

**SAFEGUARDING POLICY & PROCESSES (INCLUDING CHILD PROTECTION)
OF ONELIFE LEADERSHIP (charity 1142007)**

Child Protection Officer: Chris Smith

Deputy: Megan Rogers

The Framework	2
<i>Safeguarding</i>	2
<i>Child Protection Policy</i>	2
<i>Child Protection Procedures and Systems</i>	3
<i>Abuse of Trust</i>	3
<i>Vision and Values</i>	3
<i>Commitments and Responsibilities</i>	4
<i>Authorised Workers</i>	6
Team Guidelines	8
<i>Good Working Practice</i>	8
<i>Safety Issues</i>	8
<i>Security related to venue</i>	8
<i>Safety related to venue</i>	8
<i>Safety of people</i>	8
<i>Safety related to equipment</i>	9
<i>Transportation of Young people</i>	9
<i>Minimum Adult to Youth Ratios</i>	10
<i>Procedures for all events</i>	10
<i>Prayer Ministry</i>	10
<i>Use of Photographic Images</i>	10
<i>Communications</i>	11
Appendices	12
<i>I. Procedures and Systems</i>	12
<i>II. Child Protection Policy: Briefing Paper</i>	13
<i>IV. Accommodation Form</i>	16
<i>V. Volunteer Form</i>	19
<i>VI. Signatures of Volunteers and Hosts</i>	21
<i>VII. Responsible Adults on Site</i>	22
<i>X. Risk Assessment Form</i>	23
<i>XI. Prayer Ministry Guidelines</i>	25
<i>XII. Response of Child Protection Officer or Deputy</i>	27
<i>XIII. Responding to Abuse Form</i>	27
<i>XIV. Dealing with Disclosure</i>	30
<i>XV. Definitions of abuse</i>	31
<i>XVI. Recruitment Policy</i>	35

The Framework

Those who work or volunteer with Onelife and our trustees are responsible for ensuring that those benefiting from, or working with, their charity are not harmed in any way through contact with it. We have a legal duty to act prudently, and this means that we will take all reasonable steps within our power to ensure that this does not happen. It is particularly important where those implied above are young people. Trustees are expected to find out what the relevant law is, how it applies to Onelife, and to comply with it where appropriate. We will adopt best practice as far as possible. Onelife is concerned to stress the importance of the charity having proper safeguards in place for both their protection and that of others.

Safeguarding

All agencies working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised; and

Where there are concerns about children and young people's welfare, all agencies taking appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.

Safeguarding children is vital for Onelife as the trustees have a duty of care towards the young people with whom they have contact. Having safeguards in place within the organisation not only protects and promotes the welfare of the young people but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public. Safeguarding is beneficial to us in many ways – protecting our reputation, helping to effectively meet our objectives and protecting our finances.

These safeguards should include a child protection policy and procedures for dealing with issues of concern or abuse. For the purposes of child protection legislation, the term 'child' refers to anyone up to the age of 18 years.

Child Protection Policy

This is a **statement of intent** that demonstrates a commitment to safeguard young people involved with Onelife from harm.

The essential inclusions for our child protection policy are outlined below:

- the welfare of the young person is paramount;
- all young people without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs;
- the policy is approved and endorsed by the board of trustees;
- who the policy applies to (i.e. all trustees, staff/team and volunteers);
- young people and their parents are informed of the policy and procedures as appropriate;
- all concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children's services and in emergencies, the Police;
- a commitment to safe recruitment, selection and vetting;
- reference to principles, legislation and guidance that underpin the policy;

- arrangements for policy and procedures review;
- reference to all associated policies and procedures which promote children's safety and welfare e.g., with regards to health and safety, anti-bullying, protection of young people online, and photography.

Child Protection Procedures and Systems

Onelife's procedures and systems will provide clear step-by-step guidance on what to do in different circumstances and clarify roles and responsibilities. Systems for recording information and dealing with complaints will be included to ensure implementation and compliance; linked with guidance from The Churches' Child Protection Advisory Service (31:8)

See Appendix I

Abuse of Trust

Onelife will uphold the principal to safeguard children and to prevent those with influence or power over children and young people by virtue of their employment, or their position of trust or authority, from abusing that position by sexually abusing young people. Onelife will ensure that those that do abuse positions of trust receive an appropriate legal response.

Vision and Values

Our Vision Statement

'Equip the church to raise up character-first young people to lead in every area of society.'

Our Expanded Vision

At Onelife we believe that leadership is influence.

Whether that is over the dinner table with family or the board meeting with executives. From the classroom to the chat room, the House of Commons to the after-show party we all have an opportunity to influence, to put our fingerprint on the world. When we come into a relationship with Jesus we step out into every sphere of society in partnership with God and we can influence and shape our surroundings to leave His imprint on the world.

Imagine a day when the UK is populated with character-first Christian leaders, connected, supported and transforming society for the better in politics, education, the arts and entertainment, media, the church, business and in the family...

At Onelife we imagine that day and celebrate every time we get to play our part in envisioning and raising up a generation of exceptional leaders distinguished by the very presence of God at work in and through their lives.

