

Safeguarding Policy for Children & Vulnerable Adults 2018



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This Safeguarding Policy & Procedures are in response to The Children's Act of 1989 and 2004, the government "Every Child Matters" and "Safe From Harm- A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales" (1993 & 2007) and "Working Together to Safeguard Children" (2015) and "Safeguarding Adults - A National Framework of Standards for Good Practice and Outcomes in Adults Protection Work" (ADSS 2005)

Colwall Community Church and all it's appointed children's and youth volunteers and workers are committed to the protection of children and vulnerable adults from all forms of abuse, whether physical, sexual, emotional, spiritual, financial, discriminatory, institutional or abuse by neglect.

The policy and procedures have been divided into five sections covering all 10 THIRTYONE:EIGHT (Churches Child Protection Advisory Service) safeguarding standards. Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

Section 1. Place of worship / organisation details (Safe and Secure - Standard 1)

Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse (Safe and Secure - Standards 2 and 7)

Section 3. Prevention (Safe and Secure - Standards 3 and 4)

Section 4. Pastoral care (Safe and Secure - Standards 8 and 9)

Section 5. Practice guidelines (Safe and Secure - Standards 5, 6 and 10)

Appendix 1. Quick Check: What should i do?

Appendix 2. Making a multi-agency referral (MARF)

Appendix 3. What is a Body Map?

Appendix 4. Body Map- Children

Appendix 5. Body Map - Adult

Appendix 6. Draft Letter of interest for volunteers

Appendix 7. Volunteer / Job Application

Appendix 8. Reference Form

Appendix 9. Additional Notes

Section 1- Safeguarding Policy for Children

Name of Place of Worship / Organisation: Colwall Community Church

Address: Walwyn Road, Colwall, Worcestershire, WR13 6QN

Tel No: 01684 541872

Email address: office@colwallcommunitychurch.co.uk

Members of: Salt& Light UK and The Evangelical Alliance, UK

Colwall Community Church (hereafter referred to as 'CoCoChu') regards the protection and safeguarding of children, young people and vulnerable adults and all good working practices as a priority. In the interests of the safety and wellbeing of all, it has developed and operates this formal Safeguarding policy, which is registered with the Churches' Child Protection Advisory Service (THIRTYONE:EIGHT).

CoCoChu is committed to ensuring that everyone working with children and young people or vulnerable adults:

- * is safely recruited,
- * is adequately trained and supervised,
- * understands and follows CoCoChu's Safeguarding Policy.

The safeguarding policy may be viewed and/or a copy obtained from Colwall Community Church, Walwyn Road, Colwall, it can also be accessed online via <http://www.colwallcommunitychurch.com/about-us/safeguarding/>

As part of CoCoChu's commitment to children, young people and vulnerable adults it has nominated the following people who have experience and specialist training in working with children and young people;

Designated Safeguarding Lead - Sarah Jarratt.

Sarah has over eighteen years working with children and families. Sarah has worked in the voluntary sector in youthwork and mental health charities, the private sector as residential care for families at risk, and in public sector statutory children's services including child protection, adoption and care proceedings. Sarah is on the Leadership Team of CoCoChu.

Deputy Safeguarder - Colin Esrich.

Colin has worked for over twenty years in education with the full range of schools years. Colin is experienced in working with children and young people who have special education needs and is a specialist advisor to schools on best practice and assessments of children with special needs.

Children's Work Co-ordinator – Jill Lloyd

Jill is a very experienced teacher, parent, grandparent and even more! She wonderfully co-ordinates the children's work for the littlies in CoCoChu family from age 3 to age 11 (up to the end of primary year 6). Jill is on the Leadership Team of CoCoChu.

Youthwork Co-ordinator – Tom Jarratt

Tom is currently our interim* youthwork organizer. Tom is very experienced in youth and has been involved in youthwork in one form or another for over twenty-five years (!). He is also our Senior Leader of the Leadership Team of CoCoChu. *CoCoChu is currently looking to fill a more permanent youthworker role – speak to Tom for info*

Safeguarding Policy for Children & Vulnerable Adults 2018

All the children, young people, vulnerable adults and adults who attend CoCoChu for a place of worship will be made known who they can speak to about their concerns and how they can be contacted. Should CoCoChu have any safeguarding concerns it will seek advice from THIRTYONE:EIGHT and if appropriate contact statutory authorities.

More about Colwall Community Church:

- * We recognise that EVERYONE has a responsibility to help prevent the physical, sexual, psychological, financial, discriminatory abuse and neglect of vulnerable adults & children or young people and to report any such abuse that we discover or suspect.
- * Where an adult lacks mental capacity we will liaise as appropriate with that person and their advocate.
- * We believe all adults; young people and children should enjoy and, where deemed appropriate, have access to the full life of Colwall Community Church as a place of worship.
- * We undertake to exercise proper care in the selection and appointment of those who will work with children and vulnerable adults.
- * We believe every child should be valued, safe and happy. We want to make sure that children CoCoChu has contact with know this and are empowered to tell us if they are suffering harm.

Colwall Community Church is committed to:

- * Respecting the rights of children as described in the UN Convention on the Rights of the Child and in the UN Universal Declaration of Human Rights.
- * Ensuring that workers adhere to the agreed procedures of this Safeguarding Policy.
- * Recruiting, training, resourcing, monitoring and providing on-going supervision for all those who undertake work with children and/or vulnerable adults.
- * Reviewing annually the operational guidelines attached and this policy.
- * Implementing the requirements of the Equality Act 2010.
- * Supporting the Designated Safeguarder(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- * Keeping up to date with any local and national developments relating to safeguarding.
- * Following any organisational guidelines in relation to safeguarding children and vulnerable adults.
- * Supporting parents, caregivers and families.
- * Nurturing, protecting and safeguarding children and young people.
- * Supporting all in our place of worship who are affected by abuse.
- * Adopting and following the 'Safe & Secure' safeguarding standards developed by 'Thirtyone:eight' (previously known as Churches Child Protection Advisory Service).

Colwall Community Church recognises:

- * Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- * Where an allegation suggests that a criminal offence may have been committed then the police will be contacted as a matter of urgency.
- * Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to the church co-ordinators.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

Child and Adult Safeguarding Policy Statement

This policy is in response to The Children's Act of 1989 and 2004, the governments "Every Child

Matters" and "Safe From Harm -A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales" (1993 & 2007) and "Working Together to Safeguard Children" (2015) and "No Secrets (2000)", "Safeguarding Adults - A National Framework of Standards for Good Practise and Outcomes in Adults Protection Work" (ADSS 2005) and "A Vision for Adult Social Care: Capable Communities & Active Citizens" (D ofH 2010) and "Think Personal, Act Local" (ADASS 2010).

This statement and the Safeguarding Policy & Procedures are reviewed every three years. However should there be a review of legislation, guidance or regulation within the three years, then this policy will be reviewed and amended earlier should it be deemed necessary.

This policy and procedures were last updated: September 2018

If you have any questions or concerns for a child or vulnerable adult or in relation to any safeguarding matter then please speak to one of the Designated Safeguarding Coordinators.

Sarah Jarratt – Designated Safeguarding Lead

Colin Esrich - Deputy Safeguarding Co-ordinator

Signed (for CoCoChu Leadership Team):

Name: Tom Jarratt - Date:

Designated Safeguarding Lead:

Name: Sarah Jarratt- Date:.....

Deputy Safeguarding Co-ordinator:

Name: Colin Esrich - Date:.....

Why do we need a Safeguarding Policy?

This Safeguarding Policy aims to be a resource for all those involved with children, young people (under the age of 18) and vulnerable adults within Colwall Community Church (CoCoChu). It aims to consider and promote their welfare and nurture in CoCoChu's care, and to provide a public statement of CoCoChu's responsibility relating to the care of children, young people and vulnerable adults, and to those who are involved with them.

It has been developed and written because:

1. Children, young people and vulnerable adults matter! They should be protected, valued, listened to, and their rights respected.
2. The 'Church', as one of the major providers of care to children, young people and vulnerable adults, should model good practice in safeguarding.
3. Those involved with these groups within CoCoChu need to know the correct procedure in handling possible cases of abuse.
4. Work with children, young people and vulnerable adults are a responsibility not to be taken lightly. The Church can be legally liable if they neglect their duty of care.
5. Those who work with these groups need to be adequately valued and supported.

This Safeguarding Policy is of value to Church Leadership Team, children's & youth leaders & helpers, Playgroup team volunteers, over 60's group volunteers (Open Door, Solo Club), activity group leaders & helpers (Scrabble Club), maintenance workers & cleaners, holiday & seasonal children's activity leaders & helpers (alternative Halloween party, Easter & Christmas party) and all who, at any time, have responsibility for or direct access to children, young people and vulnerable adults on behalf of Colwall Community Church.

