MYTON CHURCH

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:	**Myton Church**
Address:	Jubilee House Westlea Road Leamington Spa CV31 3JE
Telephone:	07407 630543
Email:	info@mytonchurch.org.uk
Safeguarding Team	Tim Carter, Justin Stone, Helen Wallace, Nathan Richards, and Grace Carter
Charitable status:	Myton Church is a registered charity no.1212969
Insurance details:	Public liability insurance held with Congregational.

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

Key contact details

Safeguarding Team	**Safeguarding Team** **Tim Carter (Safeguarding Trustee)** **Justin Stone (Safeguarding Lead)** Email: safeguarding@mytonchurch.org.uk **Helen Wallace (Safeguarding Deputy)** Tel: 07407 630543 Email: helen.wallace@mytonchurch.org.uk **Nathan Richards (Safeguarding Team)** Tel: 07849 168775 Email: nathan.richards@mytonchurch.org.uk **Grace Carter (Children's Champion)** Email: grace.carter@mytonchurch.org.uk
Thirtyone:eight	**Help and Enquiries** Thirtyone:eight PO Box 133 Swanley Kent BR8 7UQ Tel: 0303 003 11 11 (For members, victim/survivors, and statutory agencies) Public support is free at: thirtyoneeight.org
Multi Agency Safeguarding Hub	**Office Hours** Tel: 01926 414144 (Mon-Fri 9.00 – 5.00, Fri 9.00 – 5.00) **Outside Office Hours** Tel: 01926 886922
	In an emergency if an individual is at immediate risk, call 999.

1 Our commitment

1.1 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

1.2 Governance and responsibility

The Trustees have overall legal and governance responsibility for safeguarding within Myton Church. They are responsible for ensuring that appropriate safeguarding arrangements are in place, that safeguarding is taken seriously, that relevant risks are managed, and that the Church complies with its legal and regulatory responsibilities.

The Eldership provides spiritual and pastoral leadership for the Church and is committed to promoting a culture in which safeguarding is taken seriously and everyone is treated with dignity and respect. The Eldership supports and oversees the work of the Safeguarding Team and ensures that safeguarding remains an integral part of the life and ministry of the Church.

The Safeguarding Team has been given responsibility by the Eldership to put this policy and its procedures into effect, to monitor their implementation and to review them annually. The Safeguarding Lead and Safeguarding Team are responsible for receiving and responding to safeguarding concerns, seeking appropriate advice and making referrals to statutory agencies where necessary.

The Trustees, Eldership, Safeguarding Team and all those involved in church activities will work together to ensure that safeguarding responsibilities are understood and appropriately carried out.

The Church Elders have demonstrated their commitment to safeguarding in the Eldership Safeguarding Statement found at APPENDIX 1.

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 individuals seeking to work with children, young people, or adults with care and support needs must follow the church's safer recruitment process, including application, interview, references, identity verification and appropriate DBS checks.

No one may begin a role involving children, young people, or adults with care and support needs until the required DBS check has been completed and the church is satisfied that the individual is suitable for the role.

Individuals joining Myton Church from another organisation will normally be required to provide their original DBS certificate. Where the individual is subscribed to the DBS Update Service, the church may undertake an Update Service status check, with the individual's consent, provided that the certificate is for the same workforce and the same level and type of check required for the role. The original certificate must be seen and identity verified before a status check is relied upon. Where these requirements are not met, or where the church considers that a new check is necessary, a new DBS check will be obtained.

The church recognises that the DBS Update Service is not continuous monitoring. It provides ongoing status checking, but does not automatically disclose all new information immediately; therefore, it will be used as one part of the church's wider safer recruitment and safeguarding arrangements.

Where observation or a short trial period is necessary before appointment, this may only take place under appropriate direct supervision, with a documented risk assessment, and only where the activities undertaken are legally permissible without the level of DBS check required for the proposed role.

Digital identity verification and the current DBS filtering rules will be applied in accordance with applicable legislation and national safer recruitment guidance.

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 DBS has been completed
- The Safeguarding team or team leads will have an interview/ informal conversation with new workers.
- An agreement will be completed and signed (CLICK HERE TO VIEW)
- Applicant is required to complete Thirtyone:eight 'Gateway to Safeguarding' online course
- 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 on Share Point. 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 'Gateway to Safeguarding' online course.
Safeguarding team members and ministry employees will also undertake training every two to three years.