Our Vision for Prayer

Onelife to make a difference. Onelife to invest in change. Onelife to pray for young people who desperately need the Kingdom of Heaven to break in, to build something new. Something good. Onelife to raise up visionary leaders who will lead the people to transform their world, more aligned to what it could be, should be...

but only by your prayer, not without your knees hitting the ground in a desperate cry for the sake of those who will use their one life to change many others. Imagine a country filled with godly leaders. Government, education, public services and the church populated with leaders defined by Kingdom values and character. Men and women with gifts shaped and distinguished by the presence of God. It all starts now. Here. Partnering with the Almighty in the petitions and groans of the faithful few... who understand that the foundations of a movement lie in conversations with their Father... and realise that one life is significant. Your one life can influence the lives of generations to come... and so we pray.

Our Values

FAMILY

We value family because it's the way Jesus modelled leadership to us. We want our events, training and resources to be rooted in family—where people can be known, celebrated and belong to something bigger than themselves.

CHARACTER

We value character because it's the foundation of Christian leadership. Through all our events, training and resources we devote time to developing character and forming leaders who are pursuing Jesus' likeness in their lives.

EXCELLENCE

We value excellence because we believe the young people, youth workers, churches and supporters we work with don't deserve any less. We're committed to making our events, training and resources the best they can be.

Our doctrine of belief

Our doctrine and ethics founded on the person, teaching and work of Jesus Christ as revealed in the Bible. (see the Evangelical Alliance statement of faith for more details).

Commitments and Responsibilities

Of Trustees and the Leadership Team

As a leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults; we acknowledge that they can be the victims of physical, sexual and emotional abuse and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights that states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parents(s), legal guardian(s), or any other person who has care of the child”. As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance.

There will be an annual review of the Policy, by the trustees, and of any guidelines and job descriptions for staff and volunteer workers authorised to have supervised and unsupervised contact with young people.

Implementation of the policy will be monitored by a member of the leadership team or office staff particularly with reference to the appointment of volunteer workers and maintenance of records as it applies to the variety of venues and partner churches/organisations

Where Onelife is involved together with a partner organisation(s) in an activity it will be important to work within one set of policy guidelines and this will be agreed by all participating groups before the event takes place.

Provide adequate child protection training or ensure that partner organisations do so but with a briefing by a member of Onelife before an event on procedure to be followed. Onelife will use the “Facing the Unthinkable” dvd in training.

Provide adequate insurance at times in association with partner organisations.

Appoint a Child protection Officer and Deputy(ies) as appropriate and to ensure one on site at conference/camp venues for events occurring in excess of one day.

Review and enforce Health and Safety Guidelines and as pertinent to Onelife’s premises.

To ensure partner organisations and alternative venues have Health and Safety Guidelines in place.

Ensure that a system of support and guidance for staff and volunteer workers is in place.

Retain child protection related documents for an indefinite period.

For all documentation pertaining to Partner Organisations and the running of a Onelife event see *Appendices II – XI*

Of the Child Protection Officer (CPO):

- To ensure that recruitment procedures in relation to child protection are implemented before an appointment is confirmed for anyone who is unlikely to have unsupervised contact with young people.

- To ensure that a checklist for all volunteer workers who are authorised for unsupervised contact with young people has been completed; a Confidential Declaration Form and a Enhanced DBS where necessary.
- To report annually on the implementation of the Policy to the trustees.
- To make recommendations for any subsequent changes to the Policy to the trustees.
- To maintain an Incident Book and report any incidents to the appropriate authorities.
- To liaise with the recruiter and 31:8 regarding Disclosures “with convictions and/or other disqualifying behaviour” and any alleged incidents.
- To provide appropriate training in relation to Child Protection for all those participating in the work of Onelife or ensure its provision through partner organisations.
- To liaise with deputy, and other CPO/Deputies within partner organisations, to ensure all appropriate CRB checks are in place for youth workers and host families that will have supervision of young people at Onelife events.
- To have knowledge to contact local child welfare bodies if necessary – with help as required from the 31:8.
- To keep up to date with child protection “best practice” through 31:8 updates.
- To provide adequate supervision and pastoral care of offenders (including oversight of contracts).

See *Appendices XII - XV*

Of the (Team) Leader(s) and Recruiter(s)

- To be responsible for the administration of the application process (for their team).
- To be responsible for ensuring that their staff know, understand and adhere to the Policy and Guidelines and regularly receive a refresher session. (Every two years.)
- To advise all partner organisations to fulfil their duties towards child protection and all aspects of safeguarding.
- To advise the CPO of any incident as soon as possible.

Of the Team and Volunteers (incl. host families where appropriate)

- To be familiar with the Policy
- To understand and follow the Guidelines, including reporting any abuse discovered or suspected, preventing further abuse when it has been observed and keeping records of incidents.
- To take advantage of child protection training opportunities – at least once every two years.
- To understand the contents of their job descriptions.
- To be health and safety conscious.

Authorised Workers

Those authorised to work with young people with Onelife and at their events will be 18+:

Unsupervised contact:

Those authorised to work with young people through association with Onelife, in circumstances where opportunity for unsupervised contact may (see guidelines) occur:

- Leadership Team
- The Child Protection Officer
- Approved members of Onelife
- Youth Workers with their own delegates.
- Guest speakers and others cleared by the Onelife CPO.

