



# **Safeguarding children, young people, and adults with care and support needs**

Myton Church (the church) has a ministry among children, young people, and adults with care and support needs.

We take seriously our responsibility to protect and safeguard the welfare of all those entrusted to the church's care.

We also acknowledge that a safe and secure environment is essential to enable them to learn, explore and grow, and that in such a place they are able to learn, understand and know the Good News of Jesus Christ.

## **Our details**

Name:	<b>Myton Church</b>
Address:	Jubilee House Westlea Road Leamington Spa CV31 3JE
Telephone:	01926 419777
Email:	info@mytonchurch.org.uk
Charitable status:	Myton Church is a registered charity no.1098033
Insurance details:	Public liability insurance held with Ansvar Insurance Company Ltd

# Policy contents and related documents

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For copies of any of these policies or documents, or if you have queries about safeguarding, please contact any of the safeguarding team. Reference copies of the relevant paperwork can be found in Myton Church office.

## Key contact details

<b>Safeguarding Team</b>	<p><b>Kim Hubbard - Safeguarding Coordinator</b> Tel 01926 312514</p> <p><b>Pearl Pawson – Deputy Safeguarding Coordinator</b> Tel 01926 419777</p>
<b>Thirtyone:eight</b> (Formerly CCPAS)	<p><b>Help and Enquiries</b> Thirtyone:eight PO Box 133 Swanley Kent BR8 7UQ</p> <p>Tel 0303 003 11 11</p>
<b>Multi Agency Safeguarding Hub</b>	<p><b>Office Hours</b> Tel 01926 414144 (Mon-Thurs 8.30 – 5.30, Fri 8.30 – 5.00)</p> <p><b>Outside Office Hours</b> Tel 01926 886922</p>
	<b>In an emergency if an individual is at immediate risk, call 999.</b>

# 1 Our commitment

Myton Church is committed to:

- fulfilling our responsibility to help prevent the physical, sexual, emotional abuse and neglect of children, young people, and adults with care and support needs, reporting any such abuse that we discover or suspect
- ensuring that our workers are given safeguarding training and ongoing support
- regularly reviewing & updating our safeguarding policy and procedures to include changes in legislation and best practice changes
- maintaining good links with statutory child care and adults with care and support needs authorities

The Church Elders have demonstrated their commitment to safeguarding in the Eldership Safeguarding Statement found at APPENDIX 1. A signed copy is located with the policy in the church office.

The Safeguarding Team has been given the responsibility, by the Eldership, to put into effect, monitor, and annually review the church's safeguarding policy and procedures.

# 2 Prevention

## 2.1 Safe recruitment of staff and volunteers

All those seeking to be involved in working with children, young people, or adults with care and support needs will follow the church's recruitment process. Individuals who have not undertaken a DBS check and completed this application process will not be able to begin working with children or young people until this has been finalised or will be able to work with them only under supervision for a limited period.

The Safeguarding Team will ensure all new workers are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written description of the role of those working with children, young people, and adults with support and care needs
- Those applying have completed an application form and a self declaration form. (APPENDIX 2 & 3)
- Written references have been obtained, and followed up where appropriate

- A criminal records Disclosure has been completed

- Where relevant an applicant will be interviewed by a member of the Safeguarding team and one other appropriate person
- An agreement will be completed and signed (APPENDIX 4)
- Applicant is required to complete thirtyone:eight 'introduction to Safeguarding' online course
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns

In undertaking DBS checks, we will comply with the DBS Code of Practice requirements, a copy of which can be found stored with this policy in the office. See APPENDIX 5 for further details.

No person who is known to have previous offences against children, young people, or adults with care and support needs is suitable as a worker with children, young people, or adults with care and support needs. Should an applicant not be appointed to work with children, young people, and adults with care and support needs, the interviewers will give sensitive and honest feedback on both their interview and any references that have been taken up. The church leadership will seek to support unsuccessful applicants to direct their abilities into other areas of church life.

When recruiting workers who have lived for a significant period outside the UK the church will follow Thirtyone:eight advice concerning necessary background checks required as part of the recruitment process.

### **2.1.1 Recruitment of workers**

Normally those working with children, young people, and adults with care and support needs will be members of the church.

### **2.1.2 Recruitment of helpers**

Those up to school year 13 can be employed as helpers. Helpers must be known to a church elder or staff member and must sign a helpers agreement form. (APPENDIX 4)

## **2.2 Management of Workers**

Myton Church is committed to supporting all workers and ensuring they receive support and supervision. In the first instance, responsibility for management of workers sits with the leader of each activity. They will have the full support of the elders, other leaders and the Safeguarding Team.

### **2.2.1 Code of Conduct and Abuse of Trust**

All workers will be issued with a code of conduct towards children, young people, and adults with care and support needs. (APPENDIX 5)

The Eldership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a romantic or sexual relationship to develop for as long as the relationship of trust continues.

### **2.2.2 Team meetings**

Teams will meet regularly (dependent upon activity and not less than once a year) to discuss their groups or activities. Team meetings should include prayer, feedback, planning, and a discussion of issues arising, lessons learned and best practice to carry forward. In addition safeguarding matters should be discussed at least annually. Notes should be made of meetings to include dates, attendees and a brief description of items discussed. These should be submitted for secure storage to the Safeguarding Team.

### **2.2.3 Training**

New workers are required to complete the Thirtyone:eight 'Introduction to Safeguarding' online course.

Church Elders and employees will also undertake this training.

Refresher training will be provided by the Safeguarding team at least every 3 years, and all individuals working with children, young people, and adults with care and support needs will be notified of changes to this policy and any other safeguarding issues of which they need to be aware.

### **2.3 Safeguarding awareness**

The church promotes the importance of safeguarding through its recruitment processes, ongoing training and by raising awareness of safeguarding issues amongst the church membership.

Information is displayed at the church premises highlighting who should be contacted in the event of any safeguarding concerns.

## **3 Pastoral Care**

### **3.1 Supporting those affected by abuse**

The Eldership is committed to offering pastoral care and support to all those who have been

affected by abuse who have contact with or are members of Myton Church.

They may refer to the Pastoral Support team or to other statutory or voluntary agencies where appropriate.

### **3.2 Working with alleged perpetrators**

If an allegation of abuse arises within the church, the Eldership will ensure that pastoral care and support is offered to the suspected perpetrator without compromising the children or families involved and in accordance with the guidance in APPENDIX 6.

### **3.3 Working with offenders**

When someone attending the church is known to have abused children, or to be a risk to adults with care and support needs the Eldership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children, young people, and adults with care and support needs, they will set boundaries for that person that they will be expected to keep, in accordance with the guidance in APPENDIX 6.

## **4 Practice Guidelines**

As a church working with children, young people, and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

A list of the church's activities with children and young people can be found in APPENDIX 7.

### **4.1 Code of Conduct and best practice**

We have a Code of Conduct (APPENDIX 5) for all those working with children, young people, and adults with care and support needs. Best practice specific to each activity will be discussed and minuted by teams during their meetings.

### **4.2 Risk assessment and communication**

Taking care of children, young people, and adults with care and support needs involves taking responsibility for their well-being at all times, being prepared for unforeseen eventualities, anticipating situations where they could be harmed and taking steps to minimise the risks.

A risk assessment for the regular operation and activities of each group should be undertaken and reviewed at least annually. Where special activities are held from time to time which may involve, for example, a change of venue, residential holiday or more hazardous activity, an additional assessment should be completed to account for these changes.

The results of any risk assessment should be communicated to the team or workers involved to ensure that actions identified are carried out.

