



Living Water Arabic Church

Safeguarding Children, Young People and Vulnerable Adults Policy

LIVING WATER ARABIC CHURCH

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This document presents the Safeguarding Policy of Living Water Arabic Church, written by the leadership team on behalf of the church members. It describes the positive steps that we, the leadership team, will take in order to put that policy into practice. It also helps us to understand the nature of abuse and the procedures for dealing with it, if it was to occur.

1 Policy Statement

The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

Policy Statement in accordance with the Church of England's 'Promoting a Safer Church'

The care and protection of children, young people* and vulnerable adults† involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.

We accept and endorse the principles of the House of Bishops' Policy 'Promoting a Safer Church' 2017 six overarching policy commitments:

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Responding to those that may pose a present risk to others.

* young people/person – means any individual(s) aged 14 to 17 years old

† vulnerable adult – Section 6 of the Safeguarding and Clergy Discipline Measure 2016 defines a 'vulnerable adult' as 'a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired'. The full text of

the 2016 Measure can be found at:

www.publications.parliament.uk/pa/jt201516/jtselect/jtecc/79.pdf

2 Safeguarding Officer and Champion –in Living Water Arabic Church

The leadership team of St Living Water Arabic Church has appointed a safeguarding officer and Children's champion (known as the safeguarding team) to act as a voice for children and vulnerable adults within the parish. They will be responsible for overseeing this policy as it is put into action as well as being available to support those who work with children and vulnerable adults.

Safeguarding Officer:

Samuel Benjamin, 39 Linacre Road, Willesden NW2 5AY 020 84516558 07961137163

Children's Champion:

Mervat Metry, 22 Gosling Close, Greenford, Middlesex UB6 9UE 020 8813 0162 07723 095563

3 Putting the Policy into practice at Living Water Arabic Church

Our commitment to Safeguarding will naturally have implications for every area in the life of the church. The main areas we will consider are

- Sunday School
- Youth Club
- Creche
- Holiday Club
- Prayer ministry with children
- Music Group
- Weekends away and other outings
- Selection and Appointment of volunteers and paid staff
- Training and supporting of staff
- Insurance
- Pastoral Care of vulnerable adults

We also hope that this commitment will be shared by every member of our church, although the different roles of individuals imply different levels of training and responsibility. All members should fall into at least one of the following groups:

- Parents
- Children
- Clergy
- Paid staff & unpaid staff
- Children's workers
- Creche supervisors
- Leadership Team
- Member of the Church family

The details of the action we need to take in the areas described above have been outlined in the accompanying '**Policy Implementation Strategy**' and these will be discussed by the Leadership Team and the people most directly involved.

However, there are certain specific measures that will be stated in this policy document. These concern the appointment and selection of staff, supervision and training for children's workers, and procedures for dealing with cases of abuse.

3.1 Selection and Appointment of volunteers and paid workers at Living Water Arabic Church

The procedures for Selection and Appointment will be coordinated by the vicar and managed together with the children's champion and safeguarding officer

We will give all our volunteers and paid staff clear roles. This includes clergy, paid workers, Volunteers, leaders of Sunday school and Youth activities, and Holiday Club helpers.

Job/Role descriptions will include the following

- The person to whom the employee/volunteer is accountable
- The person(s) whose work they will supervise (if any)
- The elements of their job or role
- Their responsibilities and in relation to child protection
- Explicit reference to Living Water Arabic Church, Safeguarding Policy

A **Person Specification** will be produced to describe the skills and experience of the ideal candidate.

All applicants will be required to complete a **Declaration Form** (appendix one) relating to matters of child protection and safety. The form also asks for details of any criminal convictions, request permission to make security checks and makes reference to Living Water Arabic Church, safeguarding Guidelines. To maintain proper confidentiality Declaration Forms should be kept indefinitely in a

secure place.

All applicants should provide the names of **two referees** which will be taken up prior to appointment in accordance with London Diocese safeguarding guidelines.

All new candidates for paid or unpaid positions involving substantial contact with children must be **checked** at 'enhanced level' through the **Disclosure and Barring Service (DBS)**.

All candidates for paid or unpaid positions involving substantial contact with children should be **interviewed**. The safeguarding team, the vicar and the church leadership team must be satisfied that a person has the personality, experience and integrity for the work. New Church members will not be appointed to children's work until they have been regular members for long enough to gain the trust of the wider church community.

New volunteers or paid staff will be given a 6 month **probation period**. Their work will then be reviewed and appraised before the appointment is confirmed.