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.

Training requirements will be appropriate to the individual's role, and the church will maintain records of safeguarding training undertaken.

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.

2.4 Raising a concern / whistleblowing

Myton Church wants workers, volunteers and others to feel able to raise concerns about safeguarding, poor practice or behaviour that may place children, young people or adults with care and support needs at risk. Concerns should be taken seriously and reported to the Safeguarding Team.

Anyone raising a genuine concern will be treated fairly and will not be subject to unfair treatment or retaliation as a result of raising that concern.

Where a concern involves a member of the Safeguarding Team, or a person is not satisfied that a concern has been appropriately addressed, advice may be sought directly from Thirtyone:eight or the relevant statutory authority.

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 Toilet Guidelines

During Myton Minis on a Sunday morning, a fully DBS checked adult accompanies the child to the toilet. The adult stands outside unless the child needs help, though the child is encouraged to do what they can for themselves. This usually involves helping with clothing, but not wiping.
In Myton Kids Juniors a fully DBS checked adult accompanies the child to the disabled toilet downstairs in Jubilee House and waits outside.

For all the other groups leaders are not to enter a cubicle with a child, though younger children might need help with taps for washing hands.

4.6 Social Media contact

Social Media contact with under 18 year olds should be avoided.

4.7 Use of My ChurchSuite

As part of our commitment to safeguarding children and young people, our church uses My ChurchSuite, a secure online platform for managing church communications and personal data. The following protocols are in place to ensure the safety, privacy, and appropriate use of this system:

Age-Based Access and Parental Oversight:

- Children aged 16 and over may be invited to access their own My ChurchSuite account only with written consent from a parent/ carer, submitted via email.
- Children under the age of 16 are not permitted to have individual access to My ChurchSuite. Their details are managed exclusively by their parent/ carer through the parent's account.
- All communications and event registrations involving children are handled with appropriate parental involvement and consent.

Visibility and Data Protection:

- All individuals under the age of 18 are hidden from the general member view within My ChurchSuite.
- Access to children's profiles—including medical information and emergency contacts—is restricted to authorised staff and designated leaders (e.g., children's and youth group leaders) who have completed safeguarding training and hold valid DBS clearance.
- Sensitive data is stored securely and handled in accordance with the UK General Data Protection Regulation (UK GDPR) and our church's Data Protection Policy.

4.8 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. (CLICK HERE TO VIEW)

4.9 Accidents and incidents, log sheets

Following any accident or significant incident, records must be made by any workers involved and submitted to church office 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, the MASH team should be phoned, and they would decide whether to let the parents know or not. (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.

4.10 Parental consent

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

- 5 Alive
- Let's Go
- Meltdown
- Cloud 9
- Holiday Club
- Lads & Girls group

Consent forms are provided for all parents/ carers to complete through ChurchSuite.

Special activities may require separate consent, for example a trip off premises, higher risk activity or a residential visit.

Wherever possible an activity should not take place in a leader's home. If no alternative venue is possible, a leader from outside that household must be in attendance.

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. The link for the consent form should then be sent to the parent.

Parents with children attending activities that are run during our normal Sunday services, need not complete a consent form for these activities. However a note of attendance should be kept with the register and every attempt should be made to gather critical information such as allergies, health concerns, etc.

4.11 Registers

A register should be completed for every meeting or session. This should be done using the Check-In feature available via the Myton Church ChurchSuite web platform or mobile application. A record needs to be kept of every child / young person and every worker and helper in attendance. A record should also be made of any visitors.

4.12 Visitors / unexpected attendance

4.12.1 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 complete a consent form. (APPENDIX 12)

4.12.2 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.

4.12.3 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. Leaders should challenge any unknown people on the premises.

4.13 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.

4.14 Residential trips

Careful planning should be undertaken for any residential trips. A risk assessment specific to the trip should be undertaken, as well as parental consent sought through completing and signing a form in ChurchSuite.

Careful consideration should be given to sleeping arrangements. These must be age appropriate, single sex and provide security for children, young people and workers. Workers should not share bedrooms/dormitories with children/young people and ideally leaders should not be in a room on their own.

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

4.15 Photographic and video images

Only those specifically designated may take photographs and make video recordings of those attending any groups or activities 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 noticeboard, in our printed publications, on our social media sites 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.

