



Safeguarding Policy

Insurance company: Congregational and General Insurance

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* Appendix available to Leaders, in the extended policy to facilitate the management of this policy. These additional appendixes are available for general viewing upon request

INTRODUCTION AND ORGANISATIONAL COMMITMENT TO SAFEGUARDING

Thank you for taking the time to read the Safeguarding Policy of our church the Ealing Christian Centre (ECC). ECC is a church that seeks to give full expression to the reality of having a living relationship with God through faith in Jesus Christ. Our Safeguarding Policy is intended to shape the way we think and act in relation to supporting those most vulnerable amongst and around us.

Meeting in our beautifully decorated 1200 seater converted cinema, our congregation is drawn from all continents and islands around the world. All ages, families, singles and ethnic backgrounds are bound together by our common love for Jesus, for one another and our desire to worship and serve our God, as we have become *“one family of many nations, proclaiming one gospel through many disciples.”*

Our services are free and lively with a special emphasis on praise and worship, the teaching of the Bible to develop our personal discipleship and spiritual growth and with an expectation of the miraculous to be evident as part of the supernatural relationship we have as followers of Jesus Christ. Our 24/7 House of Prayer Centre underpins our full reliance on and belief in the power of prayer.

Our discipleship groups foster fellowship and encouragement that comes through regular meetings in small groups.

Our evangelism work enables us to take the good news of Jesus Christ to those who have not yet had this life-changing experience of being born again and having the abundant life that Jesus gives.

Our thriving children’s and youth ministries enable young people to find their purpose and fulfilment in life.

ECC’s Safeguarding Policy aims to provide high standards of working practice, as we undertake our work with children, youth and vulnerable adults, delivered by a committed team of volunteer workers. We promote safeguarding as the responsibility of everyone and our approach to safeguarding is guided by Jesus’ command in scripture to us as His followers to “love one another as I have loved you.” We believe that it is our duty and responsibility as Christ’s examples to love all and to be diligent in our safeguarding of those that are entrusted to our care.

Our safeguarding Policy thus covers children, young people and other vulnerable adults attending a range of activities and events from our Little Stars – Baby & toddler group to the various Sunday children’s groups with children aged 18 months to 11 years, to our Sunday youth sessions with classes for 11 to 16 year olds, to our mid-week children and youth discipleship groups.



Safeguarding Policy – Section 1



'Safe & Secure'
Standards
1

Our commitment to Safeguarding

As a Leadership Team, we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults 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, which 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 agree 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 and that they have a right to be protected from *“all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child (United Nations' General Assembly resolution 44/25 of 20 November 1989)*.

We have therefore adopted the procedures set out in this Safeguarding Policy in accordance with statutory guidance and are committed to building constructive links with statutory and voluntary agencies involved in the safeguarding of children, young people and vulnerable adults.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and have been prepared in line with the Elim National Leadership Team's commitment to safeguarding.

The Leadership Team undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and regularly review the operational guidelines attached.
- Support the Safeguarding Coordinator(s) in their work and with any action they may need to take in order to protect children and vulnerable adults.
- File a copy of the policy and practice guidelines with thirtyone:eight, Elim's National Safeguarding Coordinator and any amendments subsequently published. The Leadership Team agrees not to allow the document to be copied by other organisations.

As a church, Ealing Christian Centre is registered with the **thirtyone:eight (PO Box 133, Swanley, Kent, BR8 7UQ)** as our umbrella organisation from whom we seek advice and support in all matters pertaining to safeguarding. **ECC** is a branch of the **Elim (Elim Foursquare Gospel Alliance)**, to whom we are accountable.

Alex Morgan
Senior Minister
On behalf of the Leadership Team

Safeguarding Policy – Section 2

'Safe & Secure'
Standards
2 & 7

Recognising and Responding to allegation/suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm or by failing to prevent harm. Children and adults in need of protection may be abused within a family, institution or community setting. Very often the abuser is known or in a trusted relationship with the child or with the vulnerable adult.

In order to safeguard those in our church requiring protection, 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.

Article 19, UN Convention on the Rights of the Child

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.

Article 5, UN Convention on the Rights of the Child

Statutory Definitions of Abuse (Children)

What is abuse and neglect?

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

1. **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 guardian fabricates the symptoms of, or deliberately induces, illness in a child.
2. **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.
3. **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.
4. **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 guardian 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.



Further definitions of abuse are included in **Appendix 1**
Statutory definitions of abuse (vulnerable adults) are included in **Appendix 1**

Signs of Possible Abuse (children & young people)

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

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls as a result of 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, bites, burns, fractures etc. which do not have an accidental explanation*
- Cuts, scratches, substance abuse*

Sexual

- 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 or bulimia)*

Emotional

- 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 or lying

Neglect

- Under nourishment
- Failure to grow
- Constant hunger
- Stealing or gorging food
- Untreated illnesses
- Inadequate care, etc.

****These indicate the possibility of a child or young person self-harming. Approximately 20,000 children and young adults are treated for self-harming in Accident and Emergency departments in the UK each year.***

How to respond to a child wishing to disclose abuse

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or young person to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- "You have done the right thing in telling."
- "I am glad you have told me."
- "I will try to help you."

DON'T SAY

- "Why didn't you tell anyone before?"
- "I can't believe it!"
- "Are you sure this is true?"
- "Why?", "How?", "When?", "Who?", "Where?"
- "I am shocked, don't tell anyone else!"

Initial Response to Concern or Allegation of Abuse

If there is a concern that a child, young person or vulnerable adult may have been abused or a direct allegation of abuse is being made, **it is important the person receiving this information does the following:**

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body.
- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand-written notes even if subsequently typed up.

These notes should be passed on to the safeguarding coordinator to assist them should the matter need to be referred to the Adult Social Care (ASC) or Children's Social Care (CSC) or to the Police. Any referral should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it. All documents should be signed, dated and kept for an indefinite period in a secure place. Thirtyone:eight offers independent advice that will be followed by written confirmation of the advice given.



Appendix

Responding to abuse form included in **Appendix**

Responding to Allegations of Abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The procedure below should be followed;

- The person in receipt of allegations or suspicions of abuse should report such concerns as soon as possible to, Margaret Ssekabuuza, the Safeguarding Coordinator who has been nominated by the Leadership to act on their behalf in dealing with allegations or suspicions of neglect or abuse, including initiating appropriate investigation and referring the matter to the statutory authorities if necessary. In Margaret's absence please contact the Deputy Safeguarding Coordinator, Alexander Morgan (Associate Pastor).

Each Sub-division of ECC's main church has a nominated safeguarding line manager who is responsible for ensuring the implementation of safeguarding procedures and good practice within their department.

Deputy Safeguarding Coordinator	Sherine de Mel-Dishley	020 8 840 7508	sdm@ecc.org.uk
Youth Coordinator	Vanessa Ogunmilade	020 8 840 7508	vk@ecc.org.uk
Children's Coordinator	Sherine de Mel-Dishley	020 8 840 7508	sdm@ecc.org.uk
Vulnerable Adults	Sharon Grant	020 8 840 7508	sg@ecc.org.uk
ECCJ	Chisato Tateyama	0208 840 7508	chisato@eccj.org.uk

If the allegations in any way involve the Senior Minister Pastor Alex Morgan, then the report should be made to **Sarah Bale, Director of Administration and ELIM's National Safeguarding Coordinator** at ELIM HQ on 01684 588913 who will note and investigate the incident and advise if the allegations should be reported to the **Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact the Police or the Children Social Care.**

- Where the concern is about a child, the Safeguarding Co-ordinator should contact **CSC in the borough that the child resides.**
- Where the concern is regarding an adult in need of protection contact Adult Social Care or take advice from CCPAS as above.

Children's Social Care:	Office hours	Emergency duty team (out of office hours)
LB Ealing:	020 8825 8000	020 8825 8000 or 5000
LB Hammersmith & Fulham:	020 8753 6600	020 8748 8588
LB Hounslow:	020 8583 6600	020 8583 2222
LB Hillingdon:	018 9555 6644	
LB Harrow:	079 6848 5704	020 8424 0999
LB Brent:	020 8937 4300	020 8863 5250

LADO Contacts:

LB Ealing: Paul Andrews - 020 8825 8930. Email asv@ealing.gov.uk/
child.protection@ealing.cjism.net

LB Hammersmith & Fulham: Megan Brown - 020 8753 5125. Email: LADO@lbhf.gov.uk

LB Hounslow: Petra Kitchman - 020 8583 6054. Email lado@honslow.gov.uk

LB Hillingdon: Rob Wratten - 01895 250 975. Email: rwratten@hillingdon.gov.uk

LB Harrow: Janice Miller - 020 8736 6435. Email: Janice.miller@harrow.gov.uk

LB Brent: Yvonne Prince - 020 8937 4300. Email: family.frontdoor@brent.gov.uk

In cases of concerns or allegations of abuse that do not warrant immediate intervention, the Safeguarding Coordinator will contact Children's Social Care and;

- Ask for an appointment to discuss a child protection issue
- Explain the situation to the social worker without feeling obliged at this stage to give names and addresses

The Safeguarding Coordinator will act in accordance with the Children's Social Services' advice - they may already have concerns of which we are not aware.

Confirm a referral in writing to the Children's Social Services within 48 hours. Government guidance ***What to do if you're worried about a child being abused*** states that if you have not heard from Children's Social Services within 3 working days of a written referral, then contact them again as they have a duty to respond to your written referral.

RESPONDING TO ALLEGATIONS OF ABUSE... Continued...

- Where required, the Safeguarding Coordinator should then immediately contact Sarah Bale, ELIM's Director of Administration and the National Safeguarding Coordinator and CPPAS.
- Allegations must not be discussed with anyone other than with Sarah Bale, ELIM's Director of Administration and the National Safeguarding Coordinator and CPPAS. A written record of the concerns should be made in accordance with these procedures and kept in a secure place for an indefinite period.
- Whilst allegations or suspicion of abuse will normally be reported to Margaret Ssekabuuza the Safeguarding Coordinator, Margaret's absence should not delay taking advice from CCPAS or making referral to ELIM HQ, Children Social Services and/or the Police.
- The Leadership will support the Safeguarding Co-ordinator in their role, and accept that any information they may have in their possession will be shared on a needs-to-know basis only.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members will use this procedure. If however, the individual with the concern feels that the Safeguarding Coordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator is to collate and clarify the precise details of allegations or concerns and pass this information on to statutory agencies that have a legal duty to investigate. It is not the role of the Safeguarding Coordinator to investigate allegations or concerns.



Safeguarding Personnel Structure included in **Appendix**

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

Detailed procedures where there is a concern about a child

If a child has a physical injury, a sign of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator will:

- Contact CSC or thirtyone:eight for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or guardians unless advised to do so, having contacted CSC.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/guardian to seek help, but not if this places the child at risk of significant harm.
- Where the parent/guardian is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact CSC direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to CSC.