Supervised contact:

The following may work with young people at Onelife events but are not permitted to have unsupervised contact:

- Additional helpers for special events
- Emergency and Relief Helpers
- Volunteers for practical matters relating to running events.
- Any person with a previous offence who the Onelife CPO has agreed can be present.

Parental consent forms will be required for all those under 18 before they may engage in Onelife events.

Team Guidelines

Good Working Practice

1. Treat all young people with dignity and respect.
2. Respect personal privacy and be sensitive to the needs of others.
3. Be careful regarding physical contact.
4. Be available, but ready to refer to someone more experienced.
5. Avoid questionable activities e.g. rough/sexually provocative games and inappropriate language.
6. Challenge and remedy unacceptable behaviour. Expect to be respected.
7. Always work within the line of sight of another adult, preferably a team member.
8. Report all allegations/suspensions of abuse using the Responding to Abuse form which is to then be handed to the CPO.

Safety Issues

1. A member of the leadership team will be responsible for ensuring that someone trained in first aid is on site during an event with all team and volunteer workers being informed of who is on duty each occasion.
2. Each venue will have a First Aid kit on site which will at times be the responsibility of partner organisations.
3. Where necessary a Health and Safety Incident form must be completed and filed.
4. A Health and Safety Incident Book will be kept recording all reported incidents.

Security related to venue

1. Onelife/partner organisations will ensure that entrances/exits to the venue are securely monitored at all times.
2. Overnight events will have night security which will be the responsibility of Onelife/partner organisations.

Safety related to venue

1. Onelife will expect our partners to ensure that each venue is inspected by an appropriate person and confirm that it is appropriate for youth ministry.
2. A Risk Assessment for a venue will be completed before an event by the designated person from a partner organisation.
3. Each venue will be reviewed annually for safety, the date recorded and signed-off by the designated person from a partner organisation.
4. All team members and volunteer workers must be informed of the fire regulations, evacuation procedures and assembly points for the venue where the event is taking place.
5. Check rooms for safety.
6. Ensure the venue is clean both before and after the session.

Safety of people

1. Ensure that a register of all young people and workers attending the session is kept.
2. All team and regular volunteer workers must have an Enhanced DBS through 31:8.

3. No adult that has not been through the volunteer appraisal process, including a Enhanced DBS, should be left alone with young people.
4. Ensure that medical conditions of young people are known - specifically by the designated first aider on site or the young person's youth worker. This is particularly important for those with nut allergies if the intention is to sell or give any food or sweets.

Safety related to equipment

1. Ensure that any items used during the session are safe – checked by Onelife or partner organisation.
2. Equipment should be checked to avoid broken pieces and rough edges.
3. Scissors and other craft materials should be always kept off the floor and should be removed whilst icebreakers and interactive games are being played.
4. Before a game is played or equipment used, the suitability of the room size must be taken into consideration.
5. For any known extreme activity, parental permission must first be received and an expert giving guidance and being present for the activity.

Transportation of Young people

It is best practice for all drivers to have gone through recruitment procedures for workers with young people either with Onelife or by whom the driver represents and, unless exceptional circumstances, be 21 or over.

1. Parental consent should be given wherever possible.
2. All drivers should hold a full driving licence (for at least 2 years), have a road-worthy vehicle and adequate insurance. It is important that the driver is covered to transport other people in the car in their capacity fulfilling their job/role.
3. Always check that young people are wearing seatbelts before commencing a journey.
4. It is reasonable to expect that a driver may be alone with a young person for short periods. In these circumstances it is best practice for the young person to be seated in the back of the car.
5. When travelling in groups with more than one car, it is best practice to insist that young people stay in the same groups on the outgoing and return journeys.
6. At collection points or dropping off points do not leave a young person on their own.
7. It is advisable to be aware of instances where it may be unwise for a driver to transport a particular child e.g., where there has been a disagreement or where a child has a 'crush' on a driver.

Additional procedure where a minibus is used:

Ensure that all minibuses (6 -16-seater) used to transport young people have a small bus permit, the necessary insurance, a driver (at least 25 years old) with a valid driving licence that entitles them to drive a minibus.

Minimum Adult to Youth Ratios

Following advice from the Church Pastoral Aid Society and Statutory Guidelines provided by the Local Authority Health and Safety under the Young people's Act, 1989 the minimum ratios for Youth Ministry Groups are:

Indoors 1:10 Outdoors 1:8

Under 18s are not counted as adults and should not be left in sole charge of young people. They can be very capable helpers, but cannot be counted towards the minimum adult to young people ratios.

Procedures for all events

1. Any young person under 18 should be given a parental/loco parentis consent form along with clear and sufficient information about the relevant event.
2. All young people will be registered with details of date of birth, emergency contact number and the name of one parent/carer; address and e-mail address if possible.
3. In the event that the agreed minimum adult to child ratio cannot be met, additional young people must be turned away unless an additional adult remains. At least one adult present must be approved by Onelife.
4. Where host families are used, they will have a Enhanced DBS for all adults in the home.
5. Where food is being sold and/or included in the cost, one of those responsible for it will possess a basic a Food Hygiene Certificate and be aware of food safety (preparation, handling, storage, disposal of waste etc).

