



SAFEGUARDING POLICY AND PROCEDURE OF HOPE CHURCH

Hope Church (Charity Number: 1126718)
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Website: <https://www.hopechurchuk.org/>; **Member** of Evangelical Alliance
Member of Thirtyone:Eight Advisory Service (Hotline no: 03030031111)
Insurance with Ansvar Insurance Company Ltd. (Policy number 2135861)

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SECTION 1 – COMMITMENT STATEMENT

The Eldership and Leadership Teams of Hope Church and all those affiliated with it, including all Hope Church congregations, undertake to protect and safeguard children under 18 years and those who are above 18 years who have care and support needs at risk of harm, injury or death from any form of abuse or neglect and to respond to concerns appropriately and quickly.¹ The Eldership and Leadership of Hope Church recognise the need to provide a safe and caring environment for everyone without distinction of differences and therefore must take all precautions to prevent abuse and neglect of children and adults in need of care which may occur as a consequence of action or inaction of someone who is older, in a position of power, position of responsibility, trust, authority that results in harm (or risk of harm), injury or death.

In addition to Sunday morning worship meetings, Hope Church undertakes several activities and projects where there is direct and indirect contact with children and adults with support needs e.g. Sunday Children's work, Baby and Toddler groups, café, Pop-In clubs for over-50s and youth groups, Food hub, socials and camps.

This Policy and Procedures is based relevant UK legislation and Good Practice², including Safe and Secure Safeguarding Standards published by Thirtyone:Eight formally known as CCPAS),³ which include:

- Have a clear Safeguarding Policy and Procedure that is applicable to all persons
- Ensure Safer Recruitment, Management and Regular Supervision
- Ensure Safeguarding Awareness and Training is provided and attendance is mandatory
- Communicate Effectively and in an age-appropriate, sensitive way for greater accountability
- Provide pastoral care and manage those who pose a risk
- Engage with specialised service and partnership working with local authority

¹ For definitions of abuse and neglect see **Appendix 1**

² The Care Act, 2014; Governmental Guidance Working Together to Safeguard Children, 2015

³ <http://files.ccpas.co.uk/documents/key%20facts.pdf>

In compliance with the Thirtyone:Eight Standards above, the Eldership and Leadership Teams of Hope Church undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international UN Conventions⁴ where appropriate;
- provide on-going safeguarding training for all its staff, volunteers and associates e.g. paid or unpaid workers, volunteers and visitors
- regularly reflect on learning from the application of this Policy and revise procedures where appropriate to keep everyone safe;
- support the Safeguarding Coordinator(s) in their work and in any action, they may need to take in order to protect children and vulnerable adults from the risk of harm

This policy applies to all representatives of Hope Church at all times in whatever capacity. "Hope Representatives" include those who are Charity Directors, Elders, Leaders, paid or unpaid; providing services as a one-off; part-time or full-time or visiting the church from other churches. They can be based in the UK or anywhere else in the world.

⁴ UN Convention on the Rights of the Child, 1989 and Optional Protocols <https://www.unicef.org/crc/>

SECTION 2: Prevention

2.1 Safer recruitment and Working Practices

Hope Church will ensure all their representatives will be identified, selected, recruited or appointed in accordance with the provisions below. Procedures will include:

- A clear written job description for the post.
- Applicants have completed a self-declaration form.
- Short-listed candidates have been interviewed on their knowledge and experience, including their understanding of safeguarding children and adults in need of care.
- References have been obtained, and followed-up on.
- Where applicable qualifications have been verified with original certificates.
- Identification checks have been undertaken with original documents
- Proof of address has been verified.
- A Disclosure and Barring Security Check (or equivalent for foreign nationals) has been obtained and is clear.
- The applicant has read and understood their obligations under this Policy and signed the Code of Conduct.

Once the candidate is in post, they:

- should be closely monitored and supervised, particularly when in contact with children or adults in need of care.
- should have termly 1:1 supervision sessions, where safeguarding concerns should be part of the agenda.
- should successfully complete a 6-month probationary period, depending on the level of responsibility prior to being confirmed in post.

2.2 Code of Conduct

All Hope Representatives must abide by the Code of Conduct and this document should be signed prior to undertaking any role or activity on behalf of Hope Church.⁵

2.3 Risk Assessment

Prior to undertaking any activity with children or adults in need of care or support, a risk assessment must be undertaken by the person(s) leading the

⁵ The Code of Conduct is annexed here as **Annexure 2** and must be signed by all Hope Representatives

activity. All risks identified should be mitigated by proper and informed action.⁶ All parents and carers will be required to sign their Informed Consent for medical treatment, contacting children and adults in care and taking and publishing photographs.⁷

2.4 Training and Communication

Hope Church is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect children and adults in need of care. All Hope Representatives will receive a mandatory induction in this Policy and their responsibility under it as well as undergo Safeguarding Training. Hope Church will also ensure that everyone that they have contact with is provided with age-appropriate information on how to report concerns as well as where to get help and advice.

