

Co-Mission Churches Trust Safeguarding Policy

Caring for children and
adults at risk in our churches

Policy history:

- a. This version was finalised on 08.02.2019.
- b. Next review due in Feb 2020.
- c. Updated (KD) 02.07.2019

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This policy has been developed by the Co-Mission Churches Trust in conjunction with ThirtyOne:Eight and must not be reproduced by other churches/organisations without the written agreement of both the Co-Mission Churches Trust and ThirtyOne:Eight.

INTRODUCTION

THE CO-MISSION CHURCHES TRUST

The Charity

The Co-Mission Churches Trust (the Charity) is a limited company, number 7496944, and is a charity registered with the Charity Commission of England and Wales under charity number 1139922 and whose registered address is at 577 Kingston Road, London SW20 8SA.

The Charity seeks to advance the Christian faith through a number of local churches (the Churches). Many of those local churches provide ministries which involve large numbers of children, young people and adults at risk and therefore the Charity treats Safeguarding as an urgent priority.

The Trustees

The trustees of the Charity are currently:

Philip Cooper	Cornerstone Church Kingston
Gregor Ferguson	Hope Church Sutton
John Marland	Dundonald Church
Gordon Reid	Christ Church Balham
Robert Turner	Christ Church Earlsfield

Our Churches

The Charity's churches (the Churches) are currently:

CONGREGATION NAME	LOCATION	MINISTER IN CHARGE
Boathouse Church	Putney	Ben Shaw
Brixton Local Church	Brixton	Jason Marriner
Christ Church Balham	Balham	Andrew Palmer
Christ Church Earlsfield	Earlsfield	Andy Fenton
Cornerstone Church	Kingston	Pete Woodcock
Dundonald Church	Raynes Park	Richard Coekin
Grace Church Worcester Park	Worcester Park	Sam Williamson
Hope Church Sutton	Sutton	Tim Saunders Mark Fossey

Kings Church Walton	Walton	Simon Martin
Westminster@One	Westminster	Yannick Christos-Wahab

Our Insurers

The Charity has a CaSE Faith Insurance policy (no. 011231) with Aviva Insurance Limited. This policy has been arranged for us by Kingdom Bank.

See Appendix 1 for key contact details.

THE POLICY

This Safeguarding Policy (the Policy) was revised in February 2019 and will be reviewed annually. The Policy is the responsibility of the Trustees and is managed by our Safeguarding Coordinator.

A copy of the Policy is held at the Charity's offices at 577 Kingston Road, London SW20 8SA. Everyone working with children young people or adults at risk shall have an electronic copy of the Safeguarding Policy made available to them.

We are committed to a rolling training programme for all such workers on the content of this Policy. Training is provided by either by the Coordinator or by external specialists.

GLOSSARY

Throughout this Safeguarding Policy (the Policy), we commonly refer to the following:

- "The Charity" or "We" means The Co-Mission Churches Trust
- "Churches" or "our Churches" means the local churches resourced by the Charity and whose ministries and activities are the responsibility of the Charity
- "Coordinator" means the Safeguarding Coordinator appointed by the Trustees
- "DBS" means the Disclosure and Barring Service which helps to prevent unsuitable people from working with vulnerable groups
- "DBS check" means the criminal records check carried out by the DBS that results in DBS certificates being issued to an individual
- "Representative(s)" means the Safeguarding Representative(s) appointed by the Charity's Churches to help them to comply with the Policy
- "Regulated Activity" the term used to describe specified job functions carried out by an employee/volunteer as defined by the DBS. These activities are broken down into two groups, 'Activity with children' and 'Activity with adults'
- "Safer Recruitment process" means the process that we have put in place to minimise the risk of unsuitable people being approved to work with vulnerable groups within our Churches
- "Trustees" means the trustees from time to time of The Co-Mission Churches Trust

SAFEGUARDING STATEMENT

We recognise the importance of our Churches' ministries with children, young people and adults at risk. We recognise the need to provide a safe and caring environment for them, and are committed to protecting and promoting the welfare of those entrusted to our care.

