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| **Appendix 1: Safeguarding: Good Practice Guidelines**  **Topic: Page**   1. **Prevention: Safer Recruitment**   **1.1 Appointment of Paid employees 3**   * 1. **Volunteer workers 4**   2. **General principles 5**   3. **DBS checks 5**   4. **Handling disclosure information 6**      1. **Safeguarding Training, Supervision & Support**   **2.1 Training 7**  **2.2 Supervision of workers 7**  **2.3 Supervision of children and YP 8**  **2.4 General guidance 8-10**  **2.5 Working one to one 10**  **2.6 Discipline 10**  **2.7 Meeting in homes 11**  **2.8 First Aid 11**  **2.9 YP - Opportunities to serve 11**  **2.10 Church visitors 12**   1. **General Documentation & Protocols**   **3.1 Training compliance 13**  **3.2 Attendance registers 13**  **3.3 Consent forms for activities - Outing/Residential 13-14**  **3.4 Acceptable use form for on-line activities 14**  **3.5 Accident and Incident 15**  **3.6 Recruitment Forms 15**  **3.7 Transport 15-16**  **4. Residential Trips 16-17**  **5. Shopping for others 17**  **6. Compliance with GDPR 18**  **7. Children’s National Participation Standards (NPS) 19** |  |
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1. **PREVENTION - SAFER RECRUITMENT**

In the appointment of workers, paid or voluntary, the DSL and DBS Lead Recruiter should be informed at the beginning of the recruitment process so that the correct procedures are followed.

**1.1 Recruitment of Paid employees**

The Trustees will ensure all employees whose role involves working with children, young people, or adults, will be appointed, trained, supported, and supervised in accordance with government guidance on safe recruitment.

***This includes ensuring that:***

* There is a written job description / person specification for the post;
* The job description will carry references to CEC’s Safeguarding Policy;
* Those applying have completed an application form plus a Code of Conduct and self-declaration form;
* Those short listed have been interviewed;
* Qualifications, where relevant, will be verified at interview stage;
* Safeguarding has been discussed at interview;
* The applicant will be informed of the need to complete an Enhanced Disclosure and Barring Check (DBS). Any confidential information should only be disclosed to the Designated Safeguarding Lead/Trustee);
* Written references will be obtained, and followed up where appropriate. Where appropriate, the referees should be one from outside of CEC and preferably one from a person’s present/past employer
* The final appointment will not be made until the Enhanced disclosure has been made

***The successful applicant will:***

* be provided with access to CEC’s safeguarding policy
* be equipped with appropriate safeguarding training and be made aware of how to report concerns.
* be asked to complete a probationary period where appropriate.

**1.2 Recruitment Process for Volunteer Workers**

***The applicant should initially:***

* **Talk** to the relevant Ministry Leader about their wish to be involved; this should include their reasons and interest in the role, the requirements of the role and their experience and suitability;
* **Complete** the following forms:

Volunteer application form and sign it plus the Code of Conduct form, with signed self-declaration ( both found on the CEC website):

* **Send** the two completed, signed forms byemail/post/ deliver it in person, to the Designated Safeguarding Lead;
* The **DBS process** will only begin once in receipt of the completed forms, the DSL will contact the DBS Lead Recruiter to start the process where needed (enhanced DBS required for roles where children are in the care of the church);
* **References** will also be collected for all volunteers. The DSL will request 2 written references, at least one of which should be external to CEC. References and their appointment should be ratified by the DST prior to the applicant commencing their role, and the Code of Conduct form will then be endorsed by the DST;
* **Induction** should then follow for the new volunteer worker the new by the appropriate Ministry Leader or DSL, who should signpost the volunteer to the following documents:
  + - Volunteer role profiles and expectations,
    - Safeguarding Policy and Appendices,
    - other relevant CEC policies, all of which are found on the CEC website.
* **Initial Safeguarding Training** must also be undertaken prior to starting any role.

