

Gateway

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Meeting at:

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KEEPING OUR CHURCH SAFE AND SECURE (Safeguarding Policy)

Registered Charity No: 1144050

KEEPING OUR CHURCH SAFE AND SECURE CONTENTS PAGE

	PAGE
INTRODUCTION	2
A. POLICY STATEMENT	2
1. Policy Statement	2
2. Definitions Of Roles	3
B. CHOOSING THE RIGHT STAFF	5
C. MANAGING THE STAFF	6
1. Role Definition	6
2. Accountability	6
D. EFFECTIVE TRAINING	7
E. PRACTICE AND PROCEDURE	7
1. Categories Of Abuse	7
2. Working Practice	8
3. Action To Be Taken When A Child Or Young Person Alleges Abuse	9
4. Action Plan Following An Allegation Of Abuse	10
5. How To Respond To Concerns Of Possible Abuse	11
F. CARING FOR THOSE EFFECTED BY ABUSE	12
1. Pastoral Care For The Victim/Survivor & His/Her Family	12
2. Pastoral Care For The Alleged Perpetrator	13
3. Pastoral Care Of Known Abusers	13
4. Pastoral Care For Employed Workers	14
G. IMPLEMENTATION POLICY	15
1. Trustees	15
2. Leadership Team	15
3. Core Team	15
 APPENDICES	
A. Position Statement On Abuse & Family Violence	17
B. Application Form For Employees/Volunteers	18-19
C. Disclosure Of Criminal Background	20
D. Declaration Of Criminal Convictions	21
E. Permission To Apply For CRB	22
F. Request For Reference	23
G. Reference Form	24
H. Job Guidelines	25
I. Definitions of Abuse	26-28
J. Accident and Incident Report Form	29-30
K. Workers Action Sheet	31
L. Receives Report of Abuse From Child	32
M. Concerns About a Childs Welfare	33
N. Agreement Form For Known Abusers	34
O. Local Information Telephone Numbers	35

KEEPING OUR CHURCH SAFE AND SECURE (Safeguarding Policy)

Introduction

Gateway Church places great importance upon family life.

It affirms the dignity and worth of each human being and decries all forms of physical, sexual and emotional abuse and family violence. The church recognises the global extent of this problem and the serious, long-term effects upon the lives of all involved. It therefore believes that Gateway must respond to abuse and family violence both within the church and in the community. It believes that to remain indifferent and unresponsive is to condone, perpetuate, and potentially extend such behaviour.

Gateway also recognises its duty and responsibilities to both its employees and volunteers who work with children and young people, to provide an environment which seeks to eliminate the risk of child abuse.

'Keeping Our Church Safe and Secure' sets out Gateway's guidelines relating to child abuse and the procedures to be followed in order to reduce, to the minimum, the risk of abuse to any child and young person it has contact with through its paid and voluntary workers. The church wishes to reassure the wider community that it will take all reasonable steps to safeguard the welfare of children with whom it works.

A. POLICY STATEMENT

1. POLICY STATEMENT

- (a) Gateway wishes to affirm the dignity and worth of each human being and therefore will not condone neglect, bullying or any form of physical, sexual, emotional and spiritual abuse of any individual whether in the church or in the community.
- (b) Gateway has a responsibility to protect all children who are involved in any of its programmes.
- (c) Gateway will report to the appropriate agency all allegations of abuse disclosed by a child or young person and will co-operate fully with other professional agencies to identify the perpetrators and to protect the child(ren) and young persons.

- (d) *Gateway* will help persons in need to identify and access the range of professional services which exists in the community to help families where child safeguarding is a primary issue. It will assist families in grief over relationships that cannot be restored. It will address the spiritual questions confronting abused persons, seeking to understand the origins of their abuse and family violence.
- (e) When changed attitudes and behaviour open possibilities for forgiveness and new beginnings *Gateway* will provide a ministry of reconciliation, but intervention by appropriate agencies must occur to hold the perpetrator accountable for his or her actions and safeguard children.
- (f) *Gateway* will undertake to follow principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for people in a position of trust to engage in any behaviour which might allow any form of abuse to take place while a relationship of trust continues.
- (g) This policy covers children and young people under the age of 18.
- (h) This policy may be used as guiding principles for responding to concerns about vulnerable adults. (See Appendix A)

2. DEFINITIONS OF ROLES

CHILD/YOUNG PERSON

The term 'child' or 'young person' will be used interchangeably throughout this document. It relates to any person under the age of 18 with whom *Gateway* has contact through any of its activities.

'SHINE' LEADER

Throughout this document reference will be made to 'Shine' Leader. A 'Shine' Leader is responsible for the activities of children/young people within *Gateway*.

SAFEGUARDING CO-ORDINATOR

Throughout this document reference will be made to 'Safeguarding Co-ordinator'. A 'Safeguarding Co-ordinator' is responsible for:

1. Ensuring CRB checks are processed.
2. Communication with outside agencies and in the event of a safeguarding incident within the church.
3. Receiving all information relating to a child safeguarding incident. Receiving all information relating to an accident involving children whilst involved with any activity at Gateway. All information received must be appropriately recorded, the record must be witnessed by another adult and the record kept by the Gateway Church Secretary.
4. Keeping the Pastor of Gateway informed of all situations relating to child safeguarding issues as the situation arises.