A risk assessment form is provided for this purpose. (APPENDIX 8)

### **4.3 Supervision ratios**

The ratio of adults to under-18's will vary according to age and activity, but as a guide the following ratios are recommended. A minimum of 2 responsible adults should be present at each activity:

- Under 2 yrs      1 adult : 3 children
- 2 - 3 yrs      1 adult : 4 children
- 4 - 8 yrs      1 adult : 6 children
- 9 - 12 yrs      1 adult : 8 children
- 13 – 18 yrs      1 adult : 10 children

A group may decide following their risk assessment that mitigating factors allow these supervision ratios to be varied.

Helpers who are in school year 13 or below should not be included within these ratios or left in sole charge of children of any age.

### **4.4 Working one to one**

As well as the regular youth groups and some small groups, workers may want to give children and young people involved in activities run by Myton Church the opportunity to meet 1-1 with an older Christian. Generally this will be in the form of an occasional coffee and chat to catch up and discuss any issues the young person or leader may wish to raise. Occasionally it might lead to a more regular meeting to discuss a particular issue or study the bible together for a period of time.

When meeting 1-1 with young people, or adults with care and support needs, the following principles should be kept in mind:

- Wherever possible 1-1 meetings should be with members of the same sex.
- Meetings should take place in a public place, i.e. a coffee shop, or if in a home only where there is at least one other adult around.

- The group leader or another member of the team should be notified of any meeting. If neither are available, a member of the Safeguarding Team should be notified instead.
- Wherever possible a parent or guardian should be informed of the meeting beforehand. If this is not possible they should be informed at the earliest possible opportunity.
- Anything noteworthy or of concern should be recorded and filed securely. Action taken as appropriate.

#### **4.5 Social Media contact**

Only those young people in school years 10 to 13 with parental consent may be contacted using social media. Workers will only use a dedicated youth page on the particular social media platform. eg Youth page on Facebook.

#### **4.6 First aid and food safety**

All premises used by children, young people, and adults with care and support needs should have a properly equipped first aid kit. Workers should be encouraged to attend first aid training of at least the equivalent of Level 1 First Aid Training, and on a residential trip at least one first-aid trained worker must be present. If urgent medical attention is required in an emergency this should be sought without delay and leaders should then attempt to contact a child's parents.

If food is being provided during a meeting, a worker trained in food hygiene should be involved in the arrangements. See the Food Hygiene policy for more information. (APPENDIX 9)

#### **4.7 Accidents and incidents, log sheets**

Following any accident or significant incident, records must be made by any workers involved and stored for safe keeping. A form is provided for this purpose, and under normal circumstances the parent / carer should be notified. (APPENDIX 10) If the significant incident relates in any way to an allegation or suspicion of abuse, parents should not be informed (see section 5.3)

A log sheet should be completed if anything unusual or of concern is identified by a worker. (APPENDIX 11) This is to enable any patterns arising to be identified over time. This may include comments made by children, young people, and adults with care and support needs in relation to workers or others, possible signs

of neglect observed or unusual behaviour. A skin map is also available for annotation with any observations.

#### **4.8 Parental consent**

Any individual under the age of 18 requires parental consent to attend certain activities or groups provided by the church. These include:

- Let's Go
- Meltdown
- Cloud 9
- Holiday Bible Club

Consent forms (APPENDIX 12) are provided for this purpose on an annual basis by the Safeguarding Team. Special activities may require separate consent, for example a trip off premises, higher risk activity or a residential visit.

Consent must be sought for each child / young person attending a group, whether or not their parents regularly attend as workers or helpers.

It is good practice to keep parents informed of the activities of the group.

If a child turns up for a group without a completed parental consent form then their name should be taken, as well as a parent's contact telephone number if at all possible. They should be encouraged to bring a completed form to the next meeting.

At the start of the activity year all the previous year's consent forms must be given to the Safeguarding team. No hard or soft copies should be retained by the activity.

Parents with children attending activities that are run during our normal Sunday services, need not complete a consent form for these activities.

#### **4.9 Registers**

A register should be taken at each meeting which lists every child / young person and every worker and helper in attendance. Where an individual arrives late or leaves early, this should be noted on the register. A record should also be made of any visitors.

The register should indicate the location of each meeting.

## **4.10 Visitors / unexpected attendance**

### **4.10.1 Children and young people**

Children and young people may turn up for meetings without parental consent. If so an attempt should be made to establish their name and a contact number for a parent or carer, ascertain whether their parents know where they are and confirm they are happy for them to stay. Should they wish to return for the next meeting, they must bring back a completed consent form. (APPENDIX 12)

### **4.10.2 Parents or carers and siblings**

Parents can be permitted to observe, but not to take part. A distinction should be made.

If a parent / carer insists on remaining at the group beyond any initial settling-in period, this must be with the consent of the group leader and they must be supervised at all times.

For some children or adults with care and support needs, it may be appropriate to allow a parent or carer to stay for an extended period to help with settling in.

During Toddlers, parents are expected to stay with their children and this arrangement is made clear on the information form.

### **4.10.3 Other visitors**

Ideally no one else should be sharing the premises during activities for children and young people. Visitors should certainly not be joining in with the activities taking place.

## **4.11 Transport**

Drivers transporting children, young people, and adults with care and support needs must hold a full driving licence and valid insurance. They are responsible for ensuring that seatbelts are worn and appropriate child restraints are used where applicable and that where the church's own minibus is being used, the other requirements of the Church minibus policy are met. (APPENDIX 13)

Children, young people, and adults with care and support needs may also be transported in other vehicles.

When considering which leaders ought to accompany children and young people being transported, the following should be taken into account; age, gender and personality of the children or young people, supervision required and the length of your journey (toilet stops etc.)

The transportation of children and young people should be planned and written parental consent obtained. In an unplanned situation, workers should attempt to make contact by telephone to seek parental consent. Where formal consent has not been secured in advance, a note should be made within the group's records by completing a log sheet.

## **4.12 Residential trips**

Careful planning should be undertaken for any residential trips. A risk assessment specific to the trip should be undertaken, and parental consent sought.

Copies of these consent forms (APPENDIX 14) should be left with a completed 'Details of residential visit' form (APPENDIX 15) in the church office in case of emergency whilst the group is away.

Careful consideration should be given to sleeping arrangements. Workers should not share accommodation with just 1 or 2 children/young people. In a large dormitory it may be acceptable for workers and children to sleep in the same room. However there must be a minimum of 2 leaders in a dormitory if this takes place. Arrangements must be age appropriate and provide security for children, young people and workers.

Wherever possible, bathroom facilities should be single-sex, and workers should not use facilities at the same time as children / young people.

## **4.13 Photographic and video images**

Groups run by the Church may take photographs and make video recordings of those attending the groups throughout the year. These images will be for the primary purpose of informing the church about activities taking place, but may also appear on our notice board, in our printed publications or on our website.

Parental consent will be sought specifically concerning photographic and video images on our standard consent form.

This consent will be valid for 10 years from the date of signing and images will not be re-used after this time.

Only images of suitably dressed children will be used to reduce the risk of such images being used inappropriately.

Personal details of any person in an image on website, or in printed publications, will not be included without good reason and only with express parental consent.

#### **4.14 Record Management**

Groups should designate one worker to be responsible for record keeping, monitoring and storage. The worker should ensure that any records of a sensitive nature are given to the Safeguarding Team for secure storage, leaving a note in the group's file as to the location of the detailed record and referencing those involved. (APPENDIX 16)

Each year, records no longer required by the group must be archived for secure storage with the Safeguarding Team. This includes all registers, consent forms and any historic log entries such as those relating to children no longer attending. Recent log entries should be retained so that the group is able to monitor any patterns that arise.