We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. We agree with the principles of the **UN Convention on the Rights of the Child** which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

We acknowledge that adults at risk can also be the victims of neglect or abuse. Such abuse may be discriminatory, physical, emotional, financial, sexual or institutional in nature.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and

adults at risk and good practice recommendations.

- Exercising proper care in the appointment and selection of all those who will work with children and adults at risk, and ensuring that workers adhere to the agreed procedures of our Policy and Safe Practice code of conduct.
- Supporting the Coordinator in her work and in any action that she may need to take in order to protect children and young people and adults at risk.
- Supporting all in our organisation affected by abuse.

We recognise that:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adult Safeguarding services have lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult at risk.
- Where an allegation suggests that a criminal offence may have been committed the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

BIBLICAL MANDATE FOR SAFEGUARDING

In His Word, God has made it very plain that the welfare of children, young people and adults at risk is of great importance to Him.

Each and every person is fearfully and wonderfully made, knitted together in their mother's womb, and loved by God who knows everything about them (**Psalm 139**). All are precious and have worth to God. Therefore, our Churches should strive to welcome, include and care for all - no matter their age, race, gender, abilities, health or history.

Jesus tells us that we are each called to love others and to treat them with the respect, dignity and love that we would want to receive ourselves (**Matthew 22.39**). Therefore, our Churches should always aim to be offer care, compassion and love - no matter how undignified someone may appear.

There are many examples of Jesus bringing healing and comfort to people in pain and discomfort, those isolated and alone. At the sight of people in distress he is filled with compassion (**Mark 1.41**). Therefore, our Churches should strive to offer healing, comfort and hope - no matter what the cause of the suffering and sorrow.

Jesus was not afraid of challenging injustice and inequality, nor of confronting ignorance and arrogance. He sought out and spent time with marginalised people and he spoke passionately for those who had no voice (**Matthew 23**). Therefore, our Churches should strive to be provide righteousness, advocacy and justice, speaking up for people who are oppressed and abused - no matter how costly that may be.

Safeguarding is the protection of children and adults from harm, abuse or neglect. If we believe that all people are precious in the eyes of God, their creator; if we believe that as Christians we should follow the example of Jesus in his compassion and care for others; if we believe that our Churches should be sanctuaries of safety and peace; and if we believe that we as Christians should speak out against injustice, then safeguarding should be an

automatic part of our church communities - as we strive to protect all people from harm, abuse or neglect and to love, care and support all who have been affected by such damaging behaviour.

"By this everyone will know that you are my disciples, if you love one another" (John 13.35)

SAFEGUARDING RESPONSIBILITIES

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- *For contact details, see Appendix 1*

TRUSTEES

The Trustees have ultimate responsibility for Safeguarding on behalf of the Charity.

SAFEGUARDING COORDINATOR

The Trustees have appointed **Kristine Dryden** to be the Charity's Safeguarding Coordinator ("the Coordinator") to help them to fulfil their Safeguarding obligations. Within the Charity, the Coordinator's line manager is the Director of Charity Services (Stephen Hatherall).

Where there are any Safeguarding concerns and/or allegations, the Coordinator is responsible for collating and clarifying the precise details of the allegation or suspicion and, if appropriate, for passing this information on to the statutory agencies who have a legal duty to investigate.

Under the authority of the Trustees, the Coordinator will also work to

- act as advocate for children, young people and adults at risk
- ensure the Policy is followed
- provide training & offer advice across all our Churches
- partner with statutory agencies as appropriate
- ensure the Policy is regularly reviewed and updated
- advise the Trustees and our Churches on issues of good practice

LEAD RECRUITER

The Coordinator will also act as the Charity's Lead Recruiter and is responsible for dealing with and processing applications for posts where DBS checks are required. The Lead Recruiter will maintain a database record for the Charity of all those who have DBS clearances, and of all Safeguarding training received by individuals across the Churches.