DEPUTY SAFEGUARDING CO-ORDINATOR

Throughout this document reference will be made to 'Deputy Safeguarding Co-ordinator'. A 'Deputy Safeguarding Co-ordinator' is responsible for:

1. Ensuring all the roles of the 'Safeguarding Co-ordinator' are carried out if the post holder is absent.
2. Supporting the 'Safeguarding Co-ordinator in the tasks which need to be undertaken in the event of a safeguarding incident.

INDEPENDENT SUPPORT FOR CHILDREN AND YOUNG PEOPLE

Gateway must let children and young people know of their right to talk with an Independent Person or Service and that independent support is available for them. To this end Gateway must ensure that it displays a large poster with child friendly wording advertising the name and telephone number of a recognised independent national organisation that children and young people can contact. E.g. Childline, Kidscape, NSPCC. This information should also be included from time to time in church bulletins and newsletters where available.

COMMUNICATION SPOKESPERSON

The Safeguarding Co-ordinator will be the communication spokesperson appointed by Gateway to supply information as required to the public concerning incidents of child abuse, whether actual or alleged. It is essential that such a person has full and accurate knowledge of the situation but is sensitive to the confidentiality to which people are entitled. If there is only one spokesperson, confusion can be avoided and the information supplied will be kept within the legal limits when court proceedings are envisaged.

Specific people (e.g. victims, survivors, parents, and the accused) have a right to information. It may be that a local district, a school or church organisation must be informed, and such a task will be provided by an individual identified by Gateway. The individual providing information to those personally involved should be distinct from the Safeguarding Co-ordinator spokesperson and their Deputy.

B. CHOOSING THE RIGHT STAFF

To minimise the risk of abuse to a child/young person the Gateway should adopt a careful selection process. The screening procedure for employees/volunteers working with children/young people should include the following elements:

- a) All Employees/volunteers shall be required to complete an Application Form. (see Appendix B)
- b) Be required to complete a Self Declaration Form (see Appendix C & D).
- c) Be required to apply for an enhanced Disclosure certificate from the Criminal Records Bureau Disclosure (see Appendix E).
- d) Three references from people who know the applicant personally are required when applying for positions working with children and young people. (See Appendix F & G)
- e) All employees/volunteers will receive a contract and a copy will be kept by the Gateway Church Secretary.
- f) Where employees/volunteers are subsequently found to have had a history of sexual abuse and or violence and have failed to disclose the same they shall be immediately removed from their appointment.

C. MANAGING THE STAFF

1. ROLE DEFINITION

Confusion over roles, responsibilities and accountability is the ideal framework within which child abuse can occur and be perpetuated. Therefore, the church must ensure:

- (a) That everyone who works with children/young people has a clear understanding of their role, responsibilities and to whom they are accountable. This will be provided through the contract for 'Children's Worker'. A copy is to be held by worker and copy to be retained by the Gateway Church Secretary.
- (b) That job descriptions defines the boundaries for physical contact with minors.
(See Appendix H)

2. ACCOUNTABILITY

There is need for good lines of accountability to keep children safe.

- (a) The leader of any children's activity provided by Gateway church must meet with their team of workers/committee on a regular basis (at least once a quarter) to:
 - (i) Review and plan the work for their particular activity area.
 - (ii) Give opportunity for team members to raise any concern regarding any child or young person and highlight any observations. However the reporting of any concerns should not be delayed until this meeting.
 - (iii) Keep minutes of each meeting. Where situations of concern regarding a child are being discussed the minute should be detailed with a clear decision regarding future action. Copies of the minutes must be shared with the Pastor of Gateway and the Safeguarding Co-ordinator.
- (b) See section E. 4. for the necessary actions to be implemented when a child/young person is considered to be at risk.

D. EFFECTIVE TRAINING

A written policy and guidelines, however good they are, will not always provide children with the Safeguarding they may need. However, careful consideration should be given to the training of staff in the following areas:

- Planning the work of the Department to prevent abuse.
- Using supervision to prevent abuse.
- What to do when a child begins to talk of abuse or is found to have been abused.
- Teaching children to be appropriately aware of how to remain safe.

Training is important. No appointee should be expected to implement a policy or guidelines without being equipped with the necessary skills and knowledge.

E. PRACTICE AND PROCEDURE

Gateway is not an investigative agency and therefore employees/volunteers must understand their role when working in a child/young person-centred programme of *Gateway*.

Under no circumstances should any person attempt to carry out an investigation into any allegation a child may make regarding their safety. These should be reported to the Children's Services Department or the Police, All allegations of sexual assault should be reported immediately to the Police.

1. CATEGORIES OF ABUSE

There are 4 categories of abuse: Physical, Sexual, Emotional, and Neglect. The church is also concerned with bullying and spiritual abuse.

For more detailed descriptions ([see Appendix I](#)) which also includes possible indicators of abuse.