ALLEGATIONS OF SEXUAL ABUSE

Detailed procedures where there is a concern about a child

In the event of allegations or suspicion of sexual abuse, the Safeguarding Coordinator will:

- Contact the CSC's Duty Social Worker for children and families or Police Child Protection Team direct. They will **NOT** speak to the parent/guardian or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason the Safeguarding Coordinator is unsure whether or not to contact thirtyone:eight /Police. CCPAS will confirm its advice in writing for future reference.

Reasons for Not Contacting the Parent/Guardian or Alleged Abuser

When a child, young person or vulnerable adult makes an allegation of abuse and names the perpetrator, it is vital that no one from ECC informs the parent/guardian of the child, young person or vulnerable adult making the allegation at this stage for the following reasons;

- The alleged abuser may try to silence their victim with bribery or threats.
- The alleged abuser may dispose of any incriminating material such as books, videos, DVDs, photos, computer files or text messages.
- Telling the parents/guardian may damage any subsequent investigations.
- The parents/guardian's reaction (including attempting to take the law into their own hands) may inadvertently alert the alleged abuser.



Responding to abuse form, included in **Appendix**
Detailed contact sheet, included in **Appendix**

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

Detailed procedures where there is a concern about a vulnerable adult

If a vulnerable adult has a physical injury or signs of sexual abuse the Safeguarding Co-ordinator/Deputy will;

- Discuss any concerns with the individual directly giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any concern.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

Detailed procedure where there is an allegation against a person who works with children

If an allegation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator will without delay inform:

- The National Safeguarding Coordinator or the person acting for the National Safeguarding Coordinator in her absence at the ELIM Headquarters.
- The local CSC in line with the Local Safeguarding Children Board (LSCB) procedures.
- Also make a referral to the Local Authority Designated Officer (LADO).
- For a non-borough resident; referrals should be made to both LB Ealing and the child/young person's home CSC.

A minority of young people with challenging behaviour may make allegations against workers or guardians. It can be particularly distressing if such allegations are found to be unsubstantiated and unfounded. A careful log should therefore be maintained if a young person makes frequent inappropriate comments about workers and concerns should be discussed as a staff group to ensure safe working practice in relation to this young person or child.

ALLEGATIONS OF SEXUAL ABUSE AGAINST CHILDREN AND YOUNG PEOPLE

Children can be curious about the opposite sex and may carry out sexual experiment. However, where a child abuses another through engaging in sexual activity, this is regarded as abuse. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations should therefore be taken as seriously as if an adult were involved and should be reported immediately.

Safeguarding Policy – Section 3



'Safe & Secure'
Standards
3 & 4

Prevention and Management of Workers

Safe Recruitment

Having in place a range of mechanisms and clear practices surrounding the recruitment of staff and volunteers is an essential element in our safeguarding arrangements. Safer recruitment practices will assist us in ensuring that we have the opportunity to prevent those we would not want working with children and vulnerable adults from doing so at the earliest point. **Those applying to volunteer with Children, Youth or Vulnerable Adults should have attended Ealing Christian Centre for a minimum of 6 months, be over 16 years old and be committed in a personal relationship with God.** The Leadership will ensure that all the workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment therefore:

On application we will:

- Give a written Volunteer Role Profile of the post to the applicant.
- Ask the applicant to complete an application form and a self-declaration form.
- Conduct an interview with the applicant where roles and attitudes to safeguarding are discussed to help determine suitability for the post. If there are any reservations about an individual's behaviour, lifestyle, attitudes and spiritual commitment then, we reserve the right not to appoint.
- Obtain written **references**, and follow up where appropriate.
- Complete a Disclosure and Barring Service check prior to being appointed (***we will comply with the Code of Practice requirements concerning the fair treatment of applicants and the handling of information***)

On the completion of the application process successful applicants will be:

- Given a 'Safeguarding Policy' document and ensure they know how to report concerns.
- Given a written agreement/contract explaining what their job entails and in addition the support, supervision and resources the worker can expect from the organisation.
- Expected to attend relevant training, team meetings and child protection training, as appropriate.
- Assigned to work with an experienced worker for a probationary period of 3 months. At the end of the probationary period there would be a discussion between the worker and his/her supervisor to review the job specification and how they are fulfilling the role. This means any adjustments can be made early on to more suitably match worker and tasks.

As a Leadership Team, we recognise our responsibility and duty of care to all. The above recruitment good practice will therefore be applicable to the recruitment of all volunteers into all ministries as this will ensure that all vulnerable persons (children, young people and vulnerable adults) that may come into contact with any of the church's ministries are protected from exposure to harm and exploitation.

Recruiters for Disclosure and Barring Service Checks

Although each line managing coordinator is responsible for conducting safe recruitment within their area, to obtain a Disclosure and Barring Service (DBS) clearance, they should arrange for the applicant to meet with the appropriate recruiter with the relevant documentation to complete a disclosure form.

The recruiter for those applying to work with the youth/children are Vanessa Ogunmilade and Sherine de Mel-Dishley, the church's, Youth/Children Ministries Coordinators and for those applying to work with young Adults and Vulnerable adults is Fiona Abraham, the Church's Office Manager.

Young Workers

At Ealing Christian Centre the minimum age for a worker is 16, however those under the age of 18 years should not account for more than 50% of a staffing ratio. Those under the age of 16 will **not be used in ANY capacity as a worker or helper** with children, youth or vulnerable adults.



Children's Ministries Application and Self Declaration Forms, included in **Appendix**
Youth Ministries Application and Self Declaration Forms, included in **Appendix**
Model Contract Form, included in **Appendix**
Reference request Letter and Reference form, included in **Appendix**
Guidance on conducting an Interview, included in **Appendix**

Retention of Documents

Relating to those who work with children and young people

Retention of all documents relating to those people working in a church, whether paid or unpaid, employees or voluntary workers, whose work involves children is vital. Arrangements must be made for long term secure storage of records on an indefinite basis.

Criminal records check will be kept for a maximum of 6 months in a secure place, before being destroyed in accordance with guidelines given. However, we will retain a record of the disclosure number, date of issue, that we have seen the form and whether we decided to appoint or not.

Each line managing coordinator should keep a comprehensive recruitment database of all workers they line manage that is easily accessible should information be required.

We are registered with the Information Commissioners Office (ICO) under the Elim Foursquare Gospel Alliance, in line with the Data Protection Act 1998 which requires every organisation retaining data and processing personal information to do so.

Position of Trust

ECC will not appoint any person who has committed sexual offence(s) to work with or be placed in a position of responsibility that puts them in contact with children, young people or vulnerable adults.

Similarly, where an individual has committed offences of a violent nature a thorough risk assessment will need to be carried out by the Leadership Team to ascertain their suitability for working with the above.

Safeguarding Awareness

The Leadership Team is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect worshippers in the church. All our workers will receive induction training and undertake the ***Facing the Unthinkable*** safeguarding training on a regular basis.

The Leadership Team will also ensure that children, young people and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.



Data protection principles, included in **Appendix**

Management of Workers

Management of Workers – Code of Conduct

As a leadership team, we are committed to supporting all workers and ensuring that they receive support and supervision. It is expected that each worker at Ealing Christian Centre, whether paid or a volunteer, familiarises themselves with good practice guidelines contained within this policy, committing themselves to the application of best practise within their role.

The leadership 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 sexual relationship to develop for as long as the relationship of trust continues.

Management of Workers – Training and Supervision

All workers, paid or voluntary, should be provided with appropriate training and given the opportunity to develop their skills as well as feel supported and valued by the organisation for which they work. When this happens, workers will be more inclined to express concerns over issues that arise and it will also help to ensure a high level of care, professionalism and expertise towards those being cared for.

We encourage teamwork and mutual accountability; therefore, it should be accepted that anyone seeing another worker acting in a way, which may be deemed as inappropriate should either speak to the individual or the line manager about the concern.

As a Leadership Team, we commit to ensuring all workers are supervised where concerns or issues can be raised, work related or personal. It is also the role of the supervisor to ensure that all training needs are met. Regular in-house training is provided on issues that relate to good practice and development within their designated area. The leadership recognises the importance of team meetings. These should be convened on a regular basis and should provide an opportunity for ideas to be exchanged and issues if any to be raised.

Management of Workers - Whistleblowing

In addition to effective management of allegations against staff, there needs to be a mechanism in place for workers to be able to raise legitimate concerns (e.g. improper actions or omissions) about other workers, with impunity. Commonly known as 'whistleblowing', the reporting principles are contained in the Public Disclosure Act 1998. Further information and advice can be obtained from Public Concern at Work:



Public Concern at Work
Suite 301,
16 Baldwins Gardens,
London
EC1N 7RJ
Tel: 020 7404 6609,
Email: whistle@pcaw.co.uk

Taking Care of Touching

- Keep all interaction public. A hug in the context of a group is very different from a hug behind closed doors.
- Touching should be related to the child's or vulnerable adult's needs, not the worker's. A touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker. Workers must avoid any physical activity that may be sexually stimulating or construed as sexual.
- All children, youth and vulnerable adults are entitled to personal private space and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc), encourage the child, young person or vulnerable adult to do as much as they can for themselves, giving appropriate help only where necessary.
- Team members should watch out for one another in the area of physical contact. They should be free to help each other by constructively challenging any behaviour or actions that may be viewed as inappropriate.
- Concerns about abuse should always be reported.

Operational Guidelines in Responding to Children/Young People Who Exhibit Disruptive Behaviour

- Lay down ground rules e.g. no swearing, racism or name calling, respect for each other and other people's property.
- Remind children/young people of the established ground rules for treating others with respect and ensure that they understand the consequences of non-adherence to boundaries.
- Do not compare a child, young person or adult in terms of performance with another in the group; rather encourage and affirm and if possible, give them responsibility for age-appropriate tasks.
- Build healthy relationships and be a good role model by example. Children easily pick up inconsistencies in what adults say and what they actually do.
- Take care to give the quieter and/or well-behaved ones as much attention as those that may seem more demanding.
- Be consistent in what you say and ensure that other team members know what you have said. This can help minimise the risk of children playing workers against each other.
- If a child/young person becomes disengaged, you may need to review the programme or activities.
- **NEVER** smack, hit or shout at a child/young person. You may change the tone of your voice if necessary or seek support from your leaders or colleagues if you feel unable to manage the situation in a calm manner.
- Every child is unique and will respond in different ways to different approaches. It follows therefore that each child should be dealt with as an individual.