3.2 Current volunteers and paid workers

We will ensure that job descriptions are provided even for those who have been working at Living Water Arabic Church for a period of time. Current workers will also be asked to complete the confidential declaration forms, to provide two references and will be checked against the registers mentioned above.

3.3 Supervision and training for children's workers

The structure for Training and Supervision is to be coordinated by the vicar and managed together with the Children's activity leaders and children's champion

We will be committed to the training and support of leaders in the following areas:

- Guidelines on Working with Children
- Resources for Ministry
- About abuse

In order to support and equip those who work with children, regular meetings with the children's champion will be arranged. These meetings will be an opportunity to raise concerns and receive support.

Workers will be encouraged to attend training events to develop their own skills in working with children.

First Aid training will be made appropriate workers/volunteers.

Guidelines on working with children will be made available to children's workers. These deal with issues such as supervision, appropriate touch and discipline. These guidelines provide a framework which should help keep children safe from harm, and adults safe from false accusations.

Teamwork

- If you see another member of staff acting in ways that might be misunderstood, be prepared to speak to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support in which workers feel comfortable to discuss inappropriate attitudes or behavior.

Touching

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should always be related to the child's needs not the workers.
- Touch should be age-appropriate and generally initiated by the child – rather than the worker.
- Avoid any physical activity which is, or could be, sexually stimulating to the child.
- Children are entitled to determine the degree of physical contact with others, except in exceptional circumstances, in which they need medical attention.
- Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague, if necessary.

Supervision

- **Don't spend any time alone with a child where your activity cannot be seen. Make sure that another adult is present nearby and that the child knows this.**
- Where possible there should be a gender balance amongst leaders and helpers.
- Have the Childline and NSPCC Helplines displayed amongst other information
- Don't invade a child's privacy while they are washing or using the toilet.
- Don't scapegoat, ridicule or reject a child or young person.
- Don't show favoritism.
- Don't play rough games.
- Don't allow a child to involve you in excessive attention seeking – especially if it is overly physical or sexual in nature.
- Don't be sexually suggestive about or to a young person, even in fun.
- Don't permit abusive peer activities such as bullying.

- Don't give lifts to children or young person on their own. If this is unavoidable, ask the child to sit in the back.
- Don't share sleeping accommodation with children or young people whilst away on a trip.
- It is unadvised that adults never invite children or young people to their home alone. Invite a group, make sure another adult is around and obtain permission from the parent first.
- Don't allow unknown adults access to children. They should be accompanied by someone known to the church.

Discipline

- Be insistent, consistent and persistent.
- Do NOT use physical punishment even if you have the parent's permission. This sets a better model for the children to follow.
- Discipline out of love rather than anger.
- Establish ground rules with clearly explained consequences for when they are broken.
- Discuss their behaviour with them when others are absent.
- Each child is unique – ask yourself “why are they behaving like that?”

Confidentiality

Confidentiality in relationships leads to trust. It can be extremely valuable for children to have relationships with adults they trust who listen, encourage and affirm them. This may mean that 'good secrets' are shared with the adult and in these cases, it is important not to undermine that trust. However, children and young people must be made aware that there are certain situations – where a child is suffering or is likely to suffer harm – in which other people need to be involved for the child's protection.

4 Definitions of Child Abuse (based on those given in 'Safeguarding in the Diocese of London' December 2012)

A child or young person under 18 years is regarded as abused where he or she has suffered from, or is believed to be at significant risk of, physical injury, neglect, emotional abuse or sexual abuse. Most child abuse is committed by someone known to them and trusted by them, either within the family, among their friends, or in the local community.

Neglect is the persistent failure to meet a child's basic physical, emotional or developmental needs. Examples include the failure to provide adequate food, clothing and shelter, the failure to protect a child from physical harm or danger, and the failure to provide appropriate medical care or treatment.

Physical abuse occurs when a child is physically harmed. This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Other cases of physical abuse occur when a person deliberately causes ill health to a child.

Sexual abuse occurs when a child is encouraged or forced to take part in sexual activities. Physical contact may be involved, for example in touching or rape. In non-contact activities the child may be made to observe sexual acts, look at pornographic material or behave in sexually inappropriate ways.

Emotional abuse is the persistent emotional ill treatment of a child, threatening their emotional development. This might involve conveying to the child that they are worthless, unloved or inadequate. Emotional abuse also occurs when inappropriate expectations are placed on the child, or when children are exploited. Some level of emotional abuse is involved in every other form of abuse, but it can occur alone.