2. WORKING PRACTICE

Good working practice should:

- (a) Arrange, as far as possible, that no adult is left alone with a child or young person without the activity being observed by others. This may mean that doors will have to be left open or that small groups work simultaneously in the same room.
- (b) In a one-to-one situation with a child or young person, where privacy and confidentiality are important, make sure that another adult knows the interview is taking place and with whom. If possible, another adult should be in the building, and the young person should know they are there.
- (c) Ensure that there are always at least two adults working with a group, especially when it is the only activity taking place on the premises. Consideration must be given to matching the gender of the workers with that of the group. The two-adult provision applies in changing areas and toilets, even if only one or two children are present.
- (d) Never do anything of a personal nature for children that they can do for themselves. Be mindful of how and where one touches minors.
- (e) Arrange when transporting children or young people by car or minibus to have more than one passenger in the vehicle. Require leaders/workers to keep others informed if they have to drive a minor home on his/her own.
- (f) Provide an adequate number/ratio of adults to supervise children/young people events, especially where overnight activities are involved. For further guidance see the OFSTED Guidelines or its equivalent.
- (g) In the event of any injury to a child, accidental or otherwise, ensure that it is recorded on an Accident Form and that the record is witnessed by another adult. (See Appendix J)

3. ACTION TO BE TAKEN WHEN A CHILD OR YOUNG PERSON ALLEGES ABUSE

- (a) Accept what the child or young person tells you. Remain calm and if you are in a face-to-face situation with the child or young person show the child that he/she has your undivided attention and that you are interested in them.
- (b) Let them know that you will need to tell someone else. Do not promise them confidentiality.
- (c) Even when the child or young person has broken a rule do not blame them.
- (d) Remember that the child or young person might have been threatened.
- (e) Remember you are not conducting an investigation. Never push for more information. Allow the child or young person to proceed at their speed.
- (f) Reassure the child or young person that they were right to tell you and that you take what they have said seriously.
- (g) Tell the child or young person what you are going to do next and what is going to happen.
- (h) Write down as soon as possible exactly what was said, including the date and time of your meeting or conversation with the child/young person. In addition you will need to record the dates and times of any events or incidents told to you by the child/young person and keep your records safe because you might want to refer to them at a later date. (See Appendix K)
- (i) Consideration should be given as to whether it is considered safe for a child to return to a potentially abusive situation. On occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home. (See Appendix L)

4. ACTION PLAN FOLLOWING AN ALLEGATION OF ABUSE

Always remember that the welfare of the child must be your paramount concern and you should take the following steps:

- (a) Do not delay.
- (b) Contact the 'Safeguarding Co-ordinator. If that person is not available contact the Deputy Safeguarding Co-ordinator and or Gateway Pastor who will help you in contacting the appropriate authority.
- (c) If the information concludes that the child is at risk the person receiving the allegation must contact the statutory services responsible for child safeguarding in the area:
 - Children's Services Department
 - Or in the case of sexual abuse the Police and the Children's Services Department
- (d) Do not inform or have any conversation with the alleged perpetrator regarding the conversation with the child or young person, nor with the parents/guardians if this would put the child at risk.
- (e) Following referral to the statutory authorities the Gateway minister should be informed of the action without breaching the confidentiality of the declaration made by the child or young person on a 'need to know' basis in keeping with the Data Protection Act 1984 and 1998 and the Human Rights Act 1999.
- (f) The Children's Services Department has, along with the police, the legal responsibility to investigate where children or young people are seen to be at risk of significant harm. Everyone should be aware that in every Local Authority Area, there are procedures for investigating such cases.
- (g) Included in the process will be a Case Conference convened by the Children's Services Department. The individual reporting the matter could be asked to attend, either to give information or to support the child, parent or family. Before attending the case conference it is important to clarify in what capacity one has been invited and how one wants to be seen by the family, i.e. as an employee/volunteer worker of Gateway giving information which could very well be used later in any proceedings or as a supporter to the child, parent or family.

5. HOW TO RESPOND TO CONCERNS OF POSSIBLE ABUSE

- (a) When an individual or individuals have concerns regarding a child as a result of things seen by themselves or heard from others they should discuss these concerns with the Safeguarding Co-ordinator and or the Pastor. (See Appendix M)
- (b) A rapid preliminary evaluation and clarification of the situation must be undertaken with circumspection by the Safeguarding Co-ordinator and or the Pastor. If this evaluation supports the concerns these must be passed on to the appropriate statutory agencies by the person conducting the evaluation.
- (c) In the interim a plan of action must be put in place to protect children and young people. This may involve removing the accused person from office, suspending them from duties, or placing employees on leave of absence pending the outcome of the investigation by the statutory agencies. The Safeguarding Co-ordinator must inform the Local Authority Designated Officer of such action. The LA Designated Officer can be contacted on 01226 772400
- (d) Even where criminal charges are not made, there remains an obligation on Gateway to review the pastoral consequences and action plan of such a situation. A person known to be a danger to children or young people should not continue to have access to them through holding a position in Gateway.
- (e) When Gateway is made aware of rumours, gossip or allegations concerning any person related to Gateway the accused person should not be approached at this stage by anyone with a view to discussing the allegation. This is to safeguard the child(ren)'s interests and the unimpeded course of any official processes.

F. CARING FOR THOSE AFFECTED BY ABUSE

1. PASTORAL CARE FOR THE VICTIM/SURVIVOR AND HIS/HER FAMILY

The abuse of a child/young person is traumatic for both the minor and the minor's immediate and extended family especially where the perpetrator is a parent or another family member. It is traumatic for the child because not only is the child the victim/survivor but the child could be legally removed from the family for reasons of continuing safety. For the family there is the trauma of coming to the realisation that a member has the capacity to inflict pain and suffering on a child. For the Gateway family the trauma is coming to terms with the fact that a member of Gateway has the capacity to abuse a child.