For those who continuously display disruptive behaviour:

- Have them sit in front of you or get a helper to sit with them.
- Encourage the helpers to be pro-active without having to be prompted to deal with a situation.
- Engage with the child(ren) to address their behaviour whilst encouraging their strengths.
- Inform them of the action you may take if their disruptive behaviour persists e.g.; you may have to speak to their parents/guardians; may be briefly suspended from the class/activity (under supervision) or be excluded from attending the group for a specified period of time.
- Don't tell the child they are being naughty, stubborn or disruptive. Rather, refer to the actual behaviour and its consequence e.g. Instead of "You are noisy, you are disrupting the class" it's more appropriate to say; "*the noise you are making is disrupting the class.*"



Working with children and young people who exhibit disruptive behaviour - included in **Appendix**
Anti-bullying - included in **Appendix**
Guidance on praying with children – included in **Appendix**

Safeguarding Policy – Section 4



'Safe & Secure'
Standards
8 & 9

Pastoral Care

Supporting Those Affected By Abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse that we have contact with or are part of our place of worship.

Pastoral care is varied by nature and we will ensure that we have appropriate support and permissions before embarking upon supporting anybody with the often complex issues created by past abuse.

Working with Offenders

When someone attending ECC is known to pose a risk to children, young people or vulnerable adults, the leadership will supervise the individual concerned and offer pastoral care.

- Boundaries will be set for the individual(s) which they will be expected to abide with in line with the church's safeguarding commitment to the protection of children, young people and vulnerable adults.
- Pastoral care will be offered without prejudice to all those who require it including victims of abuse and perpetrators. The Leadership will ensure that different workers are assigned to each individual for impartial and effective support.



Working with offenders – A written Contract, included in **Appendix**

Safeguarding Policy – Section 5

'Safe & Secure'
Standards
5, 6 & 10

Practise Guidelines - General

Accidents

All accidents, however minor, should be recorded in the accident book. In the event of an accident, the parent/guardian of a child or young person should be asked to read and sign the accident book. If the child or young person is not collected at the end of a session, a letter should be sent to the parent/guardian explaining what has happened in much the same way a school would respond.

Fire Procedure

Please refer to Fire Prevention and Health and Safety Policy.

Filming and taking photographs

Since the introduction of the Data Protection Act in 1998, organisations must be careful if they want to take photographs or film footage of people, and how images are used. This does not mean that photographs should not be taken or filming prohibited but there are certain protocols that must be followed to comply with data protection legislation as well as safeguarding children, young people and vulnerable adults.

Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. However, it is perfectly acceptable to ask parents/guardians to let ECC know if they do NOT want their child photographed or filmed. We will seek to gain parental consent for the use of images of their child by requesting the return of consent forms. It will also be communicated that the onus is on the parent/ guardian to contact ECC if they have objections. In addition to this:

- When using photographs of children and young people, the church use group pictures and never identify them by name or other personal details including E-mail or postal addresses, telephone or fax numbers.
- Obtain specific written consent from parents or guardians before using photographs on a website.
- ECC films its Sunday services, which a child may or may not appear on. Photographs and or video clips of services and events may be used to advertise our events/meetings on in-house displays, printed publications (flyers or our church Grapevine magazine) or on our website.
- Within the youth department on occasions, we use film to communicate a message; these short clips are normally made to communicate a theme and used at events within ECC.

Consent will be obtained for children and young people using the relevant general information and consent forms.

Home Visits

Workers and leaders may need to make home visits from time to time. In these circumstances, we will issue formal identification to the person doing the visit. Guidelines for visiting include:

- Inform a supervisor or another worker of the proposed visit.
- In the case of children and young people never go into a home if a parent or guardian is absent unless the child would be at risk of significant harm if you do not do so.
- Keep a written record of the visit detailing the following: Purpose, Time you arrived and left, who was present and What was discussed.
- If the parent/guardian is absent when the visit took place, leave some means of identification and explanation for the visit that can be given to them.
- An invitation to a worker's home should only be extended within a group context and with the knowledge of the team/leadership and the permission of the parent/ guardian.

Appendix

Accident and Incident Form, included in **Appendix**

Practice Guidelines - Working with Children

As a place of worship working with children, we wish to operate and promote good working practice. In developing good working practise, we enable workers to safely run activities and minimise the risk of false accusation. Workers are to ensure that everyone is treated with dignity and respect in attitude, language and actions.

Adult to Child Ratios

As a church, we seek to supervise children's activities safely. It is necessary therefore to have sufficient adult leaders and helpers for each activity/event. We will seek to follow the suggested ratios of adult to child recommended by the government through Ofsted. These are the ratios required in regulations governing day care for under 8's.

18 months to 2 years	1 adult to 3-4 children
3 years to 4 years	1 adult to 4-6 children
5 years to 7 years	1 adult to 6-8 children
8 years to 11 years	1 adult to 12-15 children
NB. Suggested adult ratio increases when considering children with SEND needs	

NB. Day Care regulations (Ofsted) cover activities which last for six days or more in a year, for children up to eight years of age where there is no one with parental responsibility with them and where the activity lasts for two hours or more in a day.

For children over 8 years old, usually a ratio of two adults for up to 20 children, with an additional leader for every 10 children is required.

Young Leaders (*between 16 and 18 years*) should make up no more than 50% of the staffing for a group.

All groups need to report non-attendance of volunteer staff to the Co-ordinator to which they line manage (**or persons whom they have delegated responsibility to in their absence**) who will assess whether it is safe to proceed or additional staff need to be added before a group can take place.

No child attending a group should be left alone at any time, except for toileting.

In setting up any activities relating to the supervision and care of children, advice on adult to child ratio's, general supervision and a risk assessment must be undertaken by the relevant line managing Co-ordinator in consultation with the Senior Minister before permission is granted to proceed. As we have a responsibility to assess the risk involved in the activities that are provided, we will take the following considerations:

- Number of workers needed to run the activity, whether they should be male, female or both.
- Identification of hazards.
- Consider who might be harmed and how this might happen.
- Assess the risks and act to remove or reduce them as far as possible.
- Record details of the action taken, where appropriate.



Risk Assessment form, included in **Appendix**

Registration

A register of those attending an activity should also be maintained, together with a register of workers. Only workers assigned to the group can participate in the activity. Other adults should not be allowed free access. Events that take place outside of the usual children's activities should also make a note of other people in the building during the activity and any other events taking place at the same time. For each child, there should be full contact details, a consent form plus medical and other details such as allergies or special dietary requirements taken.

Parents/Guardians Staying with Children's Groups

The church's general practise is that no other person other than those nominated to work within a group should be in attendance at an activity, as all adults who work with our children have been appointed after completing the appropriate application process including the Disclosure and Barring Service checks. The exceptions to this general rule are:

- During the settling period for a child, some younger children may need the reassurance of knowing that a parent/guardian is there. After the settling in period, if a parent/guardian wishes to continue to stay, consideration should then be given to them becoming a volunteer who will require the same recruitment procedure as with any other worker.
- For some children with special needs, it may be appropriate for their parent/guardian to stay with them for an extended period. This would be considered on an individual basis to help the child become fully integrated into the group/activity.

Parent and Toddler

Within a parent and toddler setting it is expected that each parent is responsible for the supervision of their own child(ren), with the church workers that are nominated and appointed to work with the children (after completing the relevant checks) overseeing the activities.



Children's Ministries, General information and consent form, included in **Appendix**

Practice Guidelines - Working with Young People

All activities pertaining to working with young people must have the agreement of the youth coordinator who is responsible for undertaking the relevant risk assessments, taking into consideration relevant staffing, and access the suitability and appropriate management of the project.

Teaching Sessions and Seminars

- Usually a ratio of two adults to 20 youths (max) with an additional leader for every 10 youths is required, depending on the activity.
- Young leaders (*between 16 and 18 years*) should never make up more than 50% of the staffing for a group.
- All groups need to report non-attendance of volunteer staff to the Co-ordinator to which they line manage (***or persons whom they have delegated responsibility to in their absence***) who will assess whether it is safe to proceed or additional staff need to be added before a group can take place.
- Where a young person attends without the knowledge of parents/guardians, he/she will be welcome to the group. We will establish their name, age, address and telephone number, but encourage the young person to seek permission to return the following week.

Discipleship Groups

- All youth discipleship group leaders are recruited as youth workers and therefore subject to the same recruitment process as any other worker and all discipleship groups are currently same sex.
- For discipleship groups that are conducted at ECC, the discipleship group leader should remain in the foyer area to welcome their discipleship group members. Should only one young person (under 16) arrive for the Discipleship group, the leader is responsible for ensuring that if appropriate a more open location for discipleship group is used.
- A peer-led discipleship group may be run by a young leader who between 16-18 years old, however an adult leader should always be in the vicinity and will contribute to any programme reviews and planning in addition to appropriate training and support given.
- Discipleship group operates as an every-member ministry; every discipleship group member is therefore encouraged to take an active role. However, discipleship group groups of young people under 16 years old will always be under the supervision of a youth worker.
- For those facilitating discipleship groups within a home where there are those in the discipleship group under the age of 16 years old, there must always be an additional adult subject to the same recruitment process as any other worker present.
- Where a group does not normally operate from the discipleship group leaders home an invitation to a worker's home should only be extended within a group context and with the knowledge of the team/leadership and the permission of the parent/ guardian, where members are under 16 years.
- Each Discipleship group leader is responsible for giving weekly attendance and comprehensive feedback to the ministry leader, who is responsible for ensuring the retention of attendance and following up on any concerns.
- Where a young person attends a discipleship group meeting without the knowledge of parents/guardians. We will welcome the young person, establish their name, age, address and telephone number. We will ask if a parent/guardian is aware where they are, and what time they are expected home. If this is before the session ends, they should be encouraged to return home. We will encourage the young person to seek permission to return the following week. On leaving, will be give relevant information about the group.

Trips and residential activities

For trips and residential activities, the Youth Coordinator will provide relevant forms and obtain appropriate consent in line with advice and forms set out by the thirtyone:eight. For residential trips an appendage should be made to this safeguarding policy using the model residential policy set out by the



Risk Assessment form, included in **Appendix**

One-to-One

Discipleship Group leaders may meet with members of their discipleship group outside of the discipleship group meeting for personal discipleship and development. As discipleship group groups are gender specific, these one-to-one meetings will always be with a leader of the same gender.

In meeting with the young people, the leaders should:

- Meet in a public place, never in isolation.
- As far as possible, meetings held at ECC should be conducted in areas such as the foyer/coffee lounge which also allows for privacy of conversation due to the size.
- One-to-one meetings should never be conducting in a discipleship group leader's home.
- The role of the discipleship group leader is to encourage development and growth through mentorship and coaching. A discipleship group leader should be aware of the limits of their ability/competence and seek further help when faced with situations outside their expertise.
- Discipleship group leaders should never promise confidentiality, clearly outlining to the young person that for them, the lines of accountability, supervision and support are in place which will mean that a brief outline of what was discussed will be shared with their line managing coordinator (Vanessa Ogunmilade).
- The content of what a discipleship group leader should work through with a young person should always be discussed and approved by their line managing coordinator (Vanessa Ogunmilade).

