service but who also provide advice regarding adults)

Social Care Direct (Edinburgh): 0131 200 2324

Emergency Social Work Out of Hours (Edinburgh): 0800 731 6969

### **Good working practice**

- treat everyone with respect and dignity
- be available but don't intrude on personal space and privacy
- develop awareness of individual needs/likes/dislikes
- avoid questionable activity
- challenge unacceptable behaviour
- be prepared to refer to someone with greater experience
- follow official policy guidelines and report all allegations and suspicions of abuse to Safeguarding Officers

### Responding to an adult making a disclosure or allegation

- listen
- don't question
- avoid passing judgement on what you are told
- never promise confidentiality
- explain what you intend to do with the information and don't delay action
- contact the Safeguarding Officer (see above for details)
- preferably within an hour of the conversation, write down the content (i.e. he/she said, I replied etc. date and time)

- sign, date, and keep safely until able to pass on to Safeguarding Officer

### **If the Safeguarding Officer is unobtainable**

- seek out the leader with the highest responsibility for your group
- report details of the incident/allegation/disclosure as you would with Safeguarding Officer

### **For the leader (with no access to Safeguarding Officer)**

- If you are concerned that the information you have been provided indicates that an adult might be at risk, contact thirtyone:eight: 0303 003 11 11. If you believe that the adult is at immediate risk of harm, contact 999.

## **DEFINITIONS OF TERMS**

The term 'adult at risk' is defined in the Adult Support and Protection (Scotland) Act 2007 as those aged 16 years and over who:

- Are unable to safeguard their own wellbeing, property, rights or other interests;
- And are at risk of harm;
- And because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

It is not your responsibility to ascertain whether an adult is at risk or not. If you are concerned that an adult may be experiencing harm, you should pass it on to the Safeguarding Officer.

Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include:

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English is not the adult's first language

Churches and faith-based organisations provide many activities for their congregations and local communities which might bring them into contact with adults who may be at risk. These may include:

- Lunch clubs
- Food banks and debt advice
- Pastoral visiting
- Working with homeless people (soup kitchens, etc.)
- Outreach work providing assistance to those who are vulnerable (Street Angels / Street Pastors, etc.)
- Supporting refugees or asylum seekers
- Counselling
- Drug or alcohol support groups
- Supporting those who are subject to domestic abuse
- Community cafes and / or shops within the church
- Day to day contact with people we meet within our churches or faith communities

## SECTION 1 – SAFEGUARDING POLICY STATEMENT on Adults at Risk at Central Church

### **Our vision**

The vision statement of Central Church is that we want to be a people who are: “Loving Edinburgh, Being Family and Following Jesus”

In fulfilling this vision, we:

- Welcome adults at risk into the life of our community
- Run activities for children and adults at risk
- Make our premises available to organisations working with children and adults at risk

### **Terminology**

The term "leader" refers to those whom Central Church would consider ultimately responsible for the running of an event, group or organisation. The term "worker" refers to all those who are working with adults at risk in any given situation (may be called leaders within the setting) but who may not have overall responsibility for the event, group or organisation.

This statement was agreed at Central Church meeting held on 12 October 2010 and will be reviewed annually.

### **Our safeguarding responsibilities**

Central Church recognises its responsibilities in safeguarding all adults at risk regardless of sex, gender, ethnicity or ability.

As members of this church we commit ourselves to the nurture, protection and safekeeping of all associated with Central Church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of adults at risk, and the duty of each church member to respond to concerns about the well-being of adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. Central Church will fully co-operate with any statutory investigation into suspected abuse linked with Central Church.

- **Safer recruitment, support and supervision of workers**

Central Church will exercise proper care in the selection and appointment of those working with adults at risk, whether paid or voluntary. All workers will be required to read the safeguarding policy and will be provided with appropriate ongoing training, resourcing, support and supervision to promote the safekeeping of adults at risk.

- **Respecting adults at risk**

Central Church will adopt a code of behaviour for all who are appointed to work with adults at risk so that all adults are shown the respect that is due to them. We commit to following procedures for dealing with concerns regarding possible abuse.

- **Safer working practices**

Central Church is committed to providing an environment that is as safe as possible for adults who may be at risk and will adopt ways of working with them that promote their safety and well-being.

We commit to following procedures for dealing with concerns regarding possible abuse.

- **A safer community**

Central Church is committed to the prevention of bullying. Central Church will seek to ensure that the behaviour of any individuals who may pose a risk to adults at risk in the community of Central Church is managed appropriately.

We commit to supporting and encouraging carers of adults at risk.

- **Annual Review**

We commit to the Safeguarding policy being reviewed annually by the safeguarding team and any changes confirmed by Central Church Elders.

## **Safeguarding contact points within our church**

Central Church has appointed the following individuals to form part of the Central Church safeguarding team: Andy Harding, Mairi Giles and Matt Tindale. Their roles will be regularly explained to adults at risk, and their names, email address and contact numbers will be publicly displayed. Where possible, Central Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

Further definitions of these roles can be found in the Baptist Union of Great Britain publications 'Safe to Grow' (2011) & 'Safe to Belong' (2015), available on their website or via a member of the Safeguarding Team.

## **Putting our policy into practice**

- Each individual working with adults will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.



- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with Central Church.
- A full copy of the policy and procedures will be available on the Central Church Website
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at Central Church AGM, together with a report on the outcome of the annual safeguarding review.

## Section 2- PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

### 2.1.1 WHAT IS ABUSE?

**Abuse is the violation of an individual's human and civil rights by another person or persons.**

It comes from the misuse of power and control that someone has over another. Harm is the result of this mistreatment or abuse.

Abuse may consist of one single act or many repeated acts, and it can occur in any relationship at any time of life. It can take many forms, such as physical or violent acts, or those that are verbal, sexual, psychological, spiritual or financial in nature. Abuse also includes an act or acts of neglect, or an omission to act. Any or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

### 2.1.2 WHO CAN ABUSE?

Abuse may be perpetrated by an individual or a group. Those who may abuse include:

- A partner, child, relative or friend
- A paid or volunteer carer
- A health, social care or other worker
- A church worker or minister of religion

Abuse can be committed by one adult at risk towards another. This is still abuse and should be handled appropriately .

### 2.1.3 WHERE CAN ABUSE HAPPEN?

Abuse can take place in a variety of settings. Examples include:

- At home
- In supported housing
- At someone else's home
- Within a nursing home, hospital, residential care or day care
- At work or in educational establishments
- In a church
- In a car or other vehicle
- Online or via mobile communications.

### 2.1.4. TYPES OF ABUSE

There is no single definition for each different type of abuse, with different terminology used by different organisations. The below chart used a simple definition for each of the main types of abuse, along with some of the behaviours that each type of abuse may include.