4.16 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.

4.17 Online Communication

Online groups/meetings should be conducted in the same manner and with the same levels of safeguarding awareness as an in-person group/meeting.

- At least 2 responsible adults must be present (point 4.3 in this policy) for all online gatherings of children and young people. Ideally male and female leaders should be present. (Normal age-related supervision ratios do not apply as children and young people are not being physically supervised.)
- Responsible adults must be approved by Myton Church safeguarding team.

- A register should be kept of all attendees and leaders present (point 4.9 in this policy). This need only be a simple list of names and the date they were present.
- All under 18s must have parental consent to be part of the group. Consent to be part of a group is often already achieved by way of the physical group activity consent form. However, these consent forms do not include online activity so it is advisable to obtain explicit consent if prolonged use of online activity is envisaged. Be aware that consent is not interchangeable between groups and anyone new to a group should provide parental consent, even if it is purely an email confirmation from the parent that they are willing for the child or young person to be part of the group.
- Respect the minimum age requirements for all platforms, especially video chat enabled platforms, and consider a minimum age limit for any one to one chat. Do not invite young people to register for apps, software or platforms which are not age-appropriate for them. Zoom, for example, has a personal account minimum age of 16. However, this does not mean that they cannot use their parents' account.
- The leader should be the person hosting the meeting.
- The leader and at least one assistant leader must be the first and last to leave the meeting.
- No group should be left unsupervised or with only one leader for any extended period. (Toilet breaks are permissible!)
- No child or young person must be allowed access to the meeting before both leaders are present.
- Access to Zoom for example, must be by invite only with a password, with attendees being held in a "waiting room" before they are allowed to join an event.
- Never publish meeting events in the public domain.
- Wherever possible avoid using personal accounts to enable video chats. Use organisational profiles and accounts wherever available.
- Recordings of group calls should not be made unless there is a compelling reason to do so.
- As with face-to-face interactions, ensure respectful modes of behaviour and speech, and appropriate physical presentation such as clothing, venue, environment and timings.
- Leaders' cameras must always be turned on.
- Ensure leader has ability to block/mute participants in the event they are displaying/sharing anything unsuitable or illegal.
- Ensure that names and personal details of young people are never shared publicly, even in an email invitation to a group.
- No communication should take place between the leader and child/young person in private.
- New risk assessment of any online activity should take place.
- Monitor chat logs where possible.
- Ensure all leaders are aware of who to report any safeguarding concerns that may come up in the course of an online meeting/activity.

One to One meetings

To minimise risk, always consider if a group communication can be achieved rather than one to one. In the event of a one to one meeting being required with a child or young person the following guidance is given

- Wherever possible have an additional approved worker in the room with the worker and (dependent on the young person's age) also better to ask if a parent can be home at the same time.
- Ensure a written record is kept of all one-to-one video calls held and the content covered in each call.
- If having assessed the risks of any situation, you believe there is a compelling need to record these calls in place of the usual safer working arrangements, ensure that permission has been sought from the young person (and where necessary, their parent/carer) and the recording is stored securely in line with our usual safeguarding protocols.
- Where children or young people are either in local authority care or have child protection or children in need plans, additional consents from social workers must be obtained prior to participation in such activities.

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 Lead or Thirtyone:eight for 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 Lead 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 Lead 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). LADO will lead any investigation.

In the event of an allegation or suspicion of abuse being directed at a member of the leadership team of the activity, then the Insurance Company & 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 Allegations concerning a worker with adults with care and support needs

If an allegation or concern is made that a member of staff, volunteer, leader or other person working on behalf of the Church has harmed, abused or neglected an adult with care and support needs, the concern must be reported immediately to the Safeguarding Team.

The Safeguarding Team will seek appropriate advice and, where necessary, refer the matter to the relevant adult safeguarding service. The Church will cooperate fully with any investigation undertaken by statutory agencies.

The Church will not undertake its own investigation where a safeguarding concern may require statutory investigation. The Safeguarding Team will ensure that appropriate records are made and that information is shared only with those who need to know.

Where the allegation may constitute a criminal offence, the police will be contacted as appropriate. Where relevant, the Church will also consider whether a referral to the Disclosure and Barring Service (DBS) is required.

Where the allegation concerns a member of the Safeguarding Team or someone in the Church leadership, the concern should be reported to another appropriate member of the Safeguarding Team or to the Eldership/Trustees, as appropriate.