Referral from pastoral care to professional counselling

Young people between 16 and 18 years of age are generally regarded as competent and able to consent to their own medical treatment (i.e. professional counselling). Parental/guardian consent to counselling for a child under 16 years is regarded as good practice. Their participation in the decision to seek counselling may well be very beneficial even though a young person might not initially want to involve them.

Solvents and Illegal Substances

Workers should be alert to possession and use of illegal substances. If a worker becomes aware a young person that may be abusing solvents they should be encouraged to seek professional help from their doctor or a counsellor specialising in this area. Having said this, it is a criminal offence to allow anyone attending an activity run by the church to supply illegal drugs or use them on the premises. It is important to adopt a "zero tolerance" approach to the use of all illegal substances on the church premises.

In such instances:

- Ask them to stop and warn them of the consequences of not e.g. suspension or ban from the group.
- Inform the young person that their parents/guardian would be informed.
- Write down the content of any discussion with the young person, including the action taken and keep this in a secure place.

Tobacco and Alcohol

A no-smoking policy should be enforced within any buildings where ECC operates, so it is important that all those attending any activity are aware of and agree to abide by this policy. Workers do not have the right to confiscate alcohol found in a young person's possession but they would ask the individual to leave the premises. There may be occasions where it is felt necessary to inform parents /guardians that a child/young person has been drinking, particularly if they are under the influence of alcohol at the group or there are concerns for their health or safety. Obviously, this may affect working relationships and there is a moral question that will need to be considered before any action is taken.

Practice Guidelines - Working with Vulnerable Adults

As a church, we recognise that there are vulnerable adults amongst us that need protection from abuse. We are therefore committed to keeping such vulnerable adults safe from harm and from exploitation whilst upholding their rights as individuals. This Safeguarding Policy thus:

- Recognizes that vulnerable adults have the right to live a life free from abuse and exploitation.
- Outlines our commitment to uphold that right; and explicit about our 'zero-tolerance' to abuse wherever it occurs.
- Encourages a safeguarding approach 'owned' at all levels within the church.

Who is a Vulnerable Adult?

Vulnerable adults are persons aged 18 years and over who are, or may be, unable to take care of themselves or who are unable to protect themselves against significant harm or exploitation.

This may be because they have a mental health problem, a disability, a sensory impairment, are old and frail, or some form of illness. Such persons may already be in receipt of a care service in their own home, within the community or may be resident in a residential care home, nursing home or other institutional setting because of their vulnerability.

As a church working with vulnerable adults, we seek to reassure such persons, their guardians and advocates of our commitment to good safeguarding practice which always upholds their rights, acts in their best interests and with their consent whilst keeping them safe from harm and exploitation. As a demonstration of the church's commitment to the safeguarding of vulnerable adults amongst us, the Leadership Team will ensure that all vulnerable adults:

- Have easy access to information that they can understand in order to make informed decisions.
- Know that information about them is managed appropriately with a clear understanding of confidentiality.
- Are given the opportunity to participate in activities which will enable them to fulfil their ability and potential.
- Have the right to be supported in making their own decisions and the right to give or withhold their consent to any activity.

(Consent is a clear indication of readiness to take part in an activity. This may be given verbally, through gesture or in writing. No one can give, or withhold, consent on behalf of another adult unless special provision for particular purposes has been made for this, usually by law)

- Are given the same respect and dignity as any other adult and that their individual uniqueness and needs are recognised.
- Are treated equally and their backgrounds and cultures valued and respected.
- Have as much control as possible over their lives whilst being safeguarded against unreasonable risks.
- Are free from unnecessary intrusion into their affairs and that careful balance is applied to the individual's own safety and the safety of others.
- Feel safe and are without fear of violence, neglect or abuse in any form.
- Are supported in reporting any form of abuse and to receive appropriate support following abuse for as long as that may be required.

The rights of vulnerable adults to live a life free from neglect, exploitation and abuse are protected by the **Human Rights Act 1998**. Specifically, a vulnerable adult's right to life is protected (under Article 1); their right to be protected from inhuman and degrading treatment (under Article 3); and their right to liberty and security (under Article 5).

Areas of Potential Contact with Vulnerable Adults

Vulnerable adults may be particularly susceptible to risks of abuse in the following areas of church ministry:

- House of Prayer
- Welcome Team
- Ealing Winter Night Shelter
- Ministry Team
- Evergreens
- Pastoral and Visitation Team
- Soup kitchen*

Therefore the Leadership Team will take every necessary precaution to safeguard vulnerable adults that may be exposed to potential risk through these ministries. We will therefore:

- Take particular care in the recruitment of volunteers into these ministries and refer all applicants for leadership scrutiny.
- Standardise church volunteer application form for all ministries (including these ministries).
- Carry out thorough reference checks on each applicant.
- Ensure regular supervision of the volunteers in these ministries.
- Carry out yearly, compulsory training for staff and volunteers in these areas of ministry.

***Soup Kitchen is external to ECC and the safeguarding responsibilities for its activities are held external to us. However, we recognise the need to ensure that the volunteers that represent ECC at the Soup Kitchen have been thoroughly checked and that they hold no safeguarding risk to the clientele when it is our turn to serve.**

This is a 'living' document and therefore the church is committed to reviewing the policy and its practise thereof on an annual basis.

Signed:



Print Name: Alex Morgan

Date: 13/01/2023

Position: **Senior Minister**

Signed on behalf of the Leadership Team of ECC

Date of this review: 13th January 2023

Date of next review: 13th January 2024



LEADERSHIP SAFEGUARDING STATEMENT

The Leadership of Ealing Christian Centre recognises the importance of its ministry and work with children and young people and the church's responsibility to protect all the children that are entrusted to our care and the vulnerable adults in our midst.

The Leadership is thus committed to the safeguarding of the children and vulnerable adults worshipping at Ealing Christian Centre and to ensuring their well-being.

We Specifically:

- Recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of all children under 18 years of age and to report any such abuse that we discover or suspect in this place of worship.
- Acknowledge that safeguarding is everyone's responsibility. However, it is the leadership's expectation that parents will ensure supervision of their young ones always when the child(ren) is not participating in any activity or programme being supervised by the Youth or Children workers.
- 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.
- Acknowledge that 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.
- Recognise that we have a responsibility to help prevent the physical, sexual, psychological, financial abuse and any form of discrimination against vulnerable adults and to report any such abuse that we discover or suspect in this place of worship.
- We recognise the personal dignity and rights of children and staff therefore we will ensure that all our policies and procedures reflect this.
- We undertake to exercise due care in the appointment and selection of all those that we seek to work with children in this church.

We are committed to:

- Following the requirements for the UK legislation in relation to safeguarding children and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that staff and volunteers adhere to the church's agreed safeguarding policy and procedures.
- Keeping up to date with the national and local developments relating to safeguarding.
- Following London Borough of Ealing's guidelines in relation to the safeguarding of children and vulnerable adults.
- Supporting the Safeguarding Co-ordinator/s in their work and in any action that they may need to take in order to protect the children and vulnerable adults worshipping at ECC.
- Ensuring that all workers agree to abide by these recommendations and the guidelines established by Ealing Christian Centre.
- Supporting parents and families in our midst.
- Nurturing, protecting and safeguarding children and young people attending this church.
- Supporting, training and providing supervision to all those who are employed or volunteer to undertake this work.
- Supporting anyone worshipping with us at Ealing Christian Centre that is affected by any form of abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service. **See link below for a copy.**

<https://thirtyoneeight.org/about-us/our-10-standards/>

We recognise that:

- Safeguarding is everyone’s responsibility however, Children’s Social Care and the Police have the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. In addition, the Adult Social Care and the Police have lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- The church has a duty by law to report any child protection matters to the Police and Local Authority. **However, where an allegation suggests that a criminal offence may have been committed by or against a child under 18, the allegations must be reported to both agencies immediately.**

As a Leadership Team, we recognise that safeguarding is everyone’s responsibility. It is our expectation therefore that you speak to one of the following personnel who have been approved as the church’s Safeguarding Co-ordinators if you have any concerns that a person(s) working or having contact (or likely to) with children or vulnerable adults in this place of worship may be a risk to any of these vulnerable groups in our midst.

Margaret Ssekabuuza
Sherine de Mel-Dishley
Vanessa Ogunmilade
Sherine de Mel-Dishley
Sharon Grant
Chisato Tateyama

Designated Safeguarding Coordinator
Deputy Safeguarding Coordinator
Youth Ministries (‘Stand in’ Safeguarding Assistant)
Children’s Ministries Coordinator
Pastoral Care (Vulnerable Adults)
ECCJ Japanese Fellowship

WE REVIEW THIS STATEMENT AND OUR POLICY AND PROCEDURES ANNUALLY AS WE SEEK TO IMPROVE AND ENHANCE THE QUALITY OF THE CHURCH’S SAFEGUARDING STANDARDS IN LIGHT OF ANY NEW DEVELOPMENTS IN THE CHILD CARE LEGISLATION.

Signed on behalf of the Leadership Team:



Alex Morgan
Senior Minister

Date: 13th January 2023

A copy of the full policy and procedure of our safeguarding processes has been lodged with CCPAS and ELIM Headquarters. If you want a copy, please contact the church or download a copy from our website <https://ecc.org.uk/>

Further Definitions of Abuse

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child, e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means *'considerable, noteworthy or important.'*

Children in Whom Illness is Fabricated or Induced (*formerly known as Munchausen's Syndrome by proxy*)

This is a form of child abuse in which the parent or guardian gives false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in *'Safeguarding Children in whom Illness is Fabricated or Induced'* (2002).

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic Violence

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: *'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.'* (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.) In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence. Many of these acts are committed against children. (*Working Together to Safeguard Children* (2006) 6.18)

Organised Abuse

Complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. (*Working Together to Safeguard Children* (2006) Section 6.7)

Child Prostitution

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment. (*Working Together to Safeguard Children* (2006) Section 6.2) See also (*Safeguarding Children Involved in Prostitution* (2000)

Female Genital Mutilation (FGM)

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

Statutory Definitions of Abuse (Vulnerable Adults)

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired.