⁶ The Risk Assessment Template is annexed as **Annexure 3**

⁷ Informed Consent Form in **Annexure 4**

SECTION 3: RAISING CONCERNS AND RESPONDING APPROPRIATELY

All safeguarding concerns will be raised within 24 hours of the concern arising with:

- The named Lead Safeguarding Co-ordinator or a delegated Safeguarding Co-ordinator at a church congregation or at an event who will manage the concern at first instance and within 24 hours of the concern arising
- In the absence of the Lead Safeguarding Co-ordinator or delegated Safeguarding Co-ordinator or, if the suspicions in any way involve them, then the report should be made directly to THIRTYONE:EIGHT or the local authority
- All concerns should be recorded on the Incident Reporting Form⁸

3.1 Confidentiality

The Lead Safeguarding Co-ordinator will not divulge details of concerns with others unless it's on a need to know basis depending on the circumstances and/or nature of the concern. Concerns may be informed to the Local Authority Designated Officer (LADO) if allegations have been made about a person who has a role with under 18's or the Insurance Company. Otherwise concerns must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

The role of the safeguarding co-ordinator or delegate is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.⁹

Hope Church as a registered church would also be responsible to report serious matters to the Charities Commission without divulging confidential details. Disclosures may also be required to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults in need of care, particularly where the nature of concern results in the Hope Representative has been asked to leave or they have left voluntarily.

⁸ See **Annexure 5** for the Incident Reporting Form

⁹ See **Annexure 6** for Managing Safeguarding Concerns

3.2 Investigation

Under no circumstances should anyone carry out their own investigation into an allegation or suspicion of abuse.

The Care Act, 2014 places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision.

SECTION 4: Pastoral Care

4.1 Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse and neglect who have contact with or are part of the Church.

4.2 Working with offenders

When someone attending the place of worship / organisation is known to have abused children or is known to be a risk to adults in need of care, the Leadership will supervise the individual concerned and set clear boundaries for that person which they will be expected to keep with consequences if they are not kept.

SECTION 5: Working in Partnership

Hope Church will make clear, its safeguarding expectations, with those it partners with, whether in the UK or elsewhere, and include these expectations in any partnership agreement. Any organisation using Hope Church premises should also adhere to this Policy unless they have a Safeguarding Policy that adheres to similar safeguarding standards. Hope Church is committed to promoting safeguarding via all communication channels, including from the pulpit.

Signed by Leadership Team:

Signed & Date  ALISON ALDRIDGE
SAFEGUARDING CO-ORDINATOR

Signed & Date  JOY WEADICK
DEPUTY SAFEGUARDING CO-ORDINATOR

Signed & Date  MATTHEW BULPITT
DIRECTOR

Signed & Date  TONY HALL
TEAM LEADER

Signed & Date  GARY CARVOSSO
ORPINGTON CONGREGATION

Signed & Date  KENNEDY MARK
DOWNHAM CONGREGATION

Signed & Date  MIKE GARFORTH
CHISLEHURST CONGREGATION

Signed & Date  COLIN POTTER
WEST WICKHAM CONGREGATION

Signed & Date  PETE HEATH
BROMLEY COMMON CONGREGATION

Signed and Date  BRUCE ANDERSON
BROMLEY NORTH CONGREGATION

Appendix 1: Definitions of Abuse and Neglect of Children and Adults in Need of Care and Support

Abuse and neglect of children under 18 and adults in need of care of all forms of action or inaction resulting in harm (or risk of harm), injury or death of children by an older child or adult in a position of responsibility, trust, authority or power.

Here are some different forms of abuse and neglect of children and adults in need:

1. **PHYSICAL ABUSE** results in actual or potential physical harm from an interaction or lack of interaction. There may be single or repeated incidents. Examples include smacking, hitting, shaking, poisoning, burning, misuse of medication, inappropriate physical sanctions, drowning or suffocating or deliberately making a child/adult in need ill.
2. **SEXUAL ABUSE or VIOLENCE** is the involvement of a child or adult in need of care in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child/adult in need is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society. The activity is intended to gratify the needs of the perpetrator. It includes rape, indecent exposure, being touched in a way s/he doesn't like; being forced to look at sexual pictures or videos; being forced to watch someone do something sexual; being forced to make sexually explicit pictures or videos and have them shared through technology; made to do something sexual to someone that may feel uncomfortable or wrong. Perpetrators may sexually groom children/adults in care by enlisting the trust of carers to enable them to have easy access to them.
3. **EMOTIONAL ABUSE** includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child/adult in need of care can develop a stable and full range of emotional and social competencies. Acts of emotional abuse may include restriction of movement, patterns of belittling, denigrating, scapegoating, threatening, scaring, discriminating, ridiculing, or other non-physical forms of hostile or rejecting treatment.
4. **EXPLOITATION** (including the crime of Modern Slavery) includes using children/adult in need of care to work or other activities for the benefit of others where the perpetrator profits monetarily, socially, politically or other as

there is an exchange of gifts, cash or in kind. This includes, but is not limited to, child labour, forced recruitment into armed groups, prostitution, trafficking and pornography. These activities will risk the physical or mental health, education (e.g. depriving them from schooling or combining school with long hours at work), moral or social-emotional development of the child or adult in need of care

5. Neglect or Negligent Treatment is the persistent inattention or omission on the part of the caregiver to provide for the development of the child or adult in need of care in all spheres such as health, education, emotional development, nutrition, shelter and safe living conditions. This includes the failure to properly protect them from harm as much as is feasible.

6. Traditional Harmful Practices are practices based on cultural beliefs and values that have harmful consequences to children or adult in need of care e.g. witchcraft, early or forced marriage, female genital mutilation, honour-based killing.

7. Spiritual Abuse occurs when using text from spiritual books or quoting scripture as an excuse to perpetrate abuse and violence or instilling fear in children/adult in need of care

8. Financial or Material Abuse may include theft, fraud internet scamming, coercion in relation to an adult's financial affairs or arrangement, including in connection with wills, property, inheritance or financial transactions or the issue of misappropriation of property, possession or benefits.

9. Discriminatory Abuse may include forms of harassment, slurs or similar treatment, because of race, gender, and gender identity, age, disability, sexual orientation or religion.

10. Organisational Abuse may include neglect and poor care practice within an institution or specific care settings such as a hospital or care home for examples or in relation to care provided in one's own home This may range from one-off incidents to ongoing ill-treatment, it can be through neglect or poor professional practice as a result of the structure, policies, processes and practises within an organisation.

11. Domestic Abuse (including Coercion and Control) is defined as any incident or pattern or incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have ben

intimate partners or family members regardless of gender or sexuality This can encompass but is not limited to psychological, physical, sexual, financial or emotional abuse.

a. Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

b. Coercive behaviour is an act or pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim.

12. Radicalisation is a process by which through control and coercion support terrorism and extremist ideology. It may manifest itself from indoctrination from fundamentalist teaching.

13. Psychological abuse may include emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

APPENDIX 2: CODE OF CONDUCT

We are committed to supporting all workers and volunteers and ensuring they receive training and supervision. This code of conduct is designed primarily to protect children and adults in need of care, however it also serves to protect volunteers and workers from false accusations.

As part of Hope Church Safeguarding Policy and Procedures, it is a mandatory requirement that all staff (paid or unpaid), volunteers, ambassadors, consultants, visitors, third party contractors, trustees or associates (referred to as "staff and associates") agree to abide by the Safeguarding Policy at all times and specifically work in accordance with this Code of Conduct.

Any form of unacceptable behaviour which may breach this Code of Conduct, must be reported to the Safeguarding Co-ordinator so that an appropriate investigation can be instigated and actions taken. In all circumstances, the child's/adult in need of care's best interests will be of paramount consideration when decisions are taken.

This Code will:

- Make clear what behaviour and conduct is required of all staff and associates to keep children and adults in need of care safe.
- Support staff and associates in meeting their obligations.
- Clarify what is and is not acceptable behaviour by staff and associates.

All staff and associates of Hope Church must:

- Adhere to this Safeguarding Policy and Procedures at all times.
- Report any incidents or concerns that cause them to believe that a child or adult in need of care is, or is likely to be, risk of harm within 24 hours.
- Disclose any criminal record, caution, reprimand or warning or other relevant information on the self-disclosure form whether received prior to or during the course of their work or association for Hope Church. This requirement is in addition to any other published requirement for disclosure as part of their work or association.