The Church will seek to ensure that the adult who may have experienced abuse or neglect is supported and treated with dignity and respect throughout the process. Appropriate pastoral or other support will be offered where appropriate, without compromising any safeguarding investigation.

The person against whom the allegation has been made will also be treated fairly and appropriately. Any restrictions placed on their involvement in Church activities will be based on safeguarding advice and the circumstances of the case.

5.6 Concerns about adults with care and support needs

Concerns may include physical, sexual, emotional, psychological, financial or discriminatory abuse, organisational abuse, neglect, self-neglect, exploitation, domestic abuse, forced marriage, modern slavery or other forms of harm.

Where possible, the views, wishes and consent of the adult should be considered when deciding what action to take. However, information may need to be shared without consent where the person is unable to understand or protect themselves from the risk, where others may also be at risk, or where there is a legal duty to share information.

The Safeguarding Lead will seek advice from the appropriate statutory safeguarding service and/or Thirtyone:eight where necessary. If the person is in immediate danger or seriously injured, emergency services should be contacted on 999.

5.6.1 Non-recent abuse

Where an adult discloses non-recent abuse, the disclosure should be taken seriously and the person offered appropriate pastoral and/or specialist support. The person should be given the opportunity to report the matter to the police. Where there are safeguarding concerns about an alleged perpetrator, including where that person currently has contact with children, young people or adults with care and support needs, advice should be sought from the appropriate safeguarding authorities and/or Thirtyone:eight.

5.7 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.

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: October 27th, 2025.

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 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.

Signed on behalf of the elders:

Signed N. Richards

Name NATHAN RICHARDS

Date 27/10/25

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 two 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: _____

Evening tel no: _____ Mobile tel no: _____

Email address:
_____

Address :
_____

_____ Postcode: _____

How long have you lived at the above address? _____ Years _____ Months

If less than 5 years, please give previous address(es) with dates:

From/To: ___ /___ /___ ___ /___ /___ From/To: ___ /___ /___ ___ /___ /___

Previous Address: _____ Previous Address: _____

_____ _____

Post Code: _____ Post Code: _____

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.

_____

_____

_____

_____

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.

_____

_____

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

☐ YES ☐ NO (please tick)

If yes, please give details

_____

_____

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 2018, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

Self-declaration Form for Enhanced DBS Check

STRICTLY CONFIDENTIAL

As a church/ organisation we undertake to meet the requirements of the Data Protection Act 2018 General Data Protection Regulations and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

Instructions for applicants – to be filled by the organisation.

1. Sections A,B,C and E must be completed by ALL applicants.
2. Section D should only be completed if your organisation has marked YES below.

The role involves Regulated Activity, complete Section D	**YES**	

3. 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 it to the Safeguarding Lead or Safeguarding Deputy.

A – Conviction history

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	YES	NO
If yes, please give details including the nature of the offences and the dates. It would be helpful to include details of the reasons and circumstances that led to the offence(s):		
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	YES	NO
If yes, please give details including the nature of the offences and the dates. It would be helpful to include details of the reasons and circumstances that led to the offence(s):		

B – Overseas history

1. Have you ever lived, worked, or volunteered outside the United Kingdom?	YES	NO
If yes, please provide details including the name of the country/ countries:		
2. Do you have any overseas convictions?	YES	NO
If yes, please provide further information:		

C – Past conduct

1. To your knowledge have you had any allegations made against you, which has been reported to, and investigated by, Social Services/ Social Work Department (Children's or Adult Social Care)?	YES	NO
If yes, please provide details:		
2. Has there ever been any cause for concern regarding your conduct with children, young adults, or adults with care and support needs?	YES	NO
If yes, please provide details:		

D – Barred lists checks (for those working in Regulated Activity)

If your role will involve engaging in regulated activity with children or adults with care and support needs (vulnerable adults) or line managing someone else that does, you will be asked to complete the section below.