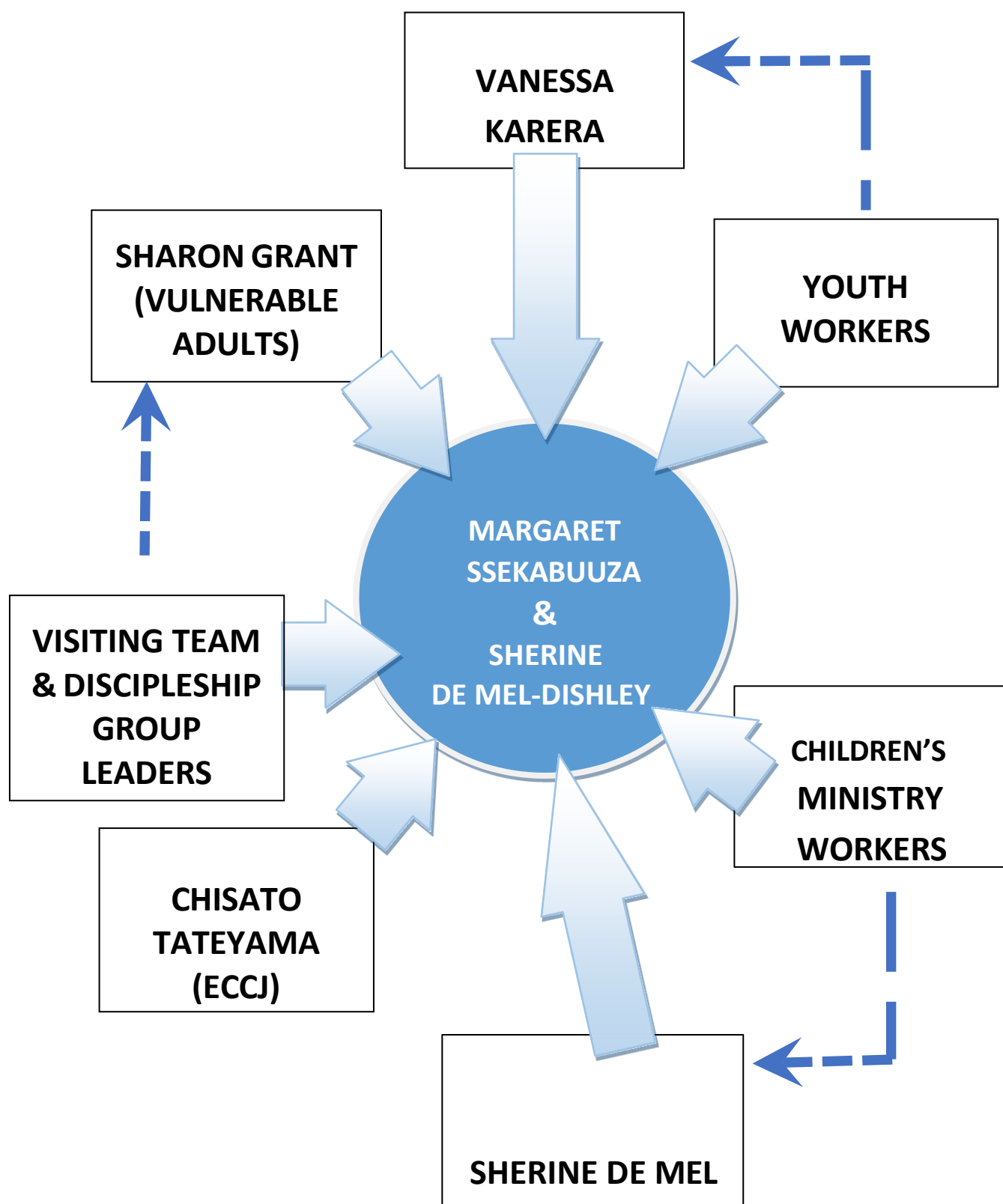
Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

SAFEGUARDING PERSONNEL STRUCTURE



Responding to Abuse (LB Ealing referrals only)

Child and Family Enquiry/Referral



This form is to be used to make an enquiry about a child, or young person.

However, if an EHAP has been completed it can be used instead.

This form is also to be used by agencies to refer child protection concerns.

All urgent referrals should be initiated by phone and followed up in writing within 24 hours, by completion of as much of this form as possible.

Non-urgent referrals should be sent within 48 hours of telephone referral.

Telephone referrals need to be made to Ealing Children's Integrated Response Service (ECIRS) on 020 8825 8000.

Child/Young Person Details

Framework ID	
Surname	
First Name	
Previous/other name(s)	
Date of birth, or expected date of delivery	

Gender	
Address	
Postcode	
Telephone number	
Mobile telephone number	
School name	
School address	
First language	
Mother's first language	
Father's first language	
Nationality	
Immigration status	
Is an interpreter required for meetings?	
Ethnicity	

Sub ethnicity	
---------------	--

Religion	
----------	--

Previous involvement with child/young person

Dates of previous involvement (where applicable).

Most recent enquiry date	
--------------------------	--

CP start date		CP end date	
---------------	--	-------------	--

LAC start date		LAC end date	
----------------	--	--------------	--

Agencies currently involved with the child and their family

Agency/Name	Relationship	Address	Tel no	Email

Is this child/young person a young carer? (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/>
---	---

Does the child/young person have an additional need or disability? (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/>
--	---

If yes, then is it a long-term need/disability? (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

If yes, then is it a chronic need/disability? (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

Details of need/disability (if applicable)

Does the child/young person have a statement of Special Educational Needs?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/>
--	---

Parent/Carer Details

Significant People

Name	Age	Relationship	Parental responsibility	Same address	Other details

Enquiry Details

Date of enquiry/referral	
--------------------------	--

Source of enquiry/referral	
----------------------------	--

Method of enquiry/referral	
----------------------------	--

Type of enquiry/referral	
--------------------------	--

--

Child Protection Concerns (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

Information received

PPD RAG rating (to be completed for MERLINS only)	
--	--

Referrer Details

Full name	
-----------	--

Position	
----------	--

Organisation/service	
----------------------	--

Address	
---------	--

Telephone numbers	
-------------------	--

Email address	
---------------	--

Does the referrer wish to remain anonymous? (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

Was this enquiry initiated as a result of a child being reported as missing from home? (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

Consent Details

Has consent been obtained for sharing/storing of the child's and family's information? (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

If no, then please state reason for consent NOT being obtained:

Have you completed an EHAP (Please indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

EHAP Registration Number	
Agency Completing EHAP	

Date EHAP was registered with Family Information Service	<input type="checkbox"/>
--	--------------------------

Date DV matrix completed (if applicable)	
--	--

Please use one of the following options to send this completed form:

Fax: 020 8825 9127

Email: ecirs@ealing.gov.uk *

Post: Ealing Children's Integrated Response Service (ECIRS),

Perceval House, 2nd Floor blue area

14-16 Uxbridge Road, Ealing W5 2HL

* Emails to ecirs@ealing.gov.uk are only secure if sent via EGRESS.

If you require a link to register EGRESS free of charge, please email ECIRS.

Responding to Abuse (out-of-borough referrals)