SAFEGUARDING REPRESENTATIVES

The Coordinator will ensure that each of the Churches will nominate one or more Safeguarding Representatives (Representatives) with the following responsibilities:

- To regularly provide the Coordinator with details of current children's activities run by their Church and the name of the person who is responsible for each one.
- To register with ThirtyOne:Eight as a Recruiter for their Church and to check and submit DBS forms for their Church.

- To ensure that all those who need a DBS check obtain the required disclosure certificate and receive appropriate training on the Policy.

The Charity's current Representatives are:

CHURCH NAME	LOCATION	REPRESENTATIVES
Boathouse Church	Putney	Toni Edmonds-Smith toni_s04@yahoo.co.uk
Brixton Local Church	Brixton	Esther Mmbago esther@bloc.london Felix Aremo felix@bloc.london
Christ Church Balham	Balham	Lee Taylor taylor@post.harvard.edu Louise Emslie-Smith louisemanning14@gmail.com
Christ Church Earlsfield	Earlsfield	Linda Trevitt linda@ccearlsfield.org
Cornerstone Church	Kingston	Emma Sims emmajoy.sims@gmail.com
Dundonald Church	Raynes Park	Debbie Pawley debbie.pawley@dundonlad.org
Grace Church Worcester Park	Worcester Park	Claire Reynolds reynolds_cl@yahoo.co.uk
Hope Church Sutton	Sutton	Vladka Newsome vladkanewsome@gmail.com
Kings Church Walton	Walton	Claudette Baldwin claudette@co-mission.org Helen Karsten helen.gilby@gmail.com
Westminster@One	Westminster	Yannick Christos-Wahab ychristo@samford.edu

COMPLAINTS

Any complaints regarding the handling of Safeguarding matters should be sent either:

a. By special delivery (registered mail) to:

The Safeguarding Coordinator
Co-Mission Churches Trust

577 Kingston Road
London
SW20 8SA

b. By email to:

safeguarding@co-mission.org

Alternatively, complaints may be sent by mail to the Trustees at the above address.

Complaints will be dealt with within a reasonable time period and the complainant will receive a written response to their complaint from either the Coordinator and/or the Trustees.

RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

RECOGNISING ABUSE AND NEGLECT

Adults at Risk

Adult abuse may be defined as the mistreatment and violation of an individual's human and civil rights by another person. Abuse can take many forms and might be perpetrated by all kinds of people, including family members, a carer or an individual working with the adult in a health or social care capacity or in the context of church activities.

Appendix 4 contains the following information:

- Definition of an Adult at Risk
- Definition of Abuse
- The Care Act 2014
- Examples of Adults at Risk
- The categories of abuse in adults and key indicators (set out in Care Act 2014)
- Other forms of adult abuse in the United Kingdom
- How to respond to an adult wanting to talk about abuse or concerns of abuse

Children and Young People

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or by failing to prevent harm. Children may be abused within a family, an institution or within a community setting and often the abuser is known to, or in a trusted relationship with the child. Peers of a similar age to a child may also be abusers.

Appendix 5 contains the following information:

- Definition of a child
- The Four categories of Statutory Child Abuse
- Children who may be particularly vulnerable to abuse
- Further examples of recognising child abuse in the United Kingdom
- Recognising Signs of child abuse
- How to respond to a child wanting to talk about abuse
- Recording disclosures

REPORT OF AN ADULT AT RISK

The worker should:

- Write down the conversation as accurately as possible. (Include time/date/place/people present and factual observations.
- Contact Safeguarding Coordinator within 24 hours (phone/email/in person).
- Save and forward any/all records to the Coordinator.
- Never approach the alleged abuser.
- Consider your own feelings, seek pastoral support if needed.

See 7.2 and Appendix 4

If the adult has care and support needs and it is unclear whether the concern warrants an official referral

- Contact Adult Social Care (LADO) and see
- Contact Thirtyone:eight and seek advice.

- Inform the Director of Charity Services and (p.48)
- Discuss the matter with the relevant church
- Continue to observe and review concerns accurate records have been maintained r

- Consider if the adult **has** capacity (p.47)
- Discuss concerns with the individual (Appendix 4, see p48)
- Support the adult to make a referral to Adult Social Care (LADO) or the police.