Prayer Ministry

1. Whenever possible a member of Onelife's ministry team should oversee the ministry times with the young people.
2. Those regularly involved with Onelife will undergo appropriate prayer ministry training.
3. It may be at times necessary, but then only with the permission of a member of the Leadership Team, that young people are removed from the main group for private ministry.
4. At least two adults should be present.
5. Care should be taken over physical contact.
6. Prayer ministry will be in accordance with the good practice prayer ministry guidelines (Appendix XI)
7. Allow young people to minister to each other with appropriate adult supervision.
8. Men should only pray with boys and women with girls.

Procedures to follow regarding possible Child Abuse

1. Team and volunteer workers will be briefed in Child Protection Guidelines – see Appendices III. and the complete procedure followed.
2. The confidential Response to Abuse form (Appendix XIII) will be completed and given to the CPO.
3. The CPO. for Onelife, or the event, will follow their duty as given in Appendix XII.

Use of Photographic Images

1. Photos and videos etc of young people will only be used where appropriate permission has been obtained from parents.
2. Images should be stored in accordance with the Data Protection Act principles and kept securely.

Communications

1. When using email, mobile phones and Instant Messenger Services to communicate with young people, Team members and worker volunteers should
 - Obtain parental/loco parentis agreement for those under 18 to use e-mail services to communicate with their son/daughter
 - Use clear, unambiguous language to reduce the risk of misinterpretation. This should include avoiding the use of abbreviations that could be misinterpreted:
 - Always sign off using their name;
 - Ensure that all messages, including texts, can be viewed by a member of the Leadership Team if required.
2. Any messages/texts that raise concerns should be saved and passed on/shown to a member of the Leadership Team.
3. It is important to remember that not everyone has access to ICT – so no young person should feel discriminated against because they do not have a mobile phone or pc. If necessary alternative methods of communication should be found.
4. In addition when using Chat and Messenger services such as Facebook:
 - No conversation should be longer than 20 minutes;
 - Any conversation of a serious nature should be terminated and taken up in person.
 - It is only appropriate to share general advice and support; counselling should be left to those qualified to do so and best practice would be to do so in person.
 - In some cases, it may be advisable to add the rider below to the bottom of any e-mail stating the level of confidentiality:

Any views or opinions presented are solely those of the author and do not necessarily represent those of Onelife unless otherwise stated. If there is a concern, e.g. that the sender or someone else, particularly a child, may be at risk of serious harm, we may need to share those concerns. In such circumstances we would inform the sender giving details of who would be contacted and what information would be given.

- Should not be used between 10.00pm and 7.00am.
 - To ensure accountability, it is best practice for Team members to save significant conversations as a text file and to keep a record of when and with whom conversations have taken place.
5. In addition when using photographs:
 - Young people should not be identified by surname, email, postal address, telephone number or any other personal detail;
 - It is best practice not to keep such photos on a mobile phone
 6. Ensure that this policy is explained to the young people.

This Safeguarding Policy is the property of Onelife Leadership, the main body of which must not be copied in any form and any appendix only with permission.

Appendices

I. Procedures and Systems

These should include:

- A named person (and deputy) with a clearly defined role and responsibilities in relation to child protection, appropriate to the level at which s/he operates.
- A description of what child abuse is, and the procedures for how to respond to it where there are concerns about a child's safety or welfare or concerns about the actions of a trustee, staff member or volunteer. Relevant contact details for children's services, police, health and NSPCC helplines should be available.
- A process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation and kept for a time specified by your insurance company.
- Guidance on confidentiality and information sharing, legislation compliant, and which clearly states that the protection of the child is the most important consideration.
- A code of behaviour for trustees, staff and volunteers. The consequences of breaching the code are clear and linked to disciplinary and grievance procedures.
- Safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect (e.g., helpline, email) contact with children. In the case of trustees, because of their position within the charity, we take the view that whenever there is a legal entitlement to obtain an Enhanced DBS in respect of such a trustee, a check should be carried out. This goes beyond circumstances where the trustee comes into contact with children.
- A complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour towards children.
- Systems to ensure that all staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about child protection in accordance with their roles and responsibilities.
- Requirements for trustees, staff and volunteers to learn about child protection in accordance with and as appropriate to their roles and responsibilities.
- It is important that each charity's safeguarding policy and procedures are tailored to the type of contact that the charity has with children.

Source: Charity Commission Child Protection guidelines.

II. Child Protection Policy: Briefing Paper

Team Guidelines

GOOD WORKING PRACTICE:

1. Treat all young people with dignity and respect.
2. Respect personal privacy and be sensitive to the needs of others.
3. Be careful regarding physical contact.
4. Be available, but ready to refer to someone more experienced.
5. Avoid questionable activities e.g. rough/sexually provocative games and inappropriate language.
6. Challenge and remedy unacceptable behaviour. Expect to be respected.
7. Always work within the line of sight of another adult, preferably a team member.
8. Report all allegations/suspicions of abuse using the Responding to Abuse form which is to then be handed to the Child Protection Officer.(henceforth CPO)

TRANSPORTATION OF YOUNG PEOPLE:

1. All drivers should hold a full driving licence (for at least 2 years), have a road-worthy vehicle and adequate insurance. It is important that the driver is covered to transport other people in the car in their capacity fulfilling their job/role.
2. Always check that young people are wearing seatbelts before commencing a journey.
3. It is reasonable to expect that a driver may be alone with a young person for short periods. In these circumstances it is best practice for the young person to be seated in the back of the car.
4. When travelling in groups with more than one car, it is best practice to insist that young people stay in the same groups on the outgoing and return journeys.
5. At collection points or dropping off points do not leave a young person on their own.