Are you or have you been barred from working with children or adults with care and support needs (vulnerable adults)?	YES	NO

E - Declaration

I consent to a standard/enhanced DBS check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants. I understand how the DBS will process my personal data and the options available to me for processing an application.
I am aware that if I am being asked to apply for an enhanced disclosure it will show spent and unspent convictions and adult cautions, from the Police National Computer which have not been filtered in line with legislation plus any information held by local police that's considered relevant to the role.
I am aware that, failure to disclose information that is not 'protected', could result in the withdrawal of approval to work/ volunteer within Myton Church. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

I agree to inform the person within Myton Church responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to the immediate suspension and/or the termination of my employment.
I agree to inform the person within Myton Church responsible for processing disclosure applications if I become the subject of a police force and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work and/or the termination of my employment.
Print name: **Signed:** **Date:**

Legalese

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders / Equal Opportunities Policy.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

The DBS Service Code of Practice and our own procedures are available on request for you to read. 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 or vulnerable adults at risk. As an organisation Myton Church agrees to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations, as well as the expectations of the DBS.

Barred lists / Regulated Activity

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An Enhanced Disclosure with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an Enhanced Disclosure WITHOUT a barred list check.

Links

https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy.

https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

https://www.gov.uk/government/organisations/disclosure-and-barring-service/about

MYTON CHURCH

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 **respect** to the children, young people, and adults with care and support needs we work with	► Workers will value all people as made in the image of God
We will regard **discipline** as 'teaching about behaviour'	► 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. ► Where necessary, workers will discipline by positively reinforcing good behaviour, and not rewarding or sanctioning bad behaviour. ► 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.) ► Where necessary, workers will focus sanctions on 'wrong deeds' and not 'bad people.' ► Workers will avoid shouting when dealing with a person face to face. ► Workers will never use physical punishment or humiliation to sanction a person.
We will treat all children, young people, and adults with care and support needs **equally** and ensure that everyone is included	► 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. ► Workers will take responsibility for creating a fair and inclusive environment that enables equality of opportunity and access. ► Workers will exercise their responsibilities in a fair, transparent and honest way. ► Workers will address any issues of bullying or discrimination
We will **listen** patiently and carefully	► 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.

We will take all reasonable steps to ensure the **safety** of children, young people, and adults with care and support needs we work with	► Workers will follow the church's Safeguarding policies and procedures. ► Workers will demonstrate self-awareness and take responsibility for accessing help and support in order to ensure that their own practice to not put children, young people, or adults with care and support needs at risk of harm ► 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. ► Workers will make a record of any incident in which a person's behaviour results in injury to themselves or others. ► Workers will always act within their own competence and responsibilities.
We will work in **partnership** with other churches, external agencies, parents and carers in matters relating to the children, young people, and adults with care and support needs	► Workers will provide accessible and accurate information about policies, clubs and activities for children, young people, and adults with care and support needs. ► 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. ► Workers will consider parents' and carers' views and perspectives. ► 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). ► Workers will work jointly with the police, social services and other agencies in accordance with the Safeguarding Policy to safeguard the welfare of children.
We will work as a **team**	► Workers will develop productive and supportive relationships with other workers taking part in the same activity or club. ► Workers will participate in training, team meetings, workers meetings and leaders meetings as appropriate.
We will ensure the position of **trust** that we have with the children, young people, & adults with care and support needs is upheld and that guidelines are adhered to	► 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 ► 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

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 poeple.

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

Group	Age range	Meetings Time, Frequency and Location)	Other people regularly using premises at the same time	Group leader(s)
Myton Minis	0 - 4 years	Sunday 9.15am & 11.15am Weekly Westbury Community Centre	Myton Church morning services	Charlotte Richards
Myton Kids	4 – 11 years	Sunday 9.15am & 11.15am Weekly Jubilee House	Myton Church morning services	Ed McMillen
Bible Class	11 – 14 years	Sundays 9.15am & 11.15am Weekly Westbury Community Centre	Myton Church morning services	Ruth Harding
5 Alive	5 – 6 years	Fridays 5.15pm – 6.15pm Weekly during term time Westbury Community Centre	None	Hannah Cook
Let's Go	7 - 11 years	Fridays 6.45pm - 8.00 pm Weekly during term time Westbury Community Centre	Meltdown & Cloud 9	Clare Reynolds
Meltdown	11 - 14 years	Fridays 6.45pm – 8.45 pm Weekly during term time Westbury Community Centre	Let's Go and Cloud 9	Julie Statham
Cloud 9	15+ years	Fridays 6.45pm – 8.45 pm Weekly during term time Westbury Community Centre	Let's Go and Meltdown	Tim & Grace Carter
Westbury Toddlers	0 – 5 years	Tuesday 10.00am – 11.30am Weekly during term time Westbury Community Centre	None	Theresa McMillen
Lads Group	11 – 18 years	Sundays 5.45pm – 7.30 pm Monthly during term time Westbury Community Centre	Girls Group and Myton Church evening service	Tim Reynolds Jacob Buckley
Girls Group	11 - 18 years	Sundays 5.45pm – 7.30 pm Monthly during term time Westbury Community Centre	Lads Group and Myton Church evening service	Emma Buckley Ruth Harding
Westbury Holiday Club	5 – 11 years	Westbury Community Centre	None	Hannah Cook

