



Safeguarding Policy

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1. WHO WE ARE

1.1. Church Details

Name: Gordano Valley Church (hereafter, “The Church” or “GVC”)

Address: 4 Combe Road, Portishead, Bristol BS20 6BJ

Tel No: 01275 847032

Email address: admin@gvc.org.uk

Senior Leader: Dave Francis

Senior Leader contact email: df@gvc.org.uk

Safeguarding Trustee: Ian Coules

Safeguarding Lead: Sue Hoyles

Safeguarding Lead contact telephone/email: 07772 479937/sh@gvc.org.uk

Charity Number: 1152104

Insurance Company: Congregational – “Church Choice”

1.2 What We Do

As a Church we meet on Sundays to worship together at Gordano School and during the week in small groups. We also serve the community in Portishead through a wide variety of activities, including work with children, young people and vulnerable adults, we also support Christian mission worldwide.

Work with children and young people.

We provide a variety of activities for children and young people. These include Sunday morning groups as part of our church services and weekday groups for children, young people, parents and families.

Work with adults with additional care and support needs.

We work with young adults with additional care and support needs, ex-offenders and senior citizens in care homes. The Church does not provide formal health or social care services to any of these adults. We also work with adults who may become vulnerable as a result of changing life circumstances.

2. INTRODUCTION

This Policy should be read in conjunction with supporting GVC documents, policies and guidelines (Appendix 11) and with reference to regulatory requirements.

Child/Children refers to all those under 18 years of age.

Through good governance and promoting a healthy Christian culture we aim to ensure that the Church is able to respond quickly and with integrity when concerns arise. “The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object.” (ICSA The Governance Institute, 2017)

2.1 Positions of Trust

All adults working with children, young people and adults with additional care and support needs are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal for those in positions of trust in a faith setting to engage in sexual activity with a 16- or 17-year-old under their care or supervision.

2.2 Commitment to Safeguarding

See the Leadership Statement in Appendix 1.

3. CHURCH POLICY

The Core Leaders and Trustees acknowledge that children, young people and adults at risk can be the victims of various types of abuse (see Appendix 2 – Definitions). The Core Leaders and Trustees have therefore adopted the procedures set out in this document (hereafter “the policy”). The policy is based on a model published by Thirtyone:Eight.

Within GVC the Safeguarding team is:

- Safeguarding Lead - Sue Hoyles
- Deputy Safeguarding Lead - Lyn Reading
- Safeguarding Trustee – Ian Coules
- Senior Core Leader (& Safeguarding link) – Dave Francis
- Administrator – Lois Knight

The Safeguarding Lead will take the overall lead role within the church on matters related to safeguarding. The Safeguarding Lead will report to the Core Leaders and Trustees annually. Information will also be available to Church members, visitors and those who participate in GVC activities through the Church website and information leaflets/posters.

The policy aims not only to ensure a safe environment for those participating in GVC activities but to also build an open culture where:

- Those who lead do so by example.
- We are committed to the safeguarding of all.
- Staff and volunteers are safely recruited and trained for their roles.
- Accountability structures are in place.
- Workers adhere to a Code of Conduct (see Appendix 5).
- The values of the Church are embedded in its day-to-day actions and in the behaviours of its people.
- There is open communication.

3.1 Safer Recruitment (Employees and Volunteers)

It is recognised that there are similarities within both groups and thus some practices and procedures use the same format of documentation and process i.e. in the recruitment of volunteers.

Core Leaders, Trustees and the Safeguarding Team will ensure staff and volunteers are recruited, trained and kept up to date with legislation and good practice. The responsible person/line manager will ensure that the following are applied appropriately:

- There is a written job description/person specification for the post.
- Those applying have completed an application form.
- Those shortlisted have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained and followed up where appropriate.
- A self-declaration form (Appendix 6) and DBS check have been completed where necessary.
- Qualifications, where relevant, have been verified.
- A suitable training programme is provided for successful candidates.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the Safeguarding Policy and knows how to report concerns.
- The applicant has been issued with a “Code of Conduct” (Appendix 5) giving clear expectations of what is expected of them.