- Inform line managers and the Lead Safeguarding Co-ordinator of any changes in their own circumstances from when they were first involved with Hope Church, which may impact on their ability to comply with the Safeguarding Policy and this Code, such as an investigation by another agency into safeguarding allegations in their own family.
- Treat all children and adults in need with dignity and respect and never discriminate against or favour them because of their age, gender, status, class, caste, nationality, ethnic or social origin, faith, visual appearance, language ability, sexual orientation or any factor the distinguishing them from others.
- Balance the need to respect societal norms of the communities that you are working with but not collude with or fail to report abusive cultural practices.
- Work in partnership with colleagues and other agencies to promote and safeguard the welfare of children and adults in need in everything that we do.
- Ensure that there are at least 2 adults present during activities with children and adults in need, or that they are at least within sight or hearing of others - unless the reason for this has been firmly established and agreed with the lead safeguarding co-ordinator. Ensure the following ratios are adhered to. Age 0-2: 1 adult to 3 children, Age 2-3: 1 adult to 4 children, Age 4-8: 1 adult to 6 children, Age 9-12: 1 adult to 8 children, Age 13-18: 1 adult to 10 children.
- Develop and keep clear personal boundaries and rules when conducting activities that involve children or adults in need to keep yourself and them safe for example only hold a child's hand when they initiate it. Always be sensitive to the needs of others and their likes/dislikes.
- Ensure that all Hope staff and associates have received appropriate supervision and support to ensure children and adults in need are safe at all times. Be accountable to other members of the team. Strive to ensure that practice is above reproach.
- Ensure that confidential information concerning children, adults in need, families and communities is not shared inappropriately on social media, or

with others, except through formal Hope Church reporting processes with full informed consent.

- Seek advice from Lead Safeguarding Co-ordinator or those are delegated when faced with situations where they do not know what to do. In the absence of a safeguarding co-ordinator seek advice from THIRTYONE:EIGHT.
- Undertake a risk assessment prior to carrying out any project involving children or adult in need of care. Plan ways of mitigating risks when organising activities and programmes.
- Be aware that children/adults in need of care that we come in contact with may have witnessed or suffered trauma and therefore ensure that any activity undertaken considers their physical, emotional and cognitive state that they are in including ensuring games, teaching or any other activities are age-appropriate.
- Be aware and recognise the power balance between adults and children and exercise your authority in an accountable and transparent way.
- Provide a safe and conducive environment for activities.
- Ensure effective supervision so that children and adults in need of care are not left alone.
- Wear appropriate identification at all times when having direct contact with children and adults in need.

Hope Church Representatives should not:

- Use their status or position to intimidate, bully, threaten, discriminate against, embarrass, shame, humiliate, coerce or undermine children and adults in need of care.
- Encourage or assist children and adults in need of care to break the law in any way.
- Carry out their duties, visit or volunteer with children/adults in need of care whilst under the influence of alcohol, solvents or drugs.

- Smoke in front of the children or adults in need of care during activities.
- Engage in, or attempt to engage in sexual or inappropriate relationships with children or adults in need of care for whatever reason, including the use of suggestive conversations, comments, texting, instant messaging or emails, or via social media sites.
- Possess or distribute indecent images of children or adults in need of care; this will always be reported to the police or law enforcement regardless of the explanation provided.
- Do not take photos/videos of children or adults in need of care without informed consent being sought.
- Use their status or position to form inappropriate relationships with any child/adult in need of care either face-to-face or online, which are of a sexual or exploitative nature, or which may become so.
- Undertake mentoring of a child or adult in need of care without working under the supervision of a leader or safeguarding co-ordinator.
- Meet for any form of mentoring with a child or adult in need of care in any place where you will be alone with them.
- Communicate with children or adults in need of care via social media, emails, or phone unless it is as an agreed part of the work and leaders are both informed and able to monitor activity.
- Use any sort of physical chastisement/punishment or implements to beat or hit a child/adults in need of care as a form of discipline, or withholding food, water or other necessities of care.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Engage in activities either in the work environment or home life or online that is harmful to children and adults in need of care or damage the name or reputation of Hope Church.
- Take any bribes or rewards in order to cover up or ignore suspicious activity involving children/adults in care.

- Condone or subject the child/adults in need of care to any other kind of humiliating, degrading, suggestive or abusive behaviour.
- Neglect a child/adult in need of care or leave a child unsupervised that may put the them at risk of harm or injury.
- Spend time alone with a child or adult in need of care, away from others, behind closed doors or in a secluded area.
- Invite a child or adult in need of care to your home unsupervised
- Visit them at their home unsupervised.
- Sleep in the same room, tent or bed as a child or adult in need of care.

You will conduct yourself in accordance with this Code of Conduct in all your work/volunteering/representation for Hope Church. Any breach of the Code of Conduct may result in disciplinary action or dismissal or the decision to cease using you as a volunteer or associate. Actions might also include reporting to their professional bodies and/or the police.