There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

| Type of abuse         |  |
|-----------------------|--|
| <i>Physical</i>       | To inflict pain, physical injury or suffering to an adult at risk. Also included is the inappropriate administration of medication and inappropriate use of restraint.   |
| <i>Emotional</i>      | The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.   |
| <i>Sexual</i>         | Any non-consenting sexual act or behaviour.<br><br>No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.<br><br>Some adults may be deemed unable to consent at the time of the behaviour by virtue of capacity, whether this is temporary (eg. impact of alcohol use) or sustained (e.g. a cognitive impairment) |
| <i>Neglect</i>        | A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.   |
| <i>Financial</i>      | The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.  |
| <i>Spiritual</i>      | The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.   |
| <i>Discrimination</i> | The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.  |

|                          |  |
|--------------------------|--|
| <i>Institutional</i>     | The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.   |
| <i>Domestic Abuse</i>    | Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.<br><br>Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner. |
| <i>Cyber Abuse</i>       | The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to harm or harass other people in a deliberate manner. This may be a one off incident of an ongoing pattern of behavior.  |
| <i>Self-harm</i>         | Self-harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also neglect themselves, which can result in harm to themselves.   |
| <i>Mate crime</i>        | 'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.   |
| <i>Modern Slavery</i>    | Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.  |
| <i>Human Trafficking</i> | Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.  |

|                                  |   |
|----------------------------------|---|
| <i>Radicalisation</i>            | The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.   |
| <i>Honour / Forced Marriage</i>  | An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.  |
| <i>Female Genital Mutilation</i> | Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is performed on both adults and children though children are most at risk. Performing or helping someone to perform acts of FGM is illegal in the UK . It is also an offence to help anyone to perform FGM outside of the UK on a UK national or resident, even if it is legal in that country. |
| <i>Historic Abuse</i>            | Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.   |

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- an adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- signs of neglect, such as being under-nourished, untreated illnesses, inadequate care.

**It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring.**

## 2.2 - SAFEGUARDING PROCEDURES

### Introduction

Central Church safeguarding procedures will set out how our safeguarding policy is implemented in all the services, groups and meetings that are part of the life of our church.

Each Elder, church leader and worker (paid or voluntary) needs to be familiar with these procedures, and we strongly recommend that those in leadership roles attend safeguarding training to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

All church workers (paid and voluntary) who work with adults at risk (and / or children) should attend safeguarding training before they are able to work without supervision.

### 2.2.1 WHAT TO DO IF ABUSE IS SUSPECTED OR DISCLOSED

Abuse and neglect are forms of maltreatment of an adult at risk.

Everyone has his or her part to play in helping to safeguard adults at risk within the life of Central Church:

- If the behaviour of an adult at risk gives any cause for concern
- If an allegation is made in any context about an adult being harmed or at risk of being harmed
- If the behaviour of any individual towards an adult who might be at risk causes concern.

| WHAT TO DO   | WHAT NOT TO DO   |
|--|--|
| <ul style="list-style-type: none"> <li>• Listen</li> <li>• Report concerns immediately to the Safeguarding Team. You should not delay reporting in order to get more information.</li> <li>• Offer the individual privacy but remember their, and your, safety.</li> <li>• Be aware of how to respond if an individual does disclose abuse.</li> <li>• Acknowledge what is being said and take notes as soon as possible after.</li> <li>• Try to be reassuring &amp; remain calm.</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Try to give them a timescale for when and how you / the Safeguarding Officer will contact them again.</li> <li>• Take action – don't ignore the situation.</li> <li>• Be supportive.</li> <li>• Tell them that: they were right to tell you; you are taking what they have said seriously; it was not their fault; that you will pass this information on to the appropriate people only</li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions that may arise.</li> <li>• When appropriate keep the adult as informed as possible regarding action taken by the Safeguarding Officer.</li> <li>• Talk and pray with the Safeguarding Officer later.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Do not promise confidentiality (see note below)</li> <li>▪ Do not show shock, alarm, disbelief or disapproval.</li> <li>▪ Do not minimise what is being said.</li> <li>▪ Do not ask probing or leading questions or push for more information.</li> <li>▪ Do not offer false reassurance.</li> <li>▪ Do not contact the alleged abuser.</li> <li>▪ Do not investigate the incident any further.</li> <li>▪ Never leave an adult at risk waiting to hear from someone without any idea of when or where that may be.</li> <li>▪ Do not pass on information to those who don't need to know, not even for prayer ministry.</li> </ul> |

## **Confidentiality**

The law around confidentiality is complex but if uncertain you should always speak to a Safeguarding Officer.

### Where an adult has capacity

An adult who has 'capacity' has the right to confidentiality. However, when acting on behalf of the Church, confidentiality refers to the relationship between the individual and the Church, not the individual and the member of staff / volunteer. As such, a member of staff or volunteer may share information with another individual within the Church such as the Safeguarding Officer (and this would not be breaching confidentiality), but only where it is necessary to do so. This information would not be shared out with the Church without the consent of the adult with capacity, except where it is deemed necessary in the public interest or where the information suggests that a child or an adult who lacks capacity is at risk.

### Where an adult may not have capacity

Where it is suspected that an adult lacks the capacity (and is therefore potentially an 'adult at risk', you should speak to a Safeguarding Officer. It will be their decision whether or not to maintain confidentiality, or whether the information needs to be passed on out with the Church.



A hand-written record must be made of the concern using the Incident/Accident/Near Miss/Safeguarding report form (Appendix 4.1) and the concern must be passed on to the Safeguarding team within 24 hours.

The written record should: be made as soon as possible after the event; be legible; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the adult at risk has said, using their own words where possible; include anything the worker has said to the individual; include any action taken; be signed and dated; be kept secure and confidential (available only to the Safeguarding Officer).

Individual to be made aware that Safeguarding Officer will be notified unless to do so would put them at increased risk

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The report will be reviewed by the Safeguarding Officer with any other relevant information. Before taking any other further action the Safeguarding Officer must contact the other Safeguarding Officers and share the information that is already available. Do not speak to the individual at this stage. Decisions will be made as to what action should follow (Appendix 4.2 and 4.3). If the other Safeguarding Officers are unavailable, or further guidance is necessary, the initial Safeguarding Officer might wish to contact thirtyone:eight's 24 hour telephone helpline, or could contact Social Services.

Any formal referral to the police or Social Services should be made within 24 hours of receiving the report.

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Thirtyone:eight should be made aware of any referrals to the statutory authorities.

Incident forms' second side should be filled in by the Safeguarding Officer and saved in the Safeguarding Dropbox and inputted in to the incident log.

Support should be offered to all parties affected by any safeguarding concerns (this could be Central Church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; Senior Pastor; members of the leadership team). However, no party should speak to an alleged perpetrator about the concern unless the Safeguarding Team have agreed this (it may be that due to a criminal investigation the alleged perpetrator is unaware of the allegation).

Where formal referrals are made, reports may need to be made to PVG Scotland.

### 2.2.2 RESPONDING TO CONCERNS

When there are concerns that an adult is being abused, the following process must be followed. More detailed information can be found in Appendix 4.3.