Please refer to the GVC Safer Recruitment Policy. Other relevant policies and guidelines are available (see list in Appendix 11).

All attendance records, recruitment applications (volunteers and paid staff) and any incident records must be retained confidentially at No 4 (paper copies) and/or in a confidential folder within the GVC Stakeholders Safeguarding folder in case they are ever required for reference in the future. Where these records have been generated electronically (such as using ChurchSuite) these will be retained confidentially and made available to the Safeguarding Lead, Deputy Safeguarding Lead and Safeguarding Trustee in a timely fashion.

3.2 Safeguarding Training

The Core Leaders and Trustees are committed to on-going safeguarding training and development for all workers in order to develop a culture of awareness of safeguarding issues to help protect everyone. All workers will receive induction training and will undertake safeguarding training on a regular basis (at least every 3 years). Members of the Safeguarding Team must undertake training at least every 2 years.

As a church working with children, young people and adults with additional care and support needs we aim to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

4. PARTNERSHIP WORKING

We have clear expectations of those with whom we work in partnership. We will discuss our safeguarding expectations with all our partners and have an agreement on safeguarding. Any organisation using our premises as part of a letting agreement will be required to have their own safeguarding policy that meets Thirtyone:Eight's safeguarding standards.

We believe effective communication is essential in promoting safeguarding. This applies to those we wish to protect, everyone working with children and adults and those we work in partnership with.

5. RESPONDING TO ALLEGATIONS OF ABUSE

See the appendices for definitions of abuse (Appendix 2) and signs and indications of abuse (Appendix 3). Under no circumstances should a volunteer or worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Document the concern using the “Cause for Concern” form (Appendix 4).
- Report the concern as soon as possible to the **Safeguarding Lead: Sue Hoyles, telephone: 07772 479937.**

The Lead has been authorised by the Core Leaders and Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring matters to the statutory authorities.

In the absence of the Safeguarding Lead, or if the suspicions in any way involve the Lead, then the report should be made to the **Deputy Safeguarding Lead: Lyn Reading, telephone: 07780 367053.**

If the suspicions implicate both the Lead and the Deputy Lead, then the report should be made to the **Safeguarding Trustee: Ian Coules**, who will also contact, as appropriate:

- **Thirtyone:Eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: 0303 003 1111.**
- **North Somerset Council Social Services, telephone no: 01275 888801 (09:00 - 17:00). Out of hours emergency no: 01454 615165. Website: <https://nscsp.co.uk> (children & young people) and <https://nssab.co.uk> (adults).**
- **The Police Protection Team telephone no: 101.**

If the allegation involves a worker/volunteer working with someone under 18 the concern will be discussed with the LADO (Local Authority Designated Officer). LADO telephone no: 01275 888808 or email: lado@n-somerset.gov.uk

Depending on the circumstances and/or nature of the concern the Safeguarding Trustee, Chair of Trustees, and Senior Core Leader should be informed. It may also be necessary to inform the Church's Insurance Company and the Charity Commission.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns will be made using a “Cause for Concern” form (Appendix 4) and will be stored in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Lead, the absence of the Lead or Deputy Lead should not delay referral to Social Services or the police.

The Core Leaders and Trustees will support the Lead and Deputy Lead 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. In their turn, the Lead and Deputy Lead will ensure that the Core Leaders and Trustees have proper oversight of their actions, given the Core Leaders' responsibility for the spiritual well-being of the Church and the Trustees' legal accountability to the Charity Commission and the Courts.

It is, of course, the right of any individual as a citizen to make a direct referral to child protection agencies or seek advice from Thirtyone:Eight, although the Core Leaders and Trustees hope that members of the Church will use this Safeguarding Policy. If, however, the individual with the concern feels that the Lead/Deputy Lead has not responded appropriately, or where they have a disagreement with the Lead about the appropriateness of a referral they are free to contact an outside agency direct. We hope that by making this statement the Core Leaders and Trustees demonstrate the commitment of the Church to effective safeguarding and protection of all those who are vulnerable.