STATEMENT OF COMMITMENT

I have read and understood my responsibilities outlined in Hope Church Safeguarding Policy and Procedures including the Code of Conduct. I agree with the terms contained therein and accept the importance of complying with the provisions while working with or representing Hope Church in any way. I understand that the consequences for non-compliance could have serious repercussions.

If any of my personal circumstances change that might affect my ability to undertake my duties and create a possible risk to children or vulnerable adults, I undertake to inform the Lead Safeguarding Co-ordinator or delegated persons immediately and seek their guidance.

Name: _____

Job title/role/position: _____

Hope Congregation: _____

Address: _____

Signature: _____

Date: _____

Witnessed by (name): _____

Signature: _____

Relationship to the above: _____

APPENDIX 3: Safeguarding Risk Assessment Template

This form should be used as a generic risk assessment for all Hope Church projects, events, participation projects and in assessing the on-going risk when conducting an investigation following the report of a safeguarding concern.

It is crucial that this risk assessment is regular monitored and updated as more information comes to light or circumstances change.

Person/s at potential risk	Description of Risk factor	Risk significance Please rate either High (H) Medium (M) Low (L)	Mitigating strategy (what will help reduce the risk)	Actions/response or resource needed	Review Date

Form completed by:			Signed:
			Date:

Form approved by:

		<p>Signed:</p> <p>Date:</p>
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APPENDIX 4: CONSENT FORM FROM PARENTS/CARERS FOR CHILDREN UNDER THE AGE OF 18

FOR ONLY PARENTS AND CARERS WITH PARENTAL RESPONSIBILITY. PLEASE COMPLETE AND HAND IN TO ALISON ALDRIDGE OR A YOUTH OR CHILDREN'S TEAM LEADER. THIS FORM IS COMPLETED ANNUALLY

IF ANY OF THE CIRCUMSTANCES BELOW CHANGE, IT IS YOUR RESPONSIBILITY TO INFORM US. COMPLETING THIS FORM WILL GIVE YOUR CONSENT FOR YOUR CHILD'S INVOLVEMENT IN ALL TRIPS, ACTIVITIES AND MEETINGS ORGANISED AS PART OF THE YOUTH WORK OR CHILDREN'S OR YOUTH WORK AT HOPE CHURCH. SEPARATE CONSENT FORMS MAYBE SOUGHT FOR CERTAIN OUTINGS AND TRIPS, INCLUDING SWIMMING AND SOME OUTINGS LASTING LONGER THAN THE NORMAL MEETING TIMES, AND WILL BE USED IN CONJUNCTION WITH THIS ANNUAL CONSENT FORM (CONTAINING MEDICAL, TRANSPORTATION, COMMUNICATION AND ANY OTHER INFORMATION). SEPARATE PERMISSION WILL BE SOUGHT FOR RESIDENTIAL OR EXTENDED TRIPS (E.G. CARROTYWOOD/NEWDAY).

PLEASE COMPLETE BELOW (BLOCK CAPITALS):

GENERAL INFORMATION

NAME OF CHILD: _____

DATE OF BIRTH (DD/MM/YY): _____

SCHOOL ATTENDING: _____

SCHOOL YEAR: _____

NAME OF PARENT/ GUARDIAN WITH PARENTAL RESPONSIBILITY _____

ADDRESS: _____

POSTCODE: _____

PARENT OR GUARDIAN CONTACT NUMBER

HOME: _____

MOBILE: _____

PARENT OR GUARDIAN EMAIL ADDRESS:

MEDICAL INFORMATION

1) Does your child suffer from any medical conditions?

Yes _____ No _____

If yes, please give details below

2) Does your child take any regular medication?

Yes _____ No _____

If yes, please give details below:

3) Does your child have any known allergies?

Yes _____ No _____

If yes, please give details below

4) Has your child received ALL the vaccinations at school they should have?

Yes _____ No _____

If no, please give details below:

5) Any other information we should know? Please outline any specific dietary requirements, learning needs, or any other information you think we should know about your child.

PARENT / GUARDIAN CONTACT DETAILS IN CASE OF EMERGENCY:

PRIMARY EMERGENCY CONTACT:

NAME: _____

RELATIONSHIP TO CHILD: _____

EMERGENCY CONTACT NUMBER:

HOME: _____

MOBILE: _____

SECONDARY EMERGENCY CONTACT:

NAME: _____

RELATIONSHIP TO CHILD: _____

GP (FAMILY DOCTOR) DETAILS:

NAME: _____

SURGERY NAME: _____

SURGERY ADDRESS:

CONTACT NUMBER: _____

FIRST AID:

I agree to them receiving Paracetamol/Ibuprofen when administered by an adult:

Please mark: YES _____ NO _____

I agree to them receiving an antihistamine if suffering from an allergic reaction:

Please mark: YES _____ NO _____

I agree to them receiving cough syrup if necessary:

Please mark: YES _____ NO _____

I agree to them receiving wasp-eze if stung by an insect or nettles:

Please mark: YES _____ NO _____

I agree to them receiving diarrhoea relief tablets if required:

Please mark: YES _____ NO _____

PARENT/ GUARDIAN SIGN:

DATE: _____

MEDICAL DECLARATION:

As far as I am aware my child/young person is medically fit to take part in events organised by Hope Church and undertake the associated activities. I will agree to collect my child immediately should they become unwell and therefore unfit to take part in events organised by Hope Church and undertake the associated activities. In the unlikely event of an accident or illness where hospital treatment is necessary, I give permission for a leader to accompany my child until I arrive. I consent to my child being treated by a professional health practitioner if this is deemed necessary. I understand that the supervising adults and the church cannot be responsible for personal injury or any other damage or loss unless it is wilfully negligent, and that no liability exists in case of pure accidents.

PARENT/ GUARDIAN SIGN:

DATE: _____

COMMUNICATING WITH CHILDREN

I understand that children communicate via telephone, mobile, email and internet. Leaders are encouraged/trained to keep a record of any conversations via text and/or to copy in other leaders for accountability. I give permission for authorised leaders to communicate with my child via these methods for the purposes of communicating information about events / meetings

CHILD'S CONTACT DETAILS: (if communication via the methods stated are consented to)

MOBILE: _____

EMAIL: _____

PHOTO + FOOTAGE OF CHILDREN

On occasion, leaders may use mobile phones and cameras during activities. Legally we are obliged to draw your attention to this and ask your permission to use these photographs and/or footage including your child.

I give permission for these to be used on the internet:

FACEBOOK

Please mark: YES _____ NO _____

TWITTER

Please mark: YES _____ NO _____

INSTAGRAM

Please mark: YES _____ NO _____

YOUTUBE

Please mark: YES _____ NO _____

I give permission for these to be used for promotion of Hope Church.

Please mark: YES _____ NO _____

I give permission for these to be used for promotion publicly outside of Hope Church.

Please mark: YES _____ NO _____

I give permission for photos/video's to be taken of my young person within the context of these conditions.

PARENT/ GUARDIAN SIGN:

DATE: _____

TRANSPORT:

For some of our activities, Hope Church is able to provide transport for children. This transport will be in a minibus or car and the following principles will be adhered to: All drivers if organised by Hope Church will be safely recruited following national government guidelines and our safeguarding policy. Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance. All minibus drivers will be over the age of 25 and have held a full driving license for at least 3 years. Seat belts will be worn at all times by all occupants of the vehicle. I give permission for my child to be transported to and from the Hope Church location/events to external activities. I understand that leaders are not to take a child alone in a vehicle unless it is absolutely necessary and only then if parental consent has been sought. If it is deemed more dangerous not to take them, a Church leader should be informed of the journey taking place if it is not possible to obtain parental permission.

PARENT/ GUARDIAN SIGN:

DATE: _____

BEHAVIOUR:

I agree to collect my child from the event should the leaders in place believe that their behaviour has made this course of action necessary. My child is aware that poor behaviour on this trip may result in exclusion from other trips away and activities organised by Hope Church. I understand that my child must respect the leaders, the buildings, their contents and other children at all times.

PARENT/ GUARDIAN SIGN:

DATE: _____

MENTORING / DISCIPLESHIP:

I (Parent / carer name) consent to my child meeting up with a leader of the same gender, in an appropriate and public setting for the purposes of mentoring or discipleship, should my child want to do so.

PARENT/ GUARDIAN SIGN:

DATE: _____

PARENT/GUARDIAN DECLARATION:

I understand that my child may be escorted off site to another location within walking distance from the main church building, and I give my consent to my child attending activities on that basis. Those acting in loco parentis must exercise a standard of care that would be expected of a reasonably prudent

parent. I understand that the church cannot take responsibility for anyone who deliberately leaves the meeting or the building without permission and undertakes any unauthorised activity.

I give permission for my child to attend the social events and outings that are organised by Hope Church. I understand that the supervising adults and the church cannot be responsible for personal injury or any other damage or loss unless it is negligent, and that no liability exists in case of pure accidents.

I (PRINT PARENT/ GUARDIAN NAME)

_____ hereby give permission for my
child _____ to take part in the activities
organised by Hope Church.

PARENT/ GUARDIAN SIGN:

DATE: _____

APPENDIX 5: Safeguarding Incident Form

This form should be filled in by individuals who would like to report any safeguarding concerns or incident. The completed form should be sent via email to the Lead Safeguarding Co-ordinator. It should be a factual account of information known. It is the Lead Safeguarding Co-ordinator's responsible for overseeing any further inquiries or investigation internally and regularly update the information on this form and at the end of the process and inform all relevant persons.