PRAYER MINISTRY:

1. Whenever possible a member of Onelife's ministry team should oversee the ministry times with the young people.
2. Those regularly involved with Onelife should be encouraged to undergo an appropriate prayer ministry training.
3. It may be at times necessary, but then only with the permission of a member of the Core Team, that young people are removed from the main group for private ministry.
4. At least two adults should be present.
5. Care should be taken over physical contact.
6. Ministry should be appropriate for young people.
7. Allow young people to minister to each other with appropriate adult supervision.
8. Men should only pray with boys and women with girls.

USE OF PHOTOGRAPHIC IMAGES:

We would ask you to refrain from taking photographs of the delegates.

PROCEDURES TO FOLLOW REGARDING POSSIBLE CHILD ABUSE:

1. Team and volunteer workers will be briefed in Child Protection Guidelines given below.
2. The confidential Response to Abuse form available at reception, will be completed and given to the CPO.
3. The CPO, for Onelife, or the event, will follow their duty as given in the Safeguarding Policy.

DEALING WITH DISCLOSURE:

Staff and volunteer workers for Onelife should follow the guidance below when dealing with disclosures of abuse from young people.

1. Always take the young person seriously. It is rare for young people to make false accusations, particularly about sexual abuse.
2. Make time straight away for the student to talk to you in private. If this presents difficulties over cover for a Onelife activity, inform any member of the Leadership Team. It is important that you are able to conduct the conversation with the student who has confided in you.
3. When talking with the young person:
 - stay calm and reassuring; do not panic or appear shocked or angry
 - avoid making judgements
 - avoid criticising the alleged perpetrator
 - explain that you cannot promise to keep what you are told a secret, but that you will only tell people who really need to know in order to protect them
 - tell them you might need to get someone else to help
 - allow them time and space to talk
 - listen to what they tell you and take him or her seriously
 - tell them that, whatever the circumstances, they are not to blame
 - do not interrogate them or ask leading questions, but check, in a non-leading way, that you are receiving a correct message, only ask open questions, eg. "Anything else you want to say ...?"
 - reassure them that he or she has done the right thing in telling someone
 - ask them if he or she has told anyone else
 - do not make any promises to them.
4. Complete a **confidential** Responding to Abuse form and write down everything the young person has told you – using their words; date and time the account and give it directly to the CPO for the event, or for Onelife, if it is outside an event taking place.
5. Do **not** attempt to carry out any kind of investigation; you will be informed of what may help you, as appropriate, as the process continues.
6. Protect the child, supporting them and informing them as appropriate.
7. Confidentiality is vital. The CPO will decide who else may need to be informed about the case.
8. You should not discuss child protection issues with anyone other than the CPO unless they give permission to do so.
9. Do NOT contact anyone with parental responsibility until agreed by the investigating agency.

10. If a young person makes a disclosure about abuse of a Child Protection nature against a member of the Onelife team, then immediate contact must be made with the CPO who will then follow an agreed procedure.

You will be given 31:8 Workers Pocket Guide which we ask for you to have with you throughout the event.

IV. Accommodation Form

(Including Self Disclosure and Child Protection Information)

You may be asked to complete this form if you are a **youth leader** responsible for a group who are sharing accommodation with another group, or if you are a **host** offering accommodation to a delegate.

<p><u>Personal Details</u></p> <p>Full name:</p> <p>Address:</p> <p>Post Code:</p> <p>Phone number:</p> <p>E-mail Address:</p> <p>Names and ages of all other members of the household:</p>

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

Yes

No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary

POLICE INVESTIGATIONS

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes

No

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes

No (please tick)

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

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

Yes

No (please tick) if yes, please give details.

DECLARATION

I confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999/Care Standards Act 2000 (Protection of Vulnerable Adults List)/ the POCVA (NI) Order 2003.

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

I agree to inform the person within the organisation responsible for processing applications for Criminal Records Bureau/SCRO/Access NI Service checks if I am convicted of an offence after this application or if I become the subject of a police and/or a social services/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I declare that I have read and understood the Child Protection Briefing Paper and Self Disclosure information and I agree to abide by the procedures and guidelines as advised by Onelife. I certify that the information contained in this form is accurate and complete to the best of my knowledge. I also consent to further checks being made to the relevant authorities if necessary.

FAILURE TO DISCLOSE INFORMATION, WHICH SUBSEQUENTLY COMES TO LIGHT, COULD RESULT IN YOU IMMEDIATELY BEING ASKED TO LEAVE THE EVENT/SITE.

CRB Form Number: _____ Date of Expiry: _____

SIGNED: _____ DATE: _____

If you have not already received the following details please ask for:

A copy of the Child Protection: Briefing Paper. A full copy of the Safeguarding Policy is available at reception.

The name of the delegate staying with you and any other relevant information e.g. Medical.