The role of the Lead/Deputy Lead is to collate and clarify the precise details of the allegation or suspicion. This information will be evaluated in consultation with the Safeguarding Trustee and/or Senior Core Leader, as appropriate. The information will then be passed on to the statutory agencies who have a legal duty to investigate.

5.1 Detailed procedures where there are concerns:

5.1.1 Children & Young People

Allegations of physical injury, neglect, or emotional abuse

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

- Contact Children's Social Services (or Thirtyone:Eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Refrain from telling the parents or carers unless advised to do so having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.

For other concerns (e.g. poor parenting):

- Encourage parent/carer to seek help, but not if this places the child at risk of injury.
- Where the parent/carer 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 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 Lead/Deputy Lead will:

- Contact the Children’s Social Services Department Duty Social Worker for children and families or Police Child Protection Team. They will NOT speak to the parent/carer. The Safeguarding Trustee must be alerted, even if no details are shared.
- 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.

A flowchart of GVC Safeguarding Children & Young People Guidelines is included in Appendix 7. In the event of an allegation of abuse of a child or young person please refer to this flowchart to help you.

5.1.2 Adults

Suspicions or allegations of abuse or harm including: physical, emotional/psychological, sexual, organisational, financial, discriminatory, neglect, self-neglect, modern slavery, domestic abuse.

If there is a concern about any of the above, the Lead/Deputy Lead will:

- Contact the Adult Social Care Team who have responsibility to investigate allegations of abuse. Thirtyone:Eight may also be contacted for advice.
- If the adult is in immediate danger or has sustained serious injury contact emergency services, informing them of your concerns.

Concerns regarding spiritual abuse

If there is a concern about spiritual abuse the Lead/Deputy Lead will:

- Identify support services for the victim e.g. counselling or other pastoral support.
- Contact Thirtyone:Eight to discuss and consider appropriate action relating to the scale of the concern.

A flowchart of GVC Safeguarding Adults with Additional Care & Support Guidelines is included in Appendix 8. In the event of an allegation of abuse of an adult please refer to this flowchart to help you.

5.1.3 Allegations of abuse against a person who works with children/young people

In addition to the above procedures, if an accusation is made against a worker (paid or volunteer) the Safeguarding Lead will work with the Local Safeguarding Children Board (LSCB) and will:

- Consult with Children’s Social Care regarding the suspension of the worker.
- Make a referral to the LADO (Local Authority Designated Officer) who manages all allegations against adults who work with children & young people (paid or volunteer). **LADO telephone no: 07795 092692 or email: lado@n-somerset.gov.uk**
- Make a referral to the Disclosure and Barring Service (DBS) for consideration of the person being placed on the barred list for working with children & young people or adults with additional care & support needs. This decision will be informed by the LADO.

5.1.4 Allegations of abuse against a person who works with adults with additional care & support needs

In addition to the above procedures, if an accusation is made against a worker (paid or volunteer) the Safeguarding Lead will:

- Liaise with Adult Social Care regarding the suspension of the worker.
- Make a referral to DBS for following the advice of Adult Social Care.

Adult Social Care have a duty under The Care Act (2014) to investigate incidents of harm to adults with additional care & support needs. This may result in a range of options including action against the person/organisation causing harm, increasing support for the carers and/or victim or taking no further action. This decision will be made by Adult Social Services not the Church.

6. PASTORAL CARE

6.1 Supporting those affected by abuse


The Core Leaders and Trustees are committed to offering pastoral care and support to those attending the Church who have been affected by abuse, working with statutory agencies as appropriate.

6.2 Working with offenders

When someone attending the Church is known to have abused children, is under investigation or is known to be a risk to adults with additional care & support needs, the Core Leaders and Trustees will work with the Safeguarding Lead, the police, and probation service to ensure the offender's attendance is safe and supervised, whilst allowing the individual to participate as fully as possible in the life of the Church. An attendance agreement will be drawn up which will make clear to everyone concerned what the offender can do and be involved with, in relation to church activities, and what they must avoid. The boundaries in this agreement will be based on a risk assessment and through consultation with appropriate parties. All involved will sign this agreement and see it is reviewed regularly.