Please complete as much information as possible based on the facts in your knowledge

Who are you concerned about? What is their relationship with Hope Church?	
Who is the alleged perpetrator? What is their relationship with Hope Church?	
What is the name of the Hope Church activity (if relevant)	

Details of Allegation/Concerns

Alleged Victim(s) Details (name, dob/age, gender, address, disability, ethnic group, language etc.) Please include as much detail as possible

Brief Description of Allegation

Action taken to date
(e.g. details of any investigations, suspensions etc.)

Notifications to external agencies, national authorities etc

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Form completed by:		Signed:
		Date:

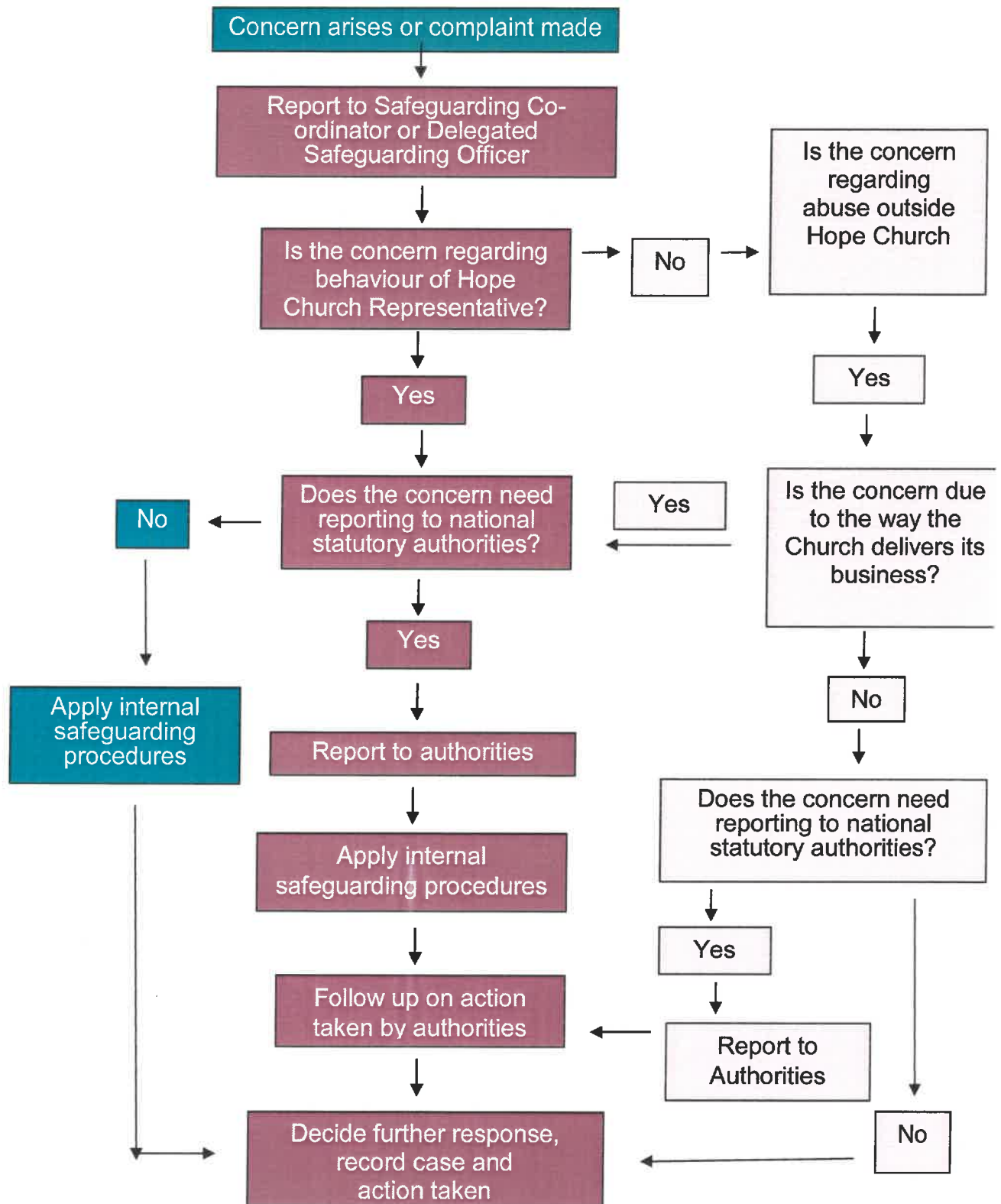
Head office follow up date:

Outcome

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Appendix 6 – Managing Safeguarding Concerns

- Children’s Social Services, Civic Centre, Stockwell Close, Bromley, BR1 3UH. Tel: 0208 461 7373; Emergency no. 0300 303 8671
- Adult Social Services; Tel: 0208 461 7777; [0]300 303 8671
- The Police Protection Team telephone number is 999 in an emergency no. 101.