**1.3 General principles:**

1. Ministry Leads and Leaders must be members of CEC and have attended regularly for at least 6 months prior to appointment;

1. To have an up-to-date enhanced Disclosure Barring Service (DBS) check for roles when responsible for and supervising children who are ‘in the care of the church’;
2. Once the recruitment process has been completed and ratified, the worker is able to volunteer to work with all ages of children, and with Adults and Support needs, subject to their suitability for the role provided they are up to date with CEC’s SG training programme;
3. Helpers do not need to be church members but should have attended regularly for at least 6 months prior to appointment;
4. In situations where parent and guardian volunteers have responsibility for their own children in a church activity, they will not need a DBS;
5. All workers, paid or voluntary are expected to sign up to the Code of Conduct expected at Cornerstone. These are found in Appendix 3.
   1. **Disclosures and Barring Service (DBS) Checking**

***Lead Recruiter & Identity Checker – Mrs Anne Brown***

* All CEC workers who lead and supervise children who are in the care of the church need to obtain an Enhanced DBS Disclosure. Church workers requiring a DBS check need to complete the DBS form and see Anne Brown in person. Applicants need to provide proof of identity and must also complete and sign a self-declaration form;
* Applicants must show the Lead Recruiter one Category 1 document plus two other documents of any type, or five documents from Category 2.

**Category 1:** Passport, UK Driving Licence (photo card or paper), original UK Birth Certificate, valid Photo Identity Card.

**Category 2:** Non-original Birth Certificate, Marriage Certificate, P45 or P60 (less than 12 months old), Bank statement, Utility bill from current address, TV licence, Document from Benefits Agency, Employment Service or Inland Revenue, Vehicle registration document.

* The Lead Recruiter will submit the DBS application on the applicant’s behalf; the Identity Checker will confirm the applicant’s identity as required as part of the on-line process. Applicants will receive a copy of their disclosure, which is confidential. Thirtyone:eight and the CEC Lead Recruiter will receive a copy of the disclosure.
  1. **Handling of disclosure information**
* Disclosure information on the suitability of persons to work with children is stored separately in a secure lockable cabinet with access limited to the Lead Recruiter, DSL and Deputy DSL;
* Disclosure information is only revealed to those who need to know and is only used for the specific purpose for which it was requested;
* Once a recruitment decision has been made, disclosure information should not be kept for more than 6 months;
* A record will be kept of the date of issue of the disclosure, name of worker, type of disclosure (enhanced), position for which disclosure is requested, unique reference number and details of the recruitment decision taken;
* The procedure will comply with the GDPR 2018.

1. **Safeguarding Training, Supervision & Support**
   1. **Safeguarding Training**

* Training in CEC’s Safeguarding policy and procedures will be provided on an annual basis either in-house by CEC’s SG team or by an outside provider;
* Trustees are expected to attend the Thirtyone:eight specific training course

soon after their appointment. Thereafter, they are required to attend the annual Training organised by the SG Team in the Autumn Term;

* All workers involved with children and adult ministries, Elders, and Deacons are required to undertake full safeguarding training on an annual basis in the Autumn Term, in order to continue in their role. Those who do not attend may be asked by the Trustees to step down from their role until training can be arranged and undertaken;

* Content of the Training will include a review of CEC’s policy including what abuse is, how to recognise, respond and report it, and how to work safely. Changes or amendments in CEC’s policy that have occurred since the previous years’ training will be outlined;
* Workers who commence their role after the annual Autumn training has been completed, will need to undertake an ‘Induction to Safeguarding Training’ course prior to commencing their role. This is via a power point presentation and should be led by a member of the SG Team, Ministry Lead or DS Trustee, with the expectation that full training will be accessed during the next Autumn Term. The DSL will coordinate this training as when required.
  1. **Supervision of workers**
* New workersmay commence an introductory/supervisory period after they have submitted their DBS check but should not be left unattended in activities during this time. This can include up to four visits to a single group, e.g. a one-month observation period;
* Applicants who have completed an enhanced DBS check dated within the previous 12 months, with other settings relating to working with children and young people and who can provide the original document (not a photocopy), are able to work at CEC whilst awaiting a CEC requested enhanced DBS;

* It is advisable that ‘new’ leaders work alongside established leaders in any one session. In exceptional circumstances, where an appropriate leader is not available, a DBS-checked helper can lead an activity, but this must be agreed with the corresponding elder, or in the case of youth work, with the Children and Young Persons Worker, and must be recorded by the DSL.