It must be stressed that good practice in safeguarding applies every bit as much to somebody opening their home on occasions to children, young people or vulnerable adults, as to officially appointed workers in more formal settings.

This policy is in recognition of the fact that clear guidance needs to be given in order to:

1. Protect children, young people and vulnerable adults from abuse
2. Protect workers from false accusation

This policy and procedures have been prepared in consultation with Thirtyone:eight with reference to the statutory bodies named within.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our safeguarding standards. Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Definition of Child and Vulnerable Adult

Definition of a child:

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under age 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland similarly define a child as someone under 18.

Therefore, Colwall Community Church's safeguarding of children & young people applies to anyone it is in contact with that are under age 18.

Definition of a Vulnerable Adult / Adult at Risk:

An adult is someone over age 18 (unless specific legislation stated otherwise). The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities all state that adults should be free from abuse.

It follows that some adults because of circumstance or particular vulnerability or risk may be in need of protection. Vulnerable adults are also known as 'Adults at Risk'.

"No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse"- Department of Health and Home Office (March 2000) states a vulnerable person is someone: '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.'

In Scotland, the Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as someone who is:

- * unable to safeguard their own well-being, property, rights or other interests
- * at risk of harm because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.
- * at risk of harm if another person's conduct is causing (or is likely to cause) the adult to be harmed, or the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

Colwall Community Church holds to these definitions of vulnerable adults and will safeguard accordingly.

SECTION 2: Recognising and responding appropriately to an allegation or 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 failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in Colwall Community Church 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 programs to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment. Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

ABUSE OF CHILDREN

Definitions of child abuse

The four following definitions of abuse operate in England based on the government guidance "Working Together to Safeguard Children (2010)". 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 e.g. via the internet. They may be abused or harmed by an adult (or adults), or another child (or children).

Physical Abuse

Physical abuse is defined as deliberately hurting a child and causing physical harm (Department of Health, 2017; Department for Education, 2018; Scottish Government, 2014; All Wales Child Protection Review Group, 2008). It includes injuries such as:

- bruises
- broken bones
- burns
- cuts.

It may involve:

- hitting
- kicking
- shaking
- throwing
- poisoning
- burning
- scalding
- drowning

any other method of causing non-accidental harm to a child.

Physical abuse may also happen when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. This is known as Fabricated or Induced Illness (FII) (All-Wales Child Protection Review Group, 2008; HM Government, 2008; Department of Health Social Services and Public Safety, 2017; Scottish Government, 2014).

Emotional Abuse

Emotional abuse is emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development (Department for Education, 2017; Department of Health, 2017; Scottish Government, 2014; All Wales Child Protection Review Group, 2008). It's also known as psychological abuse.

Most forms of abuse include an emotional element, but emotional abuse can also happen on its own.

ABUSE OF CHILDREN

Children can be emotionally abused by anyone:

- parents or carers
- family members
- other adults
- other children.

There are several categories of emotional abuse.

- **Denying emotional responsiveness (also known as emotional neglect):**
 - ignoring the child
 - not showing affection.
- **Rejection**
 - verbal humiliation
 - name-calling
 - criticism
 - physical abandonment
 - excluding the child from activities.
- **Isolating**
 - putting unreasonable limitations on a child's freedom of movement
 - restricting social interaction
 - not communicating with the child.
- **Exploiting or corrupting**
 - encouraging a child to take part in criminal activities
 - forcing a child to take part in activities that are not appropriate for their stage of development.
- **Terrorising**
 - threatening violence
 - bullying
 - deliberately frightening a child
 - deliberately putting a child in a dangerous situation (Daly and Wright, 2017).

Child Sexual Abuse

Child sexual abuse (CSA) is when a child is forced or persuaded to take part in sexual activities (All Wales Child Protection Review Group, 2008; Department for Education, 2018; Department of Health, Social Services and Public Safety, 2017; Scottish Government, 2014). This may involve physical contact or non-contact activities and can happen online or offline.

Contact abuse involves activities where an abuser makes physical contact with a child. It includes:

Child Sexual Abuse

- sexual touching of any part of the body, whether the child is wearing clothes or not
- forcing or encouraging a child to take part in sexual activity
- making a child take their clothes off, touch someone else's genitals or masturbate
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus.

Non-contact abuse involves activities where there is no physical contact. It includes:

- flashing at a child
- encouraging or forcing a child/adult to watch or hear sexual acts
- not taking proper measures to prevent a child being exposed to sexual activities by others
- persuading a child to make, view or distribute child abuse images (such as performing sexual acts over the internet, "sexting" or showing pornography to a child)
- making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images
- meeting a child following grooming with the intent of abusing them (even if abuse did not take place)
- sexually exploiting a child for money, power or status (child sexual exploitation).
- Sexual abuse is not solely perpetrated by the stereotype of adult males, women and other children can also commit acts of sexual abuse. Sexual abuse of children can be perpetrated by individuals or groups.

Neglect

- Neglect is defined as "the ongoing failure to meet a child's basic physical and psychological needs" (Department for Education, 2018; Department of Health, 2017; Scottish Government, 2014; All Wales, Child Protection Review Group, 2008). It is a form of child abuse that can have serious and long-lasting impacts on a child's life - it can cause serious harm and even death.
- The four main types of neglect are:
- **physical neglect:** not meeting a child's basic needs, such as food, clothing or shelter; not supervising a child adequately or providing for their safety
- **educational neglect:** not making sure a child receives an education
- **emotional neglect:** not meeting a child's needs for nurture and stimulation, for example by ignoring, humiliating, intimidating or isolating them
- **medical neglect:** not providing appropriate health care (including dental care), refusing care or ignoring medical recommendations (Horwath, 2007).

Neglect can happen at any age, sometimes even before a child is born. If a mother has mental health problems or misuses substances during pregnancy, for example, she may neglect her own health and this can damage a baby's development in the womb (Haynes et al, 2015).

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. For example, 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'.

Child sexual exploitation (CSE)

Child Sexual Exploitation is a type of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (All Wales Child Protection Procedures Review Group 2013; Department for Education, 2017; NI Direct, 2018; Scottish Government, 2018;).

Children and young people in sexually exploitative situations and relationships are persuaded or forced to perform sexual activities or have sexual activities performed on them in return for gifts, drugs, money or affection. CSE can take place in person, online, or using a combination of both. Perpetrators of CSE use a power imbalance to exploit children and young people. This may arise from a range of factors including:

age
gender
sexual identity
cognitive ability
physical strength
status
access to economic or other resources

(Department of Education, 2017).

Sexual exploitation is a hidden crime. Young people have often been groomed into trusting their abuser and may not understand that they're being abused. They may depend on their abuser and be too scared to tell anyone what's happening because they don't want to get them in trouble or risk losing them.

They may be tricked into believing they're in a loving, consensual relationship.

Some children and young people are trafficked into or within the UK for sexual exploitation.

• Online Child Sexual Exploitation

- When sexual exploitation happens online, young people may be persuaded or forced to:
- have sexual conversations by text or online
- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- (Hamilton-Giachritsis et al, 2017).

Further definitions of abuse

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in further sexual activity. Images or videos may continue to be shared long after the sexual abuse has stopped.

Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

The age at which FGM is carried out varies. It may take place:

- when a female baby is newborn
- during childhood or adolescence
- just before marriage
- during pregnancy.

FGM is child abuse and is illegal in the UK. It can be extremely dangerous and can cause:

- severe pain
- shock
- bleeding
- infection such as tetanus, HIV and hepatitis B and C
- organ damage
- blood loss and infections
- death in some cases.

Sometimes religious, social and cultural reasons are given to justify FGM, however it's a dangerous practice and can cause long-lasting health problems that continue throughout a child's life, including:

- incontinence or difficulties urinating
- frequent or chronic vaginal, pelvic or urinary infections
- menstrual problems
- kidney damage and possible kidney failure
- cysts and abscesses
- pain during sex
- infertility
- complications during pregnancy and childbirth
- emotional and mental health problems (NHS Choices, 2016).

FGM is much more common than most people realise, both worldwide and in the UK. It is reportedly practiced in 28 African countries and in parts of the Middle and Far East but is increasingly found in Western Europe and other developed countries, primarily amongst immigrant and refugee communities. There are substantial populations from countries where FGM is endemic in London, Liverpool, Birmingham, Sheffield and Cardiff but it is likely that communities in which FGM is practiced reside throughout the UK. [Available from Dorkenoo et al, 2007 FORWARD UK]. (Sections 6.14-6.16)

Further definitions of abuse

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 parents or caregivers give false accounts of symptoms in their children and may fake signs of illness (this is in order 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)".