Name, address and telephone numbers of the parents/carers.

An itinerary for the event.

V. Volunteer Form

(Including Self Disclosure and Child Protection Information)

Thank you for Volunteering. Please fill in the details below:

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes No

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick)

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

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

Yes

No (please tick) if yes, please give details.

DECLARATION

I confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999/Care Standards Act 2000 (Protection of Vulnerable Adults List)/ the POCVA (NI) Order 2003.

I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999/.

I agree to inform the person within the organisation responsible for processing applications for Criminal Records Bureau /SCRO /Access NI Service checks if I am convicted of an offence after this application or if I become the subject of a police and/or a social services/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Do you have a current Enhanced DBS? Yes / No.

DBS Form Number: _____ Date of Issue: _____

I declare that I have read and understood the Child Protection Briefing Paper and Self Disclosure information and I agree to abide by the procedures and guidelines as advised by Onelife. I certify that the information contained in this form is accurate and complete to the best of my knowledge. I also consent to further checks being made to the relevant authorities if necessary.

FAILURE TO DISCLOSE INFORMATION, WHICH SUBSEQUENTLY COMES TO LIGHT, COULD RESULT IN YOU IMMEDIATELY BEING ASKED TO LEAVE THE EVENT/SITE.

SIGNED: _____ DATE: _____

VII. Responsible Adults on Site

Name	Mobile Telephone Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

X. Risk Assessment Form

CONFERENCE

OTHER

Risk Assessment Form Risk assessment for (organisation): _____ Venue: _____ Address _____ _____ _____ Postcode _____ Assessment by (print name): _____ Assessment date: _____ Signed: _____						
Significant Hazard	Potential Injury	People at Risk	Existing Controls	Action Needed	Priority	Review Date

XI. Prayer Ministry Guidelines

At Onelife events we often engage in prayer ministry. All volunteers, and speakers who pray for people during events MUST read and adhere to the following guidelines to ensure safe and good practice.

Every event will have delegated 'prayer ministry overseers', usually one male and one female, from the Onelife team. Ensure that you know who they are before ministering. They will be watchful over all that is going on and may direct or offer advice at times.

The following is a list of guidelines for prayer ministry. Everyone in the ministry team MUST respect these values and boundaries otherwise people's dignity will be impaired:

1. Be Prepared: Make sure there are tissues, follow-up cards, badges, mints, etc. Attend to your own dress sense and hygiene! Always be ready to minister....
2. Be Watchful: Minister with your eyes open. Psalm 105.4 says, 'Keep your eyes open for God, watch for his works; be alert for signs of his presence' (The Message).
3. Be Reliant: On the Holy Spirit, of course. Always invite the power of the Spirit to be present. Pray in the name of Jesus.
4. Be Discerning: What is the Father doing? He decides what needs to happen and how. What is God's will here? Use gifts of revelation.
 - physical sensations
 - pictures
 - impressions
 - words, etc
5. Be Wise: *We do not pray for a person of the opposite sex on our own.* Always follow child protection guidelines when praying for under 18's, check that it is ok to lay on hands, and be wise about physical contact.
6. Be Loving: Do to others what you would have others do to you. Help people to know they can trust you. Talk about God's love. Allay fears. Give people space. Be available to serve.
7. Be Polite: Introduce yourself if possible: 'Hello, I'm What's your name?' The question to ask then is, 'What is your need?' Or, 'What would you like the Lord Jesus to do for you?'
8. Be Gentle: There is never a need to push, be rough, speak unkindly, to shame, rebuke, tell someone they are demonised, etc. Aim to be like Jesus in everything. Stress confidentiality (not secrecy as you may need to talk to someone else about anything disclosed). Move the noisy to a more confidential location (always with a minimum of 2 people to minister).
9. Be Patient: Wait for signs of the Holy Spirit's activity in the person's life. Allow the Lord space and time to do what he wants. Don't fill gaps with words. Work as a team with others ministering
10. Be Sensible: Don't engage in directive prophetic statements, eg. 'You will marry so and so'. Or, 'God says, 'Throw away your medication' '. Avoid manipulation and dependency on you.
11. Be Biblical. Don't do or say anything that doesn't have a clear Biblical basis. Give people Scriptures as well as pictures! Always have a Bible near to hand.
12. Be Accountable. If out of depth, seek advice. If deliverance begins, inform the prayer ministry overseer. If there's confession of sin, with any legal implications please talk to the prayer ministry overseer. Always report when:
 - deliverance has clearly occurred
 - a person has come to the Lord
 - referral for pastoral prayer ministry is needed
 - an accident has happened

- you have made a mistake

Conclusion: remember, you do not engage in prayer ministry to have a visible profile or to have your own insecurities met. You do it in order to continue the Isaiah 61 ministry of Jesus in today's world.