Children are also abused by adults or children who are not family members, but who are known by the child and often the child's family. The abuse inflicted by these perpetrators is very often sexual abuse and again is traumatic for both the victim and the family.

Causes of child abuse can be many and varied. Whatever has happened to a child within the family, the basic needs of the child and family remain and they should continue to receive support from the Gateway family.

Pastoral care for victim/survivor and his/her family will include retaining contact, prayer support, helping the individual find legal advice, accompanying them to court hearings.

Gateway should ensure that:

- It does not become involved with possible inter-family disputes but should always focus on the needs of the child or young person.
- It works hard to maintain those links that the child has with the church so that the child's life within the church remains as normal as possible.

2. PASTORAL CARE FOR THE ALLEGED PERPETRATOR

During the difficult period of investigation following an allegation of sexual or other forms of child abuse, Gateway should arrange, if the perpetrator is a member of Gateway, appropriate support, without compromising the victim/survivor, their family or the church.

- (a) Pastoral care for alleged perpetrators will involve retaining contact, prayer support, helping the individual find legal advice, accompanying to court hearings.
- (b) The same person would not be able to provide support to meet the conflicting needs of the various parties, i.e. victim/survivor, victim's family, alleged perpetrator. Gateway may find it helpful if one person is responsible for dealing with the authorities, while another offers support to the victim and his/her family, and yet another gives pastoral care to the alleged perpetrator.
- (c) Pastoral care for an alleged perpetrator must not be given at the expense of the victim, the victim's family, or justice. The victim/survivor should not sense that Gateway is in collusion or taking the alleged perpetrator's side.

3. PASTORAL CARE OF KNOWN ABUSERS

An adult who is on supervision for sexual or other child related offences will be receiving a high level of intensive supervision from a Probation Officer. The offender could have restrictions placed upon them in terms of where they live and work. Many Sexual Offenders are required, on their release from custody, to register their names and address at their local police station. The Police with the Probation Service will co-ordinate any public protection strategy.

Sexual offences are often addictive. The perpetrator may well be tempted to re-offend; to fantasise about abusing; to gain access to children and young people by befriending their parents. Therefore Gateway must continue to take protective action.

The individual who has a previous record of offences relating to minors and who enters Gateway presents a delicate situation for the Pastor and the members. Gateway has a responsibility to extend love and fellowship to the individual while at the same time safeguarding the children and youth in its midst.

The Pastor and Leadership Team of Gateway should:

- Talk to the Police or the offender's Probation Officer who should know the person and be able to advise on management.
- Meet with the offender and the Leadership Team and lay out the boundaries that the offender will be expected to keep. Get the offender to sign an agreement form. While this sounds formal it helps in dealing with the manipulative ways of the sex offender. (See Appendix N)
- Inform key people, that the offender is attending and that the individual should have no contact with children or young people. Offenders must never be on their own with children or young people.

Inform the offender that a failure to keep to these conditions, may lead to him/her being barred from attending the church, and in such circumstances the church leadership may must inform the statutory agencies (probation and social services) and any other relevant organisations.

4. PASTORAL CARE FOR EMPLOYED WORKERS

Working with children, young people and adults in the aftermath of an incident of child abuse will be extremely stressful. As the main burden of this work will inevitably fall upon the shoulders of a small group of people, they should be provided with a counsellor while they are working in this specialised area. They should not feel guilty in accepting the services of a counsellor, but should see it as a necessary support for them to remain objective while working in a highly emotional and stressful situation.

G. IMPLEMENTATION OF POLICY

1. TRUSTEES

The trustees are legally responsible for ensuring that the 'Keeping Our Church Safe and Secure' safeguarding policy is implemented with respect to all personnel appointed by them to undertake programmes involving children and young people.

All the trustees will have training on the policy.

2. LEADERSHIP TEAM

The Leadership Team will appoint a safeguarding co-ordinator and Deputy. These people will be responsible to the Leadership Team with regards to all safeguarding matters, as stated in the policy. The Leadership Team is responsible for ensuring training is given for safeguarding.

The Leadership Team will also appoint the 'Shine' Co-ordinator whose responsibilities are included in this policy.

All members of the Leadership Team will undertake training on the policy.

The Leadership Team is responsible for ensuring adequate training is given to all employees/volunteers who work with children/young people at *Gateway*.

3. CORE TEAM

All member of the Core Team of *Gateway* will be briefed on 'Keeping Our Church Safe and Secure' Safeguarding Policy. They will be informed to speak to the Safeguarding Co-ordinator or Deputy with any concerns they may have in relation to any child and young person within *Gateway*.

We the Trustees of Gateway agree to implement the Gateway 'Keeping Our Church Safe and Secure' Safeguarding Policy.

Signed:

X

Mark Reasbeck

X

Neil Morris

X

Janet Crownshaw

X

Date

Gateway

POSITION STATEMENT ON ABUSE AND FAMILY VIOLENCE

Gateway affirm the dignity and worth of each human being and decry all forms of physical, sexual and emotional abuse and family violence.