Domestic Violence

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic abuse 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, grandparents whether directly, 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. The definition of domestic violence in "Working Together 2010" states: 'Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence.' (Section 6.21) Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex-partner or lover. (Section 9.17 Home Office 2009 "What is Domestic Violence?" London: Home Office)

Domestic Abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Each UK nation has its own definition of domestic abuse for professionals who are working to prevent domestic abuse and protect those who have experienced it (Department of Health, Social Services and Public Safety, 2016; Home Office, 2013; Police Scotland and the Crown Office and Procurator Fiscal Service, 2017; Welsh Government, 2016).

Domestic abuse can include:

- sexual abuse and rape (including within a relationship)
- punching, kicking, cutting, hitting with an object
- withholding money or preventing someone from earning money

Further definitions of abuse

taking control over aspects of someone's everyday life, which can include where they go and what they wear

not letting someone leave the house

reading emails, text messages or letters

threatening to kill or harm them, a partner, another family member or pet.

Witnessing domestic abuse

Exposure to domestic abuse or violence in childhood is child abuse. Children may witness domestic abuse directly, but they can also witness it indirectly by:

hearing the abuse from another room

seeing a parent's injuries or distress afterwards

finding disarray like broken furniture

being hurt from being nearby or trying to stop the abuse

experiencing a reduced quality in parenting as a result of the abuse (Royal College of General Practitioners and NSPCC, 2014; Holt, Buckley and Whelan, 2008).

Child trafficking and Modern slavery

Child trafficking is child abuse. It's defined as recruiting, moving, receiving and harbouring children for the purpose of exploitation (HM Government, 2011; DHSSPS and Northern Ireland and Police Service of Northern Ireland, 2011; Scottish Government, 2013; All Wales Child Protection Review Group, 2011). Child trafficking is a form of modern slavery (HM Government, 2014).

Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children are trafficked for:

1. child sexual exploitation
2. criminal activity, including:
 - a. cannabis cultivation
 - b. street crime - such as pickpocketing, begging and bag theft
 - c. moving drugs
 - d. benefit fraud
 - e. immigration fraud
 - f. selling pirated goods, such as DVDs
3. forced marriage
4. domestic servitude, including:
 - a. cleaning
 - b. childcare
 - c. cooking

Further definitions of abuse

5. forced labour, including working in:
 - a. restaurants
 - b. nail bars
 - c. factories
 - d. agriculture
6. illegal adoption
7. unreported private fostering arrangements (for any exploitative purpose).

This list is not exhaustive and children who are trafficked are often exploited in more than one way.

How child trafficking happens

Traffickers may use grooming techniques to gain the trust of a child, family or community. They may trick, force or persuade children to leave their homes.

Child trafficking can involve a network of organised criminals who recruit, transport and exploit children and young people within or across borders. Some people in the network might not be directly involved in trafficking a child but play a part in other ways – such as falsifying documents, bribery, owning or renting premises, or money laundering (Europol, 2011).

Child trafficking can also be organised by individuals and children's own families.

Investigating complex (organised or multiple) abuse.

This 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. Such abuse is profoundly traumatic for the children who become involved. Its investigation is time-consuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred, or where the alleged perpetrators are also no longer linked to the setting or employment role. (Working Together (2010) Sections: 6:10-6:11)

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.

Abuse of Vulnerable Adults / Adults at risk of harm

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 well being 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.

SECTION 3: Safeguarding in practice

Safeguarding Awareness

The Leadership of Colwall Community Church is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognized safeguarding training on a regular basis from the CoCoChu Safeguarding Team or a sourced trainer whose teaching meets our standards. This training may include the Thirtyone:eight "Facing the Unthinkable" training course or any inter-agency training provided by the Local Safeguarding Children's Board or Local Adult Protection Board. All our workers are expected to submit to an enhanced DBS check as part of their application to work with children & vulnerable adults in CoCoChu. These DBS checks will be reviewed and renewed as appropriate and as per suggested guidelines, which is currently every 3 years. The CoCoChu Leadership will also ensure that children 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.

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, rough games, etc.
Injuries that have not received medical attention
Reluctance to change for, or participate in, games or swimming
Repeated urinary infections or unexplained tummy pains
Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation
(e.g. 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, 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 / lying

SECTION 3: Safeguarding in practice

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food,

Untreated illnesses,

Inadequate care e.g. dirty / inappropriate clothes for the weather

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Signs of abuse - Vulnerable Adults / Adults at risk

Physical

A history of unexplained falls, fractures, bruises, burns, minor injuries

Signs of under or over use of medication and/or medical problems unattended

Sexual

Pregnancy in a woman who is unable to consent to sexual intercourse

Unexplained change in behaviour or sexually implicit/explicit behaviour

Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting

Infections or sexually transmitted diseases

Full or partial disclosure or hints of sexual abuse

Self-harming

Psychological

Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful

Intimidated or subdued in the presence of the caregiver

Fearful, flinching or frightened of making choices or expressing wishes

Unexplained paranoia

Financial or Material

Disparity between assets and living conditions

Unexplained withdrawals from accounts or disappearance of financial documents

Sudden inability to pay bills

Caregivers or professionals fail to account for expenses incurred on a person's behalf

Recent changes of deeds or title to property

Neglect or Omission

Malnutrition, weight loss and/or persistent hunger

Poor physical condition, poor hygiene, varicose ulcers, pressure sores

Being left in wet clothing or bedding and/or clothing in a poor condition

Failure to access appropriate health, educational services or social care

No callers or visitors

Discriminatory

Inappropriate remarks, comments or lack of respect

Poor quality or avoidance of care

SECTION 3: Safeguarding in practice

Institutional

Lack of flexibility or choice over meals, bed times, visitors, phone calls etc

Inadequate medical care and misuse of medication

Inappropriate use of restraint

Sensory deprivation e.g. denial of use of spectacles or hearing aids

Missing documents and/or absence of individual care plan

Public discussion of private matter

Lack of opportunity for social, educational or recreational activity

How to respond if someone tells you about possible abuse

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult 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. It is natural to feel anxious, but try to show that you are calm and a reliable person who can help them through what they are experiencing. REMEMBER – once someone has told you a disclosure, you MUST speak with CoCoChu's safeguarder as soon as possible so that the correct support can be given and action can be taken. So, 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.

SOME HELPFUL RESPONSES

- * "You have done the right thing in telling me"
- * "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!"

Responding to Allegations of Abuse

Under NO circumstance should a worker carry out their own investigation into an allegation or suspicion of abuse. Please follow the correct procedure. Speak with the Safeguarder.

IF YOU ARE CONCERNED THAT A CHILD, YOUNG PERSON OR VULNERABLE ADULT IS AT RISK OF IMMEDIATE / IMMINENT DANGER DO NOT FOLLOW BELOW, RATHER CALL 999 URGENTLY.

The following procedure should be followed when a person is concerned that a child, young person or vulnerable adult is at risk of harm but not in immediate danger:

1. The person in receipt of allegations or suspicions of abuse should report concerns immediately to the Designated Safeguarding Lead via confidential (but not end to end secure) email address safeguarding@colwallcommunitychurch.com. Alternatively you can call the church office phone number, and without disclosing the details of your concern, you request an urgent call from Designated Safeguarding Lead or Deputy Safeguarder. Upon receipt of the urgent request you will be called back and asked to share your concern.

2. If the suspicions implicate both the Designated Safeguarding Lead and the Deputy, then the report should be made in the first instance to THIRTYONE:EIGHT PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Multi agency Safeguarding Hub in Hereford on 01432 260800 or call 01905 768020 (for out of hours) or contact the police. {Police Family Protection Unit: Hereford 0300 333 3000}

3. Flowchart of actions following disclosure:

- If there is an immediate risk to life & limb, dial 999 for police and/or ambulance as appropriate.
- There after, after a disclosure to Safeguarder, they should contact Social Services or take advice from the THIRTYONE:EIGHT.
- Where required the Designated Safeguarding Lead should then immediately inform the insurance company, the Leadership Team, followed by the Trustee body.
- Suspicions must not be discussed with anyone other than those nominated above.
- A written record of the concerns should be made in accordance with these procedures and kept in a secure and lockable place.
- Whilst allegations or suspicions of abuse will normally be reported to the Designated Safeguarding Lead, the absence of the Lead or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- **4. Accountability:**
- The role of the Designated Safeguarding Lead / Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.
- The Designated Safeguarding Lead and Deputy Safeguarder are nominated by the Leadership to act on their behalf in dealing with an allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

Responding to Allegations of Abuse

- CoCoChu Leadership Team will support the Designated Safeguarding Lead/Deputy in their roles, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- 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 THIRTYONE:EIGHT, although the Leadership Team hope that those who attend Colwall Community Church will use this procedure.
- If, however, the individual with the concern feels that the Designated Safeguarding Lead/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Lead / Deputy as to the appropriateness of a referral they are free to contact an outside agency direct.
- We hope by making this statement that the CoCoChu Leadership Team will demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

What about Social Services Involvement?