**2.3 Supervision of children and young people**

* Ministry Leads must ensure there is adequate supervision by their fellow workers mmmotherwise the activity should not take place. **There should always be at least 2 workers with each group;**

* The recommended adult to child ratios are:

|  |  |  |
| --- | --- | --- |
| **Age Group** | **Indoor activities** | **Outdoor activities** |
| 0 - 2 years | 1:3 | 1:3 |
| 2 - 3 years | 1:4 | 1:4 |
| 4 - 8 years | 1:8 | 1:6 |
| 8 - 13 years | 2:20 (M & F)\* | 2:15 (M & F)\* |
| 14 – 17 years | 2: 20 (M & F)\* | 2: 20 (M & F)\* |

*\*Desirable M & F but not always possible*

* 1. **General guidance when working with children and young people:**
* Consider the gender balance of workers in relation to the group of children and young people;
* Generally, the group should not be left alone at any time;

* Children aged 0-11 should always be supervised by a minimum of two workers - in practice this may mean that 3 workers are available for the activity;
* Children aged 12-17 should always be supervised by at least two workers. In an emergency situation, it is acceptable for only one worker to be present, but the door of the room should be left open;
* Young persons of less than 18 years should not be left in charge of children of any age;
* Teenagers aged 16+ may be involved in small groups which are led and run by peers. In these circumstances two adult leaders must be present in the church building;
* The only people present at a children’s activity, when the children are in the care of the church, should be the children’s workers assigned to that group, or a parent/carer who needs to be present for their own child. No other adults or children should be present;
* Parents /carers of primary-aged groups (0-10 yrs) should collect their children from Sunday School or the activity venue;
* A simple password system should be used where children are collected from the care of the church by an adult other than a recognised parent/guardian. This should be set up prior to the activity;
* Children will be required to go to the toilet themselves, although may be accompanied to the toilet door by a worker. If unable to manage independently, their parent/carer will be asked to supervise them;
* Parents will be asked to change their own children’s nappies. Separate arrangements may be made for or a child with special needs;
* Parents or other adults and older children helping on an occasional basis must be supervised by the Leader in charge of the activity, until they have completed the appropriate recruitment process;
* Adults with health needs or at risk of abuse and neglect should not be alone on church premises or in a church activity with only one other adult present;
* At no time should one adult be alone on church premises with children or young people below 18 years, unless the children are their own;
* Children and young people of less than 18 years should not be given access to church premises unless responsible adults are present.
  1. **Working one to one:**
* Parental consent **should always** be obtained before each meeting, particularly if a meeting with young people is away from a CEC building;

* A member of the SG team should be made aware of the meetings;

* Children’s workers should avoid being alone with a child or children when their activity cannot be seen. This may mean leaving doors open;
* Where confidentiality is important (e.g., counselling) ensure that others know that the meeting is taking place and that another adult is present in the building.
  1. **Discipline**
* Physical force of any kind must not be used to discipline;

* Great care must be exercised if physical restraint is required to prevent a young person harming him / herself or others, and only the minimum force necessary should be used. A minimum of two workers should be involved in any restraint. After the incident, a record of what happened and how it was managed must be completed, signed and dated by the two workers on a ‘Concern’ form found in the SG Pack;
* Bullying and discriminatory behaviour by the children / young people and vulnerable adults will not be tolerated but dealt with appropriately by church workers (See Appendix 5: CEC Anti-bullying Policy)
  1. **Meeting in homes**
* Where adults and children are meeting in someone’s home for a church activity (e.g. a family-based community group), in situations where children are not supervised by their parents/guardians directly but by other adults, there must be at least two supervising adults. One of these should have an up-to-date DBS and safeguarding training;

* A child or young person should not be invited on their own to a worker’s home for a CEC activity;
* It is acceptable to invite a group, with parental consent, providing that another adult, DBS-checked via CEC, is in the room with you. No other adults should be present unless they come under the category of a ‘church visitor’ or are CEC workers;