7. ADOPTION OF THE POLICY


This policy was agreed by the Core Leaders and Trustees on 15th January 2025. It will be reviewed annually, in November, by Core Leaders and Trustees.

Signature: 

Name: Ian Coules

Position: Safeguarding Trustee


Date: 29.01.2025

Signature: 

Name: Dave Francis

Position: Senior Core Leader

Date: 30.01.2025

Signature: 

Name: Sue Hoyles

Position: Safeguarding Lead

Date: 28.01.2025

APPENDIX 1

Leadership Statement

The Core Leaders and Trustees recognise the importance of providing a safe and caring environment for children, young people and adults with additional care and support needs and of their responsibility to protect and safeguard the welfare of children, young people and adults with additional care and support needs. We have therefore adopted the procedures set out in this Safeguarding Policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

We undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures.
- Provide on-going safeguarding training for all workers and regularly review our operational guidelines.
- Ensure that the Church meets the requirements of all other relevant legislation.
- Support the Safeguarding Lead in their work and in any actions they may need to take in order to protect children, young people and adults.

APPENDIX 2

Definitions of Abuse

Children & Young People

Physical – Physical harm to an individual’s body e.g. from hitting, restraining, burning, misuse of medication.

Emotional – Threats, humiliation, controlling behaviour, blaming, verbal abuse, harassment, intimidation. This may also include spiritual abuse – using religious or spiritual beliefs to manipulate, control or hurt another person.

Sexual – Sexual relationships that an individual does not or cannot consent to.

Neglect – Those responsible for a child/young person not ensuring that the child’s/young person’s basic needs (e.g. nutrition or hygiene) are met. This may be deliberately or inadvertently.

Adults

Physical - Physical harm to an individual’s body e.g. from hitting, restraining, burning, misuse of medication.

Emotional/Psychological - Threats, humiliation, controlling behaviour, blaming, verbal abuse, harassment, intimidation.

Sexual – Sexual relationships that an individual does not or cannot consent to.

Spiritual – using religious or spiritual beliefs to manipulate, control, or hurt another person.

Neglect – Those responsible for an individual not ensuring that the person’s basic needs (e.g. nutrition or hygiene) are met. This may be deliberately or inadvertently.

Financial – Use of an individual’s money or possessions without the individual’s permission. Includes theft, fraud, coercion and self-serving involvement in an individual’s financial affairs.

Institutional – Putting an organisation’s needs above an individual’s needs.

Modern Slavery – Individuals being forced into a life of slavery, human trafficking, domestic servitude or forced labour.

Domestic Abuse – Threats, violence and abuse between individuals who are family members or in an intimate relationship.

Self-Neglect – The individual is unable to meet their own basic needs e.g. nutrition or hygiene.

Discriminatory – Treating an individual differently due to personal traits.

APPENDIX 3

Signs & Indicators of Abuse

Children & Young People

Many of the signs that a child is being abused are the same regardless of the type of abuse. These include a child being afraid of particular places or making excuses to avoid particular people; knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development; having angry outbursts or behaving aggressively towards others; becoming withdrawn or appearing anxious, clingy or depressed; self-harming or having thoughts about suicide; showing changes in eating habits or developing eating disorders; regularly experiencing nightmares or sleep problems; regularly wetting the bed or soiling their clothes; running away or regularly going missing from home or care; not receiving adequate medical attention after injuries. These signs do not necessarily mean that a child is being abused.

Physical – If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

Emotional – Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development.

Sexual – There may be physical signs that a child has suffered sexual abuse. Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. The child may show sexualised behaviour that is inappropriate for their age.

Neglect – Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.

Adults

Physical – Untreated or unexplained injuries including cuts, bruises, burns, bites, hair loss, etc. Injuries that do not seem to be consistent with the explanation given.

Emotional/Psychological – Anxiety, depression, low self-esteem, lack of sleep, low self-confidence.

Sexual – Pain or bruising around the inner thigh, anal or breast areas. Pain or discomfort when walking or sitting. Blood-stained underwear. Unexplained STI or pregnancy.