- Children

- **Allegations of Physical, Neglect or Emotional Abuse:**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Designated Safeguarding Lead/Deputy will:

- * Contact Children's Social Services for advice and in cases of deliberate injury, if they are concerned about a child's safety or if a child is afraid to return home.

- * Not tell the parents or caregivers unless advised to do so, having contacted Children's Social Services.

- * Seek medical help if needed urgently, informing the doctor of any suspicions.

- * For lesser concerns, (e.g. poor parenting), encourage parent/caregiver to seek help, but not if this places the child at risk of significant harm.

- * Where the parent/caregiver is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

- * Seek and follow advice given by THIRTYONE:EIGHT (who will confirm their advice in writing) if unsure about any circumstances about whether or not to refer a case to Children's Social Services.

- **Allegations of Sexual Abuse:**

In the event of allegations or suspicions of sexual abuse, the Designated Safeguarding Lead/Deputy will:

- * Contact the Children's Social Services Department Duty Social Worker (through MASH 01432 260800) for children and families or Police Child Protection Team direct. They will NOT speak to the parent/caregiver or anyone else that place the child at risk of significant harm.

- * Seek and follow the advice given by THIRTYONE:EIGHT, if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

- **Vulnerable Adults**

Suspicions or Allegations of Physical or Sexual Abuse:

If a vulnerable adult has a physical injury or symptom of sexual abuse the Designated Safeguarding Lead/Deputy will:

- * Discuss any concerns with the individual themselves 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 suspicions.

- * 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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Designated Safeguarding Lead in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO). In addition to this, whether or not there are such mechanisms in operation, the Safeguarding Lead or Deputy should consider whether a referral should be made to the ISA Vetting and Barring Scheme lists of those people deemed unsuitable for working with children or vulnerable adults. Where liaising with a SA/LADO discussion should be had about the need to refer to the ISA.

What will happen once Social Services become involved?

- **Children:**

The process of professional involvement in cases of suspected child abuse will usually follow this course;

1. A EHA (Early Help Assessment) plan will be undertaken to assess needs and risk. This requires consent from parents / carers.
2. A strategy discussion involving Social Services, Police Family Protection Unit, other significant professionals and the person suspecting abuse or whom the child has talked.
2. A decision will be taken as to whether an investigation is warranted. If so, it will then be planned.
3. The investigation may include:
 - * Initial contact with the child
 - * a formal police (+1-) social services video recorded interview
 - * a medical examination
 - * a preliminary family assessment.

If there is sufficient concern, a child protection conference will be held to decide the best course of action to protect the child and help the family. There may be criminal prosecution of the abuser.

Vulnerable Adults:

The process of professional involvement in cases of suspected Adult abuse will usually follow this course;

1. An Investigations Officer will be allocated. Consideration will be given to contacting the police to determine if an offence has been committed.
2. If there are concerns for a person's safety alternative accommodation will be found.
3. A medical examination and treatment may be necessary.
4. If registered care providers are involved then the Care Quality Commission will be informed.
5. The referrer will be contacted to obtain further information and to be informed of the Adult Protection process, and their role within it.
6. The referrer will be informed of the outcome of any investigation, but not of any details of that investigation.

Appointing new workers

- It is important to take the responsibility for protecting and safeguarding children seriously. Nowhere is this more important than in the appointment of leaders and helpers who will have responsibility of children and vulnerable adults as part of their brief. Such responsibility does not end with the appointment. There is a need to be continual monitoring and supervising of workers. Colwall Community Church Leadership Team will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment for the particular roles they undertake.
- **For new applicants for paid or volunteer worker posts**
 1. The applicant must fill in the relevant either Volunteer or Paid Application Form and for paid workers, write a Covering Letter. These should be relevant to the written job description/person specification for the post. Please see human resources policy for the relevant procedure for appointment.
 2. Two Personal written references are to be obtained (including previous church leader if possible), and followed up where appropriate if CoCoChu has known the applicant for less than two years prior to application for a role with children, young people or vulnerable adults.
 3. The applicant should be given a copy of CoCoChu's safeguarding policy and this needs to be discussed with the applicant.
 4. At the same time (or at a subsequent opportunity), interview the applicant- asking about background, any previous convictions, life experience, attitude and abilities. Any gaps in the employment record will be noted and asked about. This can be an informal chat for volunteers.
 5. If the applicant is deemed suitable, before confirming an appointment, they are to make an application for an enhanced disclosure from the Disclosure & Barring Service (DBS). The candidate completes this process online after presenting the relevant i.d documentation to the safeguarder. CoCoChu will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information.
 6. Qualifications where relevant have been verified.
 7. If the person is suitable for appointment, they will be given a probationary period of three months in their role, this includes volunteer roles.
 8. Suitable training and ongoing training is provided for the successful applicant.
 9. The applicant will receive ongoing supervision from a relevant and experienced supervisor throughout their time in position. For working with children this supervisor will be the Children's Co-ordinator and for young people this will be via Youthworker. Any other positions are supervised by members of the Leadership Team as appropriate per role.

For New Volunteer Workers & Helpers

Complete Volunteer Application Form & Self-Declaration Form.

Procedure is similar to paid workers and an enhanced DBS check is required for all over 18s, as well as attendance and active participation of the training provided.

While waiting for the Enhanced DBS check to come through, volunteers may take on supervised work under supervision of a Supervisor or member of the Leadership Team.

For New Junior Helpers (all young people under 18 years).

Complete Junior Helper Form

Supervision and guidelines for Junior Helpers are laid out in the relevant section covering letter to parents. Over 16s are required to attend Safeguarding Training. Upon reaching 18, they may apply as Volunteer/paid workers or helpers as above.

Appointing new workers

- **Further points:**

- * A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups.

- * An organisation, which knowingly employs someone who is barred to work with those groups, will also be breaking the law.

- * If an organisation works with children or vulnerable adults and dismisses or removes a member of staff or a volunteer because they have harmed a child or vulnerable adults, or they would have dismissed or removed them if they had not left, that organisation must tell the independent Safeguarding Authority so an appropriate investigation by the LADO can take place.

- * Colwall Community Church will not appoint an adult to work with children, young people or vulnerable adults, who is a known convicted offender or who has committed acts of violence or sexual offences against children or adults.

- * It is completely unacceptable to place children and vulnerable adults in a situation where there is a known risk. The abuser, no matter how genuinely repentant, could succumb to temptation and re-abuse.

- * In exceptional circumstance, CoCoChu Leadership reserves the right to exercise its discretion appointing a worker with a previous conviction, but only after consultation with COPAS or other relevant agencies e.g. Police/Probation. A written record of decisions and reasons for those decision will be kept, together with a supervised plan for the worker and regular review processes set in place.

Management of workers - Codes of Conduct

- The Leadership Team are committed to supporting all workers and ensuring they receive support and supervision as appropriate to their role. All workers will be issued with a code of conduct towards children, young people and vulnerable adults.

The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office. It is therefore unacceptable for those in any position of trust (paid or unpaid, regardless of whether they are in public or private) within Colwall Community Church childrens work or with vulnerable adults to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Pastoral Care

- Supporting those affected by abuse:
- As a church, Colwall Community Church is committed to supporting victims of abuse, and encouraging them in their faith.

We recognise that counselling those who have been abused is complex, requiring a great deal of skill and training and is best left to the professionals. However pastoral support can be offered as appropriate by the church, such as helping the victim to deal with the situation, to acknowledge their feelings and to pray through issues. This will not include counseling unless be a qualified and accredited counselor for a specific and time bound period.

Colwall Community Church Leadership also recognises the need to work closely with statutory agencies as appropriate, and support all those who have been affected by abuse or who have contact with or are part of our place of worship. The possible list of issues facing victims of abuse is endless. They may include:

- * Physical effects
- * Emotional, psychological and spiritual affects
- *Issues relating to the Parenthood (often the Fatherhood) of God
- * Forming and maintaining relationships
- * Forgiveness and Trust
- *Touch

If anyone in CoCoChu is affected by abuse and would like to speak to someone about the pastoral support that can be offered, they should speak to one of the Leadership Team.