**2.8 First Aid:**

* The Ministry Lead or activity Leader must know the whereabouts of the First Aid Kit. If an accident occurs, there should be a designated First Aider who can deal with the accident. All accidents must be recorded in the appropriate Health & Safety Accident Book. This is located at the back of the door to the CEC designated Store cupboard at the Deri View venue and in CEC Centre;
  1. **Young People(YP) Opportunities to serve**
* Young people in the CY youth group (aged 11+) are able to choose whether or not they want to serve in the church by helping on some of the existing rotas. These include, on a Sunday morning, the ‘Welcome Desk’, singing group, music group, tech team and set up/take down equipment team;

* It is a requirement that any young person helping out in this way on the church premises or during a CEC organised activity, remains the responsibility of their parent/guardian and **is supervised by their parent/guardian at all times**. Should the parent/guardian not be able to attend and supervise, then the young person should not participate in the rota. For more information see **App. 6.**
  1. **Church Visitors**
* It is good practice for all visitors to be informed of CEC’s approach to SG; to this end, information is available at each CEC venue outlining the CEC’s Mission and photographic identity of DSL, Deputy and DST;

* A visitor to CEC who has been invited to participate in activities involving children/young people/adults e.g., as a guest speaker, does not need a DBS check for a one-off visit. However, they should be ‘in addition to’ the minimum required ratio of workers supervising the group and should be supervised at all times by either a Trustee, Deacon, Leader or the Children and Young Persons

**3. General Documentation and Protocols**

* 1. **Training compliance**
* A record will be made all worker’s DBS status, Safeguarding training compliance, signposting to relevant policies (on CEC website) and receipt of the signed Volunteer Agreement and Code of Conduct forms;
* All record keeping should comply with GDPR 2018.

**3.2 Attendance registers**

* Attendance registers should be kept for those attending CEC activities at CEC premises, where children are in the care of the church, and for on-line based activities;

* This should include names of children and children’s workers present and names of any other adult present during the activity;
* Ideally this should be kept electronically, and the information kept centrally. The responsibility for this at Sunday School level lies with the Children and Young People’s workers.
  1. **Consent forms for children’s activities**
* General consent forms should be signed by parents or guardians of children and young people involved in church activities on church premises;

* These should be updated annually, in September., preferably electronically. If paper copies are returned, they will be transferred by the Admin of CEC into electronic form;
* The general consent form should include permissions for online communication, and the taking of and use of photographs and video;

**Outings and day trips** require a specific consent form outlining details of the trip. This includes occasions where children leave a CEC premise for part of an activity;

**Residential** **trips** A specific consent form for the residential activity should be used. Any medical problems the child / young person may have should be asked and responses recorded. It should include general information particularly for higher risk activities;

* Written consent of parents/guardians **must** be obtained prior to residential activities taking place. More detail is in available in ***Point 5 below***;

* If a consent form has not been signed, the child’s parent or guardian §must be contacted to either complete the relevant form or come and collect their child. The child should not be left unattended meantime; they should also not be allowed to go home alone unless this is specifically agreed with the parent concerned;
  1. **Acceptable use form for Online Safety** - see ***On-line Policy App 5***

**3.5** **Accident and incident report forms**

These should be available on church premises and on the CEC website. Any incident or accident should be documented within 48 hours and highlighted to the Trustees for discussion.

**3.6 Recruitment forms** need to be signed and stored securely at the CEC centre. These include the:

* **Application form**
* **References**
* **Code of conduct form & signed declaration;**

**3.7 Transport**

* Conveying children to and from regular CEC activities is generally a parental responsibility, e.g., to children’s or youth group evenings or additional specific events;