Neglect – Malnutrition, dehydration, dirty clothes/bedding, poor hygiene, taking medication incorrectly, pressure sores.

Financial – Not having enough money for food/bills. Expenditure seeming unusually high. Missing money/possessions. Poor living conditions.

Institutional – Inflexibility. Poor staff training. Failure to use a person-centred approach. Poor standards.

Modern Slavery – Signs of other types of abuse (e.g. physical, psychological, etc.). Unable or unwilling to interact with others. Always accompanied by another person. Appearing to have no knowledge of their surroundings. Having few personal possessions.

Domestic Abuse – Often recognised by the presence of the signs of one or more other types of abuse or neglect.

Self-Neglect – Malnutrition, dehydration, dirty clothes/bedding, poor hygiene, taking medication incorrectly, pressure sores.

Discriminatory – Verbal abuse/harassment. Disrespect. Failure to use a person-centred approach. Exclusion.

These signs and indicators are not exhaustive and will vary between individuals.

APPENDIX 4

A copy of this form is available by contacting the GVC Administrator or a member of the Safeguarding Team.

Cause for Concern Form

Part 1: Record of concern about a child/adult’s safety and welfare

This form should be returned to the Safeguarding Lead once completed.

(This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible.)

Date & time of incident:	Date & time (of writing):
Your Name (print):	
Role/Job title:	
Signature:	
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(Please include as much detail in this section as possible.)</i>	
How did the concern come to light?	
Any other relevant information. Previous concerns, etc.	
Date and time of discussion with Safeguarding Lead:	

Check to make sure your report is clear to someone else reading it.

Part 2: Record of concern about a child/adult’s safety and welfare

(for use by Safeguarding Lead)

Information received by SL:	Date:	Time completed:	From whom:		
Any advice sought, if applicable:	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received:				
Initial Assessment of concern following advice:					
Action taken with reasons recorded: <i>(e.g. Referral completed, monitoring advice given to appropriate staff, etc.)</i>	Date:	Time completed:	By whom:		
	Referral:		To whom:		
	Signposting to other community resources:				
	Pastoral Care and other support from church:				
	Ongoing Monitoring:				
Parent/carer informed?	Who spoken to:	Date:	Time:	By whom:	
	Detail reason:				
Any other relevant information:					
Name of Safeguarding Lead:			Signature:		

Part 3: Overview of Actions:

No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

Check to make sure your report is clear to someone else reading it.

APPENDIX 5

A copy of this Code of Conduct is available by contacting the GVC Administrator or a member of the Safeguarding Team.

Code of Conduct

Gordano Valley Church (GVC) behaviour code for working with children, young people and adults at risk of harm

Purpose:

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children, and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people, or adults at risk of harm, you are acting in a position of trust for GVC. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety, and welfare.
- Work in a responsible, transparent and accountable way.
- Be prepared to challenge unacceptable behaviour or to be challenged.
- Listen carefully to those you are supporting.
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures).
- Seek advice from someone with greater experience when necessary.
- Work in an open environment – avoid private or unobserved situations.
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations and suspicions to the Safeguarding Lead.
- Don't make inappropriate promises particularly in relation to confidentiality.
- Do explain to the individual what you intend to do and don't delay taking action.

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns.
- Taking unnecessary risks.
- Any behaviour that is or may be perceived as threatening or abusive in any way.
- Passing on your personal and/or social media contact details and any contact that breaches GVC's Online Accounts & Activity policy.
- Developing inappropriate relationships.
- Smoking/consuming alcohol or illegal substances.
- Favouritism/exclusion – all people should be equally supported and encouraged.

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave GVC. We may also

make a referral to statutory agencies such as the police and/or the local authority children's or adult social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the Safeguarding Lead and your Line Manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

APPENDIX 6

A copy of this Self-Declaration Form is available by contacting the GVC Administrator or a member of the Safeguarding Team.

Self-Declaration Form

Self-Declaration Form for a position requiring an enhanced Disclosure.

Strictly confidential

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998, General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioner's Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope.