Emergency Situation

If you are concerned for an Adult's immediate well-being/safety:

- **Contact Police or Adult Social Care (Emergency Duty Team out of office hours)**
- **Contact Safeguarding Coordinator**

- Consider if the adult **does not have** mental capacity (p.47)
- Contact the adult social care team (LADO)
- Consider if the church needs to develop a strategy/seek advice to address concerns

The Coordinator will:

The Worker should:

- Write down conversation as accurately as possible. (Include time/date/place/people present and factual observations)
- If unsure whether to be concerned they can first discuss the matter with the Ministry Leader/Church's pastor.
- Contact Safeguarding Coordinator (phone/email/in person).
- Save and forward any/all records to the Coordinator
- Consider your own feelings, seek pastoral support if needed.

(see 7.2 and Appendix 5, p 57-59)

REPORT OF CHILD BEING ABUSED

The Coordinator will:

- Inform the **Trustees** and **relevant Church leaders** of a serious safeguarding alert as soon as it is practicable.
- Continue to observe and review concerns where possible. Re-activate process if concerns remain.
- Ensure accurate records have been maintained to the safeguarding concerns.
- Follow through with informing necessary agencies concerning alleged abuser involved.
- If alleged abuser is a worker for the Charity, follow procedures set out in **Section 10, pages 23-27**

Emergency Situation:

If you are concerned about a child's immediate safety or they are afraid to return home:

- **Contact Police or Children's Social Care**
- **Don't discuss with parents/carers**

Child at risk of significant harm

- Contact MASH team to make a referral
- If by phone, follow up with written confirmation within 48 hours

Child NOT at risk of significant harm

- Consider alternative forms of support and help child/family access these.

(may include CAMHS, Counselling, Health Visitor and Children's Services)

Safeguarding awareness

We are committed to providing ongoing Safeguarding training and development opportunities for all workers (paid staff and volunteers) and to developing a culture of awareness of Safeguarding issues to help protect everyone.

All those working with children and young people in our Churches will receive training on the contents and implications of the Policy from the Coordinator or other appropriate specialists.

All those working with adults at risk will receive training on the contents and implications of the Policy from the Coordinator or other appropriate specialists.

RESPONDING TO ALLEGATIONS OF ABUSE

Where an allegation of abuse is received or abuse is suspected

The worker should make notes as soon as possible (preferably within one hour) of their suspicions or disclosures made to them by a child or adult at risk and should write down:

- exactly what the person said (using the child's/adult's own words/terminology, if possible)
- what the worker said in reply
- what was happening immediately beforehand (e.g. a description of the activity)
- dates and times of these events and of when the written record was made

The worker should then sign their written record and report all concerns as soon as possible to the Coordinator. If the worker is unsure whether to be concerned, they can first discuss the matter with the person responsible for the children's/youth work at their church (where a child may have been affected) or with the Church's senior pastor (where an adult may have been affected). However, the worker should not discuss suspicions with anyone else.

Having provided a verbal report to the Coordinator, the worker should then forward their written record to the Coordinator, and if their report has been typed, they should also forward any hand-written notes prepared prior to the typed version. All such written records will be kept for an indefinite period in a secure place in the Charity's offices by the Coordinator.

Once in receipt of the verbal and/or written report, the Coordinator will then deal with the allegation or suspicion, and where appropriate, will refer the matter on to the statutory authorities who have a legal duty to investigate.

If the Coordinator cannot be contacted (i.e. they are ill, on leave, not available), or if the suspicions in any way involve them, then the concern should be reported to the Director of Charity Services or direct to the Trustees.

If urgent assistance is required and none of the above are available, then the report should be made to the Charity's specialist advisers, **ThirtyOne:Eight**, who operate a 24 hour telephone helpline.

It is important that the unavailability of the Coordinator should not delay a referral, where appropriate to: Social Services, the Police, the DBS Barring authority, the NHS, the Charity's insurers and/or the Charity Commission.