Workers' Action Sheet

Ealing Christians Centre, 266 - 268 Northfield Avenue, Ealing, London, W5 4UB

Name of Child/Young Person/Vulnerable Adult: _____

Address: _____

Date of Birth ____/____/____ Age _____

Name of Person Reporting Incident: _____

Date ____/____/____ Time of incident _____

Sequence of Events/Actual Words Used/Observations: _____

Action Taken (including person(s) contacted): _____

Date ____/____/____ Time _____

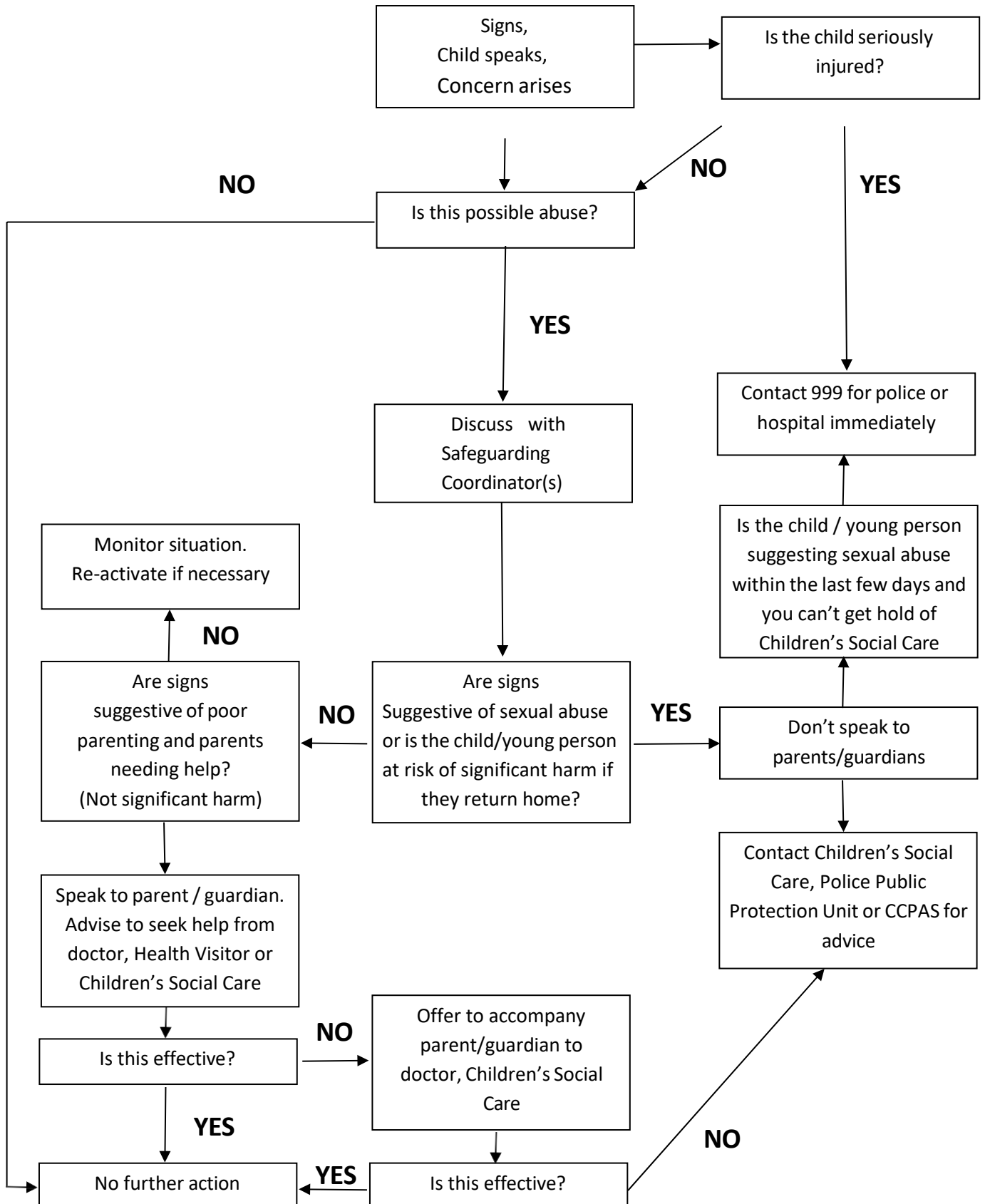
Notes: _____

Detailed Contact Sheet

Ealing Christians Centre, 266 -268 Northfield Avenue, Ealing, London, W5 4UB

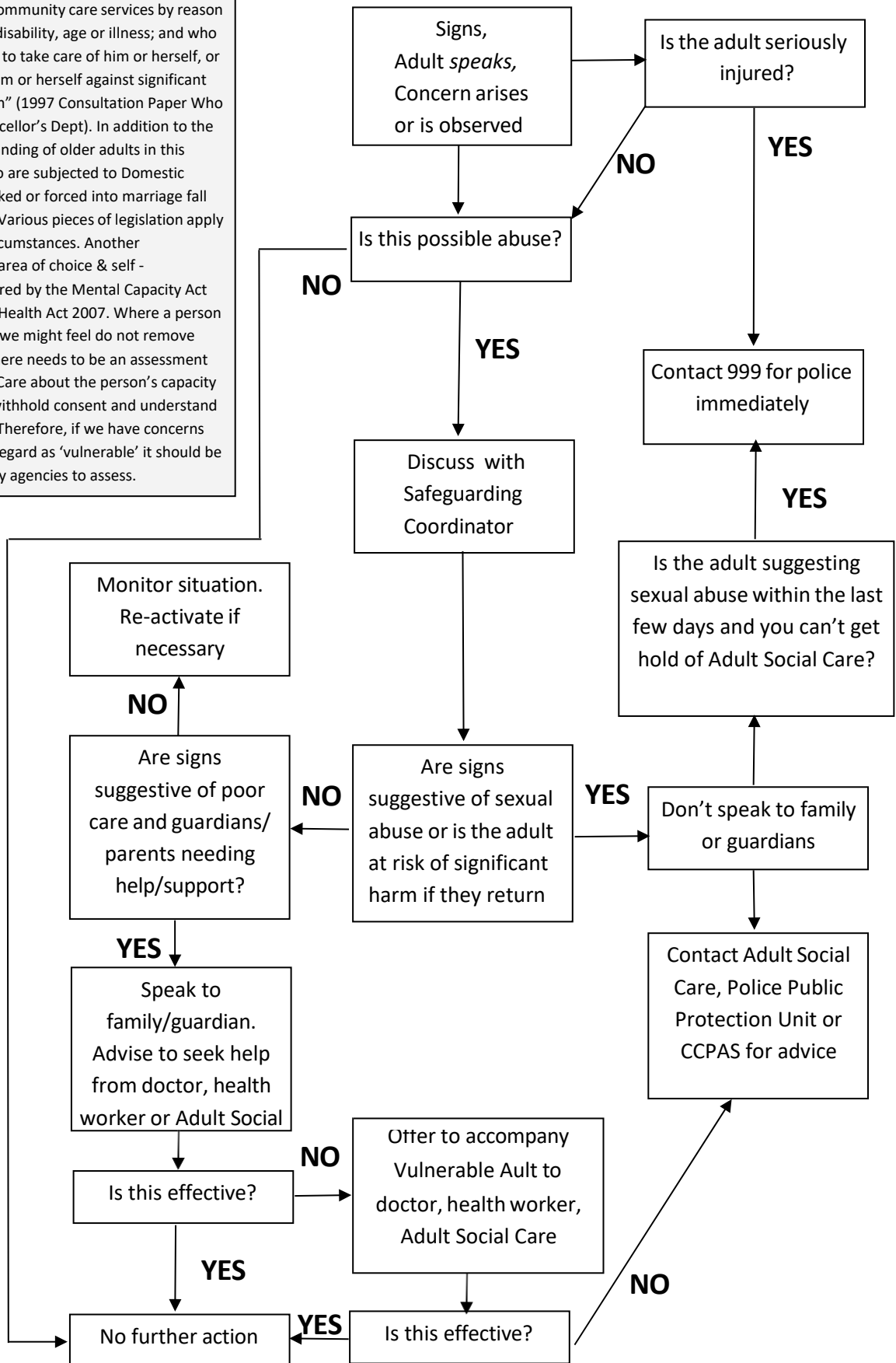
Date	Type of Contact	Information

Flow Chart for Action (Children & Young People)



Flow Chart for Action (Vulnerable Adults)

A vulnerable adult is defined as a person “who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation” (1997 Consultation Paper Who Decides? Lord Chancellor’s Dept). In addition to the traditional understanding of older adults in this category, those who are subjected to Domestic Abuse, being trafficked or forced into marriage fall into this definition. Various pieces of legislation apply according to the circumstances. Another complication is the area of choice & self-determination covered by the Mental Capacity Act 2005 & the Mental Health Act 2007. Where a person makes choices that we might feel do not remove them from harm, there needs to be an assessment by the Adult Social Care about the person’s capacity to choose, give or withhold consent and understand the consequences. Therefore, if we have concerns about an adult we regard as ‘vulnerable’ it should be referred to statutory agencies to assess.



Children's Ministry Application Form

Ealing Christians Centre, 266 - 268 Northfield Avenue, Ealing, London, W5 4UB

We ask all prospective workers with children to complete this form. The information will be kept confidential by Ealing Christian Centre, unless requested by an appropriate authority. If there is insufficient room to fully answer any question, please continue on separate sheet.

1. Personal Details

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

Full Name: _____

Maiden/Former Name(s): _____

Date and place of birth ____/____/____ _____
(Must be over 16 years old to be considered for any post as a worker or helper with children)

Address: _____

_____ Postcode: _____

Daytime Tel: _____ Mobile Tel No: _____

Evening Tel: _____ Email address: _____

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 _____ Postcode _____

Please give details of previous experience of looking after or working with children including 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, young people or vulnerable adults declined?

YES NO (Please tick) If yes, please give details:

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

YES NO (Please tick) If yes, please give details. (Answering 'yes' to this question does not mean you will not be considered for this post. As an employer we are committed to meeting the requirements of the Disability Discrimination Act 1995 and 2004, and all other similar legislation).

2. Employment History

Please tell us about your past and current employment/voluntary work in the table below.

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving

Are you currently working in any other care position in either a voluntary or paid capacity? If yes please give details of...

Name of the organisation: _____

Contact person: _____

Address: _____

_____ Tel no: _____

Details of duties: _____

3. References and Christian Journey

Please complete below details 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. We reserve the right to take up character references from any other individuals deemed necessary.

Name _____ Name _____
Address _____ Address _____

Postcode _____ Postcode _____

Tel no: _____ Tel no: _____

Relationship _____ Relationship _____

Please tell us about your Christian experience in the church(es) you have been involved in, including names, dates and detail of the areas of your involvement.

I confirm that Ealing Christian Centre is my home church, that I have been attending for at least 6 months and I have committed personal relationship with God. YES NO
(Please tick)

Please describe how you became a Christian _____

Are you involved in any ministries within Ealing Christian Centre? YES NO (Please tick)

Please give details of your discipleship group leader or someone in a position of leadership at ECC who knows you:

Name _____ Address _____

Postcode _____ Tel no: _____

Children’s Ministries area of interest: (Please tick)

- 18 mnths – 4yrs 5yrs -7yrs
- 8yrs -11yrs

Please complete the attached self-declaration form, place it in a sealed envelope and address it to **Sherine de Mel** (*the person responsible for processing Disclosure Checks for children’s work*) with whom you are welcome to discuss any aspects of this procedure.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the self-declaration form to the recruiter in a separate, sealed envelope.

Signed: _____ Date: _____

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

Children’s Ministry Application Form

Self Declaration Form for a Position Requiring “Disclosure Barring Services” check.

Ealing Christians Centre, 268 Northfield Avenue, Ealing, London, W5 4UB

As a place of worship, we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation. All applicants are asked to complete this form and return to us in a separate sealed envelope

To: **Sherine de Mel**

Address: **Ealing Christians Centre, 266 - 268 Northfield Avenue, Ealing, London, W5 4UB**

Appointment applied for:

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 as 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 (**Please tick**)

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(s) made against you, which has been reported to, and investigated by, Children’s Social Care or the 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 and 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

To help us ensure that we are complying with all the relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

I confirm that I am not barred from working with children/vulnerable adults or from engaging in regulated or controlled activity.

I consent to 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 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 Safeguarding Vulnerable Groups Act 2006.

I understand that a check will be made with the Independent Safeguarding Authority (ISA) and that it is an offence for any person to commence Regulated Activity without first being ISA-registered.

I agree to inform the person responsible for processing applications for Disclosure and Barring Service (DBS) and Access NI Service checks if I am convicted of an offence after I take up any post.

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 agree to inform the person responsible for processing applications for the Disclosure and Barring Service (DBS), and Access NI Service if I become the subject of a police, Children’s Social care or Adult Social Care 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.

Signed: _____ Date: _____

Youth Ministry's Application Form

Ealing Christians Centre, 266 - 268 Northfield Avenue, Ealing, London, W5 4UB

We ask all prospective workers with young people to complete this form. The information will be kept confidential by Ealing Christian Centre, unless requested by an appropriate authority. If there is insufficient room to fully answer any question, please continue on a separate sheet.

2. Personal Details

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

Full Name:

Maiden/Former Name(s):

Date and place of birth ____/____/_____
(Must be over 16 years old to be considered for any post as a worker or helper with children)

Address: _____

_____ Postcode: _____

Daytime Tel: _____ Mobile Tel No: _____

Evening Tel: _____ Email address: _____

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 _____ Previous _____
Address _____ Address _____

Post Code _____ Postcode _____

Please give details of previous experience of looking after or working with children including 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, young people or vulnerable adults declined?

YES NO (Please circle) If yes, please give details:

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

YES NO (Please circle) If yes, please give details. *(Answering 'yes' to this question does not mean you will not be considered for this post. As an employer, we are committed to meeting the requirements of the Disability Discrimination Act 1995 and 2004, and all other similar legislation).*

2. Employment History

Please tell us about your past and current employment/voluntary work in the table below.

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving

Are you currently working in any other care position in either a voluntary or paid capacity? If yes please give details of...

Name of the organisation: _____

Contact person: _____

Address: _____

_____Tel no: _____

Details of duties:

3. References and Christian Journey

Please complete below details 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. We reserve the right to take up character references from any other individuals deemed necessary.

Name _____ Name _____
Address _____ Address _____

Postcode _____ Postcode _____
Tel no: _____ Tel no: _____
Relationship _____ Relationship _____

Please tell us about your Christian experience in the church(es) you have been involved in, including names, dates and detail of the areas of your involvement.