### **5 Recognising and responding to allegations or suspicions of abuse**

#### **5.1 Abuse and neglect**

Myton Church understands that defining abuse is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children may be abused within a family, an institution or a community setting. Very often the abuser is known to or in a trusted relationship with the child.

Detailed definitions, and signs and symptoms of abuse can be found in APPENDIX 17. The following paragraphs outline how to respond to a disclosure of abuse.

#### **5.2 Responding to a disclosure of abuse**

When someone discloses they have been or are in fear of being abused, the first step is to listen and then be prepared to take the appropriate action. (see APPENDIX 18 & 19)

In addition to this, it is important:

- To emphasise they have done the right thing in telling you
- To tell them you are treating what they have said to you seriously
- To reassure them that what has happened was not their fault
- Not to push for information because they may have been threatened or bribed not to speak
- Not to promise to keep the information a secret. Explain clearly and gently that you may have to share what they tell you with others, including the person responsible for

safeguarding, but this will only be done on a need to know basis.

- To ensure the immediate safety of the person and contact the Safeguarding Co-ordinator or Thirtyone:eightfor advice. Alternatively go directly to the Multi Agency Safeguarding Hub.
- As soon as possible, to write down what has been shared.

#### **5.3 Dealing with allegations**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Procedures to follow are outlined below (note that the relevant contact details can be found on page 3.)

- a) The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Team who have been nominated by the Eldership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

The role of the Safeguarding Co-ordinator/Deputy 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.

- b) Alternatively, where the Safeguarding Team cannot be contacted, or if the suspicions in any way involve them, advice should be sought from Thirtyone:eight, or direct contact be made with the Multi Agency Safeguarding Hub.
- c) Parents or carers should not be informed unless the Multi Agency Safeguarding Hub advise otherwise. Seek medical help if required urgently and inform the doctor of any suspicions.
- d) Following contact with the Multi Agency Safeguarding Hub the insurance company should also be notified. In the event of an allegation or suspicion of abuse being directed at a member of the leadership team of the activity then the Charity Commission should also be notified.

#### **5.4 Allegations of abuse against a person who works with children**

If an allegation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator will need to liaise with the Multi Agency Safeguarding Hub in

regard to the suspension of the worker, also making a referral to a Local Authority Designated Officer (LADO).

In the event of an allegation or suspicion of abuse being directed at a member of the leadership team of the activity, then the Charity Commission should also be notified. The Eldership is committed to offering pastoral care and support to a worker who is subject to an allegation of abuse, as detailed in Appendix 6.

## **Records**

A written record of the concerns should be made in accordance with these procedures and kept in a secure place. The 'Responding to abuse' workers' action sheet and skin maps are provided for this purpose. (APPENDIX 18 & 19)

### **5.5 Confidentiality**

Suspicions must not be discussed with anyone other than the relevant member of the Safeguarding Team and the authorities.

The Eldership will support the Safeguarding Team in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

Signed on behalf of the Elders

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Name

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Date

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# Eldership Safeguarding Statement

The Eldership recognises the importance of Myton Church's ministry with children, young people, and adults with care and support needs and our responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Eldership on: \_\_\_\_\_. A signed copy is located with the policy and procedures in the church office.

Myton Church is committed to the safeguarding of children, young people, and adults with care and support needs, and ensuring their well-being. Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised and challenges are responded to appropriately.

## We are committed to:

- Following all relevant legislation and good practice recommendations in relation to safeguarding children, young people, and adults with care and support needs.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with care and support needs.
- Ensuring that workers adhere to the agreed procedures of our Safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any organisational guidelines in relation to safeguarding children, young people, and adults with care and support needs.
- Supporting the Safeguarding Co-ordinator/s in their work and in any action they may need to take in order to protect children, young people, and adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by the church.
- Supporting parents and families.
- Nurturing, protecting and safeguarding children, young people, and adults with care and support needs.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Thirtyone:eight

**We recognise:**

- The Multi Agency Safeguarding Hub has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child or adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the Police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to Thirtyone:eight.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and procedures annually.**

Anyone with concerns for a child, young person, or adult with care and support needs should speak to the Safeguarding team.

A reference copy of the full policy and our procedures is available in the Church office. For an electronic copy, contact a member of the Safeguarding Team.

Signed on behalf of the elders:

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_



# Application

## children & young people's work

This form should be completed by anyone wishing to apply to work with children and young people at Myton Church. No one will be permitted to take part in work with children & young people until they have successfully completed the full application process which involves the taking up of references, a Disclosure check from the DBS and interview. Appointment will then be subject to an initial probation period.

If you require more space to fully answer any question, please continue on a separate sheet. This information will be kept confidentially by the church, unless requested by an appropriate authority.

### 1 Personal Details

NB. We will need to see birth/marriage certificates or documents regarding a change of name.

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

Maiden / Former Name(s): \_\_\_\_\_

Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Place of birth: \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Evening tel no: \_\_\_\_\_ Mobile tel no: \_\_\_\_\_

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

### 2 Working with children & young people

Please tell us about your Christian experience i.e. how long you have been a Christian, which church(es) you have attended (with dates and names of church leaders), any activities undertaken and detail of the areas of your involvement.

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Please give details of current or previous experience of looking after or working with children or young people. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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Have you ever had an offer to work with children or young people declined?

YES     NO       (please tick)

If yes, please give details

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Do you have an illness, disability or condition that may affect your work with children and young people?

YES     NO       (please tick)

If yes, please give details. (Answering 'yes' to this question does not mean you will not be considered for this post. As an employer we are committed to meeting the requirements of the Disability Discrimination Act 1995 and 2004, and all other similar legislation).

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### 3 References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working (paid or voluntary) one of these should be your present employer. If applicable, you should also provide details of the leader of your previous church or usual place of worship if this is not Myton Church. We reserve the right to take up character references from any other individuals deemed necessary.

#### Referee 1:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Tel No \_\_\_\_\_

Email address \_\_\_\_\_

Relationship \_\_\_\_\_

#### Referee 2:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Tel No \_\_\_\_\_

Email address \_\_\_\_\_

Relationship \_\_\_\_\_

#### Previous Church leader:

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

Address \_\_\_\_\_

Tel no: \_\_\_\_\_

**4 Declaration**

- I confirm that the submitted information is correct and complete.
- I understand and agree to the conditions involving a Disclosure check and I have completed a self-declaration form.

Signature \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).



# Self-declaration form

## STRICTLY CONFIDENTIAL

This form should be completed prior to submission of any Disclosure application to the DBS. All applicants are asked to complete this form and return to the Safeguarding Coordinator or Deputy Safeguarding Coordinator.

As a church / organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

## Disclosures

1. Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.</p> <hr/> <hr/> <hr/> <hr/>	

### Police Investigations – this should include relevant police non-conviction information

2. Have you ever been the subject of a police investigation which did not lead to a criminal conviction?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.</p> <hr/> <hr/> <hr/> <hr/>	

(Continued on next page)

3. To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Children's Social Services / the Social Work Department?

YES  
 NO

If yes, please provide details, we will need to discuss this with you.

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4. Has there ever been any cause for concern regarding your conduct with children? Please include any disciplinary action taken by an employer in relation to your behaviour to children.

YES  
 NO

If yes, please give details

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## Declaration

To help us ensure that we are complying with child protection laws, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that that details of pending prosecutions, previous convictions, cautions, or bind overs against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999.