Bullying and Cyberbullying Bullying is behavior that hurts someone else – such as name calling, hitting, pushing, spreading rumors, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Online abuse with the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox / PlayStation), there has been a corresponding rise in the use of the internet and other electronic communications to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages when online and who try to obtain images or engineer meetings.

Electronic Images The downloading, keeping or distributing of indecent images of children are all classified as sexual offences (under The Protection of Children Act 1978 Section 1). Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred as 'sexting') can be particularly problematic and abusive amongst children and young people.

Other points about abuse

Organised abuse occurs when any abusive practice is planned or carried out by two or more people working together.

Abuse by other children and young people can occur. Young abusers may have been abused in the past and specialist help is available in these cases.

5 Signs of Abuse

5.1 Possible signs of neglect

Physical

Constantly hungry
Signs of poor nutrition
Constantly tired
Poorly clothed (for weather conditions)
Poor personal hygiene
Unusual pattern of growth
Untreated medical conditions

Behavioural

Lack of energy
Low self-esteem
Apathy
Inappropriate absence of parent/carer
Tendency to thrive away from home

5.2 Possible signs of Physical abuse

Physical

Bruises: In or around the mouth
 Showing the imprint of fingertips, hands or another implement
 Bruising of different colours (i.e. different ages)
 Two simultaneous black eyes without bruising to the forehead
 Bruising or tears around the earlobes

Bites: Human bites are oval or crescent shaped and may leave a clear tooth marks.

Burns and scalds: Burns with a clear outline are suspicious
 Circular burns from cigarettes
 Linear burns from hot metal rods or electric elements
 Burns of a uniform depth over a large area
 Friction burns from being pulled across the floor
 Scalds producing a water line immersion or pouring of hot liquid
 Splash marks around the main area caused by throwing of hot liquid
 Old scars indicating previous burns

Fractures: Any fracture on a child under 1 year is suspicious
Any skull fracture in the first 3 years is suspicious

Behavioural

Reluctance over contacting parents
Fear of going home
Flinching
Covering of arms and legs in hot weather
Reluctance to change or participate in games/swimming
Unusually compliant
Self-harm
Sudden mood changes

5.3 Possible signs of sexual abuse

Physical

Recurrent urinary tract infections
Abdominal pain, especially discomfort while walking/sitting down.

Behavioural

Level of sexual knowledge/behaviour inappropriate to the child's age
Requesting contraceptives/sexual advice
Self-harm
Eating disorders
Running away from home/truancy
Poor concentration
Abnormal toileting e.g. Bedwetting/ soiling
Sleep disturbance
Withdrawal from others
Unexplained possession of large sums of money or presents
References to secrets

5.4 Possible signs of emotional abuse

Physical

Failure to develop or thrive
Constant tiredness

Behavioural

Low self-esteem
Apathy

Fear/withdrawal
Unduly aggressive behaviour
Attention seeking
Need for approval/affection
Self harm
Speech disorders
Compulsive/nervous behaviour

6 Responding when a child talks to you about abuse

It is important to bear in mind the following:

The child may want the abuse to stop but still love the abuser
The child may think that you are able to stop the abuse without anything else happening.

Do

Make it clear that you are taking them seriously
Give your full attention
Reassure the child that they were right to tell you
Tell them that they are not to blame
Explain that you will need to tell others before the abuse can stop
Try to explain what will happen next in a way that they can understand
Reassure them of your support in the future.

Don't

Show anger or shock
Press for information
Promise to keep it a secret
Make negative comments about the alleged abuser
Promise to make things better

7 Action on disclosure or suspicion of Abuse

A summary is given in the attached flow chart (appendix two)

If a specific incident of child abuse arises within the church, the **highest levels of confidentiality** must be maintained.

If the child is in **immediate danger** or in **urgent need of treatment**, you should contact the Social Services Department and/or the emergency services. If necessary, take the child to the nearest

Accident & Emergency department. You must inform the children's champion / safeguarding officer and/or the vicar straight away.

Vicar:

Rev'd Sameh Metry, 22 Gosling Close, Greenford, Middlesex UB6 9UE 020 8813 0162
07971257287

Children's Champion:

Mervat Metry, 22 Gosling Close, Greenford, Middlesex UB6 9UE 020 8813 0162 07723 095563

Safeguarding Officer:

Samuel Benjamin, 39 Linacre Road, Willesden NW2 5AY 020 84516558 07961137163

If the danger is **not immediate**, you should speak to the appropriate person, as described below. It is not the responsibility of any church member to investigate concerns.