#### STAGE 1 – The Worker

A worker/church attendee has a concern about the welfare of an adult at risk, or the behaviour of an individual.

The person who has the concern has a duty to:

**RECOGNISE, RESPOND AND RECORD**



#### STAGE 2 – The Safeguarding Officer

The Safeguarding Officer receives the report of concern and then has a duty to:

**REVIEW AND REPORT**



#### STAGE 3 – The Next Steps

After the decision has been made as to what action should be taken, the Safeguarding Officer may have a duty to:

**SUPPORT AND REPORT**

**If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999**

### **2.2.3 MENTAL CAPACITY**

Within safeguarding, mental capacity refers to whether or not someone has the capacity or ability to make decisions about themselves and their safety and well-being. There is a fine balance between the individual's rights to autonomy and their need for protection. It is not your role to assess whether an adult has capacity; decisions about capacity should be made by professionals with the relevant background information to hand.

If there are any concerns about the capacity of an adult who might be at risk, always speak to the Safeguarding Officer who will refer to Edinburgh's adult social work services for advice.

### **2.2.4 WHAT IF THE ADULT DOESN'T WANT HELP?**

The mental capacity of the adult at risk is vital in deciding what should be done where there is suspected harm. All actions should be based on the assumption that the individual has the capacity and the right to make their own choices in relation to their personal safety and well-being. This includes upholding their right to follow a course of action which others may deem unwise or eccentric, including staying in a situation of abuse.

An adult may not want help or for information to be passed on. However, at times this may be necessary. Circumstances include:

- When the person lacks the mental capacity to make such a choice or where it is not known whether they do or not
- When there is a risk of harm to others
- In order to prevent a crime or where it is the public interest

The Safeguarding Officer team will make the decision as to whether or not this is necessary.

It is also important that the individual knows where to get appropriate help and support if they should change their mind.

### **2.2.5 SUPPORT TO THOSE AFFECTED BY ABUSE**

Once concerns, disclosures and suspicions of abuse have been addressed appropriately, Central Church continues to have a responsibility to offer support to all those who have been affected.

#### **Support of Adult at risk**

For the adult at risk, Social Services and other agencies may provide support and services. However, the Church will have a role to play in complementing this support. Central Church will seek to work in partnership with other agencies, clarifying with them how best the Church may be able to support the individual to ensure that consistent help and support is being offered.

## **Support of Families**

Central Church may similarly be able to offer pastoral and practical support to other family members who will be grappling with a variety of feelings as well.

## **Support of Workers**

The following guidelines for support will be put in place for the leaders:

- If an adult at risk discloses to a worker, this worker will receive support from the Safeguarding Officers.
- Should an adult at risk disclose to the Safeguarding Officers, then they will receive support from the other members of the Safeguarding Team, or through thirtyone:eight if required.

### **2.2.6 ALLEGATIONS AGAINST WORKERS**

If you see another worker acting in ways which concern you or might be misconstrued, speak to the Safeguarding Officer about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in Central Church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it. (If a leader knows without a doubt that a serious incident has occurred then they should contact social services immediately and discuss with them about arrangements to be made for the worker to leave the location immediately).
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the Safeguarding Officer, they can liaise with the relevant statutory authority
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, Central Church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the Safeguarding Officer and stored securely and confidentially on the incident log, where only those directly involved in safeguarding (Safeguarding Officer and Senior Pastor) can access them.
- 7) No information about the allegation will be shared with people in Central Church other than those directly involved in safeguarding, not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

It may be necessary, for the sake of the adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church Safeguarding Officer will be informed of the reasons for this happening.

### **Important notes:**

- Arrangements should be made for another worker (preferably a senior member) to sit with the individual – both ensuring that the individual does not have contact with the alleged victim, and to offer support during the interim period.
- A worker who does not agree to, or breaks this instruction must leave the location. (This is in no way an indication of the leader’s judgement as to the individual’s guilt or innocence, but is a measure that is required to protect the alleged victim and to avoid any influence or potential further injury being brought to bear).
- As a general principle, the leader must err on the side of providing a safe environment and decisions must be taken from this perspective.
- In these situations, whilst not judging or condemning the individual who is at the centre of the allegation, the leader must act as outlined above.
- If it is alleged that an act of gross indecency has occurred, the victim should be advised against washing, showering, or swimming as this may affect the gathering of evidence during any possible medical examination.
- The alleged victim must not be allowed to talk to the alleged perpetrator, even if he/she requests this.
- If you do not already know, you must ask: “have you told this to anyone else?” Action may have to be taken to avoid or halt speculation and speculative talk within the activity/group.

### **If concerns are expressed about the Senior Pastor**

Any safeguarding concerns involving a Senior Pastor should always be reported immediately to thirtyone:eight in addition to following Central Church’s usual procedures. Do not tell the Senior Pastor that a concern has been raised about them.

### **If concerns are expressed about a Central Church Safeguarding Officer**

Any safeguarding concerns involving the Safeguarding Officer should be raised with the Senior Pastor. Do not tell the Safeguarding Officer that a concern has been raised about them.

## 2.2.7 ABUSE OF TRUST

Relationships between adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the individual at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant friend.

## 2.2.8 PASTORAL CARE

Following an allegation / suspicion

When an allegation/suspicion arises in the church, a period of investigation may follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support those involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

### **Supporting those who have experienced abuse**

As a church, we are committed to caring for those who have experienced abuse and refer to the Baptist Union of Great Britain **Supporting Those who have Experienced Abuse** guide to ensure that we adhere to a model of best practice.

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The safeguarding officers have a list of relevant local information and contacts, ready for anyone who may need it.

## 2.3 – SAFER RECRUITMENT

As a church, we are committed to safe recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

- 1) We will develop a clear role profile, person specification and application form;
- 2) When advertising a role which involves working with adults at risk we will make it clear that any appointment is subject to a PVG check;
- 3) All applicants will be asked to complete an application form (Appendix 4.4) and include the names of two referees;
- 4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for;
- 5) Interviews (paid) or chats (unpaid) will be carried out by at least two people for paid and one person if unpaid, where possible including the line manager or group leader.
- 6) References (form in Appendix 4.5), a Self Disclosure Form (on application form), a PVG and an application (confirming they have read the safeguarding policy) check must be completed (Appendix 4.4) satisfactorily before the appointed person starts in their role.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

### **Additional checks for paid workers**

In addition to the above checks which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role.

### **References**

Formal written references will be requested, ideally in the form of at least one professional and one personal reference

### **Appointment and Supervision**

Central Church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed.

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

## **Training**

It is important that all workers understand our church's agreed safeguarding procedures and attend safeguarding training at least once every year. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Safeguarding policy and asked to complete the relevant sections. Additional specialist training will also be arranged where needed, for example, in First Aid.

## **Young leaders under 18 years of age**

Young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group. Parent/carer permission needs to be sought for young leaders just as you would for any other person if the leader is under 16 years of age.