APPENDIX 7 – THIRTYONE:EIGHT GUIDANCE ON COVID 19

As we consider the changes taking place in society as a result of Coronavirus (COVID-19), one thing does not change. The need to consider best practice in safeguarding is as important now as it has ever been.

As churches consider a wide range of alternatives for maintaining contact with each other and providing the much-needed support to those who may be vulnerable and/or self-isolating within their communities, we must not forget that we need to do all these things safely. There is a huge opportunity for the Church to reach out to their communities at this time, but there are also risks. This is not a 'tick box' exercise, but one that may make all the difference between helping to keep people safe and unwittingly creating additional risk.

THIRTYONE:EIGHT exist to equip, empower and encourage the Church and others to create safer places for all, so THIRTYONE:EIGHT have a few suggestions to help you in these challenging and changing times:

- Ensure your safeguarding coordinator or designated lead is included and involved in your church's crisis planning. They will be able to help you think through the implications of any new activity and give recommendations for safer working. As with any new activity you are undertaking as a church, a risk-assessment should be completed, and proper thought needs to be given to the safeguarding implications. Keep your safeguarding lead informed of any changes to your planned activities.
- Pastoral care within your congregation and the wider community should be done by those already trained and authorised to do so on behalf of the church. Although demand may be higher than usual, your team still needs to have been recruited safely, have an awareness of the signs of abuse to ensure the vulnerable are not put at unnecessary risk, and have sufficient oversight or support. Shopping on behalf of those who are self-isolating, especially when using their own money, can leave people at risk of financial abuse and may in some cases fall under Regulated Activity requiring checks to be obtained. See the THIRTYONE:EIGHT disclosure update for more information.
- Ensure you keep records of what activity is being undertaken that is outside your usual remit and by whom. A simple log of who is visiting who, frequency of contact, and any issues that may arise will help you assess any potential risks. You may need to have someone coordinate this so that you can keep oversight of the activity that is being done and ensure the most vulnerable are being properly safeguarded. A single point of contact or short list of authorised contacts could be circulated with guidance on how to get in contact if help is needed.
- Remember that self-isolation for some will put them at greater risk of abuse. Those in homes where domestic abuse is taking place, or families who are being supported by social services, or where there are those with disabilities and mental health challenges may now be at greater risk. Especially as their usual contact points where they may be seen by others and the signs of harm and abuse potentially spotted are reduced. Keeping in contact with those you know to be vulnerable or who you may have concerns about, even if it's a regular phone call can help and reassure them that they are not alone. This should be undertaken by those with permission and authority to do so.

- Ensure those that do not have adequate support networks are prioritised. Those living on their own or who have additional needs may need extra support. Self-neglect may be an issue as will the impact of loneliness as older people may feel isolated, especially if they have no means of accessing community or support online. They may need help with understanding the changing guidance and finding out how to access health care and medical appointments.
- Include safeguarding as part of your plans to move services and contact online. Be mindful of the risks of abuse online especially for children and young people. Communicating one to one online, whether via messaging or video, is the equivalent of meeting someone in a room on your own with no one around, which is not something THIRTYONE:EIGHT recommend. Hold group chats where possible or have an authorised person in the room with you when making calls. This is to keep you safe as well as the people you are contacting. Be aware of age restrictions for certain apps, that admin rights for social media are correctly set-up and monitored, and that there is a plan in place to review these when things get back to normal. See THIRTYONE:EIGHT guidance for communicating and working with young people online produced in partnership with Youthscape for more support and advice on this.
- Look after yourself and your team. Lone or home working can be a new and disorienting experience for some. Ensure your staff and volunteers have appropriate opportunity for support and time to debrief on their experiences. A regular catch-up call could be a good way to do this. A lone workers policy or code of conduct could be circulated including where to get support and lines of communication for reporting concerns.

If in doubt or you need additional support in considering these suggestions, please make contact with THIRTYONE:EIGHT Safeguarding helpline on 0303 003 1111 (option 2), which remains open at this time. Check out THIRTYONE:EIGHT free 15 min webinar on safeguarding vulnerable people during this pandemic.