To: Lois Knight (Administrator)

Address: GVC, 4 Combe Road, Portishead, Bristol, BS20 6BJ

Position applied for:

Conviction history:

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/ pending prosecution?

Yes No (please tick)

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

*links can be found at www.thirtyoneeight.org/dbs-links

Police investigation

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

Yes No (please tick)

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

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

Yes No (please tick)

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

Has there ever been any cause for concern regarding your conduct with children, young people or vulnerable adults?

Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick)

If yes, please give details.

Declaration

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

I (full name) _____

of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants – www.thirtyoneeight.org/dbs-links . I understand how DBS will process my personal data and the options available to me for processing an application. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed:

Date:

Those applying for work with children and/or vulnerable adults, in positions which fall within the scope of regulated activity, please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children OR I confirm that I am not barred from working with adults at risk.

Signed:

Date:

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

LEGALESE – attached notes

The Disclosure of any offence may not prohibit employment.

As this post involves working 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).

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 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 General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

Notes - Children and Young People

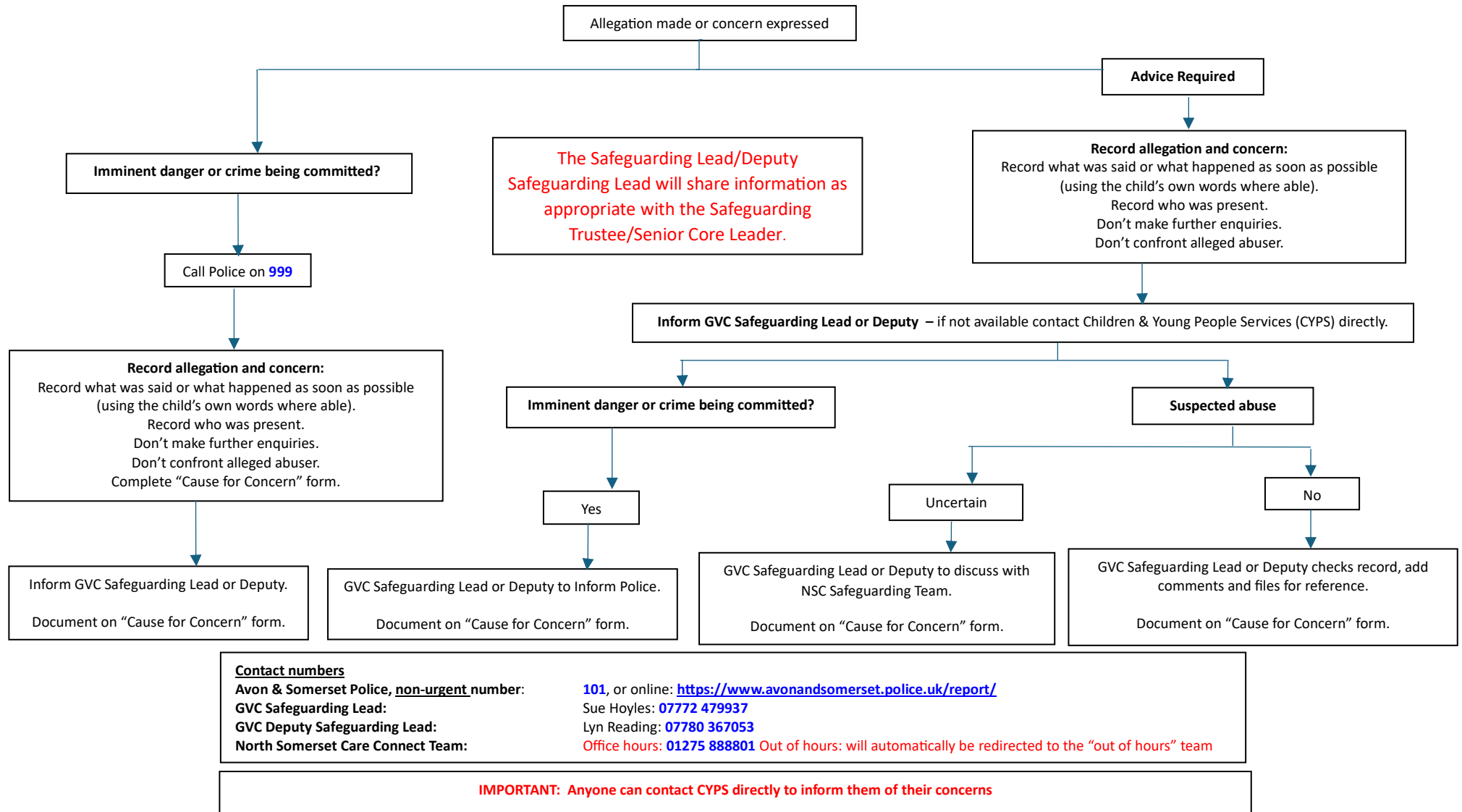
Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service, where the post falls within the scope of regulated 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 DBS offers both an enhanced check and, for those engaged in regulated activity, an enhanced with a barred list check.