Working with offenders

When someone attending the CoCoChu activities or services is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in it's safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. These boundaries will form a Contract of Expectations which the person and Leadership Team and Safeguarder are expected to sign.

The safety and protection of children and vulnerable adults is of paramount importance, so where a known offender joins the church, it is important that as we extend love and friendship to the individual, and offer pastoral care, we also recognise the need to involve statutory agencies and follow strict guidelines, involving discussion and setting approved boundaries for the individual.

It is necessary to establish clear boundaries for both the protection of children and vulnerable adults, and to lessen the possibility of the individual being wrongly accused.

If the individual who poses a risk is to be allowed to attend certain activities run by the CoCoChu, it is vital robust measures are put in place to ensure children, young people and vulnerable adults are safeguarded. This should include their agreement to a written contract of expectations setting out behavioural boundaries, which they should sign and agree to abide 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 the church as a whole.

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 or young people. Similarly no one has a right to work with adults who may be at risk. Although this sounds very formal, sex offenders in particular are often manipulative. They may not have developed an understanding of the importance of personal boundaries or even accept what they have done is wrong. This contract should involve the person's partner and other members of the family who may also be involved with CoCoChu and need to be kept informed. The person will be supervised by a designated chaperone as part of the contract.

In looking at the appropriate supervision of an individual considered a risk, Colwall Community Church will:

* Consider setting up requesting a Multi-Agency meeting, where an assessment of risk will be carried out. This meeting will include the Designated Safeguarding Lead and/or Deputy, a member of the church leadership team, the offender's probation officer, the police, children or adult social services and any other person directly involved, such as in the pastoral care of the individual. NB.

MAPPA (Multi Agency Public Protection Arrangements), which connects agencies managing offenders, and MARAC (Multi-Agency Risk Assessment Conference) for those at high level of risk of domestic abuse representatives may need to receive minutes of or be part of this meeting.

* Make efforts to sustain open communication with the statutory and voluntary agencies involved with the offender.

* Draw up a contract between CoCoChu leadership and the offender based upon an open discussion and if appropriate in conjunction with the Multi-Agency meeting, this contract will establish clear boundaries of behaviour in relationships and these may vary depending upon the nature of the offence(s) they have committed. (Such a contract may well form part of MAPPA that is agreed for an individual in advance of their release from prison.)

Working with offenders

This contract will be signed and agreed to by the offender and by CoCoChu Leadership. Any breach of this contract may result in the individual being banned from activities and services. The police, probation service, or other professional bodies as well as other churches or organisations may need to be informed.

- * The offender will be kept informed of the process, and will be offered help to comply with the contract and other pastoral care as necessary.
- * 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.
- * The contract should 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 (see Pastoral Care for Offenders)
- * While details of a contract will be specific to an individual case, a typical contract may include details as per below:

Sample contract

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults
- I will attend meetings and/or activities as directed by CoCoChu Leadership
- I will accept and sit where I am directed in meetings and other church activities and will not place myself near children, young people and vulnerable adults
- I will not enter certain areas of the church buildings, as designated by the church leadership, nor any area where activities for children, young people or vulnerable adults are taking place i.e. sunday sessions for children, Playgroup, Solo Club and Coffee morning.
- I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home, unless I am accompanied by my pastoral carer (chaperone), or the Designated Safeguarding Lead or deputy or a member of the Leadership team.
- I will accept that "X" and "Y" (my chaperone's) will sit with me during meetings and other church activities and will accompany me when I need to use other facilities. They will know I am a sex-offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect children, young people or vulnerable adults for whom they care
- I accept that contact will need to be made with my probation officer, who will meet with CoCoChu Leadership and others as and when necessary (where appropriate)
- I accept that "Z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending meetings and other church activities. In such circumstances the leadership will inform as appropriate the statutory agencies (police, probation, adult services, children's services), and any other relevant organisations, as well as members of the faith community
- I understand that other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly, every months and will remain for an indefinite period.

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- I understand that other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly, every months and will remain for an indefinite period.

Sample contract

NB:

The offender will be asked to sign the contract

The contract will be enforced

A 'chaperone' may be considered to accompany the person whilst in church or at church based activities (as stated above)

A discussion will be held to decide who within CoCoChu needs to know the situation (this will include, but may not be limited to; CoCoChu leadership Team, the Designated Safeguarding Lead and Deputy, the maintenance/cleaning team, the key leaders in the childrens and adult activities and person with pastoral care for the individual)

Support and pastoral care will be provided

The offender will be banned from church meetings and activities if the contract is broken and the relevant agencies informed, as above.

Pastoral care of offenders

As well as outlining the boundaries a sex offender would be expected to keep whilst accessing CoCoChu, the Leadership Team believe it is important to offer the following pastoral support.

Sample pastoral care offer;

'X', 'Y' and 'Z' have agreed to support you and provide you with pastoral care; as part of that understanding, they and the church leadership agree to:

- Support you in finding suitable employment opportunities which will not bring you into contact with children or vulnerable adults.
- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Program, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous churches you may have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with previously to you joining us as a church.
- Work closely as a church with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services. We will cooperate with them in helping and supporting you.
- Undertake to organise or attend a Multi-agency risk assessment in order to determine how best we can meet your needs whilst protecting children and vulnerable adults.
- Attempt to meet any practical needs you may have.
- Provide any pastoral care and support to anyone with whom you are living with. We recognise that partners of known sex offenders need pastoral care, and 'space' to share with out judgment.
- Be there for you and support you.

Pastoral care of offenders

Risk Assessment for an Offender.

The following are suggestions in how to complete a risk assessment of an offender. However the Leadership Team have delegated authority to the Designated safeguarding lead and deputy to complete any risk assessments. Risk assessments undertaken may include discussions with statutory bodies, thirtyone:eight or any other relevant organisations to ensure any specialist advice is sought and implemented.

Answering the following questions will give an indication of CoCoChu's ability to meet the needs of someone who is known to pose a threat to children and vulnerable adults.

Physical Environment...

- * Are there any separate toilet facilities for children and adults?
 - * When is the building open? And is it open to all?
 - * Who is taking responsibility for the openness of the building?
- Support available to the offender from other authorities in the area...
- * Has the offender got a probation officer or other supervising officer?
 - * Is the offender subject to supervision under MAPPA or MARAC?
 - * Is the offender receiving support from any other organisation e.g. The Good Soil Trust Worcester?
 - * Is the offender subject to any restrictions e.g. as part of a licence requirement?

Personnel in CoCoChu with experience or training or availability...

- *Who has received safeguarding training?
- * Has the leadership or any other persons undertaken any specific training on working with sex offenders?
- * Has police or probation provided any guidance, support or training?
- * Are there any personnel available in CoCoChu who would be able to provide pastoral care and support to the offender?

Likely physical contact with children/young people or vulnerable adults...

- * What are the arrangements for children's and youth activities?
- * What is the style of worship meetings e.g. are there any greeting times where people hug and embrace?
- * Do children and young people come to specific services or activities?
- * Are there alternative services and activities or adults?

In reviewing these considerations, CoCoChu will be better placed to give a realistic assessment of how best they can meet the needs of an offender, and what actions they may need to take e.g. receive specialist training to achieve this.

NB

Criminal Justice and Court Services Act

Following the Criminal Justice and Court Services Act 200, victims can now be kept informed of the offender's release arrangements and in some cases the victim is included in the determination of the supervision plan.

APPENDIX 1: QUICKCHECK: WHAT SHOULD I DO? HEREFORDSHIRE THRESHOLD OF NEEDS

Attached at the end of this Safeguarding policy is the Herefordshire Threshold of Needs advice for professionals. This is a quick check guide to support your professional judgment when deciding if and when to make a referral for the family to children's services for support or intervention.

Please follow the link to view the Threshold of Needs document;

<http://westmidlands.procedures.org.uk/local-content/2gjN/thresholds-guidance>

CoCoChu falls under Herefordshire Council and therefore CoCoChu submits to Herefordshire Safeguarding Boards for accountability and advice where necessary. We advise all volunteers and workers to familiarize themselves with the attached guidance and to peruse the website for further policies, procedures and support.

For further information, advice and guidance on how Herefordshire's children are kept safe from harm, please go to the following website for Herefordshire Safeguarding Children Board;

<https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-children-board/for-professionals/three-steps-to-safeguard-children/>

For further information, advice and guidance on how Herefordshire's vulnerable adults are kept safe from harm, please go to the following website for Herefordshire Safeguarding Adult Board;

<https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-adults-board/>

All volunteers and workers are reminded that they must speak with CoCoChu's Designated Safeguarder or Deputy Safeguarder if they have concerns for a child or vulnerable adult.