7.1 Action to be taken by members of the church

If you suspect child abuse you should discuss your concerns with the children's safeguarding officer/advocate and/or the vicar as soon as possible. With your co-operation they will write a careful account of the reason for concern and the dates and times of any action taken. If both the vicar and children's safeguarding team are unavailable you should contact the Diocesan Safeguarding Officer directly. Contact details are given in section 7.6

If you continue to work with the child concerned you should be particularly alert without unnecessarily drawing attention to them.

7.2 Action to be taken by the children's safeguarding team and the vicar

As soon as the safeguarding team or the vicar receive information about a possible case of abuse, they are to write a careful account of the reason for concern and the dates and times of any action taken. This should be carried out in conjunction with the person raising the concerns. The account should then be kept securely in the possession of the person receiving the initial report. (The Data Protection Act means such an account must be produced on demand for viewing by any persons named within it.)

If the concerns have been directed to the children's safeguarding team, they will immediately inform the vicar, unless he is unavailable or involved in some way. Similarly, the vicar will inform the children's safeguarding team of any report he receives.

Any situation of actual or suspected child abuse will then be reported to the Diocesan Safeguarding Officer at the first opportunity.

Where there is no immediate danger or urgent need of treatment the discussion with the Diocesan Safeguarding Officer will result in a suggested plan of action, which may involve making a referral to the social services.

It is then the responsibility of the vicar to consider a meeting with any adults involved in the situation.

7.3 If you suspect the vicar of abuse

You should inform the children's safeguarding team and/or the Diocesan Safeguarding Officer if your concerns involve the vicar. And contact the relevant Archdeacon (details in Sec 7.3)

7.4 If you suspect the children's advocates of abuse

You should inform the vicar and/or Diocesan Safeguarding Officer if your concerns involve one of the children's safeguarding team.

7.5 Other Concerns

There may be concerns about the attitude or behaviour towards children of a member of the church or about the possibility of a former abuser within the church. In such cases you should discuss your worries with the vicar and/or children's advocates as soon as possible.

7.6 Contacts

Diocesan Safeguarding Officer

Annette Gordon Tel 020 7932 1124 or email safeguarding@london.anglican.org

Living Water Arabic Church safeguarding team:

Children's Champion:

Mervat Metry, 22 Gosling Close, Greenford, Middlesex UB6 9UE 020 8813 0162 07723 095563

Safeguarding Officer:

Samuel Benjamin, 39 Linacre Road, Willesden NW2 5AY 020 84516558 07961137163

Evidence checkers are:

Dr Adel Ekladios
Mr Samir Suliman

7.7 What you should do if nothing happens

We strongly advise that you follow the procedure outlined above, involving the Diocese Safeguarding Officer. However, if you remain concerned about the possibility of abuse you make direct contact with other child protection services. You will need to provide the following pieces of information:

- Details of your concern, distinguishing fact from opinion
- What you have observed or been told by a child
- Any dates and names mentioned
- What you have said/done
- The child's details (name, date of birth, address, name of school)
- Your name, address, telephone number and role within the church

Social Services Department	Ealing Social Services:	020 8825 8000
	Hillingdon Social Services:	01895 556633

Childline	0800 1111	www.childline.org.uk
NSPCC Child Protection Helpline	0800 800 500	www.nspcc.org.uk

8 Support for yourself

It can be very distressing to discover a possible case of child abuse and you may feel you need support. If this is the case, don't be afraid to talk to the children's safeguarding team and/or vicar, the Diocesan Safeguarding Officer or others who already know what is happening.

9 Former abusers within the church

As a church we will support any individual who wishes to turn away from their old life and begin a new life in Christ. It is possible that there may be members of the church family who have been abusers in the past and we should be ready to respond if this is known or suspected to be the case.

The protection of children in the church will always come first. Even where repentance is genuine, the abuser may still be struggling with the addiction of abuse. It may be that certain restrictions need to be imposed in order to safeguard our children. This will be done in line with **The Church Safeguarding Handbook section on *Responding to those that may present a known risk to***

children, young people or vulnerable adults within a Christian congregation.

Whenever it is known or suspected that a former abuser attends church, the vicar and church leadership team will discuss the matter with the Diocese Safeguarding Administrator (DSA) **who** will help the leadership team to decide upon appropriate restrictions.