## **Equal Opportunities Policy Statement**

With regard to adults at risk and the appointment of workers to be involved in related ministries, Central Church adopts the following equal opportunities policy:

- As an organisation using the Criminal Records Bureau PVG scheme in order to assess applicants' suitability for positions of trust, this Church undertakes to treat all applicants fairly.
- We welcome people to serve within the Church on the basis of the right mix of character talent, skills, potential and call of God.
- A criminal record will not necessarily be a bar to a person serving with adults at risk. This will depend on the nature of the position and the circumstance and background of the offence.

## **The Involvement of People from Abroad**

Should someone from abroad wish to be involved in any area of ministry, they will be required to go through the same application process as any potential new workers would be. Wherever possible, they will still be asked for a background check, although this might need to be whatever their country provides (e.g. FBI background check). Where there is uncertainty over, or unavailability of a background check, people from abroad can still become involved once the rest of the application process has been carried out (including references), but for the first 6 months they will not be allowed to have unsupervised contact with adults at risk and will be required to work alongside a fully checked worker.

## **Supervision and Support of Volunteer Workers**

It will be outlined within the worker job description, and leader commitment form, that each worker will be expected to attend a formal review once a year with a member of the ministry's leadership team. Each new member of the team will be paired with a more experienced member from their group or team to offer support and encouragement.



## **Supervision and Support of Paid Workers**

It will be outlined in the workers' job description how they will receive support and supervision. A paid worker will also be subject to a 3 and 6-month review during their probationary period (see Central Church Employment Handbook), and then a yearly review thereafter.

## **2.4 – SAFER BEHAVIOUR**

Central church has a code of behaviour for all those working with adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the individual.
- Listen well to everyone. Be careful not to assume you know what an individual is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with an individual and record it when necessary. For instance, if you need to stop a fight, First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to an individual, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject an individual.
- Keep a record of any significant incidents or concerns on an Accident/Incident/Near Miss/Safeguarding Form (see Appendix 4.1). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with adults at risk:

- Do not invade the privacy of adult at risk when they are using the toilet or showering
- The level of assistance with personal care (eg. toileting) must be appropriate and related to the needs of the person.
- Avoid sexually provocative games
- Only invite an adult at risk to your home or on trips if they are in groups and always make sure that another worker is present.
- Notify the Safeguarding Officer of any trips which take place in the name of Central Church.
- Do not give lifts to an adult at risk on your own. Ensure that if transporting others as part of your church role, you have the correct insurance cover in place as well as parental permission.
- No one should normally be left working alone with an adult at risk, but should instead work as part of a team.

If there are insufficient leaders for groups:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

If workers do find themselves on their own with an adults at risk, they should:

- Assess the risk of sending the adult at risk home.
- Phone another team member and let them know the situation.
- Train additional leaders as soon as possible.

If an adult at risk wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. The only adults allowed to support adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

## Section 3 - BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with.

### 3.1 WORKING WITH ADULTS AT RISK

#### 3.1.1 PLANNING AHEAD

These good practice guidelines are not about rules and regulations in order to prevent you from doing things. They are about working together to enable all people to get more out of their church and community life in safe and enjoyable ways.

It is not possible to guard against every eventuality or protect those adults at risk from every potential harm or abuse by cruel and abusive people. However, churches can do their best to provide a safe place for everyone, including adults at risk, by making sure that they follow good practice guidelines in every area of church life.

Throughout this section the term "church workers" refers to ministers, deacons, lay workers and volunteers –basically anyone who has a role working within the church, whether paid or unpaid.

#### 3.1.2 PREMISES

Church buildings should be as accessible as possible to all people, recognising the limitations that the age and design of some buildings may cause. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating should be addressed and where necessary aids and adaptations should be put in place.

Many of these points will have already been considered during health and safety checks that are carried out to meet legislative requirements.

#### 3.1.3 LANGUAGE

The language people use can often reflect their attitudes and opinions of others. In addition it should be considered that negative and uncaring attitudes can be a major barrier to accessing church life. This can include the language used within worship (for example referring to God as a father or lover can be difficult for some, and words like mankind and brotherhood exclude others) or the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves). Therefore every effort should be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility.

#### 3.1.4 WORSHIP

Depending on the needs of your congregation and community, you may want to hold services which specifically cater for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired. If doing so, it is important to include members of these groups in the planning and possibly the delivery of the service. Consider aspects such as the language used, the pace of the service and the physical layout of the room, remembering that the purpose of worshipping and meeting with God is no different from a 'normal' service.

In all worship services consideration should be given to the wide range of requirements within a congregation.

Some examples include:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- The use of inclusive language
- Using a variety of liturgy and resources to cater for different levels of education and understanding
- Using a microphone during times of open prayer so that all can hear

### **3.1.5 FINANCIAL INTEGRITY**

Clear and transparent systems should be put into place to prevent the possibility of financial irregularities occurring within the church context. Any allegations of financial discrepancies may be based on misunderstanding or confusion, therefore having clear processes in place will help to protect church workers as well as any adults at risk.

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Church workers should not seek personal financial gain from their position beyond their salary or recognised allowances or expenses.
- Church workers should not be influenced by offers of money.
- Any gifts received should be reported to the Elders, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated lay people.

Care should be taken not to canvas for church donations from those adults who may be at risk, or those who may be more vulnerable, such as the recently bereaved.

- Church workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the deacons. We strongly recommend that church workers (including ministers) should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.

There are several legal procedures which may be used to protect the financial and business affairs of adults at risk, such as Power of Attorney. Expert legal advice should be sought to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

### **3.1.6 PHOTOGRAPHS**

With mobile phones and tablets with cameras, it is very easy to take pictures and immediately upload them to the internet. Make sure that you have the person's permission to take a picture, and if you intend to upload it, make sure that they're happy for people to see it online. When taking group pictures, remember to get permission from everyone who will be photographed. Bear in mind that there may be many reasons why someone doesn't want their picture on public display, from simply not liking their photo being taken, to not wanting an abusive ex-partner to be able to identify their current location

### **3.1.7 ELECTRONIC COMMUNICATIONS – DIGITAL (ONLINE) SAFETY**

#### **Modern Technologies and Safe Communication**

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with adults at risk. It should also include the expectations of Central Church in relation to their use.

Do not leave your phone with someone else. Phones, tablets and laptops must be password protected.

Surnames or personal information is not to be shared on Central Church website or social media sites without written permission.

Personal email, postal address or phone numbers of workers or adult at risk must not be divulged (unless with permission to do so e.g. on a whatsapp group).

#### **Email**

Email should be limited to sharing generic information. If email is being used, workers will ensure that they are accountable by copying a Central Staff member into the email. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

#### **Mobile Phones**

Workers need to take care in using mobile phones to communicate:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the Safeguarding team.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Messages must be read over before sent to.
- Workers should not take photos of adults at risk unless permission is sought in advance and should not store such photos on personal phones.

### **Zoom/Video call**

This is a new area so workers need to be vigilant and report anything they are unsure about on the incident/accident/near miss form.