APPENDIX 2 MAKING A MULTI-AGENCY REFERRAL

To make a referral to Herefordshire's Multi Agency Safeguarding Hub (MASH), a referral will be made on the 'MARF' – Multi Agency Referral Form and submitted securely and confidentially to the MASH.

Please follow the link to access online version of the MARF and guidance page for completing;

<https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-children-board/for-professionals/multi-agency-referral-form-marf/>

APPENDIX 3

Body Map: CHILDREN (0-18years) / Adult (18 +)

What is a Child or Adult Body Map Used For?

A child protection or adult safeguarding body map is used to record information about physical injuries to a child or adult, particularly if it is felt that the injury is non-accidental or thought to be following a pattern. The body map provides a visual record of physical abuse and helps professionals to work together when deciding whether there is a safeguarding concern.

IMPORTANT: When recording injuries you should never photograph the child/adult.

You should also note that using a body map does not replace medical advice and so a proper diagnosis of the injury and correct treatment should be sought by a medical professional. The body map is simply a record of what can be seen and what has been said about the injury.

How is a Body Map Used?

The details that should be included on a child/adult body map are:

- Information on who noticed the injury, when they noticed it and what their role is in relation to the child/adult.
- Details of the injury – where it is on the child/adult, what it looks like, its colour, shape, size and condition.
- Details of all visible injuries, even small marks that may not seem of concern at the time.
- In regards to the condition of the injury, is it deteriorating or getting better?
- Is the child/adult in distress or indifferent about the injury?
- Information on any explanations behind the injuries.
- Observations of the child/adult – how are they feeling, what is their behaviour like?
- Information on anything that the child/adult or their parent/carer says about the injury.
- Include both a drawing and a written description of the injury.

Common Sites for Non-Accidental Injury

The most common sites for non-accidental injury are:

Eyes.
Ears
Cheeks.
Mouth.
Shoulders.
Chest.
Upper and inner arms.
Stomach/abdomen
Genitals.
Front and back of thighs.
Buttocks.
Hands.
Feet.

APPENDIX 3

Body Map: CHILDREN (0-18years) / Adult (18 +)

The NSPCC states that particular attention should be paid to bruises, which have 'petechiae' (dots of blood under the skin) around them, which are found more commonly in children who have been abused than in those injured accidentally.

Clusters of bruises are also a common feature in abused children/adult. These are often on the upper arm, outside of the thigh or on the body.

Furthermore, abusive bruises can often carry the imprint of the implement used or the hand.

Which Injuries Should Be Recorded?

All types of injury should be drawn onto the child's body map, even those that appear to be accidental and part of a child's natural development.

For reference, common sites for accidental injury may include:

Forehead.

Nose.

Chin.

Back of head.

Spine.

Elbows.

Knees.

Shins.

Please note: what may seem insignificant or accidental now may become more important in the future so it is always a good idea to have a record of everything.

What To Do After Filling in a Body Map

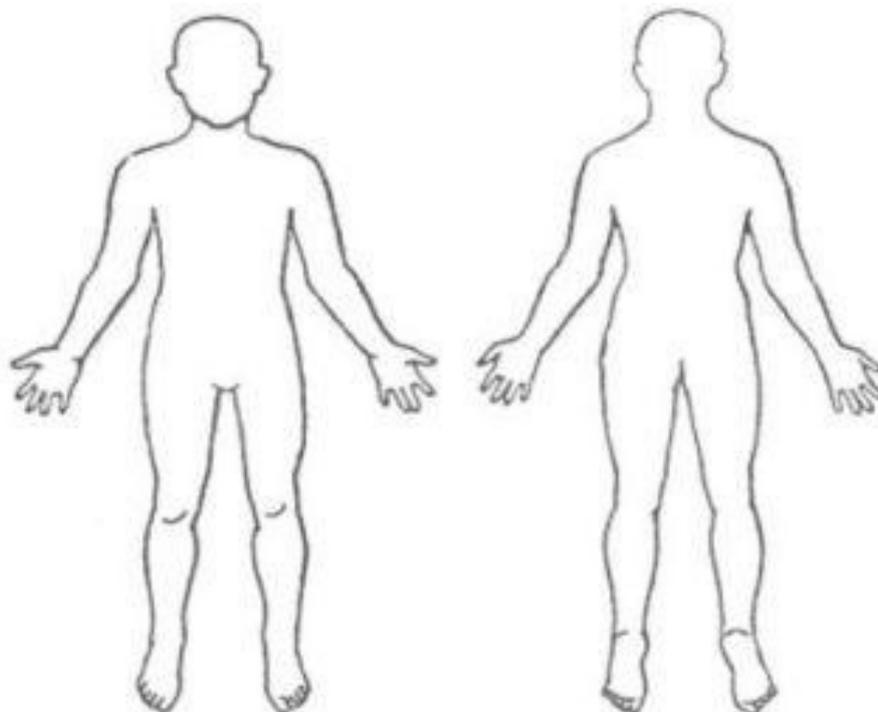
After drawing on your observations (along with any written comments), a decision needs to be made on whether there is an immediate risk to the child or whether they need to be taken for treatment for their injury. **Keep note of any safeguarding concerns that you may have and share these with the Designated or Deputy Safeguarder.**

A decision will be made as to whether, if it's appropriate to do so, share the findings of your observations with the parents or carer of the child so that they understand what decisions have been made and why.

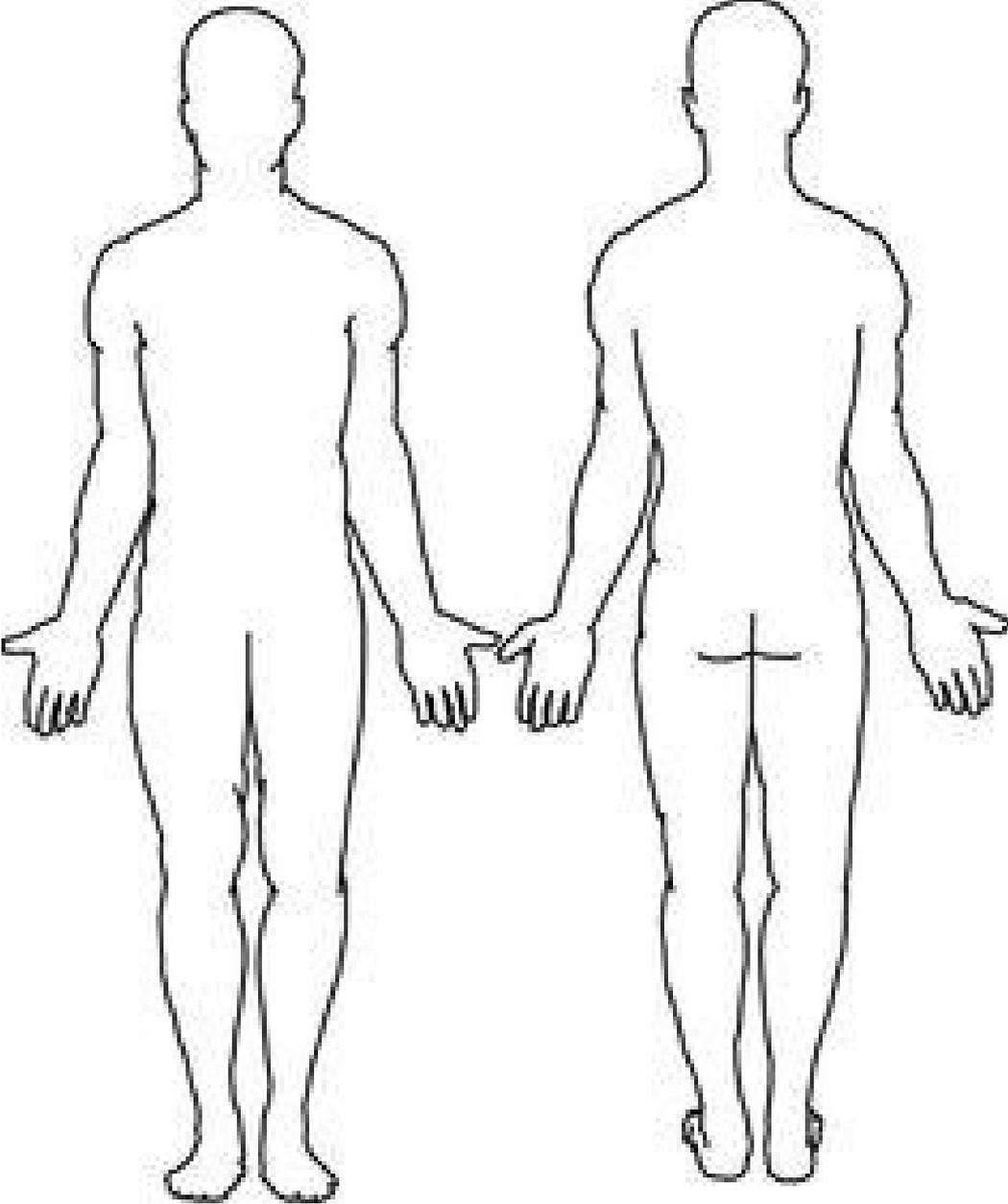
If you think a child is in immediate danger contact the Herefordshire MASH (01432 260800), the police or your local HSCB. Remember that everyone, including you, has responsibility for safeguarding children.