Gateway recognise the global extent of this problem and the serious, long-term effects upon the lives of all involved. Gateway believe that Christians must respond to abuse and family violence both within the church and in the community. Gateway take seriously reports of abuse and violence and we believe that to remain indifferent and unresponsive is to condone, perpetuate, and potentially extend such behaviour.

Gateway accept our responsibility to co-operate with other professional services, to listen and care for those suffering from abuse and family violence, to highlight the injustices, and to speak out in defence of victims. Gateway will help persons in need to identify and access the range of available professional services.

When changed attitudes and behaviour open possibilities for forgiveness and new beginnings, we will provide a ministry of reconciliation. Gateway will assist families in grief over relationships that cannot be restored. We will address the spiritual questions confronting abused persons, seeking to understand the origins of abuse and family violence and developing better ways of preventing the recurring cycle.

<h1>Gateway</h1>	
CONFIDENTIAL	
APPLICATION FORM FOR EMPLOYEES/VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE	
Full Name:	
Maiden or former name:	
Home Address:	
Date of Birth:	
Telephone Number:	Evening:
Email:	
Please give details of previous experience of looking after or working with children and/or young people.	
Why do you want to work with children?	
Continue on a separate sheet if required.	

Reference: Please give the name, address, telephone number, position or relationship of 2 people who knows you well.

Qualifications:

Have you already received any child protection training? Yes No

If YES

Please give details of any relevant qualifications or training and present the original certificate to the Safeguarding Co-ordinator

If NO

Are you prepared to undertake appropriate training? Yes No

Please note that if you decline to undertake training if necessary the church may refuse your application or withdraw your authority to work with children and young people.

Are you willing to apply to the Criminal Records Bureau for a disclosure? Yes No

If YES please complete Appendix H and obtain the CRB disclosure form and information details from the Safeguarding Co-ordinator

Also please complete a Declaration of Criminal Conviction form Appendix C.

I confirm that there is nothing that should bar me from working with children and young people.

Signed:

Date:

When completed this form must be held in confidence and should be retained by the Safeguarding Co-ordinator.

Retention period up to 3 months.

**SAFEGUARDING OF CHILDREN/YOUNG PEOPLE****DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN****NOTICE TO EMPLOYEES, POTENTIAL EMPLOYEES AND VOLUNTEERS**

Your employment, potential employment, or voluntary work for which you are being considered involves substantial opportunity for unsupervised access to children and is exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under that Act. The information you give will be treated in confidence and will only be taken into account in relation to appointments where the exemption applies.

The Organisation is also entitled, under arrangements introduced for the protection of children, to check with the Police for the existence and content of any criminal record of any employee, potential employee or volunteer. Information received from the Police will be kept in strict confidence and will be destroyed immediately or within three months after the selection process is completed. If there is concern about the information received then a decision will have to be made as to whether the recruitment process continues or is terminated. Any decision must be recorded and kept. If the recruitment process is terminated then all relevant papers must be destroyed.

The disclosure of a criminal record will not debar you from employment or volunteer work unless the organisation considers that the conviction renders you unsuitable for this position. In making this decision, consideration will be given to the nature of the offence, how long ago it was committed, what age you were at that time and any other factors that may be relevant.

Any employment or voluntary work will be made subject to the condition that this check does not reveal any conviction that would render the applicant unsuitable to work with children.

Please complete the enclosed form listing all previous convictions, bind-overs, and cautions (if none write NONE). Spent convictions must also be listed pursuant to the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Failure to declare a conviction may disqualify you from employment or voluntary work, or result in summary dismissal if the discrepancy comes to light.

I confirm that I have received, read and understood the above notice.

Signature: _____

Date: _____

A DEFINITION OF SEXUAL/PHYSICAL MISCONDUCT TOWARD MINORS

Sexual abuse of children consists of activities which expose children to sexual stimulation inappropriate to their age, psychological development, and role in the family. Such abuse may begin with apparently innocent physical or verbal expressions of inappropriate familiarity and progress to inappropriate touching, caressing, indecent exposure, sexual fondling and intercourse.

Complete in Block Capitals please

<p style="color: green; font-size: 1.5em; margin: 0;">Gateway</p> <p style="margin: 0;">DECLARATION OF CRIMINAL CONVICTIONS</p> <p style="margin: 0;">(Private and Confidential)</p>	
Surname:	First Name:
Title (Mr/Mrs/Ms/Dr) etc.	Date of Birth:
Have you been known by any other name?	Previous Name:
Address:	
Post Code:	
Telephone No: Day	Evening:
If resident at the above address for less than 2 years please give previous address	
Address:	
Post Code:	
Please state your Church Office or Job Title: _____	
Church: _____	
Have you been convicted of any offence? You must include offences which are "Spent" under the provisions of The Rehabilitation of Offenders Act 1974	
YES/NO	
If 'YES', please give details, continuing on a separate piece of paper if necessary	
Signed:	Date:

This document to be returned to the Safeguarding Co-ordinator and retained securely by the Church Secretary

**PERMISSION TO APPLY FOR CRIMINAL RECORDS BUREAU DISCLOSURE****NOTICE TO EMPLOYEES, POTENTIAL EMPLOYEES AND VOLUNTEERS**

Your employment, potential employment, or voluntary work for which you are being considered involves substantial opportunity for unsupervised access to children and is exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under that Act. The information you give will be treated in confidence and will only be taken into account in relation to appointments where the exemption applies.