I agree to inform the Safeguarding Coordinator or Deputy Safeguarding Coordinator if I am convicted of an offence after I take up any post within the church. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform the Safeguarding Coordinator or Deputy Safeguarding Coordinator if I become the subject of a police and/or Children's Social Care department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children & young people and/or the termination of my employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## ATTACHED NOTES: WORKING WITH CHILDREN AND YOUNG PEOPLE

The Disclosure of an offence may not prohibit employment.

As this post involves substantial, unsupervised contact with children and young people, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through Disclosure and Barring Service (DBS).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Code of Practice and our own procedures are available on request. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children and young people at risk.

As a church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involves working with children. Should ever we need to refer an individual to the list of people deemed unsuitable for working with children known as the PoCA List held by the Department of Health, then we would also inform them of any knowledge we have of that individual working in any other child care position.



# Agreement for workers

<b>Name:</b>	
<b>Church club or activity:</b>	
<b>Person to whom you are responsible:</b>	<b>Name:</b>

We are committed to helping you give the best possible service to the children, young people, and adults with care and support needs that you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

If your employment requires a probationary period, your appointment will be confirmed after a review and by agreement of the person named above.

<b>Signature of elder:</b>			
<b>Date:</b>			
<b>Signature of elder/staff member:</b>			
<b>Date:</b>			
Date probation review due: (if relevant)		Date probation review completed:	

Ministry to children, young people & adults with care and support needs at Myton Church

<input type="checkbox"/>	I understand that Myton Church aims to teach the Bible to children, young people, and adults with care and support needs and seeks to lead them to a personal knowledge of Jesus Christ as their Lord and Saviour.
<input type="checkbox"/>	I understand that all children, young people, and adults with care and support needs are welcomed to age-appropriate activities of Myton, without discrimination toward gender, disability, ethnicity, religion, or lifestyle choice.

Protecting children, young people, & adults with care and support needs

<input type="checkbox"/>	I have read the church policy on safeguarding children, young people, and adults with care and support needs
<input type="checkbox"/>	I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about an individual I will check with the appropriate leaders.
<input type="checkbox"/>	I will act in line with the Code of Conduct and follow safe working practice.

Your signature:	
Date:	



## Agreement for helpers

(those in school year 13 or below)

<b>Name:</b>		<b>Date of birth:</b>	
<b>Church club or activity:</b>			
<b>Person to whom you are responsible:</b>	<b>Name:</b>		

We are committed to helping you give the best possible service to the children and young people you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

If your employment requires a probationary period, your appointment will be confirmed after a review and by agreement of the person named above.

<b>Signature of elder/staff:</b>	
<b>Date:</b>	

Ministry to children, young people, & adults with care and support needs at Myton Church

<input type="checkbox"/>	I understand that Myton Church aims to teach the Bible to children, young people, and adults with care and support needs and seeks to lead them to a personal knowledge of Jesus Christ as their Lord and Saviour.
<input type="checkbox"/>	I understand that all children, young people, and adults with care and support needs are welcomed to age-appropriate activities of Myton, without discrimination toward gender, disability, ethnicity, religion, or lifestyle choice.

Protecting children, young people, & adults with care and support needs

<input type="checkbox"/>	I have read the church policy on safeguarding children, young people, & adults with care and support needs
<input type="checkbox"/>	I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about an individual I will check with the appropriate leaders.
<input type="checkbox"/>	I will act in line with the Code of Conduct and follow safe working practice.

<b>Your signature:</b>	
<b>Date:</b>	



# Code of conduct for workers and helpers

We take seriously our responsibility to protect and safeguard the welfare of all those entrusted to the church's care.

This code of conduct provides everyone involved in the church's work with children, young people, and adults with care and support needs with guidelines to ensure that we foster a culture of care, respect and dignity in all of our activities.

## Understanding our safeguarding policy & good working practice

All workers will be provided with a copy of our 'Safeguarding policy' and will familiarise themselves with the contents. The teams responsible for each activity taking place with children, young people, and adults with care and support needs will discuss best practice in regular meetings for workers and helpers.

## Our commitment to children, young people, and adults with care and support needs...

We will show <b>respect</b> to the children, young people, and adults with care and support needs we work with	<ul style="list-style-type: none"> <li>▶ Workers will value all people as made in the image of God</li> </ul>
We will regard <b>discipline</b> as 'teaching about behaviour'	<ul style="list-style-type: none"> <li>▶ Workers will communicate clear expectations about behaviour to ensure disruption is minimised and children, young people, and adults with care and support needs feel safe and secure.</li> <li>▶ Where necessary, workers will discipline by positively reinforcing good behaviour, and not rewarding or sanctioning bad behaviour.</li> <li>▶ Workers will discipline out of love. (Workers will call for support from other workers if they feel they may deal with a situation unwisely because of anger.)</li> <li>▶ Where necessary, workers will focus sanctions on 'wrong deeds' and not 'bad people.'</li> <li>▶ Workers will avoid shouting when dealing with a person face to face.</li> <li>▶ Workers will never use physical punishment or humiliation to sanction a person.</li> </ul>
We will treat all children, young people, and adults with care and support needs <b>equally</b> and ensure that everyone is included	<ul style="list-style-type: none"> <li>▶ Workers will act appropriately towards all children, young people, and adults with care and support needs, parents, carers and colleagues, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief.</li> <li>▶ Workers will take responsibility for creating a fair and inclusive environment that enables equality of opportunity and access.</li> <li>▶ Workers will exercise their responsibilities in a fair, transparent and honest way.</li> <li>▶ Workers will address any issues of bullying or discrimination</li> </ul>
We will <b>listen</b> patiently and carefully	<ul style="list-style-type: none"> <li>▶ Workers will listen to children, young people, and adults with care and support needs, consider their views and preferences and involve them in decisions that affect them.</li> </ul>

We will take all reasonable steps to ensure the <b>safety</b> of children, young people, and adults with care and support needs we work with	<ul style="list-style-type: none"> <li>▶ Workers will follow the church's Safeguarding policies and procedures.</li> <li>▶ Workers will demonstrate self-awareness and take responsibility for accessing help and support in order to ensure that their own practice does not put children, young people, or adults with care and support needs at risk of harm</li> <li>▶ Workers will use appropriate channels to raise concerns about the practices of other workers if this risks harming children, young people, or adults with care and support needs.</li> <li>▶ Workers will make a record of any incident in which a person's behaviour results in injury to themselves or others.</li> <li>▶ Workers will always act within their own competence and responsibilities.</li> </ul>
We will work in <b>partnership</b> with other churches, external agencies, parents and carers in matters relating to the children, young people, and adults with care and support needs	<ul style="list-style-type: none"> <li>▶ Workers will provide accessible and accurate information about policies, clubs and activities for children, young people, and adults with care and support needs.</li> <li>▶ Workers will be available to parents, carers or family members to chat and answer questions about clubs or activities a person may be involved in.</li> <li>▶ Workers will consider parents' and carers' views and perspectives.</li> <li>▶ Workers will signpost other churches or organisations that also provide activities for children, young people, and adults with care and support needs (eg. summer camps, clubs).</li> <li>▶ Workers will work jointly with the police, social services and other agencies in accordance with the Safeguarding Policy to safeguard the welfare of children.</li> </ul>
We will work as a <b>team</b>	<ul style="list-style-type: none"> <li>▶ Workers will develop productive and supportive relationships with other workers taking part in the same activity or club.</li> <li>▶ Workers will participate in training, team meetings, workers meetings and leaders meetings as appropriate.</li> </ul>
We will ensure the position of <b>trust</b> that we have with the children, young people, & adults with care and support needs is upheld and that guidelines are adhered to	<ul style="list-style-type: none"> <li>▶ Workers will safeguard and promote the welfare of children and adults with care and support needs and protect them from sexual exploitation by those looking after them in a relationship of trust</li> <li>▶ Workers will not allow a sexual relationship to develop between the person in a position of trust and the individual or individuals in their care</li> </ul>

# Working with alleged perpetrators and known offenders

## 1 Working with alleged perpetrators

If an allegation of abuse arises within the church, the Eldership will ensure that pastoral care and support is offered to the suspected perpetrator without compromising the children or families involved.