10 Adult survivors of abuse within the congregation

It is likely that, at some time, there will be members of our church who have suffered abuse in the past, whether as children or adults. We will welcome, accept and support them as they seek God's healing and in line with The House of Bishop's Safeguarding Policy 2017 which states that *'The Church will endeavor to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred...Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. Our first response to those who have suffered abuse, especially abuse within the Church, should be compassionate; we must listen and take what we are hearing seriously.'*

Responding well to a disclosure of abuse is essential to being able to build trust and support. For some, just being able to talk to a trusted person about their experiences can be a powerful, healing event. Some may be seeking pastoral support from the Church. Some may need advice about how best to seek professional help. This may involve support to access local specialist services. Victims/survivors who are children or young people will require specialist support. Advice on how best to support a victim / survivor can be sought from the DSA

We journey alongside those who have been abused, for some forgiveness may be a part of that journey, for others it may not be so. In any event, there should not be any pressure or expectation from the church on the victim/survivor to forgive.

11 Pastoral Care of Vulnerable Adults

The term 'vulnerable adult' refers to a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

Some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility. As adults are not inherently vulnerable and in need of protection it is important to recognize that the factors described below do not, of themselves mean that a person is vulnerable. It is a combination of these factors and the circumstances that a person finds him/herself in that can make an individual vulnerable to abuse or neglect

11.1 Some factors that increase vulnerability include:

- A mental illness, chronic or acute
- A sensory or physical disability or impairment
- A learning disability
- A physical illness
- Dementia
- An addiction to drugs or alcohol
- Failing faculties due to old age
- Those who are homeless
- Refugee families or individuals (including those seeking asylum)
- Victims / survivors of domestic abuse – direct violence and/or significant emotional coercion
- Those who have suffered historic abuse in childhood
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events – for example bereavement, abuse or trauma.

These factors may not exist in isolation; for example, someone with a drink problem masking underlying dementia; or a frail housebound elderly person with underlying depression.

11.2 Visiting Adults

Visiting vulnerable adults in their homes is an essential element of many church officers' roles. Many parishioners will be well known to the church officer and where there have been no previous concerns the level of risk to the church officer or parishioner during visits will usually be low. However, unexpected circumstances can be encountered, some of which may place a church officer at risk. For example, the unexpected presence in the home of a relative or friend with a history of violence or threatening behavior. A parishioner may also be at risk from a church officer. For these reasons it is very important that church officers and parishioners are as safe as they can be, and that there is accountability and transparency in the manner in which church officers engage in lone working or visits to homes.

To assure the person you are visiting of their safety, and for the safety of the church officer:

- A risk assessment should be undertaken where possible before an initial visit, especially if you do not know the person. If there are concerns or risks known before a visit is made, it is advised that a risk assessment is carried out (see appendix two Risk Assessment Checklist for Home Visiting). In these circumstances, consider whether the visit is necessary, or whether the visit should be undertaken by two church officers. In addition visiting in pairs may be advisable, especially in adults perceived as vulnerable.

- Do not call unannounced; call by appointment, if appropriate telephoning the person just before visiting.
- Be clear about what support you can offer and the purpose and limitations of any pastoral care/ support that is available.
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns.
- Never offer 'over the counter remedies' to people on visits or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Treasurer.
- Make a note of the date when you visit people, report back about the visit to the agreed named person and say what is concerning or going well. They will report safeguarding concerns to the Parish Safeguarding Officer and/or incumbent or directly to the DSA (Diocesan Safeguarding Advisor) if they are not available

12 Safer Recruitment

A key way of protecting children and vulnerable adults from harm is to ensure the careful recruitment of those working with them.

The leadership team is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid.

1. We will ensure we make clear our selection policy that describes the process for recruitment and the roles applied for.
2. We will ensure that our safeguarding policy is reviewed annually and agreed; and that a statement about our commitment to safeguarding is included in all recruitment and selection materials.

3. We will ensure that we have up to date job descriptions and person specifications for the role(s) we wish to recruit to, timetable for recruitment and our commitment to safeguarding.
4. We will ensure that we have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and our commitment to safeguarding.
5. We will ensure that we have compiled a suitable candidate information pack containing all the required information about The Church, role, recruitment timetable, safeguarding policy/statement and application form.
6. We will ensure that each application received is scrutinized in a systematic way by the short-listing panel in order to agree a shortlist before sending invitations to interview.
7. We will ensure that all appropriate checks have been undertaken on our shortlisted candidates including references.
8. We will ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information.
9. We will ensure that a face-to-face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.
10. We will ensure that all specific questions designed to gain required information about each candidate's suitability will be asked, including those needed to address any gaps in information supplied in the application form.
11. We will ensure that we are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role.
12. We will ensure that our preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks; including DBS checks.
13. We will ensure we have a period of probation for any paid role (or a settling in period for voluntary roles) which will be reviewed throughout, as well as at the end of this period
14. We will ensure an induction for paid and voluntary workers which will include expectations in relation to behavior (a Code of Conduct) as well as supervision / support in place and arranged attendance on the Church of England safeguarding training.

Appendix One

Confidential Declaration

For beneficed clergy, those who hold the bishop's license or permission to officiate, ordinands, paid employees and volunteers who are likely to be in regular and direct contact with children, young people under eighteen years of age or adults at risk.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and the Diocesan Safeguarding Team. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

Please tick the appropriate box

- 1a Have you ever been convicted of a criminal offence? (Including any spent convictions under the Rehabilitation of Offenders Act 1974)*
 YES NO
- 1b Have you ever been cautioned by the police, and given a reprimand or warning or bound over to keep the peace?
 YES NO
- 1c Are you at present under investigation?
 YES NO
- 1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of 18 years, or has any such court made any order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?
 YES NO
- 2a Has your conduct ever caused or been likely to cause significant harm to a child, young person under the age of 18 or an adult at risk or put a child, young person or adult at risk at risk of significant harm?
 YES NO
- 2b To your knowledge has it ever been alleged that your conduct has resulted in any of those things?
 YES NO
- If yes, please give details** including the date(s) and nature of the conduct, or alleged conduct and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.
- 3 Has a child in your care, or for whom you have or have had parental responsibility, ever been removed from your care, been the subject to a Child Protection Plan (or previously placed on the Child Protection Register) or been the subject of a Care Order, Supervision Order, a Child Assessment Order or an Emergency Protection Order under the Children Act 1989, or similar order under other legislation?
 YES NO
- 4 Have you any health problem(s) which would have health and safety implications in relation to your work with children, young people under the age of 18 or adults at risk?
 YES NO

- 4 Have you, since the age of 18, ever been known by any name other than the one given below?
 YES NO
- 5 Have you, during the past five years, had any home address other than that given below?
 YES NO

DECLARATION

- I declare that the above information (and that on the attached sheets) is accurate and complete to the best of my knowledge.
- I am familiar with the document '*Safeguarding in the Diocese of London*' and will always act in accordance with its provisions.
- I understand that I may be asked to provide a Disclosure from the Disclosure and Barring Service before my appointment is confirmed.

Signed Date.....

Full name

Address

.....

.....

Date of birth

* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

** Significant harm involved serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

Please return this Declaration, in an envelope marked STRICTLY CONFIDENTIAL to:

Appendix Two

Model Risk Assessment Checklist

Name of adult to be visited

1.	Does the adult have a history of violence, or threatening behaviour? <i>If yes, please detail below</i>	Yes/No Not known
2.	Is the adult a risk to themselves?	Yes/No Not known
3.	Does anyone living in the house have a history of violence or threatening behaviour? <i>If yes, please detail below</i>	Yes/No Not Known
4.	Does anyone who visits the adult have a history of violence or threatening behaviour? <i>If yes, please detail below</i>	Yes/No Not Known
5.	Does the adult have any vulnerabilities that would make it inappropriate for him/ her to be visited alone (e.g. by a single male or female?)	Yes/No Not Known
6.	Does the adult have any health problems that may cause unpredictable behaviour? <i>If yes, please detail below</i>	Yes/No Not Known
7.	Are there any health risks associated with visiting the adult at home? (Examples might be infestation, smoking, intravenous drug use, infectious diseases, dangerous pets?) <i>If yes, please detail below</i>	Yes/No Not Known
8.	Is the adult's home in a well-lit area? <i>Please detail below any difficulties you are aware of.</i>	Yes/No Not Known

<p>9. Is there suitable parking nearby, is this well-lit? <i>If known, please state below the best place to park</i></p>	<p>Yes/No Not Known</p>
<p>10. Is there easy access to and exit from the home, more than one exit from the home? Are doors obstructed and not easily opened. <i>If yes, please detail below</i></p>	<p>Yes/No Not Known</p>
<p>11. Are there any other risk factors or hazards (Including mental health, substance/alcohol mis-use)? <i>If yes, please detail below</i></p>	<p>Yes/No Not Known</p>
<p><i>Please detail below any other information you think is important</i></p>	
<p>Completed by Role:</p> <p>Copy passed to Parish Safeguarding Officer on</p> <p>Signed</p> <p>Date:</p>	