DBS Eligibility from: www.thirtyoneeight.org/dbs-links

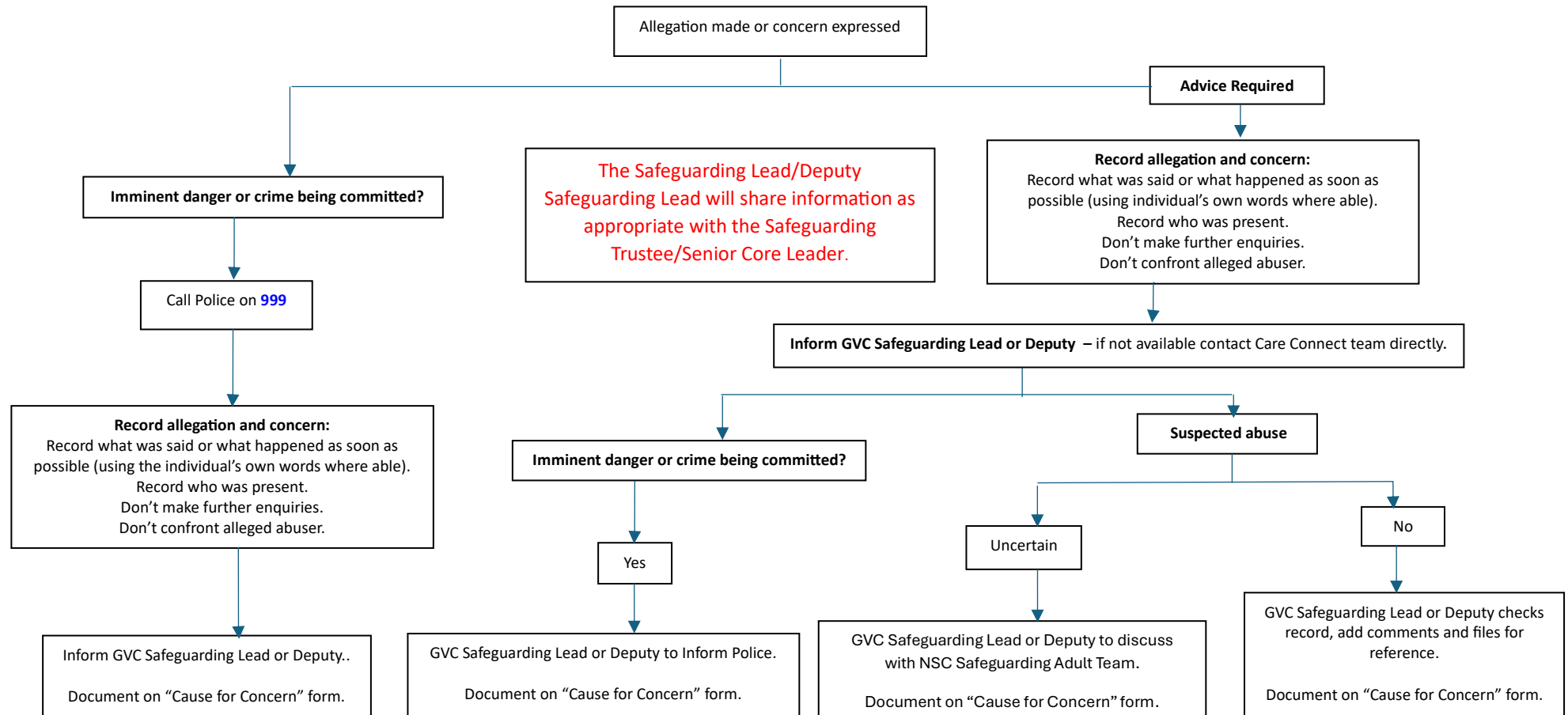
APPENDIX 7

Flowchart – GVC Safeguarding Children & Young People



APPENDIX 8

Flowchart – GVC Safeguarding Adults with Additional Care & Support Needs



Contact numbers
 Avon & Somerset Police, **non-urgent** number: **101**, or online: <https://www.avonandsomerset.police.uk/report/>
 GVC Safeguarding Lead: Sue Hoyles: **07772 479937**
 GVC Deputy Safeguarding Lead: Lyn Reading: **07780 367053**
 North Somerset Care Connect Team: Office hours **01275 888801** / Out of hours: Emergency Duty Team on **01454 615165**

IMPORTANT: An adult can contact Care Connect directly to inform them of their concerns

APPENDIX 9

Risk Assessment Form

Please contact the GVC Administrator or a member of the Safeguarding Team for a copy of this form.

APPENDIX 10

A copy of this Statement of Intent for Volunteers is available by contacting the GVC Administrator or a member of the Safeguarding Team.

Statement of Intent for Volunteers

This statement of intent forms part of the GVC Safeguarding Policy, The GVC Health & Safety Policy and the GVC Safer Recruitment Policy.

Purpose:

The Core Leaders and Trustees recognise and value the hours of volunteering given by many people within the church. This “Statement of Intent” is a way of explicitly recognising what GVC does to support each volunteer and to ensure that the experience of volunteering is mutually enjoyable, rewarding and of benefit to the volunteer and to those (children/young people/adults) whom they serve.

GVC seeks to:

- Match each volunteer’s strengths, skills, interests and aptitudes to the various needs within the church, locally and more widely.
- Help volunteers to develop their area of service for the mutual benefit of the volunteer and those (children/young people/adults) whom they serve.