### 1.1 Confidentiality

Information in relation to allegations of abuse will be limited to a 'need to know' basis. In this way leaders and members not privy to the details are free to offer support to other parties, including the suspected perpetrator.

### 1.2 Liaison

The church will appoint one representative of the membership to liaise with the authorities, another to offer support to the victim and their family, and yet another to give pastoral care to the alleged perpetrator. It may also be necessary to appoint another church member to support the perpetrator's family.

It may be necessary, for the sake of the child or adults with care and support needs (or to satisfy the needs of a statutory investigation) for the alleged perpetrator to worship elsewhere. In this case, the new church leaders will need to be informed of the reasons so that the individual is given as much support as possible and so that safeguarding issues in the new church can be considered.

### 1.3 Support

Where a statutory investigation is under way, support should be given to the suspected perpetrator with the knowledge of the child protection authorities.

Pastoral care for an alleged perpetrator is essential, but should not be at the expense of the victim, their family or justice. There should be no sense of collusion with the alleged perpetrator, minimisation of what it is alleged has been done, or a denial of the perpetrator's responsibility.

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

## 2 Working with known offenders

Where someone attending the Myton Church is known to have abused children, young people, or adults with care and support needs, then whilst extending friendship to the individual, Myton Church in its commitment to the protection of all children, young people, and adults with care and support needs will meet with the individual and discuss boundaries that the person will be expected to keep.

### 2.1 Liaison

A member of Myton Church will be appointed by the Eldership to seek direct contact with any supervising probation officer of an offender, and also expect that the supervising officer would be making contact with the church on any issue relating to the safety of children and young people.

The church member will listen to the offender and take advice from statutory agencies, such as probation services, who may be involved with the offender. If it seems appropriate, the member may explain the circumstances to the church congregation in such a way that promotes understanding and support to the offender.

In any event, the member will inform key leaders of activities with children and young people that the offender is attending the church and that he/she should not have contact with children or young people. He/she should never be alone with children and young people.

In circumstances where there are ongoing concerns about the offender, or he/she leaves the church to go elsewhere, then the church member will inform Social Services, any probation officer, and other local churches or relevant organisations.

## **2.2 Written contract and support**

The church member responsible and two elders should meet with the offender to discuss the boundaries that the person will be expected to keep and compile a written contract. Any members of the offender's family and/or his/her partner will be informed of the contract.

A contract will include a statement setting out the pastoral support and care which is being offered by the church to the offender. It will include a commitment by the offender to the church, which may include the following:

- I will never allow myself to be in a situation where I am alone with children or adults with care and support needs
- I will attend meetings/house groups as directed by the church Eldership
- I will sit where directed in the church and will not place myself in the vicinity of children and young people / adults with care and support needs
- I will not enter certain parts of the building designated by the Eldership, nor any area where children's activities are in progress
- I will decline invitations of hospitality where there are children or adults with care and support needs in the home
- I accept that "x" and "y" will sit with me during church activities, accompanying me when I need to use other facilities. They will know I am a Schedule 1 offender/registered with the police under the terms of the Sex Offenders Act
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people, or adults with care and support needs for whom they care
- I accept that contact will need to be made with my probation officer, who will meet with church leaders as and when necessary (where appropriate)
- I accept that "z" will provide me with pastoral care
- 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 Eldership may choose to inform the statutory agencies (e.g. probation and social services) and any other relevant organisation, and the church congregation
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every \_\_\_\_\_ months and will remain for an indefinite period

The contract will be signed and dated by the offender the church member, and the elders.

If the offender does not keep to the boundaries set, the management body of the church (Trustees or whoever) will use their legal entitlement to prohibit the offender from the premises.

## Myton Church - groups working with children and young people

<b>Group</b>	<b>Age range</b>	<b>Meetings</b>	<b>Other people regularly using premises at the same time</b>	<b>Group leader(s)</b>
Creche	0 – 18 months approx	Sundays 10.30 am - 12.00 pm Weekly Myton School	School congregation	Lilla Munster
Creche	18 – 48 months approx	Sundays 10.30 am - 12.00 pm Weekly Myton School	School congregation	Naomi Kensett
Creche	0 - 4 yrs	Sunday 10.30 – 11.45am Termly Westbury Centre	Westbury Congregation	Aileen Hubbard
Sunday School	4 - 11 yrs	Sundays 10.30 am - 12 pm Weekly Myton School	School congregation	Chris Wells
Sunday School	4 – 14 years	Sunday 10.30 – 12.00 Once a month Westbury Centre	Westbury Congregation	TBC
Bible Class	11 – 14 yrs	Sundays 10.30 am - 12 pm Weekly Myton School	School congregation	Ruth Harding
Let's Go	7 - 11 yrs	Fridays 7 - 8.15 pm Weekly during term time Myton School	Hirers of Myton School School staff	Tim & Clare Reynolds
Meltdown	11 - 14 yrs	Fridays 7 – 9.00 pm Weekly during term time Westbury Centre	Other users of Westbury Centre	Julie Statham
Cloud 9	15+ years	Thursdays 7.30 – 9.15 pm Weekly during term time Westbury Centre & 82 Greville Road	Other users of Westbury Centre	Peter Dawes
Holiday Bible Club (HBC)	4 - 11 yrs	Monday – Friday mornings One week per year Myton School	Staff and contractors of Myton School	Hannah Cook
Westbury Toddlers	0 – 5 yrs	Monday 10.00am – 12.00noon Weekly during term time Westbury Centre	Other users of Westbury Centre	Theresa McMillen
ESOL Creche	0 – 4 yrs	Thursday 9.30 - 11.00am	Other users of Westbury Centre	Philippa McLaren



# Risk Assessment

## What is a Risk Assessment?

A risk assessment is a useful tool in identifying and managing identifiable risk. It can enable the protection of workers, children and young people, adults with care and support needs, parents and carers.

It does not have to be long and complicated and should focus on the risks that have the potential to cause real harm. In most instances, straightforward measures can readily control risks eg. A rule such as 'No playing running games without appropriate footwear,' to prevent slippage or foot injury.

Risk assessment can be broken down into 5 easy steps:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your findings and implement them
- Review your assessment and update if necessary.

## What is risk?

A risk in this context is the exposure of people to the possibility of injury or harm through a hazard. A hazard can be anything that might cause harm to children, young people, adults with care and support needs, youth workers or others.

## Why assess risk?

It is important that we ensure that children, young people, and adults with care and support needs are safe to enjoy the activities that we provide.

Risk assessment is not about stopping us from doing things. It is about looking at the way we do them and identifying sensible steps to take to reduce the likelihood or severity of any harm that could result from an activity. Examples might be sharing mobile phone numbers before setting out on a trip, keeping

children away from areas where hot drinks are being prepared, or setting boundaries to on-line or mobile communication. This is not just a paper exercise - we will only see the benefit of risk assessment where we communicate and act on it as well.