APPENDIX 4

Body Map: CHILDREN (0-18years) / Adult (18 +)



APPENDIX 5
Body Map: CHILDREN (0-18years) / Adult (18 +)



APPENDIX 6

Draft Letter of Interest

Date:

Ref: Colwall Community Church Volunteer Application

Dear

I am delighted that you have shown interest in getting involved in the children's or adult work at Colwall Community Church. As I am sure you are aware, before we can accept anyone to work with children, young people or vulnerable, we need to follow a few guidelines. In order for us to do that, I would be grateful if you could follow the procedure below:

1. Complete and sign the enclosed Application form
2. Complete and sign the Self-Declaration form and seal it in an envelope marked CONFIDENTIAL.
3. Place the completed Application form and the sealed envelope inside an addressed envelope and post it or deliver it by hand to CoCoChu Church Office. If you post it, please use the 'snail mail address' and importantly please mark it CONFIDENTIAL.

Once we have received the above, we will be requesting references from those you have named and will arrange for you to meet Sarah and/ Colin (Safeguarders), for an informal chat, when we take you through the church's safeguarding policy and procedures for working with children and vulnerable adults.

You will also be required to undertake a DBS Enhanced check prior to taking up your prospective role.

We will get back to you shortly. If you have any questions or queries, please do not hesitate to get in touch. Thank you for taking the time to complete these forms and we look forward to hearing from you very soon.

Kind regards,

CoCoChu Designated Safeguarding Lead

APPENDIX 7

Volunteer / Job application form

CONFIDENTIAL

LEADER/HELPER with children, young people or vulnerable adults
at Colwall Community Church.

All prospective workers with children, young people and vulnerable adults are asked to complete this form. You will also be asked to submit a Self-Declaration Form and undergo an enhanced DBS Check (if over 18) at the point of the online secure DBS checking service.

If, on this form, there is insufficient room to fully answer any question, please continue on separate sheet & attach to this form.

Once completed, please return this form with your Self-Declaration Form to CONFIDENTIAL – F.A.O. SAFEGUARDER. The information will be kept confidentially by Colwall Community Church unless requested by an appropriate authority for safeguarding purposes.

If accepted, you will need to familiarise yourself with the Colwall Community Church Safeguarding Policy and undergo CoCoChu authorised Safeguarding Training at the next available date.

1. Personal Details

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

Full Name:

Maiden/Former Name(s):

Date of birth: ____ / ____ / ____ Place of birth:

Address : Postcode:

Daytime Tel No: 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: Post Code:

2. It would be helpful for us to know a little about your journey of faith so far. Please share a brief description here:

Volunteer / Job application form

CONFIDENTIAL

3. Please give details of previous experience of looking after or working with children, young people or vulnerable adults that will support your application:

4. 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

5. References

If CoCoChu has known you for less than 2 years, we will request that we have 2 character references completed for you. Please complete the details below of two people who have known you for at least 2 years (not close relative) and would be willing to provide a personal reference. We would like one of these to be a member of your previous church leadership team.

If you are unsure about this, then please speak to Sarah or Colin (Esrich). We reserve the right to take up character references from any other individuals deemed necessary with your permission.

Name _____
Address _____
Post Code _____
Tel No _____
Relationship _____

Name _____
Address _____
Post Code _____
Tel No _____
Relationship _____

Please complete the attached Self-declaration Form, place it in a sealed envelope and address it to 'CONFIDENTIAL - SAFEGUARDER' with whom you are welcome to discuss any aspects of this procedure.

Please confirm that you understand and agree to a DBS Enhanced Check for this voluntary post involving working with vulnerable adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check.

Signed: _____ Date _____

As a church we undertake to meet the requirements of the General Data Protection Regulations 2018, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

APPENDIX 7 STRICTLY CONFIDENTIAL

Self-Declaration Form

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

Any person wishing to work or volunteer with children, young people or vulnerable adults through Colwall Community Church will be asked to meet with area lead to discuss their appropriateness for the role.

Once an applicant has been identified by an area lead (i.e Children's Leader / YouthWorker / Leadership Team), the applicant will meet with the Designated Safeguarding Lead or Deputy Safeguarder to discuss their willingness to adhere to Colwall Community Church safeguarding expectations, wiliness to enter the DBS checking process and to receive training.

Should the above be positively received and assessed, then the applicant will be asked (with guidance and instructions) to complete online Self-Declaration form, Declaration of Conviction and Police Investigation history through secure website held with THIRTYONE:EIGHT, in order to have a DBS check. Should an applicant not have access to the internet to complete this process then Colwall Community Church allows the use of the Church Office equipment to complete this.

We complete our DBS checks via a secure online server. At the point of this online application, you will be asked to confirm that you understand and agree to a DBS Enhanced Check for this voluntary post involving working with vulnerable adults and/or children. Therefore be prepared to disclose any convictions, offences and other relevant information otherwise your application will not be forwarded securely to the Safeguarder to complete the checks.

Appendix 8 - Reference Form
Paid and Volunteer Workers with Children/Vulnerable Adults
Colwall Community Church

APPENDIX 7

Reference Form
Paid and Volunteer Workers with Children/Vulnerable Adults
Colwall Community Church

Private and Confidential.

REFERENCE FOR:

POSITION: Children and Youth Volunteer

Your name:

Occupation:

How long have you known this person? (minimum of 2 years):

In what capacity?:

COMMENTS ON SUITABILITY OF WORKER

1. Do you have any reason to be concerned about this person being in close contact with or having responsibility for children/young people/vulnerable adults?

Yes No

If you have answered yes we will contact you for further details

2. What, in your view makes them suitable for this role/post (Job Description attached)?

3. Is there anything about them that would make them less suitable for some aspects of this role?

Appendix 8 - Reference Form

Paid and Volunteer Workers with Children/Vulnerable Adults

Colwall Community Church

4. How would you describe their personality and motivation for working with children/young people/vulnerable adults?

Please rate the person on the following using a scale of 1 = Poor, 2 = Average, 3 = Good, 4 = Very Good, 5 = Excellent

Responsibility

Reliability

Self-Control

Commitment

Trustworthiness

Understanding/Empathy

Awareness of Risk

Practicality

Patience

5. You may wish to add further relevant criteria / comments:

If you wish to speak with the Designated safeguarding Lead at Colwall Community Church regarding this volunteer candidate, then do not hesitate to email and a date/time can be arranged (email below).

Appendix 8 - Reference Form
Paid and Volunteer Workers with Children/Vulnerable Adults
Colwall Community Church

We may need to contact you to confirm that you have written this reference.

Signed :

Date:

Name (please print):

Address:

Postcode:

Contact number:

Email:

Thank you for providing this information.

Please return to "Safeguarder" via;

Snail-mail: Colwall Community Church, Walwyn Road, Colwall, WR13 6QN

Email: to safeguarding@colwallcommunitychurch.com. Please ensure you password protect the form when you attach it to the email. Then please send a SEPARATE email to the same address with the password so that it can be accessed securely.

Thank you for your help!

Appendix 9 - Notes

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates> V2.2

Filtering rules for criminal record check certificates

For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS certificate if:

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence

Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years

The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

* The term 'Caution' includes reprimands and warnings.

** A conviction is a determination of guilt by a court in relation to a specific offence. Multiple offences, whether arising from different occasions or from a single event, and in relation to which a court on one or more occasions reaches a determination of guilt, are to be treated as multiple convictions for filtering purposes.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitationoffenders.pdf

What is the Rehabilitation of Offenders Act 1974?

The Rehabilitation of Offenders Act 1974 exists to support the rehabilitation into employment of reformed offenders who have stayed on the right side of the law. Under the Act, following a specified period of time which varies according to the disposal administered or sentence passed, all cautions and convictions (except those resulting in prison sentences of over 30 months) are regarded as 'spent'. As a result the offender is regarded as rehabilitated. For most purposes the Act treats a rehabilitated person as if he or she had never committed an offence and, as such, they are not obliged to declare their caution(s) or conviction(s), for example, when applying for employment or insurance.