Workers should remember that all other guidelines apply to a video call where appropriate. If a worker is unsure they must speak to a member of the Safeguarding team.

- Workers need to ensure their back ground is appropriate.
- Workers should not take screenshots or recordings of adults at risk without permission given in advance.
- Workers are to ensure clothing is appropriate.

### **Social Media**

The protection of people at risk is as important online as it is offline. It is essential that workers' actions online do not allow the general public to gain access to lists of names or personal information.

It is likely that the people you are working with will look up online profiles of workers. Workers are under no obligation to accept adults at risk on to such sites, but if you do, please consider that you are representing Central Church through your content and online behaviour. Follow or friend requests may only be accepted, not sought after. While the guidelines below relate to specific social media platforms, please apply the same basic principles to ALL interactions online.

- Ideally, communication with adults at risk should be done through the church pages and groups.
- Workers must recognise that content posted online can never be taken back, so think twice before posting.
- Workers must not seek out adults at risk from Central Church to view their profile/homepage or to request friendship or orchestrate contact.

- Workers are not to tell adults at risk to find them on social media and request friendship. This may be interpreted as harassment.
- Private messaging is to be avoided where possible. Any communication on social media network must be public. Workers should ensure that all communications are transparent and open to scrutiny.
- Private messages from an adult at risk are not to be deleted.
- Workers are strongly advised to set personal information visible to friends only, and to make the default setting for visibility of posts to friends only.
- Profile, personal posts and posts that the worker is tagged in (including profile pictures) should reflect your position as a representative of Central Church.

### **3.1.8 RECORD KEEPING**

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be stored in a safe and secure manner. Please speak to the Safeguarding Officer if you have records that need to be stored for this purpose.

### **3.1.9 PASTORAL RELATIONSHIPS**

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role.

### 3.1.10 ROLES AND RESPONSIBILITIES

The below table explains the roles and responsibilities of different people within the church, who have responsibility for adult safeguarding.

| <b>Role</b>                                | <b>Responsibilities</b>   |
|--|---|
| <b>Safeguarding officers</b>               | The recognised persons for receiving disclosures or reports of disclosures of abuse.                                  |
|  | Liaising with other agencies where necessary.   |
|  | Keep the safeguarding policy relevant and up to date.   |
|  | Advocating and facilitating safe church practices.  |
|  | Reporting to the church meeting on safeguarding issues.   |
| <b>PVG Checker</b>                         | Making sure that all relevant persons working with adults at risk have an up to date PVG check in place at all times. |
| <b>Senior Pastor/<br/>Executive Pastor</b> | Supporting and assisting the safeguarding officers  |
| <b>Church Meeting</b>                      | Adopting the safeguarding policy and procedures annually.   |
| <b>Elders</b>                              | Responsible for safeguarding best practice within the church  |



## 3.2 WORKING WITH ALLEGED OR KNOWN OFFENDERS

If it becomes known that within your congregation there is an offender or someone against whom a serious allegation has been made, thirtyone:eight will be contacted by a Safeguarding Officer without delay.

There are several processes which will need to be followed, but each one is dealt with on a case by case basis.

### 3.2.1 THE PROCESSES

- A small group of people will be set up to work with the alleged or known offender. This should include the pastor, and will likely also include the Safeguarding Team. This group will liaise with the appropriate authorities where necessary.
- A risk assessment is carried out to determine the level of risk that the alleged or known offender poses.
- A formal agreement is written and then agreed by the alleged or known offender. This lays out the conditions under which they can attend church services and various other activities organised by the church.
- The formal agreement is reviewed at regular intervals (at least annually and when circumstances change) by all parties.
- A press statement is prepared and written in advance, where appropriate.

**It is important that no information about the alleged or known offender or the formal agreement is shared with anyone outside of the small group without the individual's knowledge, and that confidentiality is maintained.**

### 3.2.2 ALLEGED OR KNOWN OFFENDERS WHO ARE THEMSELVES ADULTS AT RISK

A formal agreement may be quite a daunting process for someone, particularly when they are an adult at risk themselves, yet having something in place is still necessary. Therefore an alternative may be to arrange a meeting with the individual in question. Here the member of staff leading the meeting can take the individual through the main elements of a formal agreement (for example, "Someone will sit with you when you are in church, to make sure that everything's okay") in a non-threatening and easy to understand way.

It is important that someone present is taking notes throughout the meeting, preferably not the person leading the meeting.

The individual would need to verbally agree to the requirements laid out in the meeting. Rather than signing a formal 'agreement', the individual would instead sign to say that they agree with

the minutes or meeting notes, and that they will stick to what has been agreed during the meeting.

This will result in the same outcome as a contract, but is a more informal and appropriate approach. The agreed requirements will need to be reviewed regularly to make sure the individual is complying, exactly as a formal agreement would be.

### **3.2.3 PASTORAL SUPPORT FOR ALLEGED OR KNOWN OFFENDERS**

Outside of the statutory authorities, the majority of offenders will have little or no support from their family or friends, and there may be no public sympathy for them because of the nature of what they have done. By offering much needed pastoral care and support, the church can play a significant role in the rehabilitation of the offender, and potentially help to minimise and even prevent further offending.

An important aspect of this care and support is the imposition of boundaries or a formal agreement (or equivalent). If the offender truly wants to participate in the life of the church, has an understanding of the extent and damage of their crimes, and is committed to a new life, then they will understand the necessity of the restrictions placed upon them.

Alleged offenders should also be able to access pastoral care and support and a formal agreement (or equivalent) needs to be put in place and reviewed once the outcome of the situation is known.

It is worth noting that the families of alleged or known offenders will also be affected by what has happened, and in particular how they are now perceived and treated by the wider community. The church has the opportunity to play a vital role in the care and support of families of alleged or known offenders.

## **3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises**

### **3.3.1 HEALTH AND SAFETY**

All activities for adults at risk will comply with the church's current health and safety policy and will be conducted in accordance with Guidelines for users of Central Baptist Church, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible, at all events involving food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for adult at risk groups will be properly maintained. A representative from the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

### **3.3.2 FIRE**

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire. Fire Drills must be carried out annually.

### **3.3.3 FIRST AID**

Our church has a number of trained First Aiders; leaders should ensure that there is a first aider on site for any additional events and who this first aider is.

We have first aid kits located in several places throughout the building. First aid kits can be found in the kitchen, in reception, in the auditorium and on the third floor. If first aid is required an Incident/Accident/Near miss/Safeguarding form must be filled out in full and given to a Safeguarding Officer. Central Venues team will ensure that the contents of the first aid kits are checked on a regular basis. If something is used from the first aid kit please inform venues team.

### **3.3.4 SUPERVISION OF GROUPS**

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

### **3.3.5 FOOD HYGIENE**

The individual of a group responsible for the preparation of food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

### **3.3.6 RISK ASSESSMENT**

Before undertaking any activity with adults at risk, the leader will ensure that a risk assessment is carried out. It is advisable to appoint someone specifically for this task.