- Resolve problems, grievances or difficulties associated with volunteering roles.

GVC will:

- Provide induction to the role and relevant training including Safeguarding training once the volunteering role has been agreed. Details of all church policies are available on the GVC website or via the church administrator.
- Provide regular supervision to each volunteer by a named individual for the area of service. This person is available so that volunteers can discuss any questions, ideas, problems or successes.
- Provide adequate insurance cover for volunteers whilst undertaking voluntary work approved, planned and authorised by GVC.
- Enable volunteers to claim expenses through the GVC administrator.

GVC requires the volunteer to:

- Complete a Worker Application Form to ensure appropriate details are known and recorded about each volunteer.
- Complete a Disclosure and Barring Service check if relevant to the volunteer’s role.
- Provide a certain standard and quality of service and care as set out in the Code of Conduct.
- Comply with the GVC Online Accounts & Activity Policy, the GVC Health & Safety Policy and the GVC Safeguarding Policy.
- Assess and identify risks, bringing them to the attention of the activity leader and using common sense and appropriate actions to mitigate against risks where appropriate.

This Statement of Intent is not intended to be a legally binding contract between GVC and a volunteer. No employment relationship is being set up.

APPENDIX 11

Supporting Policies & Documents

- Safer Recruitment Policy
- Risk Assessment Policy
- Bullying & Harassment Policy
- Whistleblowing Policy
- Online Accounts & Activity Policy
- Prayer & Ministry Guidelines
- Mentoring Guidelines
- Children and Technology Guidelines
- Transport Guidelines
- Cludo Club Checklist
- First Aid and Accident Reporting
- Off-site Camps and Residential Events Guidelines
- Toileting Guidelines
- Self-referring Children