Who benefits from the Rehabilitation of Offenders Act and how?

All cautions and convictions eventually become spent, with the exception of prison sentences of over 30 months (2 1/2 years).

Once a caution or conviction has become spent under the Act, the ex-offender does not have to reveal it or admit its existence in most circumstances. There are some exceptions, but unless you are told one of these applies and are asked for more details of all your cautions or convictions, spent cautions and convictions need not be disclosed when filling in a form, or at an interview, for instance for a job. An employer cannot refuse to employ someone (or dismiss someone) because he or she has a spent caution or conviction unless an exception applies. The exceptions where you may have to declare

Appendix 9 - Notes

cautions and convictions are listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order (further details below).

Does the Rehabilitation of Offenders Act cover cautions?

Yes. The law was changed on 19 December 2008. The Rehabilitation of Offenders Act now covers simple cautions, reprimands and warnings (which become spent immediately) and conditional cautions (which become spent after 3 months). The change covers all cautions, reprimands, and warnings including those administered before 19 December 2008.

Fixed Penalty Notices and Penalty Notices for Disorder do not form part of a person's criminal record as there is no admission of guilt and they therefore do not need to be covered by the Rehabilitation of Offenders Act.

Which parts of the UK does the Rehabilitation of Offenders Act apply to?

The Rehabilitation of Offenders Act applies throughout the UK. However there are some differences to the way in which it operates in Scotland and Northern Ireland, where it is an area of devolved responsibility.

This document should therefore be considered a guide to England and Wales only.

For information on the Rehabilitation of Offenders Act in Scotland please visit

<http://www.scotland.gov.uk/Topics/Justice/public-safety/offendermanagement/publications/law/RehabofOffenders>

When will I have to disclose spent cautions and convictions?

There are certain exceptions, where you do have to disclose your caution or conviction (even if it is spent). These are listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and subsequent amendments. The positions listed in the Exceptions Order primarily relate to particularly sensitive areas such as work with children and vulnerable adults, work in law enforcement and the legal system, and high level financial positions. Exceptions also apply to certain licences (such as a Security Industry Authority licence) and to certain legal proceedings.

Where an exception to the Rehabilitation of Offenders Act exists then you must list all cautions and convictions, even if they are spent. Where an exception exists the employer or licensing body will be eligible for Criminal Records Bureau (CRB) checks containing your full criminal record.

Important Note: This is intended as general guidance only. It must not be regarded as a definitive interpretation of the Act. Anyone in doubt should seek legal advice.

How long will it take before my caution or conviction becomes spent?

The rehabilitation period (the length of time before a caution or conviction becomes spent) is determined by the type of disposal administered or the length of the sentence imposed. It is calculated from the date of conviction or the date the caution is administered. The rehabilitation periods are shown in the table below.

Appendix 9 - Notes

Sentence/disposal Imprisonment or detention in a young offender institution for over 30 months (2 1/2 years)

Imprisonment or detention in a young offender institution over 6 months but not exceeding 30 months (2 1/2 years)

Imprisonment up to 6 months Fine

Community Sentence Conditional discharge

Absolute Discharge Conditional Caution

Simple Caution, Reprimand, Final Warning

Rehabilitation period for adults (18 or over at the time of conviction or the time the disposal is administered):

Never spent

10 years

7 years 5 years 5 years

The period of the order, or a minimum of 12 months (whichever is longer)

6 months

3 months

Spent immediately

Rehabilitation period for young people (under 18 at the time of conviction or the time the disposal is administered):

Never spent

5 years

3 1/2 years 2 1/2 years 2 1/2 years

The period of the order, or a minimum of 12 months (whichever is longer)

6 months

3 months

Spent immediately

Some sentences carry variable rehabilitation periods. The main ones are as follows:

Compensation Order Supervision Order

Bind Over

Attendance Centre Order Hospital Order

On the discharge of the order (i.e. when it is paid in full)

N/A

The period of the order, or a minimum of 12 months (whichever is longer)

A period ending one year after the order expires

Five years, or a period ending two years after the order expires (whichever is longer)

On the discharge of the order (i.e. when it is paid in full)

The period of the order, or a minimum of 12 months (whichever is longer)

The period of the order, or a minimum of 12 months (whichever is longer)

A period ending one year after the order expires

Five years, or a period ending two years after the order expires (whichever is longer)

Appendix 9 - Notes

Important Note: This is intended as general guidance only. It must not be regarded as a definitive interpretation of the Act. Anyone in doubt should seek legal advice.

What happens if I get another caution or conviction before my first conviction becomes spent?

If you already have an unspent conviction (not including unspent conditional cautions), and you get a further caution or conviction before the earlier conviction has become spent, one of the following will apply:

1. If your later outcome is a caution (either a simple caution or a conditional caution), reprimand or warning, neither rehabilitation period will be affected. The caution or conviction for the earlier offence will become spent at the time originally fixed, and the caution for the later offence will become spent after the normal period (immediately for a simple caution or three months for a conditional caution).
2. If your later outcome is a conviction for a summary offence, (one that can only be tried in a magistrates' court), neither rehabilitation period will be affected. The caution or conviction for the earlier offence will become spent at the time originally fixed, and the conviction for the later offence will become spent after the normal period.
3. If your later outcome is a conviction for an either way or an indictable offence (one which could be tried in the Crown Court) then neither conviction will become spent until the rehabilitation period for both offences are over.
4. If your later outcome is a conviction that results in a prison sentence of more than 2 1/2 years then neither the second nor the first conviction will ever become spent.

Once a conviction becomes spent, it remains spent, even if a person is convicted of other offences later.

What happens if I get another conditional caution or conviction before my first conditional caution becomes spent?

If the later conditional caution or conviction is separate to the earlier conditional caution (i.e. not for the offence in respect of which you were cautioned), then neither rehabilitation period will be affected. The conditional caution for the earlier offence will become spent at the time originally fixed, and the caution of conviction for the later offence will become spent after the normal period.

However, if you fail to comply with a conditional caution, and you are subsequently prosecuted and convicted of the offence for which the conditional caution was given, the caution will remain unspent until the conviction for the offence has also become spent.

Important Note: This is intended as general guidance only. It must not be regarded as a definitive interpretation of the Act. Anyone in doubt should seek legal advice.

Appendix 9- Notes

For example:

A person receives a conditional caution for shoplifting. A month later he receives a conviction for a separate offence. The conditional caution will become spent in the normal way (three months from date of issue).

A person receives a conditional caution for shoplifting. He fails to comply with the conditions and as a result is prosecuted for and convicted of the shoplifting offence. His conditional caution will only become spent at the same time as his later conviction.

I have been sentenced for more than one offence at the same time. Will the rehabilitation periods run concurrently or consecutively?

If you receive more than one sentence at the same time, the total rehabilitation period will depend on whether the sentences run concurrently (at the same time) or consecutively (one after the other). If concurrent sentences are imposed, then the longest applicable rehabilitation period will apply. So for example a four month and six month prison sentence ordered to run concurrently will count as a single term of six months (carrying a rehabilitation period of seven years). If consecutive sentences are imposed, then the sentences will be added together to calculate the rehabilitation period. So for example a four month and six month prison sentence running consecutively will count as a ten month sentence, carrying a rehabilitation period of 10 years. If any sentence is over 2 1/2 years, then none of the sentences will ever become spent, regardless of whether they are running concurrently or consecutively.

Does the Act apply to Service personnel?

The Act applies equally to everyone convicted of a criminal offence, whether in civilian life or in the services. For cashiering, discharge with ignominy or dismissal with disgrace, the rehabilitation period is 10 years. For simple dismissal from the Service it is 7 years, and for detention 5 years. These periods are halved if the offender was under 18 at the time.

Important Note: This is intended as general guidance only. It must not be regarded as a definitive interpretation of the Act. Anyone in doubt should seek legal advice.

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. However, as CoCoChu would deem that this post involves substantial, unsupervised contact with children, young people and/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) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland). You will meet with the Designated Safeguarder or Deputy Safeguarder to complete the DBS check. We meet with you as part of our assessment process for the work you have offered to volunteer/work for.

Appendix 9 - Notes

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. **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 with the exception of those that are subject to the DBS filtering rules. 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/SCRO/PVA (NI) 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/SCRO/ACCESS NI 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 that 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.

Notes for England, Wales & Northern Ireland Only - Children and Young People

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

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checkingservice-guidance/eligibility-guidance>