### **3.2.7 INSURANCE**

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a Centre it is also important to establish that there is appropriate public liability insurance in place (Central Church's public & products liability: Injury to a member of the public or damage to their property – up to £5,000,000 with a suitable risk assessment in place).

### **3.3.8 TRANSPORT**

These guidelines apply to all drivers involved in the transportation of adults at risk on behalf of Central Church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through Central Church recruitment procedures for workers will transport adults at risk (within the PVG eligibility criteria).
- All drivers will have read Central Church 's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for a minimum of 12 months.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- A worker should never give a lift home alone to an adult at risk.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

### **3.3.9 OUTINGS AND OVERNIGHT EVENTS INVOLVING ADULTS AT RISK**

There are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

- A risk assessment must be carried out beforehand
- Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- Adults at risk should be included in the planning of trips and events
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event
- Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

### **Sleeping Arrangements**

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Where there is a request from an adult at risk identifying as LGBTQI for a place at a residential event we will seek conversation with them as early as possible in order to gain an understanding of their current needs/requests. This conversation will be carried out by a member of staff or senior team/Elders.

Accommodation arrangements:

- A risk assessment should be undertaken in respect of any adults at risk. Usual best practice guidelines should follow around any accommodation sharing being between adults of the same biological sex.
- Leaders of the event should immediately record and seek advice from a Safeguarding Officer if they encounter an unexpected situation at their event.

### **Personal Care**

It is not appropriate for church workers to perform personal care for adults at risk unless this is their usual task (ie if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

### **Activities**

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

### **Safety**

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site. General safety rules will be applied as appropriate and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

### **Consent and Medical Information**

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the safeguarding officer with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

### **Holding and Dispensing of Medication**

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication then consideration should be given as to

whether their usual carer could attend with them or whether they will not be able to attend the event.

### **3.3.10 HIRING OF CHURCH PREMISES**

The responsible adult for an activity held at Central Church must ensure all safeguarding is adhered to during any event within the premises. Venues staff to be up to date on safeguarding and receive regular training.

## **3.4 SAFER COMMUNITY**

### **3.4.1 BULLYING**

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children; often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the church:

- The church emphasizes the importance of valuing and respecting each other even in disagreements. Staff and volunteers should be aware of what bullying involves and seek to take action where they have concerns.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying. This should be done via speaking to the Safeguarding Team.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice should be sought from thirty one: eight.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

## **SECTION 4 – APPENDICES**

### **INDEX of APPENDICES**

- 4.1 Incident/Accident/Near Miss/Safeguarding Form
- 4.2 Flow Chart for Action
- 4.3 Detailed Guidance on Reporting Requirements
- 4.4 Application Form
- 4.5 Reference Form
- 4.6 Central Church Helper Application Form

**APPENDIX 4.1 – INDICENT/ACCIDENT/NEAR MISS/ SAFEGUARDING CONCERN FORM  
(SECTION 2.1.3)**



CENTRAL

**Incident / Accident / Near Miss / Safeguarding Concern**

(Please delete as appropriate)

|   |                                |
|---|--------------------------------|
| Your Name:  | Today's Date:                  |
| Your Role::   |                                |
| Contact information (you):<br>Address: <span style="float: right;">Postcode:</span><br>Telephone numbers: <span style="float: right;">Email address:</span>   |                                |
| Adult / Child's name:   | Adult / Child's Date of Birth: |
| Gender:<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female   |                                |
| Parent's / Carer's name(s):   |                                |
| Contact information (Adult or Parent/Carers):<br>Address: <span style="float: right;">Postcode:</span><br>Telephone numbers: <span style="float: right;">Email address:</span>  |                                |
| Have parent's / Carer's been notified of this incident?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>If YES please provide details of what was said/action agreed:                                   |                                |
| Are you reporting your own concerns or responding to concerns raised by someone else:<br><input type="checkbox"/> Responding to my own concerns<br><input type="checkbox"/> Responding to concerns raised by someone else |                                |
| If responding to concerns raised by someone else (if different from above):<br><br>Name:<br><br>Relationship to person involved:<br><br>Telephone numbers: <span style="float: right;">Email address:</span>              |                                |



|   |  |                   |  |
|---|--|-------------------|--|
| Date and times of incident:   |  |                   |  |
| Details of the incident or concerns – (Please avoid personal opinion):<br>Include all relevant information, such as what happened, were any injuries sustained, was any treatment given / Action taken (e.g. Called an ambulance) etc.  |  |                   |  |
| Adult / Child's account of the incident:  |  |                   |  |
| Please provide details of any witnesses to the incident:<br>Name:<br><br>Responsibility/Relationship to Adult / Child:<br><br>Date of birth (if child):<br><br>Address: <span style="float: right;">Postcode:</span><br>Telephone number: <span style="float: right;">Email address:</span> |  |                   |  |
| <b>Your Signature</b>   |  | <b>Print Name</b> |  |



CENTRAL

**Incident / Accident / Near Miss / Safeguarding Concern**

**FOR OFFICE USE ONLY**

Today's Date:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
- No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Have the Risk assessments and SOP's been reviewed and if necessary updated?

- Yes
- No

If YES: Title of Risk Assessment and what updates were made:

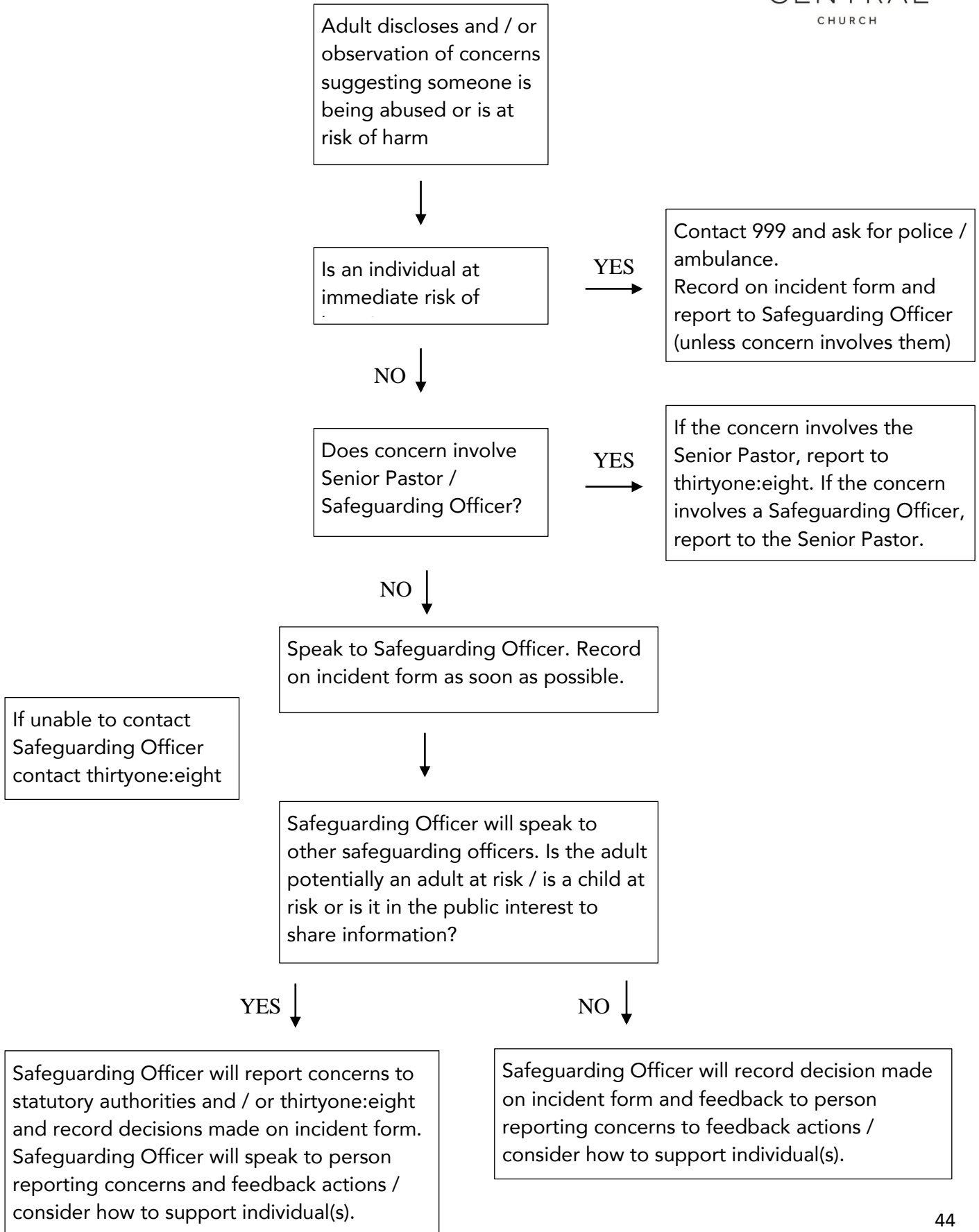
If YES Has this been communicated to the appropriate Team Leaders

- Yes
- No

|  |  |                    |  |
|--|--|--------------------|--|
| If YES Who was told on what date               |  |                    |  |
| Name:  |  | Date:              |  |
| Name:  |  | Date:              |  |
| Name:  |  | Date:              |  |
| Name:  |  | Date:              |  |
| Name:  |  | Date:              |  |
| Has this been inputted on to the Incident log? |  |                    |  |
| <input type="checkbox"/> Yes                   |  |                    |  |
| INCIDENT LOG ID:                               |  |                    |  |
| <b>Your Signature:</b>                         |  | <b>Print name:</b> |  |
| <b>Date:</b>                                   |  |                    |  |

(Please delete as appropriate)

**APPENDIX 4.2 – FLOW CHART FOR ACTION (SECTION 2.1.3)**



## **APPENDIX 4.3 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS (SECTION 2.1.3)**

### **Stage 1 – The Worker**

The duty of the person who receives information or who has a concern about the adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the Safeguarding Officer . If he/she is not contactable, or they are implicated in the situation, another member of Central Church Safeguarding Team should be contacted instead.

Concerns should be passed on to the Safeguarding Officer within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police or ambulance by calling 999. If such a report is made without reference to the Safeguarding Officer , they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after an adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to Central Church Safeguarding Team (including Senior Pastor), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of adult at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the Safeguarding Officer. It should be clear that the duty remains with the worker to record and pass on their concerns to the Safeguarding Officer.

If an issue concerns an adult at risk who does not give wish a worker to pass on the information to anyone else, the worker should explain that they will need to speak with the Safeguarding Officer,

who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the Safeguarding Officer.

## **Stage 2 – The Designated Person For Safeguarding (Safeguarding Officer )**

The duty of the Safeguarding Officer on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

### **The duty to REVIEW**

In reviewing the report that is received, the Safeguarding Officer:

- should take into account their level of experience and expertise in assessing risk to adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in Central Church where appropriate (including the Senior Pastor and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

### **The duty to REPORT**

The Safeguarding Officer will decide who the report should be referred on to, working in conjunction with Central Church Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that an adult at risk is being harmed or is at risk of harm, asking for appropriate continued observation.
- refer the concern to others who work with the adult at risk in question, asking for continued observation where appropriate.
- Inform carers under certain circumstances, where doing so would not present any further risk of harm.
- **Where an adult is suspected to be at risk of harm, and where the criteria may be met for that adult being an 'adult at risk', refer to Social Services or the police. Concerns may also be passed on without the consent of an adult who is not classed as an 'adult at risk' where:**
  - there is a risk of harm to others
  - in order to prevent a crime
- If an allegation is made against someone who works with adults, the allegation should be reported to the Safeguarding Team who may need to report this to thirtyone:eight. They should be alerted to all cases in which it is alleged that a person who works with adult has:

- behaved in a way that has harmed, or may have harmed, an adult
  - possibly committed a criminal offence against adults, or related to an adult
  - behaved towards an adult or adults in a way that indicates s/he is unsuitable to work with adults.
- If an allegation is made against someone who works with adults at risk\*, it should be reported to the police or Adult Social Services.

\*If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with thirtyone:eight.

Whenever a formal referral is made to the police or Social Services the Safeguarding Officer should report the referral to thirtyone:eight.

A record should be kept of all safeguarding incidents and should be considered in the annual review of Central Church’s safeguarding policy. All original reports should be retained safely and securely by the Safeguarding Officer and a written record should be made of the actions taken.

### **Stage 3 – The Next Steps**

Responsibilities to REPORT and SUPPORT in stage 3 of the process are shared by Central Church Safeguarding Team and the Senior Pastor.

#### **The duty to SUPPORT**

Once concerns, suspicions and disclosures of abuse have been addressed, Central Church continues to have a responsibility to offer support to all those who have been affected, including: Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Senior Pastor; Leadership Team.

#### **The duty to REPORT**

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to thirty:one eight and any other relevant governing bodies.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (PVG).