XII. Response of Child Protection Officer or Deputy

1. Advise the Team Member on next course of action.
2. Establish clearly the identity of the young person concerned, where they are, who they are with and how they are.
3. Ensure the Response to Abuse Form has been completed by the person to whom the Disclosure was made.
4. Inform the Leader of Onelife or designated deputy unless the allegation is against them.
5. Make a joint decision as to the next course of action.
6. For lesser concerns, (e.g. poor parenting), which do not place the young person at risk of further injury, the matter should be discussed with the parent, who should be encouraged to seek help. If appropriate this can be delegated to the person who reported the incident, or a youth worker of the partner organisation with whom the young person came.
7. For more serious concerns such as:
 - suspected sexual abuse;
 - deliberate injury;
 - suspected physical/emotional abuse or neglect;
 - or if concerned about a young person's safety;
 - or if a young person is afraid to return home,**contact with social services / police /31:8 will be made as appropriate** and advice given will be followed.
8. Ensure medical help is obtained if needed urgently, informing a doctor of any suspicions.
9. Do **NOT** tell the parents.
10. Ensure the Incident Book is completed.
11. Liaise as necessary and appropriate with the home youth worker for follow up support for the victim of abuse.
12. Offer support to or arrange support for the individual who reported the incident if necessary.

Contact details:

Children's Social Services 0300 123 4043 (Week days 09:00-17:15/16:30 Fri.)

(out of hours emergency) the same number– select contact us

Adult Social Services 0300 123 4043

(out of hours emergency) the same number – select contact us

Police Child Protection Team 01707 355924 (08:18- 17:00)

(out of hours emergency) 0845 33 00 222

Child Abuse Investigation Unit 01707 354000

31:8 0303 003 1111

XIII. Responding to Abuse Form

Confidential

Name of young person:

Date of Birth:

Address:

Contact Telephone Number:

Theirs:

Parent/Carer:

Name of person reporting the incident:

Address:

Contact Telephone Number:

Date and Time of the incident:

The Disclosure: - Sequence of events / Actual words used / Observations:

(use skin maps where appropriate, but do not ask to see marks/the young person to undress;
continue over the page if necessary)

Action taken: (including person(s) contacted):

Notes:

Signed:

Date:

Time:

Return this form to the Child Protection Officer without delay

XIV. Dealing with Disclosure

Staff and volunteer workers for Onelife should follow the guidance below when dealing with disclosures of abuse from young people.

Always take the young person seriously. It is rare for young people to make false accusations, particularly about sexual abuse.

Make time straight away for the student to talk to you in private. If this presents difficulties over cover for a Onelife activity, inform any member of the Leadership Team. It is important that you are able to conduct the conversation with the student who has confided in you.

When talking with the young person:

- stay calm and reassuring; do not panic or appear shocked or angry
- avoid making judgements
- avoid criticising the alleged perpetrator

explain that you cannot promise to keep what you are told a secret, but that you will only tell people certainly need to know, for their protection.

- tell them you might need to get someone else to help
- allow them time and space to talk
- listen to what they tell you and take him or her seriously
- tell them that, whatever the circumstances, they are not to blame
- do not interrogate them or ask leading questions, but check, in a non-leading way, that you are receiving a correct message, only ask open questions, eg. "Anything else you want to say ...?"
- reassure them that they have done the right thing in telling someone
- ask them if he or she has told anyone else
- do not make any promises to them.

Complete a confidential Responding to Abuse form (see Appendix V) and write down everything the young person has told you – using their words; date and time the account and give it directly to the CPO for the event, or for Onelife, if it is outside an event taking place.

Do not attempt to carry out any kind of investigation; you will be informed of what may help you, as appropriate, as the process continues.

Protect the child, supporting them and informing them as appropriate.

Confidentiality is vital. The CPO will decide who else may need to be informed about the case.

You should not discuss child protection issues with anyone other than the CPO unless they give permission to do so.

Do **NOT** contact anyone with parental responsibility until agreed by the investigating agency.

If a young person makes a disclosure about abuse of a Child Protection nature against a member of the Onelife Team, then immediate contact must be made with the CPO who will then follow an agreed procedure.

XV. Definitions of abuse

(may be of limited help where signs are inconclusive)

An abused child is someone under the age of 18 years who has suffered physical injury, physical neglect, non-organic failure to thrive, emotional or sexual abuse which the person or persons who had custody, charge or care of the child either caused (acts of commission) or knowingly failed to prevent (acts of omission).

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. It may also be caused when a parent or carer fabricates the symptoms of, or, deliberately induces illness in a child.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.



Emotional abuse is the persistent emotional ill-treatment of a child causing severe and persistent adverse effects on the child's emotional development, often by making them feel they are worthless or unloved; inadequate, or valued only insofar as they meet the needs of another person; or through age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, possibly by seeing/hearing the ill treatment of another (eg. domestic violence) or the exploitation or corruption of children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development, such as failing to provide adequate food, shelter and clothing; failure to protect a child from emotional and physical harm or danger; failure to ensure adequate supervision or ensure access to medical care or treatment; or neglect of, or unresponsiveness to, a child's basic emotional needs.

General risk indicators

Factors in the family or about the child that cause concern might include:

- wider family history of abuse: the child or other children in the family have previously been abused. The parents or carers themselves were abused as children and/or had poor role models on which to base their parenting.
- social isolation: parents or carers who abuse or whose partners abuse are often young and socially isolated with a lack of extended family or other support mechanisms. If there are two parents, the relationship between the two may be poor and unsupportive.