I confirm that Ealing Christian Centre is my home church, that I have been attending for at least 6 months and I have committed personal relationship with God. YES NO
(Please circle)

Please describe how you became a Christian

Are you involved in any ministries within Ealing Christian Centre? YES NO (Please circle)

Please give details of your discipleship group leader or someone in a position of leadership at ECC who knows you:

Name _____ Address _____

Postcode _____ Tel no: _____

Please complete the attached self-declaration form, place it in a sealed envelope and address it to **Vanessa Karera** (*the person responsible for processing Disclosure Checks for all Youth work at ECC*) with whom you are welcome to discuss any aspects of this procedure.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the self-declaration form to the recruiter in a separate, sealed envelope.

Signed: _____ Date _____

Ealing Christian Centre undertakes to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

Youth Ministry Application Form

Ealing Christians Centre, 266 - 268 Northfield Avenue, Ealing, London, W5 4UB

Self Declaration Form for a Position Requiring a Disclosure Barring Services” check.

As a church we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation. All applicants are asked to complete this form and return to us in a separate sealed envelope

To: **Vanessa Ogunmilade**

Address: **Ealing Christians Centre, 266 - 268 Northfield Avenue, Ealing, London, W5 4UB**

Appointment applied for: _____

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 circle)*

If yes, please give details including the nature of the offence(s) and dates committed. Please also give details of the court(s) where the matter(s) was/were heard, a summary of the offence(s) and the sentence imposed. In addition, please give details of the circumstances that led to the offence(s). Please continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

This should include relevant police non-conviction information as 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 (Please circle)

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, Children Social Care or Adult Social Care?

YES NO **(Please circle)** 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 circle)** If yes, please give details: _____

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

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

I consent to 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 Ealing Christian Centre responsible for processing applications for the Disclosure and Barring Service (DBS) checks if I am convicted of an offence after I take up any post within the church. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform the person responsible for processing the applications for the Disclosure and Barring Service (DBS) checks if I become the subject of a police and/or Children Social Care/Adult Social Care investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or termination of my employment.

Signed: _____ Date: _____

Legalese

Self Declaration Form

The Disclosure of any offence may not prohibit employment. As this post involves substantial, unsupervised contact with children, young people or vulnerable adults, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Disclosure and Barring Service (DBS).

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

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. 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 a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS Service.

As a condition of employment, we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involves working with children or vulnerable adults. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

Children and Young People

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or DCSF List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children to apply for, offer to do or accept any work in a child care position.

Volunteer Worker Agreement

Welcome to _____

Name of Worker: _____

Job Title: _____

Job Description: *Add in as appropriate description*

Specific Responsibilities: *Add in as appropriate description*

Person to Whom You Are Responsible (line managing coordinator) _____

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

Signed _____ Date _____
(Line managing coordinator)

I understand that my probationary period is 6 months after which upon review and by agreement of my line managing coordinator designated by the leadership my appointment will be confirmed.

I confirm that I have read the Ealing Christian Centre safeguarding policy.

I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.

Signed _____ Date _____

Reference Form

Ealing Christians Centre, 266 - 268 Northfield Avenue, Ealing, London, W5 4UB

Reference for (name): _____

Position applied for: _____

Your name: _____

Occupation: _____

How long have you known this person? _____

In what capacity? _____

If as an employer: Employment start date:

In considering whether the person is suitable to work with children and Young people please consider the following alongside the enclosed volunteer role profile:

- Previous experience of looking after or working with children/vulnerable adults
- Ability to provide warm and consistent care.
- Commitment to treat all people as individuals and with equal concern.

Comments on suitability of worker

Continue on a separate sheet if necessary

Are you aware of any health problems, mental or physical, which might affect the person's work with children/vulnerable adults?

YES NO (Please tick) If yes, please give details: _____

The position for which this person is being considered gives substantial access to children. To your knowledge, is there any reason this person should not be entrusted with the care of children? If so, please provide details.

YES NO (Please tick) If yes, please give details: _____

Signed: _____ Date: ___/___/___

Sample Letter to Accompany Reference Form

Name _____

Address 1 _____

Address 2 _____

Address 3 _____

Postcode _____

Request for a Reference

Dear _____ *(name)*

I am writing to you as _____ *(worker's name)* has applied to be a volunteer worker with Children/Youth /Vulnerable Adults *(delete appropriate)* at Ealing Christian Centre.

As you may be aware, before we can accept anyone to work with Children, Youth or Vulnerable Adults, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible. A copy of the volunteer role profile is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent".

See:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf

and

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf

Any information you can give will be kept in strictest confidence and used only in consideration of the applicant's suitability for this position.

Should you require any clarification or queries concerning this request please do not hesitate to contact {name}..... on {tel. no.}

May I take this opportunity for thanking you for your help in this matter.

Yours sincerely,

{Name}

{Title}

Interviews

For Everyone Working with Children, Young People and Vulnerable Adults

Interviews should be face to face and held with the line managing coordinator and where appropriate a person who has experience and understanding of working with children, young people or vulnerable adults and had safeguarding training.

Questioning needs to be handled sensitively and it is therefore important the interviewer is competent and confident. Questions of a sensitive nature may best be dealt with on a one-to-one basis. Some general principles of good practice are that any questions asked should be:

Relevant: related to job description/person specification.

Open: attempting to establish how the person thinks and feels about working with children. The interviewer needs to be flexible enough to follow up any responses that need further exploration.

Fair: any question must be asked of all candidates.

Appropriate: questions about values and personal conduct are acceptable as long as they are relevant to the job. This is important within the context of the culture/value system of the church/organisation.

Legitimate: questions about sexual conduct/ morality in relation to the value system of the church/organisation may be asked on the condition they are relevant to the post and as long as this is done sensitively.

An essential area that should be explained at an interview is safeguarding within the context of the job, although it should not dominate the whole selection process. It can be helpful to use information on the application form as a starting point.

They should be asked at some stage whether there has ever been any concern regarding their conduct with children or vulnerable adults or allegations made against them that have been reported to and / or investigated by Children's or Adult Social Care and/or the Police.

Whilst it would be inappropriate to expect candidates to discuss intimate details of their past, it is relevant for the interviewer(s) to know about any personal issues that may affect their ability to carry out the job such as; past drug or alcohol misuse and whether these have been or are being addressed. This might be significant if the successful candidate will be working with individuals where abuse is an issue. It is important to remember however, that whilst a small proportion of victims of abuse may grow up to be abusers themselves, most do not. The rationale behind asking for this information is that if they haven't dealt with their own issues, they may struggle to support others who may have been abused.

ECC's policy on safeguarding, abuse of trust and expectations in relation to good practice should also be explained to the applicant at the interview.

Sample questions for interviews

This list of questions is not conclusive, but a sample that could be asked depending on the situation and circumstances.

Please do add more general questions in the interview such as "why do you want to volunteer / work with children?"

These questions below are designed to explore boundaries and attitudes of those wanting to work with children and young people.

1. How would you respond to a child or young person who was being aggressive and challenging towards you personally?
2. Could you tell us about your experience(s) working with children, young people or vulnerable adults that have been difficult or unpleasant and a) how did you handle these; b) what was learning point from the experience and c) what would you do differently in a similar situation again?
3. Have you ever had any concerns expressed to you about your conduct with children, young people and vulnerable adults?
4. Have you ever offered to work with children, young people and vulnerable adults but had your offer declined?
5. Have you ever been involved with the police or Children Social Care in regard to children, either in this country or abroad?
6. Have you ever been involved in court proceedings concerning a child, young person or vulnerable adult?
7. If you were offered this position, is there anything else we should know in relation to your previous work or relationships with children?
8. Because you are going to be working with children and young people who may be misusing drugs and alcohol or perpetrators of child abuse, have you any experience which would be relevant in dealing with these issues?
9. What would be your views on a youth worker having a sexual relationship with a girl (over 16) who attends the youth club?
10. How would you respond to a youth asking for advice about embarking on a sexual relationship with a 15-year-old girlfriend/boyfriend?
11. How would you respond to a vulnerable adult for whom you are responsible that's willing to go into intimate/sexual relationship with you?
12. What would you do if a young person showed you sexually suggestive text messages sent to her by another youth worker?

Data Protection Principles

At Ealing Christian Centre, we are registered with the Information Commissioners Office (ICO); the “UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.”

As a church, we endeavour to ensure that personal data:

- Is obtained and kept with the consent of worshippers.
- Is processed fairly and lawfully and is not kept for longer than necessary.
- Is held only for church purpose only and will not be released to third parties without consent.
- Is adequate, relevant and not excessive in relation to the purpose for which it is obtained.
- Is processed in accordance with the rights of data subject under the Data Protection Act 1998.

Anti-bullying Policy and Practice

Children & Young People

Bullying is the use of aggression with the intention of hurting another person. Children/young people can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within any organisation. Some common forms of bullying can be:

- Verbal: name-calling, sarcasm, spreading rumours, teasing *including* via emails or text messaging.
- Emotional: being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts.
- Physical: pushing, kicking, hitting, punching or any use of violence.
- Sexual: sexually abusive comments or gestures.
- Racial: any of the above because of, or focusing on the issue of racial differences.
- Homophobic: any of the above because of, or focusing on the issue of sexual orientation.
- Unofficial activities such as initiation ceremonies and practical jokes which may cause children or young people physical or emotional harm even though this may not be intended.

At Ealing Christian Centre there is a zero tolerance for bullying so if it does occur, children, young people and leaders are able to report the matter to their appropriate line manager. We have the expectation that anyone who knows that bullying is happening will report it in order that it can be dealt with promptly and effectively. Whilst the child being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways.

Strategies for dealing with bullying

- The worker involved in dealing with the incident should issue a warning to the child/young person concerned.
- An apology should be given by the child or young person who has bullied another.
- If possible, those involved will be reconciled.
- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place.
- After the incident/s has/have been investigated parents/guardians should be informed of action taken.
- All incidents must be recorded.

The procedures

- Report the bullying incident to your line manager.
- Ensure that details are carefully checked before action is taken.
- In all cases of bullying, the incidents should be recorded by the worker.
- Consideration should be given to informing the parents/guardians of the bully, but this should only be done if workers are satisfied there is no bullying/abuse going on at home that might exacerbate the situation.
- If it is thought that an offence has been committed, consideration should be given to contacting the police.
- The bullying behaviour or threat of bullying must be investigated and stopped quickly.
- Help should be offered to help the bully address his/her behaviour.

Strategies can be adopted to prevent bullying as and when appropriate, these may include:

- Writing a set of group rules.
- Having a signed Behaviour Contract.
- Discussing with the group about bullying and why it matters.

Praying with Children and Young People

Some of the main ingredients that underpin any effective ministry to children and young people, including prayer, are; acceptance, respect, non-judgmental listening, sensitivity, discernment, patience. In applying these values in the area of prayer, not only will you build trust and respect, but you will also be providing a good 'prayer' model so that children and young people can learn how to pray for others in a sensitive and responsible way. In the unlikely event of a parent/guardian requesting that their child does not participate in individual prayer, this must always be respected.