## How should we carry out a risk assessment?

### ***1. Regular Activities***

The risks involved in the regular activities of a group should be assessed annually at a team meeting at the start of the academic year. The group will then hold a standing list of risks for their group on file and all team members will have a shared knowledge of how the team plans to manage these risks. In subsequent team meetings, groups should return to their risk assessment to ensure that they have carried out the agreed actions to manage risk. Risk Assessments will be submitted to the Safeguarding Team with the minutes of their meeting for secure storage with other evidence of the team's safeguarding practice.

### ***2. Irregular Activities***

The risks involved in the irregular activities of a group (such as a residential, off-site or higher risk activity), which are not already covered by the group's standing list of risks, should be assessed at a team meeting during the advance-planning phase of the activity. Organisations visited by a group are likely to have their own risk assessment, which the group may request and use to aid them in completing this task.

### ***3. Communication***

The assessment of risk and agreed actions to manage risk should be communicated to all team-members, group helpers and anyone else who may need to know.

### ***4. Revision***

An accident or incident may prompt a revision of a risk assessment.



# Risk Assessment Form

Group name:

Activity being assessed:

Assessors:

Date completed:

Date of next planned review:

<b>What are the hazards?</b>	<b>What might happen?</b>	<b>What should be done about it?</b>	<b>Who will take the action?</b>	<b>By when will the action be taken?</b>

*Continue on a new sheet if necessary.*



# Risk Assessment Form

Group name: Let's Go

Activity being assessed: Regular Club, Fridays, School Term Time, 7:00 – 8:15 pm @ Myton Church Centre

Assessors: Let's Go Team: Tim Reynolds, Clare Reynolds, Hannah Cook, Matthew Statham

Date completed: October 7<sup>th</sup> 2017

Date of next planned review: August 2018

<b>What are the hazards?</b>	<b>What might happen?</b>	<b>What should be done about it?</b>	<b>Who will take the action?</b>	<b>By when will the action be taken?</b>
Refreshments served in the hall	Spillages and slippages	Have kitchen roll available during snack time and clean spillages immediately.	Clare Reynolds – purchase kitchen roll. All – clean up spillages	4 <sup>th</sup> November
Going home: Parents wait to pick up in hallway and children exit to corridor when they are ready to leave.	Child may leave unaccompanied unknown to workers.	New rule: Children only exit to corridor when a worker has seen the person collecting them and said they can leave.	Tim Reynolds – nominate a leader to supervise children leaving	Immediately
'Noisy Activity' including running and ball games in school gym with polished floor, children attending with inappropriate footwear.	Slippage or collision injury, breakage of windows / equipment.	Where weather does not prevent, all 'Noisy Activity' to take place outside. Children only permitted to participate in Noisy Activity if wearing appropriate clothing ie. Trainers, coat (if cold outside),	Tim Reynolds – update publicity with need for appropriate footwear.  Organisers of Noisy Activity – to enforce	For next academic year, Sept 2017  Immediately

*Continue on a new sheet if necessary*



## FOOD HYGIENE & KITCHEN SAFETY

### GUIDELINES:

Other than serving refreshments, on each occasion when the kitchen is used to prepare food or supervise a food preparation activity with others: there MUST be a team leader who takes responsibility for ensuring that these guidelines are followed. They are responsible for completing the food safety diary and ensuring that the kitchen is in a safe and hygienic state at the start and end of their session. They must also have at least a **LEVEL 2 FOOD SAFETY CERTIFICATE**.

## FOOD HYGIENE ESSENTIALS

- **BEFORE YOU START**

On entering the kitchen, place bags etc so that no one can trip over them

1. Put on an apron to protect the food from the contaminants on your clothes, and if you have long hair, please tie it back.
2. Disinfect the work surfaces using the kitchen surface cleaner provided.
3. Wash your hands in the hand washing basin using liquid soap. Make sure you wash well between the fingers and around your nails.

Hands must be washed regularly and always:

- a. *When you visit the toilet*
- b. *On entering the food room and before handling any food or equipment.*
- c. *Between handling raw and cooked food.*
- d. *After combing or touching your hair.*
- e. *After eating, smoking, coughing or blowing your nose.*
- f. *When you handle waste food or refuse.*
- g. *When you handle cleaning chemicals.*

- **FOOD PREPARATION:**

Choose the right chopping board for the job – as they are labelled.

Raw and cooked foods must be kept separate at all times – ideally work in separate parts of the kitchen. Use a separate knife for raw and cooked meats to avoid contamination. If using the same utensils to prepare raw and cooked food ensure the utensils are properly washed between each food type.

- **HOT BEVERAGES:**

Be careful carrying teapots or boiling water around the kitchen. Spillages must be mopped up immediately to avoid people slipping.

- **WORK METHODICALLY**, clear up as you go along.

- **TEMPERATURE**

To keep food in good condition, high risk COLD FOOD should be kept below 5°C (in the fridge) and high risk HOT FOOD over 63°C. Bacteria will not grow when frozen at -18°C but are still there and will start to multiply when thawed out. (*Fridge temperature to be recorded in the food diary*)

**NOTE!**

**The main HIGH RISK FOODS are:**

1. All cooked meat and poultry.
2. Cooked meat products including gravy and stock.
3. Milk, cream, artificial cream, custards and dairy produce.
4. Cooked eggs and products made from eggs e.g. mayonnaise.
5. Shellfish and other seafood.
6. Cooked rice.

- **CROCKERY & CUTLERY**

When handling dishes etc, cutlery should be handled by the handle and fingers should stay out of cups. Any crockery which has been chipped or cracked should be disposed of safely (wrapped and placed in the bin).

- **DRYING UP**

Ideally washing up should be left to air dry however if tea towels have to be used then ensure they are clean. Tea towels used should be taken away for washing after each use.

- **ILLNESS**

Should you be unwell in any way (sickness, diarrhoea etc), please do not prepare food on or for use at the Westbury Centre. Ask someone else to cover for you. Any cuts should be completely covered with a plaster - preferably blue from the kitchen first aid kit - which seals round the wound. Do not use strip dressings as germs can escape from the open ends.

- **COOKING and REHEATING FOOD**

Where possible food should always be cooked from fresh on the premises and not reheated. When food is cooked from fresh, the centre of the item must reach 75°C for two minutes. Re-heated food must be to a temperature in the centre of 82°C for two minutes. A probe thermometer is available in the kitchen for this purpose and you must check that reheated food reaches this temperature. The probe must be thoroughly cleaned before and after use with wipes available. Hot food must be served above 63°C and can only be reheated once.

*(Temperature of food served should be recorded in the food diary)*

Slow cookers are considered high risk and must only be used when preheated to their full temperature, and filled on site with food which is already hot.

- **KEEPING FOOD** not for immediate use.

All food should be kept as cool as possible. If not in the fridge, food should be kept away from any heat source e.g. windows if sunny outside. Food should also be kept covered.

- **THE FRIDGE**

In the fridge, please keep raw and ready-to-eat food separate. Raw food should always be kept on the lowest shelf of the fridge. There is a thermometer in the fridge and the temperature should not exceed 5°C. If it exceeds this, please tell Pearl Pawson. Cream and other high fat foods are high risk. Cream should only be out of the fridge for 15 minutes before being served e.g. homemade cream cakes should be kept in the fridge until they will be eaten.