The Organisation is also entitled, under arrangements introduced for the protection of children, to check with the Police for the existence and content of any criminal record of any employee, ~~potential~~ employee or volunteer. Information received from the Police will be kept in strict confidence and will be destroyed immediately after the selection process is completed.

The disclosure of a criminal record will not debar you from employment or volunteer work unless the organisation considers that the conviction renders you unsuitable for this position. In making this decision, consideration will be given to the nature of the offence, how long ago it was committed, what age you were at that time and any other factors that may be relevant.

Any employment or voluntary work will be made subject to the condition that this check does not ~~reveal~~ any conviction that would render the applicant unsuitable to work with children.

Please sign below to give your consent to a disclosure being sought from the Criminal Records Bureau and then obtain the application information from the Safeguarding Co-ordinator

Failure to grant consent may disqualify you from employment or voluntary work.

I confirm that I have received, read and understood the above notice.

Signature: _____ **Date:** ____/____/____

A DEFINITION OF SEXUAL/PHYSICAL MISCONDUCT TOWARD MINORS

Sexual abuse of children consists of activities which expose children to sexual stimulation inappropriate to their age, psychological development, and role in the family. Such abuse may begin with apparently innocent physical or verbal expressions of inappropriate familiarity and progress to inappropriate touching, caressing, indecent exposure, sexual fondling and intercourse.

**REQUEST FOR REFERENCE****(Paid/Volunteer Worker with Children and Young People)**

Name of Worker: _____

Dear

The above-named person has applied to be a worker with the children and young people for Gateway Church Barnsley.

As I am sure you are aware, before we can accept anyone to work with children and young people, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent".

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact
(Name) _____

(Telephone number) _____.

May I take this opportunity for thanking you for your help in this matter.

Yours sincerely,

Gateway

Reference Form

(Paid and Volunteer Helpers with Children and Young People)

PRIVATE & CONFIDENTIAL

Reference for: _____

Position: _____

Your name: _____

Occupation: _____

How long have you known this person? _____

In what capacity? _____

COMMENTS ON SUITABILITY OF WORKER. (Please attach)

(In considering whether the person is fit to work with children and young people please consider the following alongside the job application: Previous experience of looking after or working with young children or young people; Ability to provide warm and consistent care; Commitment to treat all children and young people as individuals and with equal concern. The position for which this person is being considered gives substantial access to children and young people. To your knowledge, is there any reason why this person should not be entrusted with care of children and young people? If so, please provide details).

Signed: _____ Date: _/ _/ _

****This Appendix Should Only Be Used when the Pre-Prepared Templates Are Not Suitable**

<h1>Gateway</h1>		
JOB GUIDELINES FOR EMPLOYEES/VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE		
Name of Employee/Volunteer:		
Name of Group:	Age range:	to
Person to whom responsible:		
Work to be undertaken:		
Signed: (Safeguarding Co-ordinator or Pastor)		Date:
To be completed by the Employee/Volunteer:		
I understand the nature of the work I am to do with the children/young people who attend this church programme. I have read 'Keeping Our Church Safe and Secure' and I understand that it is my duty to protect the children/young people with whom I come into contact. I know what action to take if abuse is disclosed or discovered.		
Signed:		Date:
Note: These guidelines should be reviewed annually. If the job changes substantially a new form should be completed. Copies should be retained by the Individual and the Safeguarding Co-ordinator.		

Gateway

DEFINITIONS OF ABUSE

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, 'Working Together to Safeguard Children (2010)' are as follows:

Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or more rarely, by a stranger.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in, the production of pornographic materials, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic or physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised and multiple abuse occurs both as part of a network, or abuse across a family or community, and within institutions such as residential homes or schools.

When working in a faith setting there is a need to be aware of how spirituality can be used to justify abusive behaviour.

Spiritual Abuse

Spiritual abuse is using God's word or His name to justify human behaviour that is sexual, emotional or physical abuse or neglect. Spiritual abuse is most destructive because it gives children a distorted image of God.

(A child may suffer more than one category of abuse).

POSSIBLE SIGNS OF ABUSE

Physical: unexplained injuries and bruising, or injuries which have not received medical attention. Hidden injuries, bruising which is only discovered when clothes come off. Signs of neglect.

Sexual: allegations made by the child or young person. Pre-occupation with sexual matters. Being sexually explicit in words, play or drawing. Reported sleep disturbances with fears and phobias. Being sexually provocative with adults.

Emotional abuse: nervousness, sudden under-achievement, regression in behaviour. Inappropriate relations with adults/peers, attention seeking, running away/stealing/lying, looking uncared-for.

Neglect: looking ill-cared for and unhappy, being withdrawn or aggressive. Having lingering health problems or injuries.

It should be remembered that many symptoms of distress can point to abuse but there may be other explanations. It is important that the above signs are not taken as absolute indicators that abuse has taken place. They should cause employees/volunteers to stop and think rather than jumping to conclusions. Therefore, it is always important to discuss any concerns with the appropriate Responsible Person or committee.