- domestic violence: there may be domestic violence. A child may be hurt as a result of accidentally being in the way of an assault or by deliberately trying to protect another in the domestic setting. Carers may be frightened to share their knowledge or suspicions about their partner's abuse of the children and unable to act appropriately to protect the children in circumstances where they are the victim of domestic violence.
- poverty: this is a factor in social isolation as well as in more general social stress.
- **parental health:** poor physical or mental health of one or more parents may play a part in physical abuse, as may drug or alcohol misuse.
- unrealistic parental expectations: this often relates to the parenting skills of the parents themselves. They may not understand child development and may attribute any difficult behaviour as a way of punishing or rejecting of them. Their children are unable to conform in the way expected which leads to a deteriorating relationship and often inappropriate punishment of the child. The child may also be emotionally abused or neglected.
- family crisis: there may be an extra stress, the final straw such as a job loss, bereavement or a breakdown in an important relationship.

Recognising Signs of Abuse

It is important to note that these lists, taken from *Kidscape* by Michelle Elliott, are **possible** indicators of abuse. Many of these signs may have other explanations, but it is important always to investigate poor attendance or any changes in patterns of attendance and behaviour.

SIGNS OF PHYSICAL ABUSE

- unexplained injuries or burns, particularly if they are current
- improbable excuses given to explain injuries
- refusal to discuss injuries
- untreated injuries
- admission of punishment that appears excessive
- fear of parents being contacted
- bald patches
- withdrawal from physical contact
- fear of returning home
- fear of medical help
- self-destructive tendencies
- aggression towards others
- running away.

SIGNS OF EMOTIONAL ABUSE

- physical, mental and emotional development lags
- admission of punishment which appears excessive
- over-reaction to mistakes
- continual self-deprecation
- lack of self-confidence and self esteem
- sudden onset of speech disorders

- fear of new situations
- unwillingness or inability to play
- excessive need for approval, attention and affection
- inappropriate emotional responses to painful situations
- neurotic behaviour (rocking, hair twisting, thumb sucking, etc)
- self-mutilation
- fear of parents being contacted
- extremes of passivity or aggression
- drug or solvent abuse
- running away
- compulsive stealing or scavenging.

SIGNS OF NEGLECT

- constant hunger
- poor personal hygiene
- constant tiredness
- poor state of clothing
- loss of weight and/or constantly being underweight
- frequent lateness or non-attendance at school
- untreated medical problems
- destructive tendencies
- low self-esteem
- neurotic behaviour
- poor social relationships – including with peers
- running away
- compulsive stealing or scavenging.

SIGNS OF SEXUAL ABUSE

- sudden changes in behaviour or school performance
- displays of affection in a sexual way, inappropriate to age
- tendency to cling or need for constant reassurance
- tendency to cry easily
- regression to younger behaviour
- complaints of genital itching or pain
- distrust of a familiar adult, or anxiety about being left with a relative, babysitter or lodger
- unexplained gifts of money
- depression and withdrawal
- apparent secrecy
- wetting, day or night
- sleep disturbances or nightmares
- chronic illnesses, especially throat infections and venereal disease
- anorexia or bulimia
- self-mutilation, attempted suicide, frequently running away
- unexplained pregnancy

- fear of undressing for PE
- phobias or panic attacks.

OTHER ABUSIVE SITUATIONS

- Bullying
- Forced marriages or honour based violence
- Fabricated or induced illness – may be by proxy (using children to get the attention they want)
- Substance abusing parents
- Domestic violence
- Children and young people who sexually abuse.

Source: *What To Do If You're Worried A Child Is Being Abused*, the NSPCC and the Oxfordshire Safeguarding Children's Board.

XVI. Recruitment Policy

Safe recruitment is vital because it minimises the likelihood of vulnerable people being harmed by those in positions of trust. It follows therefore that leaders, workers and those holding positions such as trusteeships should undergo a thorough recruitment process.

Safe recruitment should be followed irrespective of the level of responsibility or the duration of the appointment. It is also inextricably linked to the other standards in developing a culture of safety as outlined in our safeguarding policy. Recruitment in brief:

Recruitment for salaried and regular volunteer (working in the office) workers:

Onelife will not always advertise for workers but may invite people to apply to work for Onelife. For example, someone in the church may have time to give to the work of Onelife and be invited to apply. Whether a post is advertised or invited Onelife will always:

1. Ask any applicant to fill out an application form, which asks for referees (see form). At least two references will be sought.
2. An interview will take place, with a panel of at least three appropriate people from Onelife. This may include leadership team, existing regular volunteers and/or trustees.
3. A position will only be offered if the panel agree and the applicant has the relevant experience.
4. The applicant will sign a self-declaration form.
5. The position can only be confirmed upon receipt of an Enhanced DBS is in place and they are on the update service.
6. The safe recruitment check list provided by 31:8 will be completed.

Recruitment for occasional event volunteers

1. All volunteers will provide details of their Enhanced DBS and complete a self-declaration and volunteer form. If they do not have one Onelife will acquire an Enhanced DBS on their behalf.
2. All volunteers will sign to acknowledge that they have read the Onelife Child Protection Briefing Paper.
3. All volunteers will be provided with a verbal summary of good practice, and a 31:8 pocket guide for child protection.
4. The Child Protection Policy will always be available in paper format for anyone to refer to.