**APPENDIX 4.4 – APPLICATION FORM (SECTION 2.2)**



**Transformation Project**  
 Volunteer Application Form

*Please answer ALL questions or tick the appropriate answer.*

The information will be kept confidentially by Central and held in accordance with GDPR.

|  |                                    |
|--|------------------------------------|
| <b>Name:</b>   | <b>Title: Mr/Mrs/Miss/Ms/other</b> |
| <b>Home Tel. No:</b>   | <b>Email:</b>                      |
| <b>Mobile:</b>   |                                    |
| <b>Address:</b>  |                                    |
| <b>Postcode:</b>   |                                    |
| <b>Which area are you interested in volunteering with?</b><br>CAP [ ]    Soul Food [ ]    Clothesbank+ [ ]    Café Hub [ ]<br>Other..... |                                    |
| <b>Where did you hear about volunteering with Central?</b>   |                                    |



**In an emergency, who would you like us to contact?**

**Name:**

**Relationship:**

**Contact number:**

**Do you attend Central Church?     yes  no    If yes, for how long?**

**Describe any previous church or non-church voluntary work you have been involved with.**

**Please tell us about any work experience that you think may help you in volunteering with Central.**

**Any courses or training relevant to this volunteering work?**

**What hobbies and interests do you have?**

**Why do you want to volunteer for Central?**

**How much time would you like to give each week or month?**

*Do you take any regular medication, or have a physical illness (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, mental health problems) or disability, which may affect your ability to undertake this work?*

**Have you been charged with any criminal offence? Do you have any cases pending? Are there any unspent convictions or other relevant information that you would like to make us aware of?**

**YES/NO** (delete as appropriate)

**Are you listed on the list of individuals who are barred from undertaking regulated work by the Protection of Vulnerable Groups (Scotland) Act 2007, in relation to the role you have applied for?**

**YES/NO** (delete as appropriate)

If you have answered 'yes' to either of these questions, we will send a declaration form to be completed and returned in a separate envelope marked 'CONFIDENTIAL' to Andy Harding, Executive Pastor of Central Church.

*REFEREES*

Please name two people as referees who know you well and who would be able to give a personal reference and comment on your character. If you have experience working with vulnerable adults, at least one reference should be a leader in that organisation. If you attend Central Church, one reference can be a staff member or Elder.

Name: .....

Name: .....

Address: .....

Address: .....

.....

.....

Telephone: .....

Telephone: .....

Email address: .....

Email address: .....

Position: .....

Position: .....

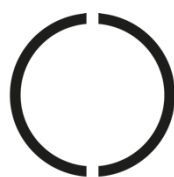
DECLARATION

I confirm that the information contained in this application is correct to the best of my knowledge. I, the undersigned, give my authorisation to Central to release any and all records or information relating to this work. Central may contact my referees and appropriate government agencies as deemed necessary in order to verify my suitability as working with adults who may be at risk. I understand that the personal information in this application will be held confidential by the Church staff and/or Church Leadership.

I am prepared to give myself wholeheartedly to this work as agreed with my team leader and will assist him/her during this work.

Signature ..... Date .....

**APPENDIX 4.5 – REFERENCE REQUEST FORM (SECTION 2.2)**



CENTRAL

**Transformation Project**

Reference request form

**NAME:** \_\_\_\_\_ has applied to be a volunteer with Central’s Transformation project.  
They have volunteered to be part of:

CAP [ ]    Soul Food    [ ]    Clothesbank+ [ ]    Café Hub [ ]

Please provide information that you consider helpful for us to know regarding this volunteer's ability and heart to care.

1. What is your relationship with the volunteer? Please tick the appropriate box below.

RELATIVE     FRIEND     EMPLOYER     OTHER

2. How long have you known the volunteer?

3. What do you consider are the skills that this person has to equip them in carrying out this role?

4. Are you aware of any previous/ similar experience and observations of how the applicant responded in this kind of caring role?

5. Volunteers will sometimes be asked to respond to the needs of clients from very different backgrounds and living environments to their own. In what way do you consider the applicant has strengths in this area?

6. Any other relevant information?

*Thank you for your help with this, please know that all information given will be handled with the strictest confidence.*

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please answer ALL questions and tick relevant boxes.  
The information will be kept confidentially by Central Church  
and is restricted to Central Church Safeguarding Team.

**APPENDIX 4.6 – CENTRAL CHURCH HELPER APPLICATION FORM (SECTION 2.2)**



We are so thankful that you are applying to be a helper. We pray that you grow in your faith as a helper. This role requires you to assist the leader of the group with tasks, activities and practical help.

**GENERAL INFORMATION**

1. NAME: .....
2. DATE OF BIRTH: .....

3. ADDRESS: ..... POSTCODE: .....
4. TEL NO: (mob preferred if possible) .....
5. EMAIL .....
6. EMERGENCY CONTACT DETAILS: .....

#### EMPLOYMENT

7. WORK STATUS:     not in employment     part-time     full-time     student
8. OCCUPATION/COURSE: .....

#### CONNECTION WITHIN CENTRAL CHURCH

9. How long have you attended Central Church? .....
11. Are you an All In member?     yes     no
12. Are you a part of a Community?     yes     no
- 12.1 If so, which one? .....

#### GETTING A SNAP-SHOT OF YOU...

13. Write a brief testimony about how you became a Christian/ your faith journey.
14. How have you grown in your faith in the last year? What has God been teaching you?
15. What do you love doing? Do you have any other gifts or training?
16. Describe any previous church or non-church service/ministry you have been involved with.

17. Why do you want to undertake this work?

#### HEALTH

18. Do you take regular medication, or have a physical illness (e.g. asthma, epilepsy, allergies, mental health problems, etc.) or disability, which may affect your ability to do this work?

#### DISCLOSURE

19. Have you been charged with any criminal offence? Do you have any cases pending? Are there any unspent convictions or other relevant information that you would like to make us aware of?

YES/NO (delete as appropriate)

20. Are you listed on the list of individuals who are barred from undertaking regulated work by the Protection of Vulnerable Groups (Scotland) Act 2007, in relation to the role you have applied for?

YES/NO (delete as appropriate)

It is an offence for a barred individual to seek, apply or undertake work from which they are barred.

If you have answered 'yes' to either of these questions, we will send a declaration form to be completed and returned in a separate envelope marked 'CONFIDENTIAL' to The Safeguarding Coordinators.

Working with children/young people within Central Church means that the role falls under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 as amended and that information which is deemed to be spent elsewhere may not be spent in relation to this application.

Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015. Candidates are not required to disclose spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a disclosure issued by Disclosure Scotland.

This post will require you to complete an Application to join PVG Scheme form relating to criminal offences under the provisions of the Rehabilitation of Offenders Act 1974.



## REFEREES

Please name two people as referees who know you well and can reference your character - at least one should be able to comment on your faith journey and at least one should know you in the context of working with adults (if you have previous experience). Referee cannot be a relative. Please ask your referees permission before writing their details here.

21. Name: .....

Address: .....

Telephone: .....

Email address: .....

Position: .....

22. Name: .....

Address: .....

Telephone: .....

Email address: .....

Position: .....

## DECLARATION

I confirm that the information contained in this application is correct to the best of my knowledge. I, the undersigned, give my authorisation to Central Church to release any and all records or information relating to working with vulnerable adults. Central Church may contact my referees and appropriate government agencies as deemed necessary in order to verify my suitability as a volunteer. I understand that the personal information in this application will be held confidential by the Church staff and/or Church Leadership.

STATEMENT OF FAITH & BELIEF: I declare my personal faith in Jesus Christ as my Lord and Saviour. I believe the Bible to be fully trustworthy and my highest authority for faith and life.

I am prepared to give myself wholeheartedly to this work, as agreed with my team leader.

23. Signature: ..... Date: .....