Gateway

Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident: _____

Names, addresses and ages of those involved in the incident

Where did this incident take place? _____

Name of place of worship/organisation: _____

Name of the group: _____

Who is normally responsible for group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment?

YES NO NONE INVOLVED (Please tick)

If yes, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform? _____

Have they been informed? YES NO (Please tick)

If so, when and by whom? _____

Signature of person in charge of group at time of accident/incident

Signed: _____ Print Name: _____

Date: ____/____/____

Form seen by: _____

(state role eg. Church Minister, Head of Organisation/Health & Safety Officer)

Signed: _____ Print Name: _____

Date: ____/____/____



RESPONDING TO ABUSE – WORKERS ACTION SHEET

CONFIDENTIAL

Name of church/Group _____

Name of Child/Young Person _____

Address

Date of Birth ____/____/____

Name of Person Reporting Incident _____

Date and Time Alleged Incident Occurred ____/____/____ Time _____

Sequence of Events/Actual Words Used/Observations

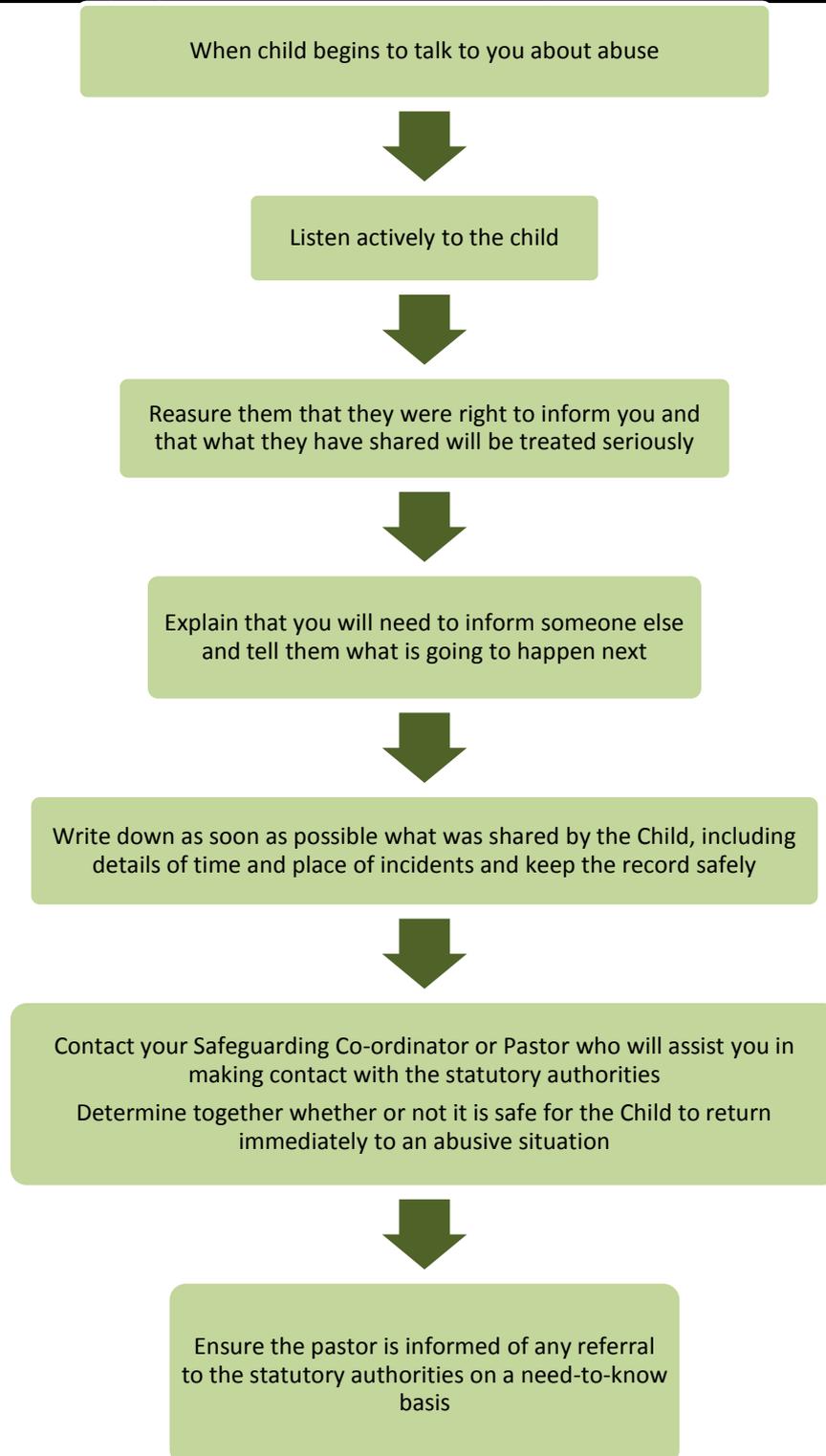
Action Taken (including person(s) contacted)

Date and Time of Written Report ____/____/____ Time _____

Notes:

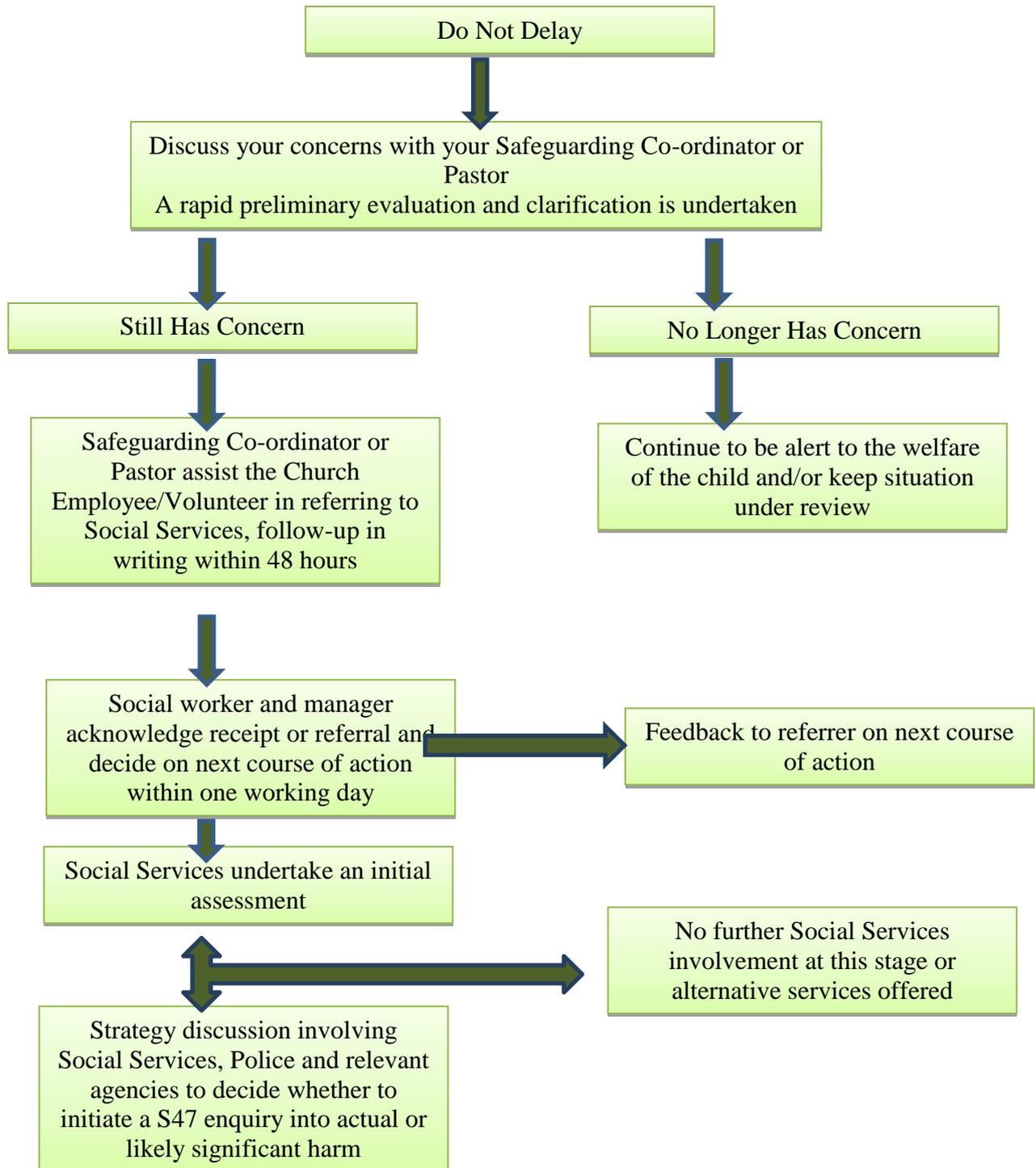
Gateway

Church Employee/Volunteer Receives Report of Abuse from Child



Gateway

Church Employee/Volunteer has Concerns About a Child's Welfare



AGREEMENT Between

Gateway Church and

1. I will never allow myself to be in a situation where I am alone with children or young people.
2. I will attend meetings and house-groups as directed by the church leadership.
3. I will sit where directed in the church and will not place myself in the vicinity of children and young people.
4. I will not enter certain parts of the building designated by the leadership, nor any areas where children's activities are taking place.
5. I will decline invitations of hospitality where there are children in the home.
6. I accept that and will sit with me during church activities, and accompany me when I need to use other facilities. They will know that I am an Offender requiring supervision.
7. I accept that there are certain people who will need to be told of my circumstances in order for them to protect the children and young people they care for.
8. I accept that contact will need to be made with my probation officer, who will meet with the church leaders as and when necessary.
9. I accept that Pastor will provide me with pastoral care.
10. I understand that if I do not keep to these conditions, then I may be barred from attending the church, and in such circumstances the leadership will inform the statutory agencies (probation and social services) and any other relevant organisation.

Signed: _____ Date: _____

Witnessed by: _____ Date: _____

Witnessed by: _____ Date: _____

Copies should be retained by the individual, the Safeguarding Co-ordinator and the Church Secretary

Retention period: Period of Church Attendance/Membership.

Gateway

LOCAL INFORMATION

Police: (Child Protection Team)

Barnsley Police 0114 220 2020

Social Services (Duty Officer)

Barnsley Children's Services (Office Hours) 01226 770770

Barnsley Children's Services (Emergency Team) 08449841800

Local Authority Designated Officer 01226 772400