*Left-over food or ingredients should not be left in the fridge unless they are for use that day. If items are left, please label and date them.*

- **FOOD FROM SUPPLIERS**

Food should be purchased locally and, if chilled, placed directly in the fridge rather than transported via home. A supplier of hot food e.g. outside caterer, is responsible for supplying food at the correct temperature. On arrival the food becomes our responsibility. It is therefore important to document in the food diary, the temperature of the food when it arrived (and the time). Food should only be served if the responsible person can be confident it has been kept above the danger zone (63°C)

- **CRAFT ITEMS** should not be left in the kitchen.

- **CONTAMINATION**

If you should see any indication of insects, rodents, animals or birds in the kitchen, please notify Pearl Pawson as soon as possible.

## FOOD POISONING TOP 10

The top 10 causes are :

1. *Food prepared too far in advance and stored at room temperature, i.e. not refrigerated.*
2. *Cooling food too slowly prior to refrigeration (max 90 mins cooling time)*
3. *Not reheating food to high enough temperatures to destroy food poisoning bacteria.*
4. *The use of cooked food contaminated with food poisoning bacteria.*
5. *Undercooking*
6. *Not thawing frozen poultry for sufficient time*
7. *Cross contamination from raw food to cooked food*
8. *Storing food below 63°C*
9. *Infected food handlers*
10. *Use of leftovers – DON'T unless you know it is safe*

Food can be contaminated by

1. *People*
2. *Raw food*
3. *Insects*
4. *Rodents*
5. *Dust*
6. *Refuse, waste food*
7. *Animals, birds*
8. *Contact with dirty surfaces*

- **NUT ALLERGY can be very serious**

Avoid preparing/serving nuts or nut based products where possible. Use strict disciplines to ensure no other food is contaminated, and nut-based food is clearly labelled.



# Accident or incident form

This form should be completed as soon as possible after any accident or significant incident involving child, young people, or adults with care and support needs. Workers should discuss what follow up action is necessary.

If any other notes have been made concerning the incident these should also be kept and stored with this form.

**Name of group**

**Day, date and time of accident/incident**

**Where did the accident/incident take place?**

**Who were the individuals involved in the accident/incident?** (provide names and if personal details are not held already, e.g. on a consent form, age and address)

**Describe what happened** (including any injuries and first aid / medical treatment given where relevant)

**Who witnessed the accident/incident?** (usually only 2 required)

**Have you planned or already taken any action to prevent a recurrence of the accident/incident?** Give details here and make any necessary revisions to the group's risk assessment.

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**Person in charge of group at time of accident/incident**

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Parents / carers notification**

Under normal circumstances the parent/carer should be notified of the incident or accident. If possible a signature should be sought from the parent/carer.

Parent/carer told by Email

Verbally

Written

Parent/carer not told for the following reason : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Any further comments:**



## Log sheet

This log sheet is provided for workers to note down any unusual or concerning observations in order that patterns may be identified over time. This may include comments made by children in relation to workers or others, possible signs of neglect observed or unusual behaviour.

If you are responding to an allegation of abuse, use the 'Responding to Abuse' action sheet instead of this log sheet which provides more guidance as to what should be recorded.

**Child / children involved:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Group:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Skin map attached?** Yes  No

**Log entry:**

**Signed:** \_\_\_\_\_



<Activity Logo here>

## Parental Consent Form 2019 - 2020

The information on this page of the form can be completed by a carer.  
Only those with parental responsibility (this does not include a foster carer) can sign the consent overleaf.

### PERSONAL DETAILS:

#### **Child 1:**

Name:

DOB:

Medical issues/allergies/  
disabilities or dietary needs:

#### **Child 2:**

Name:

DOB:

Medical issues/allergies/  
disabilities or dietary needs:

#### **Child 3:**

Name:

DOB:

Medical issues/allergies/  
disabilities or dietary needs:

#### **Your Details:**

Contact Name & Number in Emergency:

Your Name:

Your Relationship to Child(ren):

Home Address including postcode:

Telephone Number:

Email address:

**Doctor's Details:**

Name of Doctor: \_\_\_\_\_

Doctor's Telephone Number: \_\_\_\_\_

*PERMISSIONS:***Attendance:**

I give permission for the child(ren) named overleaf to attend <club>  
 On: **Day, Time and Frequency of Club eg. Friday nights (6-7.30 pm) during school term time.** From time to time we may take the children and young people off site for some of the time. Signing this form is your agreement for this to happen.

**Accident:**

I understand that while the < team at club> will take all reasonable steps to ensure the health and safety of children and carers, they cannot necessarily be held responsible for any loss, damage or injury suffered by me or the child(ren) during, or as a result of activities at <club>.

**Communication:** (Only for Cloud 9)

Children and young people communicate via telephone, mobile, email and the internet. Do you give permission for children/youth workers to communicate via these methods to your child? E.g. contact via email with changes to the youth meeting times.

I give permission for my child and the youth/children's workers to communicate using telephone, mobile, email, or internet for the purpose of arranging club activities.

Phone \_\_\_\_ Text \_\_\_\_ Email \_\_\_\_ WhatsApp \_\_\_\_ No communication with child \_\_\_\_

*(Please tick forms of communication you are happy for us to contact your child by)*

**Data Protection:**

From time to time we may wish to contact you regarding <club name> to advise on a change of venue or cancellation of a club or other related matter. Please confirm the method by which you are happy to be communicated by

Phone \_\_\_\_ Text \_\_\_\_ Email \_\_\_\_ WhatsApp \_\_\_\_ No communication \_\_\_\_

*(Please tick forms of communication you are happy for us to contact you by)*

**Photographs & Video Recording:**

The Club may take photographs and make video recordings of children attending the group throughout the year. These will only be used in accordance with the church's Safeguarding policy, a copy of which is available at [www.mytonchurch.org.uk/safeguarding](http://www.mytonchurch.org.uk/safeguarding)

I am willing for photographs and videos to be taken of my child(ren) named above:

Yes  No

**Signature:**Signed (parent / guardian): Date:



## Minibus Policy

All drivers of the minibus must be approved by Ed McMillen

To be approved all drivers must:

- Be over 25, under 70 years of age and authorised by Ed McMillen
- Have held a full licence for at least 2 years, with driving experience
- Have no more than 3 penalty points on their licence
- Have had an induction to the minibus.

Drivers who passed their test on or after 1 January 1997 will not have a D1 minibus entitlement on their licence. Legally you can drive this minibus provided you meet the requirements above and do so on a voluntary basis. You cannot accept payment nor tow a trailer (see <https://www.gov.uk/driving-a-minibus> for further details)

### Conditions of use

- The log sheet in the mini bus MUST be filled in for each journey.
- The Fuel tank should not be left with less than ¼ of a tank of petrol.
- Ensure ALL passengers use seatbelts.
- Before using the bus check the vehicle is safe to drive
  - Tyres
  - Lights
  - Warning lights
  - Windscreen wipers, etc.
- If any defects are noted with the bus, please record them in the log book AND report to the person in charge of the minibus or the church office verbally, or by email if neither are available.
- You should familiarise yourself with the mini bus before taking on passengers. If you are not used to driving a minibus please take extra special care to account for its width and length (for example taking corners wider than you would do in a car, and beware of the step at the back)
- When driving you must obey the rules of the road.
  - On an A class road the limit is 50mph unless a lower speed limit is signposted.
  - On a dual-carriageway the limit is 60 mph
  - On a motorway the limit is 70 mph
- Any fines or convictions picked up whilst you are driving will be your responsibility.
- Ensure as far as possible that all passengers disembark the vehicle in a safe place (i.e. not into oncoming traffic).
- When you have finished with the bus, please leave it in a clean condition (particularly inside) ready for the next user. This includes the removal of sweets and their wrappers, drinks bottles and cans, and any other rubbish.
- Ensure the bus is left secure with all windows and vents closed and the bus locked

In the event of an accident, please see insurance details and procedure in the folder held in the minibus.