* If parents wish to make private transport arrangements between themselves for official CEC events, they should make it clear that this is a private arrangement. Where parents make their own private arrangements, the Church has no responsibility;
* Any arrangement made to transport children during a regular meeting should be made with the knowledge of the appropriate Trustee, deacon, or Children and Young People’s Worker or Ministry Lead and **must** have parental approval;
* Whenever children who are in the care of the church, or adults with health needs, or those who are at risk of abuse and neglect are transported, whether by minibus or car, the following conditions should be met:
* Drivers should be over 21 (25 for a minibus) and should have had a full driving licence for a minimum of 2 years;
* Drivers must have undergone Safeguarding training;
* Regular drivers (parent or church worker) should have an enhanced DBS check;
* Children and adults with health needs should travel in the rear of the car where possible;
* Children should be transported in suitable seating as required by law for their age. Seat belts are worn during all journeys and the driver is responsible for ensuring this happens. Seatbelts must be worn where provided in minibuses and coaches;
* All vehicles and drivers should be properly insured, have a current MOT and road tax;
* All minibuses used should have a small bus permit;
* Parents/guardians should be aware of the mode of transport being used;
* Should a rare occasion occur when a worker is required to transport one child or an adult with health needs/at risk of abuse and neglect alone, the worker should record the start and end times and mileage of the journey - and inform either the Children and Young People’s Worker, a Ministry Lead or DSL as soon as possible.

**4. Residential Trips - Guidance**

* The DSL and/ or Deputy should be made aware of the residential trip and provide a contact telephone number to the Leader-in-charge;

* The insurance cover of a proposed venue for overnight accommodation must be checked by the Trip Leader;
* The safety of the building and surrounding area in relation to the age groups involved in any trips should be checked in advance;
* Everybody should be made aware of fire exits and a fire drill undertaken soon after arrival at the venue;
* Risk Assessments must be carried out for all proposed residential trips. If this has already been undertaken by those in charge of the residential venue, these should be checked in advance by the senior leader in charge, and copies retained;
* Supervisors/Workers should know the whereabouts of every child or young person on a residential visit at all times;
* Where adventurous activities are involved, leaders should have the appropriate qualification, or if the activity is provided by an outside organisation, providers should be licensed by the appropriate Licensing Authority;
* At least one worker on a residential trip should be qualified in first aid. A first aid kit should be available;
* Any accidents or injuries should be documented on an incident form;
* Those with responsibility for food preparation should possess a food safety certificate.

**Sleeping arrangements** Should be clarified in advance of any trip;

* Males and females must sleep separately;

* There should be an appropriate mix of male and female workers present;
* Workers should not share the same room as children up to age 17;
* Young people aged 18 years and over must be accommodated separately as legally they are adults.

1. **Shopping for others**

* Where volunteers are shopping for other people on behalf of the church, such as those who may be unwell/self-isolating/shielding/an adult with care and support needs, the following guidelines should be applied:
* A request for help with shopping is usually made to a key contact within the church, who then contacts named volunteers;

* The volunteer must **never** use the person’s bank card or be made aware of their PIN number;
* Reimbursement, when or if the goods are paid for by the volunteer, should be made by cheque, mobile card payer, or bank transfer. Cash should be only be used as a last resort;
* Cash may be given to the volunteer upfront- if so, the volunteer should note on the receipt the sum provided, and amount of change given;
* The shopping receipt for the goods should be given to the person who has been assisted.

1. **COMPLIANCE WITH General Data Protection Regulations (GDPR)**

* Personal data shall be obtained for specific purposes of Safeguarding only;

* The Data Protection Act 2018 does not specify any minimum or maximum periods for retaining personal data. Instead, it says that:

***Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes***

* Storage of any personal and sensitive information needs to be kept securely. This is achieved through storage on Cornerstone’s secure Church-suite system for electronic data or paper copies are kept securely in a locked filing cabinet that has restricted access;

* Create a ‘SG Asset Register/File’ that captures data that is being retained within the organisation and the date when it will no longer be needed;
* Where the information is needed for an event (e.g. Health information for young people at a camp) this should be kept in a secure place by the camp leader or designated person. This data must be destroyed securely immediately after the event;
* Be in line with Cornerstone Church’s protocols, particularly if they issue longer retention periods, particularly in the light of investigations by the independent Inquiry into Child Sexual Abuse (IISA)
* Data relating to Safeguarding cases /concerns will be reviewed regularly, depending on the severity of the documentation;
* The default standard retention period is 6 years plus the current year to allow for review and disposal; ;
* Data of a confidential nature will be disposed of in an appropriate manner – deleted, shredded or incinerated by the DSL when it is no longer required. Destruction of both electronic and paper copies should be carried out at the same time.