It is the right of any individual to make a direct referral to the Police or to other statutory agencies or to seek advice from ThirtyOne:Eight, although we hope that members of the Churches will use the procedure outlined in this Policy. If an individual believes that the Coordinator has not responded appropriately, they are entitled to contact an outside agency directly.

Where the matter may amount to a "serious incident", the Trustees may also need to inform the Charity's insurers and/or the Charity Commission. In such circumstances, the Coordinator and/or the Director of Charity Services will notify the Trustees and it will be the decision of the Trustees as to whether or not the report is made to the insurers or to the Charity Commission.

SAFER RECRUITMENT PROCESS

Our Safer Recruitment Process has been put in place to minimise the risk of unsuitable people being approved to work with vulnerable groups within our Churches. Subject to any exceptions specified below, until this process has been completed in respect of a person, and a satisfactory DBS certificate has been issued to that person, he or she will not be allowed to serve in any Regulated Activity role with either children or adults at risk.

Unless there are clear and justifiable reasons, we require that any person working with any group involving school children must be an active member of one of their Church's small groups (e.g. home group or Knowing God group). This is to ensure spiritual and personal accountability within the church body.

All our online recruitment documents are confidential and encrypted and are safely stored on an indefinite basis by the Coordinator. Only the Coordinator and the relevant Representative can view the confidential online recruitment forms.

SUMMARY OF OUR SAFER RECRUITMENT PROCESS

The Coordinator will oversee and monitor the Safer Recruitment Process and liaise with the appropriate Representatives in respect of each worker until the process has been completed.

Where a person ("the Applicant") wishes to serve in a Regulated Activity role at one of our Churches as either a paid employee or as a volunteer, we will carry out the following process in respect of the Applicant:

1. The Representative or the rota leader will speak to the Applicant (who must be 18 years or older) about what the role entails, confirm their small-group involvement, explain the importance of safeguarding. The Representative will provide the Applicant with a job description, briefly explain our Safer Recruitment Process and the Applicant will be provided with the web links they need in order to begin that process.

If for a legitimate reason (work, distance from church to home, etc.) it is not possible for the Applicant to be an active member of a small group within their church, they must have written approval from their pastor. This must be obtained by the Representative and be submitted to the Coordinator before the Applicant is allowed to serve.

2. The Applicant will submit an online Application form and give us their consent to proceed with a DBS check in their name.
3. The Applicant will submit an online Self-Declaration form and be encouraged to provide details of any criminal record and/or other reasons which may make them unsuitable to work with either children or adults at risk.
4. The Representative will contact the Applicant's two referees (who must not be family members) and submit the Online Reference form. If either referee has any concerns, the Representative will note them electronically or in writing and report them to the Coordinator.
5. The Coordinator will electronically submit the Applicant's DBS Application and notify the Representative that the submission has been made. Where the Applicant already has an "acceptable" DBS certificate which was received in a different context, the Coordinator

will have the option upon seeing the original paper certificate, to rely upon that rather than making a new application to the DBS. The Coordinator will determine if such a certificate is "acceptable" based on the latest guidance from the DBS.

6. The Applicant will sign and submit the online Code of Conduct for working with Children (**Appendix 7**) and/or the online Code of Conduct for working with Adults at Risk (as appropriate).
7. If the DBS check is completed and the DBS notify the Coordinator that their checks have come back "clean", then:
 - 7.1. the Coordinator will record the details of the DBS certificate which has been granted;
 - 7.2. the Coordinator will notify the Representative that **the Applicant may now serve in the agreed Regulated Activity role.**
 - 7.3. The Coordinator will invite the Applicant to attend a Safeguarding training session as soon as possible. Whilst the Applicant will be able to start serving on the agreed rota from this time forward, they will be required to attend a training session within six months unless they can show documentary proof of similar recent training obtained elsewhere. If the Applicant does not attend the training within 6 months, they will be required to temporarily stop serving in their regulated activity role until they have been able to attend the training.
 - 7.4. The Coordinator will request that the Applicant sign-up to the DBS Update Service within 30 days of the DBS being issued.
8. However, if the DBS check is completed and the DBS notify the Coordinator that their checks have come back "blemished", then the Coordinator will invite the Applicant to a meeting and will ask them to bring their original DBS certificate and to explain what is noted there. The Coordinator may subsequently need to carry out further enquiries and/or seek additional advice and will conduct a written risk assessment which will be retained indefinitely in a secure place by the Coordinator.

Only if the Coordinator is then satisfied that the information recorded on the DBS certificate and the incident/s to which it relates does not make the Applicant an unsuitable person to work in the regulated activity role, will steps 7.1 to 7.4 (above) be carried out and **the Applicant will be allowed to serve in the agreed Regulated Activity role.** An individual who has committed an offence against a child or who, for any other reason is considered by the Coordinator to be unsuitable to work with children or adults at risk, will not be appointed to a role with children and young people or with adults at risk (as appropriate).

Neither the Coordinator nor the Representatives are permitted to keep records of the results of a DBS check (whether it is blemished or not, nor the facts pertaining to the blemish) for more than 6 months. However, the Coordinator will maintain a database that records the key data from the Safer Recruitment Process as evidence that the Safer Recruitment Process has been adhered to. No physical copies of any DBS certificate will be retained by us.

WHICH WORKERS WILL BE REQUIRED TO COMPLETE THE SAFER RECRUITMENT PROCESS?

All persons who are aged 18 years or over and who apply for Regulated Activity roles with children (including those who help in the creche), young people or with adults at risk will be required to go through our Safer Recruitment process and to apply for an Enhanced DBS certificate through the DBS where it is legal to do so.

Individuals under the age of 18 may be allowed, if invited by the group or ministry team leader, to help out with children at one of our Churches (under adult supervision). They cannot be counted into the adult/child ratios or bear any responsibilities. Young helpers under 18 years (but at least in Yr 11 at school) will:

- sign the Safe Practice Code of Conduct
- be given the Thirtyone:Eight 'Workers Pocket Guide' on how to deal with disclosures of abuse.

If a person is not working in a Regulated Activity with children or young adults but they supervise, teach, train, instruct and/or care for children, or provide advice and/or guidance on wellbeing or drive a vehicle only for children on more than one occasion then they are eligible for an Enhanced DBS check but without a search of the barred lists. Such workers will have to complete the Safer Recruitment process.

Those workers who have '**infrequent contact**' with children (like those helping out with children at events like the annual Revive Bible Festival, holiday clubs or those who give children lifts to church events from time to time) are now required to complete our Safer Recruitment process and to obtain an Enhanced DBS check (without the barred lists being searched). If such workers already have an Enhanced DBS certificate with checking of the Barred Lists (which is less than 3 years' old), then further checks may not be required.

If any worker has been sent to serve with us by a third party organisation (such as Reach Global or London City Mission), it may be that the third party has already required its workers to undergo a thorough vetting process that includes police checks and references. If such a person will be working with children or adults at risk at any of our Churches, the Coordinator will need to check with the third party that they have done all the proper checks and, in addition, the Coordinator will require the worker to complete our Safer Recruitment Process and to attend relevant Safeguarding training.

The Trustees are required to complete the full Safer Recruitment Process, obtain enhanced DBS certificates (without the barred lists) in their capacity as Trustees and to attend regular Safeguarding training.

The Churches' Pastors and their wives together with the Churches' elders and their wives will also be required to complete the Safer Recruitments Process, including the acquisition of a DBS certificate as a Pastor, Assistant Pastor, Sunday School Teacher, Youth Worker, Driver of Adults at Risk (in certain circumstances only) or something similar and will be required to attend regular Safeguarding training.

The only individuals that are exempted from our Safer Recruitment Process are those whose contact with children will always be under the supervision of the child's parents/carers (e.g. during a parent and toddler group). However, we will require the overall leaders of such groups to complete the Safer Recruitment Process and to attend Safeguarding training.

Advice can be sought from the Coordinator or from ThirtyOne:Eight regarding whether DBS checks can/must be sought for a specific role.

ADDITIONAL CHECKS FOR WORKERS WHO HAVE LIVED OVERSEAS

Employees recruited from overseas

When recruiting workers from overseas, we will follow the Safer Recruitment Process. All candidates for posts that are eligible for a DBS check, must make an application (in their own time and at their own expense) and receive a satisfactory DBS check before confirmation of their appointment. If a Church is considering an applicant with substantial or sole overseas residency, a DBS Check in this country may have little value because it is unlikely to pick up charges or convictions relating to offences committed overseas.

Therefore, in addition to requiring such workers to complete the Safer Recruitment process, we will also need to make additional efforts to minimise the risk that the worker may be an unsuitable person to work with children, young people and/or adults at risk. In such circumstances, even if the worker has obtained a satisfactory Enhanced DBS, the Coordinator will:

- Require the worker to obtain either a criminal record check or a 'Certificate of Good Conduct' from all countries where the worker has resided in the past five years; or
- Where the criminal record check or Certificate of Good Conduct cannot be obtained, or has not been supplied by the country or countries concerned within 90 days of the request having been made, seek two additional references from the Pastor of their overseas church and from another senior leader of that church. Once those references have been received, the Coordinator will carry out a written risk assessment before making a formal recommendation to the Trustees. The Trustees will then decide whether to allow the worker to serve in the Regulated Activity role.

Other workers who have lived or worked overseas

Likewise, applicants for an Enhanced DBS certificate to work with children and/or adults at risk who have previously lived or worked outside the UK for over three months within the previous five years must undergo the same rigorous checks. If any of the applicant's addresses disclosed in their DBS application are overseas, even if the worker has obtained a satisfactory Enhanced DBS, the Coordinator will:

- Require the applicant to obtain either a criminal record check or a 'Certificate of Good Conduct' from all countries where the applicant has resided in the past five years; or
- Where the criminal record check or Certificate of Good Conduct cannot be obtained, or has not been supplied by the country or countries concerned within 90 days of the request having been made, seek two additional references from the Pastor of their overseas church and from another senior leader of that church. Once those references have been received, the Coordinator will carry out a written risk assessment before making a formal recommendation to the Trustees. The Trustees

will then decide whether to allow the worker to serve in the Regulated Activity role.

REPEAT CHECKS

Workers with children and adults at risk will be given opportunities to meet together to discuss work programmes and areas of concern. This will take place at the leaders' meetings of the respective groups. Children's workers will be reviewed on a regular basis, through regular meetings and discussion with Children's/Youth Worker leads.

Subsequent DBS checks will be obtained for all relevant workers every **three years**.

However, where the worker has already signed up to the DBS Update Service and has granted us consent to use that information, we will check the worker's online DBS certificate every 18 months.

If the worker has a DBS certificate on the Update Service that has been obtained through another organisation, the Coordinator will have the discretion to accept the 'external' DBS check as long as it is 'like for like' (i.e. if the external DBS check is an enhanced check for a voluntary role with children, it would be equivalent to a voluntary role as a Sunday School Teacher or Youth Worker for one of our Churches).

Every three years, all workers will be notified by their Representative that the 3-year period is expiring and that they will need to complete a further Safer Recruitment Process as a way of determining their desire and continued eligibility to serve. Workers will be required to:

- Fill out an Application Form (revised for renewals);
- Sign the Code of Conduct; and
- Attend Safeguarding Training within 6 months of expiry.

Workers will also be urged to utilise the DBS Update service and to consent to having their DBS certificate checked on the Update Service every 18 months.

PASTORAL CARE AND WORKING WITH OFFENDERS

SUPPORTING THOSE AFFECTED BY ABUSE

We are committed to offering pastoral care and support to all those in the Churches who have been affected by abuse.

Pastoral care will be offered without prejudice to all those who require it, including known sex offenders. Where pastoral care is offered to both the person affected by abuse and to the known offender, this will be offered by different people who are able to support those concerned impartially and effectively.