# mytonchurch Details of residential visit

This form is to be completed by those organising a residential activity. A copy should remain in the church office at Myton Church during the visit in case of emergency. This should then be retained with the group's records, together with the risk assessment of the visit and

Name of group : \_\_\_\_\_

Location of residential visit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post code \_\_\_\_\_

Date & time of departure: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Date & time of return: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Church / organisation responsible: \_\_\_\_\_

Leaders: \_\_\_\_\_

Child protection co-ordinator: \_\_\_\_\_

First aider: \_\_\_\_\_

Drivers (where applicable): \_\_\_\_\_

Sleeping arrangements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact details for local police department responsible for child protection issues:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach your completed risk assessment. This should be discussed with all workers who will be present.

Completed by: \_\_\_\_\_

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Consent form for residential activities

Group \_\_\_\_\_

Proposed Visit or Activity \_\_\_\_\_

Date \_\_\_\_\_

Departure Place & Time \_\_\_\_\_

Return Place & Time \_\_\_\_\_

Transport Arrangements \_\_\_\_\_

Cost \_\_\_\_\_ (*Cheques payable to 'Myton Church'*)

Overall Leader(s) \_\_\_\_\_

Latest Date for Reply \_\_\_\_\_

Other Information  
\_\_\_\_\_  
\_\_\_\_\_

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### **Consent form**

Group \_\_\_\_\_

Proposed Visit or Activity \_\_\_\_\_

Full Name of Child / Young person \_\_\_\_\_

Address \_\_\_\_\_

Telephone number for emergencies \_\_\_\_\_

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs or disability that may be affected by this activity)

---

**I have read the above information and I give permission for \_\_\_\_\_  
to take part in this residential activity. I give my consent to any medical treatment that may be necessary in  
event of an emergency.**

**I enclose a cheque or cash to the sum of £ \_\_\_\_\_**

Signed (parent or adult with parental responsibility) \_\_\_\_\_ Date \_\_\_\_\_

*The information requested on this form can be completed by a carer, but only those with parental responsibility can sign this form (NB This may not include a foster carer).*

*This form is supplementary to the general information and consent form*

# Secure storage, handling, use, retention and disposal of Disclosures

## 1 General principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Myton Church complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

## 1 Storage and access

Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## 2 Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

## 3 Usage

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

## 4 Retention

Once a recruitment decision has been made, Disclosure information is not kept for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## 5 Disposal

Once the Disclosure is no longer required, or the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

## Definitions and signs of possible abuse in children, young people, & adults at risk.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

### **Signs and symptoms of abuse in children and young people.**

Abuse and neglect are forms of maltreatment of a child. 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, for example via the internet. They may be abused by an adult or adults, or another child or children.

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

	<b>Definitions</b>	<b>Possible signs / indicators</b>
<b>PHYSICAL ABUSE</b>	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 fabricates the symptoms of, or deliberately induces, illness in a child.	<ul style="list-style-type: none"> <li>• Injuries not consistent with the explanation given for them</li> <li>• Injuries that occur in places not normally exposed to falls, rough games, etc</li> <li>• Injuries that have not received medical attention</li> <li>• Reluctance to change for, or participate in, games or swimming</li> <li>• Repeated urinary infections or unexplained tummy pains</li> <li>• Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*</li> <li>• Cuts/scratches/substance abuse*</li> </ul>

	<b>Definitions</b>	<b>Possible signs / indicators</b>
<b>SEXUAL ABUSE</b>	<p>Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>	<ul style="list-style-type: none"> <li>• Any allegations made concerning sexual abuse</li> <li>• Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour</li> <li>• Age-inappropriate sexual activity through words, play or drawing</li> <li>• Child who is sexually provocative or seductive with adults</li> <li>• Inappropriate bed-sharing arrangements at home</li> <li>• Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations</li> <li>• Eating disorders - anorexia, bulimia*</li> </ul>
<b>NEGLECT</b>	<p>Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>• provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li> <li>• protect a child from physical and emotional harm or danger;</li> <li>• ensure adequate supervision (including the use of inadequate care-givers); or</li> <li>• ensure access to appropriate medical care or treatment.</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>	<ul style="list-style-type: none"> <li>• Under nourishment</li> <li>• Failure to grow</li> <li>• Constant hunger</li> <li>• Stealing or gorging food</li> <li>• Untreated illnesses</li> <li>• Inadequate care</li> </ul>
<b>EMOTIONAL ABUSE</b>	<p>Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <p>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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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 maltreatment of a child, though it may occur alone.</p>	<ul style="list-style-type: none"> <li>• Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.</li> <li>• Depression, aggression, extreme anxiety.</li> <li>• Nervousness, frozen watchfulness</li> <li>• Obsessions or phobias</li> <li>• Sudden under-achievement or lack of concentration</li> <li>• Inappropriate relationships with peers and/or adults</li> <li>• Attention-seeking behaviour</li> <li>• Persistent tiredness</li> <li>• Running away/stealing/lying</li> </ul>

\* These signs can indicate the possibility that a child or young person is self-harming.

## **Signs and symptoms of abuse in adults at risk.**

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved.

Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted> ; Care and Support Statutory Guidance under the Care Act 2014 <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

	<b>Types and patterns of abuse</b>
<b>PHYSICAL ABUSE</b>	Physical abuse may include assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
<b>DOMESTIC VIOLENCE</b>	Domestic violence can include psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
<b>SEXUAL ABUSE</b>	Sexual abuse includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
<b>PSYCHOLOGICAL ABUSE</b>	Psychological Abuse includes 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.

<b>FINANCIAL OR MATERIAL ABUSE</b>	Financial or material abuse can include theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
<b>MODERN SLAVERY</b>	Modern slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
<b>DISCRIMINATORY ABUSE</b>	Discriminatory abuse, including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
<b>ORGANISATIONAL ABUSE</b>	Organisational abuse, including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
<b>NEGLECT AND ACTS OF OMISSION</b>	Neglect and acts of omission includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
<b>SELF NEGLECT</b>	Self-neglect covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.



# Responding to a disclosure of abuse

## CONFIDENTIAL

Where you have concerns about abuse you should contact the Safeguarding Team for advice immediately (or speak to Thirtyone:eight directly yourself who may suggest that you contact social services or the police). For contact details see the Safeguarding policy (reference copy in Myton policy folder in the Church Centre office).

This workers action sheet does not replace taking swift action, but should be used to record suspicions or allegations of abuse and actions taken. You may want to use the skin maps to assist you with describing your observations.

**Name of child / young person / adults with care and support needs:**

**Their date of birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Their address:**

**Name of person reporting incident:**

**Date and time of incident:** \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ : \_\_\_\_

**Sequence of events / actual words used / observations** (you may want to make use of the skin maps provided and attach to this form)

**Action taken** (including people contacted)

**Any further comments** (continue on additional sheets if required and attach securely to this front sheet)

Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ : \_\_\_\_



## Skin maps

You can annotate this sheet with any injuries or other observations.

These diagrams are for use with the 'Responding to abuse' workers action sheet, or any log sheet recording other observations. Ensure that you attach this document to the relevant

**Name of child / young person / adult with care and support needs:**

**Completed by:**

**Date:**