Praying:

Prior to praying, always make sure you have the child's permission and always pray in an open area where other leaders and/or children are around. Only those authorised by the church leadership should be involved in this ministry. The child should be asked if there is anything specific they are requesting prayer for and listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (*e.g. my cat's poorly*). If they do not have specific needs or requests then simply ask God to bless them.

- If you have prayed about a specific issue it may be helpful to write it down afterwards and give it to the child so that, if they want, they can let their parents/guardians know and remember it themselves.
- If a child/young person becomes distressed, stop praying. Stay calm and gently ask them if they would like to say what has caused their distress. Depending on the child's response you could consider whether there are any gender issues or whether they would feel more comfortable with someone else
- If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/guardians, assuming you have no child protection concerns.

Practicalities:

When praying with children and young people, consider your body language, particularly in relation to things like your height and the height of the child/young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down. Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening. You should always ask permission before 'laying on hands'. In using anointing oil it is important to only go ahead with the child and parents' agreement. Remember also that a child/young person may not, for example, understand things like 'speaking in tongues' and it is important therefore not to do anything that may cause confusion or distress.

Language:

Use clear uncomplicated language. Reflect on what the child has said to you, to show you have understood their prayer request. Keep the prayers simple and short so you can then be confident your prayers have been understood by the child. Children are easily frightened and very susceptible to suggestion. They may also be upset by shouting and will easily believe they are bad, wicked etc. A child should *never* be told they are demonised, possessed or oppressed by the devil or evil spirits.

Giving Advice:

Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestions, particularly if they are distressed. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

Confidentiality:

Never promise total confidentiality. Should a child/young person wish to disclose to you a situation such as abuse within a prayer ministry context, you have a duty to pass this on to the church's safeguarding coordinator. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a 'needs to know' basis only and you will make sure they are supported and cared for.

Working with Offenders

Written Contract

A written contract setting out behavioural boundaries will be drawn up by Ealing Christian Centre with any individual who poses a risk that allows the person to attend certain activities, whilst ensuring that vital robust measures are put in place to ensure children, young people and vulnerable adults are safeguarded. This written contract will be signed and agreed to be abided by, as well as the provision of appropriate supervision and support. These safeguards are in the interests of everyone - those at risk, the offender who may be making strenuous efforts to change, and Ealing Christian Centre. However, at all times the safety of a child, young person or vulnerable adult is paramount when assessing the risk an individual may pose. No one has an automatic right to work with or have access to children, young people or adults who may be at risk.

This formal written contract **MUST** be in place with anyone attending ECC who poses a risk to the children or vulnerable adults in our midst. This contract should involve the person's partner and other members of the family who may also be involved with the church and need to be kept informed.

The contract could begin by setting out the pastoral support and care that is being offered but it will need to be personalised to the individual concerned, local circumstances and the risk they may pose to others.

In looking at the appropriate supervision of an individual considered a risk, the church will:

- Arrange an open discussion between the person concerned and the leaders (more than one). This may include the probation officer or other agencies involved.
- Make efforts to sustain open communication with the statutory and voluntary agencies involved with the offender.
- Establish clear boundaries of behaviour in relationships. These boundaries may vary depending upon the nature of the offence(s) they have committed.
- Draw up a contract (to be reviewed every year) between the leadership and offender based upon an open discussion.
- Ensure the contract is signed and dated by the offender, the Senior Minister, Alex Morgan and a member of the Sex Offenders' Management Unit of the Metropolitan Police.
- Understand that a contract may be associated with but not solely follow a criminal prosecution. Similarly, the ending of a period when an offender's name has been on the sex offenders register should not indicate the ending of the contract drawn up between the offender and the leadership.

As well as a written contract, there are several practical ways of managing those who may pose a risk to promote a safe environment for all.

- Details about a convicted offender should be shared only with key individuals, e.g. a church leader, child protection coordinator(s) and those with leadership responsibilities for children, young people and vulnerable adults. As well as addressing safeguarding issues, this should be done to promote greater understanding and support for the individual.
- The person who poses a risk should never be on their own with children, young people or vulnerable adults.
- Seating and activities should be planned to avoid unwittingly placing the vulnerable in the vicinity of the person who poses a risk
- No undue attention should be given to an offender's story because they may derive sexual pleasure from this

Template Behaviour Contract (Ex-Sex Offender)



EALING CHRISTIAN CENTRE BEHAVIOUR CONTRACT

This behaviour contract is intended for use by the Ealing Christian Centre situated at 266 – 268 Northfield Avenue Ealing, London, W5 4UB (hereafter referred to as the Church) and ex-sex offenders attending the Church (hereafter referred to as the Subject).

The objective of the contract is to outline and agree boundaries with such persons as part of the church's Safeguarding Policy and in recognition of our duty of care as a church to the welfare of such persons as well as our responsibility to the safeguarding of children, youth and other vulnerable adults attending the church.

Name of Subject:

Address:

.....**Postcode:**

Telephone Number: **E-Mail Address:**

I {name}..... agree that:

1. I will never allow myself to be in a situation in the church or during any church activity where I am alone with children/young people.
2. I will decline invitations of hospitality where there are children in the home and their parents are unaware of my background.
3. I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children/young people.
4. I will accept guidance from the church leadership as to what meetings/groups would not be suitable for me to attend.
5. I accept that certain people will need to be told of my circumstances as part of their safeguarding role.
6. I accept that contact will need to be made with my probation officer, who will meet with church leaders as and when necessary.

- 7. I accept that the Elders and whoever they may appoint will provide me with pastoral care.
- 8. 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 leadership may choose to inform the statutory agencies, any other relevant organization and the church congregation.
- 9. I understand that any other concerns will be taken seriously and reported.
- 10. I understand that this contract will be reviewed regularly every six months and will remain for an indefinite period
- 11. I understand a copy of this contract will be lodged with Elim’s National Safeguarding Coordinator at Elim International Centre.

I therefore agree to submit to the controls listed above.

Signature: _____ Date: ____/____/____

SIGNED ON BEHALF OF THE CHURCH LEADERSHIP TEAM:.....{Signature}

Name: Alex Morgan **Position:** Senior Minister **Date:** ____/____/____

And:

Name: **Position:** Designated Safeguarding Coordinator

Signature:..... **Date:** ____/____/____

WITNESSED BY:..... Position: Member Ealing Borough JIGSAW Unit

Signature:_____ **Date:** ____/____/____

Children's Ministry

General Information & Consent Form

Ealing Christians Centre, 266 - 268 Northfield Avenue, Ealing, London, W5 4UB

General Information

Child's full name: _____ Date of Birth: ____/____/____

Address: _____

Postcode: _____

Name of GP/Practice: _____ Tel No: _____

Address: _____

Postcode: _____

NHS No: _____ Date of last anti-tetanus injection: ____/____/____

Details of any regular medication, medical problem (*e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.*) or disability which may affect normal activity:

I understand that every effort will be made to contact me as soon as possible should my child become ill or have an accident. My child will be given medical/dental treatment as necessary.

Name of parent/guardian: _____

Tel no: Day _____ Eve _____ Mobile _____

Additional contact (*grandparent etc or other holding parental responsibility*)

Name _____ Tel no: _____

Additional contact (*grandparent etc or other holding parental responsibility*)

Name _____ Tel no: _____

If you do not have parental responsibility (*e.g. you are a foster guardian/grandparent etc*) please give details of those with parental responsibility

Name _____ Tel no: _____

Address: _____

Consent

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by Ealing Christian Centre’s leadership and that, while the worker in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed: (parent/or adult with parental responsibility) _____

Printed Name: _____ Date: ____/____/____

Use of Images

At Ealing Christian Centre a DVD is made of each service, which your child may or may not appear on. In addition there are times which specific projects or activities are photographed for advertising purposes and used either within in-house displays, printed publications such as flyers advertising our events/meetings or our church grapevine magazine.

When using images of Children:

- We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
- We will not include a Child’s postal addresses or telephone number on the church website or in printed publications.
- We may use group images with very general labels, such as "Children enjoying sport" or "making Christmas decorations".
- We will only use images of individuals who are suitably dressed, to reduce the risk of such images being used inappropriately

To comply with the Data Protection Act 1998, permission must be granted by the parent/guardian before any images of your child are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown.

- 1. May we use your child's image in our printed promotional publications? YES/NO
- 2. May we use your child's image on our website? YES/NO
- 3. May be filmed as part of the congregation in our morning services? YES/NO

Signed: (parent/or adult with parental responsibility) _____

Printed Name: _____ Date: ____/____/____

Youth Ministry

General Information & Consent Form

Ealing Christians Centre, 266 - 268 Northfield Avenue, Ealing, London, W5 4UB

Young person's full name: _____ Date of Birth: ____/____/____

Address: _____

_____ Postcode: _____

Name of GP: _____ Tel No: _____

Address: _____

_____ Postcode: _____

NHS No: _____ Date of last anti-tetanus injection: ____/____/____

Details of any regular medication, medical problem (*e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.*) or disability which may affect normal activity:

I understand that every effort will be made to contact me as soon as possible should my child become ill or have an accident. My child will be given medical/dental treatment as necessary.

Name of parent/guardian:

Tel no: Day _____ Eve _____ Mobile _____

Additional contact (*grandparent etc or other holding parental responsibility*)

Name _____ Tel no: _____

If you do not have parental responsibility (*e.g. you are a foster guardian/grandparent etc*) please give details of those with parental responsibility

Name _____ Tel no: _____

Address: _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by Ealing Christian Centre's leadership and that, while the worker in charge of the group will take all reasonable care of the children, they cannot

necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed: _____ Print Name: _____ Date: ____/____/____

Communicating

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

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

Signed: (parent/or adult with parental responsibility) _____

Printed Name: _____ Date: ____/____/____

Use of Images

At Ealing Christian Centre a DVD is made of each service, which your child may or may not appear on. Within the youth department on occasions we use film to communicate a message, which may involve your child. These short clips are normally made to communicate a theme and used at events within ECC. In addition there are times which specific projects or activities are photographed for advertising purposes and used either within in-house displays, printed publications such as flyers advertising our events/meetings or our church grapevine magazine.

When using images of young people:

- We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
- We will not include a young person's personal e-mail or postal addresses or telephone numbers on the church website or in printed publications.
- We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
- We will only use images of individuals who are suitably dressed, to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

To comply with the Data Protection Act 1998, permission must be granted by the parent/guardian before any images of your child are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown.

- | | |
|---|--------|
| 1. May we use your child's image in our printed promotional publications? | YES/NO |
| 2. May we use your child's image on our website? | YES/NO |
| 3. May your child be filmed for use on short in-house production clips? | YES/NO |
| 4. May be filmed as part of the congregation in our morning services? | YES/NO |

Signed: (parent/or adult with parental responsibility) _____

Printed Name: _____ Date: ____/____/____