Risk Assessment

Activity/ Event Title

{Please edit all the text in [square brackets] and delete the brackets. Please also delete the instructions in {curly brackets} once you have followed them – including this paragraph – as they should not form part of the final document.}

Activity/Event Information

Date of Activity/ Event:

Activity/ Event organised or overseen by: [INSERT NAME(S) AND/OR ROLE(S)

People involved: [INSERT ROLE(S) OR CATEGORY OF PERSON(S) TAKING PART / DOING THE WORK] {e.g. those taking part, visitors, those with mobility impairments, etc. Avoid using named individuals in this section, if possible.}

Location: [INSERT DETAILS FOR WHERE THE ACTIVITY/EVENT WILL TAKE PLACE]

Resources required: [LIST ANY EQUIPMENT AND/OR CONSUMABLES (INC. SUBSTANCES) YOU NEED FOR THIS ACTIVITY]

Description of activity/event: [INSERT DESCRIPTION] {Insert as much detail as you can, including any steps or phases of the activity/event. State elements specifically not included in this risk assessment as a note here (e.g. setting-up, travel to and from the event, etc.). If these are covered by separate risk assessments, please link to these.}

Hazard Identification & Assessment, Control Measures and Action Plans

{Once you have described the hazard in detail including the potential consequences and who is likely to be impacted, you can use this information to determine the impact. Use the matrix below which should be kept in the final document.}

RISK LEVEL MATRIX (for reference)	**Likelihood**		
Consequence/impact duration	**Unlikely** Impact does not occur regularly	**Possible** Impact does not occur regularly, but clearly foreseeable	**Expected** Impact does/could occur regularly
Low (may require first aid)	**MINOR RISK**	**MINOR RISK**	**MODERATE RISK**
Medium (may require hospital treatment)	**MINOR RISK**	**MODERATE RISK**	**MAJOR RISK**
Severe injury or illness	**MODERATE RISK**	**MAJOR RISK**	**CRITICAL RISK**
Fatality or life-altering injury or illness	**MAJOR RISK**	**CRITICAL RISK**	**CRITICAL RISK**

{The first hazard has been completed as an example. If your event/ activity is taking place in the Westbury Community Centre, please do not remove it. Please add rows as required.}

Hazard/s	Persons at Risk and consequences	Risk level	Control measures already in place	Further Action	Action by whom	Timeframe
		MINOR RISK **MODERATE RISK** **MAJOR RISK** **CRITICAL RISK** {delete as appropriate}				
		MINOR RISK **MODERATE RISK** **MAJOR RISK** **CRITICAL RISK** {delete as appropriate}				

Document Information and Review

Date: [INSERT DATE RISK ASSESSMENT COMPLETED]

Risk Assessment prepared by: [INSERT NAME & ROLE] {This should be the person/s responsible for the event, with the role being the one in relation to the event or activity.}

With input from: [INSERT NAMES & ROLES] {List anyone (including their role where relevant) who has played a significant role in preparing the risk assessment.}

Risk Assessment reviewed by: [INSERT NAME & ROLE] {This would usually be the Health & Safety Co-ordinator or the Administrator for the church. They should review the document and ensure it is circulated to all those impacted as well as ensuring a review date has been diarised below.}

Date: [INSERT DATE RISK ASSESSMENT REVIEWED]

Next review due by: [INSERT DATE] or following an incident/significant change in how this activity is undertaken.

Accident or incident form

Forms like this one are stored in the following locations for ease of access and record-keeping:

- **Westbury Centre Office** – in the red folder
- **Foyer** – adjacent to the First Aid Kit
- **Jubilee House Meeting Room** – next to the First Aid box

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.

Person in charge of group at time of accident/incident

Print name: _____

Signature: _____

Date: ___/___/_____

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: _____

Parental Consent Form

(Parents and carers are encouraged to complete this form online via Myton Church's ChurchSuite platform. Submitted information is securely stored within ChurchSuite in accordance with data protection regulations and is accessible to authorised personnel only.)

By completing this form, you are giving consent for your child to take part in _____ activities at Myton Church.

Child/Young Person's Details

Field	Information
Name	
Address	
Date of Birth	

Person with Parental Responsibility

Field	Information
Name	
Address (if different from child)	
Mobile	
Email	

Permissions & Health Information

Question	Response
Are you happy for your child to be given food and drink during Myton Kids?	☐ Yes ☐ No
Please list any relevant food allergies or dietary requirements	
Please list any medical conditions and recommended actions which we should be aware of.	

Question	Response
Are you happy for a DBS-checked leader to assist your child with toileting if needed?	☐ Yes ☐ No
Anything else we need to know to help your child thrive?	

Photographic Images

We may take photographs during activities for use on the church website and in future event publicity. All images will be handled in accordance with our Child Protection Guidelines, and no names or personal information will be published.

Permission Type Response

Individual photos ☐ Yes ☐ No

Group photos ☐ Yes ☐ No

If you do not give permission, please ensure your child is aware.

Signature

Field	
Signed by parent/guardian	
Date	

MYTON CHURCH

Minibus Policy

Church details

Charity number: 1212969
Address: Jubilee House, Westlea Road, Leamington Spa, CV31 3JE
Contact details: Email - info@mytonchurch.org.uk Phone - 07407 630543

This policy was first adopted: September 2017 Last reviewed: October 2026
This policy should be reviewed every 2 years. The next review is due in: October 2028

All drivers of the minibus must be approved by Ed McMillen

To be approved all drivers must:

- Be 21 or over and under 70 years of age
- 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 minibus 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 logbook 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 minibus 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
- Minibuses over 20 years old will receive a documented safety inspection every six weeks to ensure they remain safe and roadworthy. These inspections are in addition to the vehicle's MOT, servicing, and daily/pre-use checks.

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

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 2018 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 or on Myton Church's Safeguarding Share Point 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 (2026)'.

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.

	Definitions	**Possible signs / indicators**
PHYSICAL ABUSE	Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.	• Injuries not consistent with the explanation given for them • Injuries that occur in places not normally exposed to falls, rough games, etc • Injuries that have not received medical attention • Reluctance to change for, or participate in, games or swimming • Repeated urinary infections or unexplained tummy pains • Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation* • Cuts/scratches/substance abuse*

	Definitions	Possible signs / indicators
	Definitions	**Possible signs / indicators**
SEXUAL ABUSE	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.	• Any allegations made concerning sexual abuse • Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour • Age-inappropriate sexual activity through words, play or drawing • Child who is sexually provocative or seductive with adults • Inappropriate bed-sharing arrangements at home • Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations • Eating disorders - anorexia, bulimia*
NEGLECT	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: • provide adequate food, clothing and shelter (including exclusion from home or abandonment); • protect a child from physical and emotional harm or danger; • ensure adequate supervision (including the use of inadequate care-givers); or • ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.	• Under nourishment • Failure to grow • Constant hunger • Stealing or gorging food • Untreated illnesses • Inadequate care
EMOTIONAL ABUSE	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. 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.	• Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. • Depression, aggression, extreme anxiety. • Nervousness, frozen watchfulness • Obsessions or phobias • Sudden under-achievement or lack of concentration • Inappropriate relationships with peers and/or adults • Attention-seeking behaviour • Persistent tiredness • Running away/stealing/lying

* 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.

	Types and patterns of abuse
PHYSICAL ABUSE	Phyical abuse may include assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
DOMESTIC VIOLENCE	Domestic violence can include psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
SEXUAL ABUSE	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.
PSYCHOLOGICAL ABUSE	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.

	Types and patterns of abuse
FINANCIAL OR MATERIAL ABUSE	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.
MODERN SLAVERY	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.
DISCRIMINATORY ABUSE	Discriminatory abuse, including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
ORGANISATIONAL ABUSE	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.
NEGLECT AND ACTS OF OMISSION	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.
SELF NEGLECT	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

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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 office).

This workers action sheet does not replace taking swift action, but should to 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: ___ : ___

MYTON CHURCH

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:



