

# The Free Safeguarding Policy

The policy and procedures have been divided into five sections covering CCPAS 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**

**Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse**

**Section 3. Prevention**

**Section 4. Pastoral care**

**Section 5. Practice guidelines**

**Appendix 1. Trustees' Safeguarding Statement.**

**Appendix 2. "Safeguarding is a Priority Here" Poster.**

**Appendix 3. Definitions of abuse**

**Appendix 4. Signs and symptoms of abuse**

**Appendix 5. Safe Behaviour – a guide for workers**

**Appendix 6. Policies**

**Appendix 7. Role Profiles, Application Forms and Consent Form**

# The Free Safeguarding Policy

## SECTION 1

### 1.1 Details of the place of worship / organisation

Name of Place of Worship: Frinton Free Church (known as The Free)

Address: 2-4 Connaught Avenue, Frinton on Sea, Essex, CO13 9PW

Tel No: 01255 679585 Email address: [office@frintonfree.com](mailto:office@frintonfree.com)

Membership of Denomination: The Baptist Union of Great Britain (known as BUGB)

Charity Commission Number: 1131856

Insurance Company: Public Liability Insurance through "Congregational and General PLC" Tel No: 01274 700700, policy number is RC01004322

The following is a brief description of our place of worship and the type of activities we undertake with children and adults who have care and support needs:

'The Free' is a member of the Baptist Union of Great Britain. It is in a key position in the town, and known well by the local community. We have a Senior Minister, a Youth Minister, a Lay Minister for over 55s (part time), and a full time Children's Pastor. We also have Ministry Leaders who take key responsibility for various areas of Church life. The church has a membership of over 550. All children's and youth team leaders are church members.

Youth events take place on Sundays and throughout the week in our youth room 'Number 4', and in rest of the building. The Youth Minister, Mark Massey, encourages activities both inside and outside the church building. He is actively involved with the local secondary school, Tendring Technology College, where he supports students, and takes assemblies and lessons, liaising with the staff. Activities include Sunday morning groups, and a contemporary evening service on Sundays, midweek there are interest related groups incorporating bible study and prayer, and a youth club. Every year the young people go away for a holiday.

The children's work is under the care of Lesley Sinca. On Sundays there are four age groups for children aged 0-11, which run during the 11.00 o'clock service. There are midweek groups for children, 0-4, and after school groups for infant and junior aged children. She also has family fun nights, every month, where whole families are invited. Lesley leads assemblies in local schools, takes R.E. lessons and runs a Bible lunch club. She runs "the baby and toddler rhyme time" in the local library. She also visits children in their homes.

The minister responsible for older people, Sandy Burnett, runs a very popular Wednesday morning activity called "Welcome Break". Church members volunteer to run this with her. Lunch is cooked once a month, providing vital social contact for many attendees. There are local residents with learning difficulties in supported living, who enjoy coming to the church cafe "Coffee Pot" two or three times a week. They also come to our Café Church run on Sunday mornings. There is also a craft group each week, which includes adults with care and support needs. The church is inclusive and welcomes all to its many and varied activities.

## 1.2 Our commitment

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

The policy and attached practice guidelines are based on Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS)

The Trustees undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all The Free's workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinators in their work and in any action they may need to take in order to protect children and vulnerable adults.
- the Trustees agree not to allow the document to be copied by other organisations.

## SECTION 2

# Recognising and responding appropriately to an allegation or suspicion of abuse

## 2.1 Understanding abuse and neglect

Defining child abuse or abuse against an 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 adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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.

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:

- Definitions of abuse (SEE APPENDIX 3)
- Signs and symptoms of abuse (SEE APPENDIX 4)
- Responding to concerns 2.3 – 2.8 of this document

## 2.2 Safeguarding awareness

The Trustees are 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 recognised safeguarding training on a regular basis through CCPAS.

The Trustees 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.

Workers will be asked to attend a 'Facing the Unthinkable' seminar run by CCPAS and will also be given the opportunity to attend "Safe to Grow" and "Safe to Belong" training run by the B.U.G.B. The Free will also provide in-house training for workers.

## 2.3 Responding to allegations of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

1. The person in receipt of allegations or suspicions of abuse against children should report concerns as soon as possible to Felicity Wall (thereafter called the "Safeguarding Co-ordinator") tel no: 07729684375, who is nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
2. In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the deputy, Jean Oehrich (thereafter called the "Deputy Safeguarding Co-ordinator") tel: 07729684375. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
3. Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services office telephone number (office hours) is 0345 603 7627. Ask for the consultation line to talk an issue through with a social worker. This will also put you through to the The Police Child Protection Team.

4. The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern.

5. 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 place.
6. Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
7. The Leadership will support the Safeguarding Co-ordinator/Deputies 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.
8. It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of The Free will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ 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.

## 2.4 Detailed procedures where there is a concern about a child:

### a. 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 Safeguarding Co-ordinator/Deputy will:

1. Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
2. Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
3. Seek medical help if needed urgently, informing the doctor of any suspicions.
4. For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
5. 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.

6. Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

#### **b. Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

1. Contact the Children's Social Services Department Duty Social Worker for children and families. They will NOT speak to the parent/carer or anyone else.
2. Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

### **PRACTICE GUIDANCE WHEN WORKING WITH CHILDREN/YOUNG PEOPLE**

#### **2.5 Detailed procedures where there is a concern that an adult is in need of protection:**

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, the Adults' Safeguarding Co-ordinator/Deputy will:

1. contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.
2. If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

#### **2.6 Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, 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 designated officer formerly called a Local Authority Designated Officer (LADO).

#### **2.7 Responding to allegations of abuse against adults with care and support needs**

1. The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no

further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

2. The local Adult Social Services office telephone number (AsKSAL (Ask Safeguarding Adults line)) is 03452 66 66 63. The Ask SAL helpline is a partnership project between the Essex Safeguarding Adult Board, Southend and Thurrock Safeguarding Adults Boards and Essex County Council.

## 2.8 Workers - Initial Response to a Concern or Allegation of Abuse

If there is a concern that a child, young person or adult with care and concern needs may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

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

These notes should be passed on to the safeguarding co-ordinator to assist them should the matter need to be referred to Adult or Children's Social Services or the police.

Workers need to share concerns with the co-ordinators as well as clear allegations made by, or about, children, young people and vulnerable adults. Sharing 'gut feelings' at an early stage, may assist helping those who need it.

Remember someone becoming quiet and withdrawn does not automatically mean that they are being harmed. By sharing your concern about them with your safeguarding coordinator, it will enable you to discuss ways of asking 'open questions' which may clarify their worries.

Questions such as 'you seem a bit quiet today can you tell me about it?' will enable them to talk to you (if they wish) and let them know you are interested in them. These skills can be practiced in advance including at training session.

## SECTION 3

# Prevention

## 3.1 Safe recruitment

## Recruitment Process for FreeKids and FreeYouth

Our Church Policy is that team members...

- **MUST** be a Church Member
  - **MUST** have references taken up
  - **MUST** have DBS clearance
- BEFORE** they start on the Children's or Youth team.

5 steps to appointing someone to your team

### 1. Role Profiles created for all voluntary positions

These forms are a simple pro-forma with the following information on them:

- tasks and responsibilities
- time commitment required
- name of person to whom responsible
- comply and agree with the Child Protection Policy including the DBS check
- anyone interested will first be given a Role Profile and asked to read it through and pray **BEFORE** applying to join the team.

### 2. Application Form

A simple form used for all groups, asking for contact details, address, experience and skills, church membership, references and stating that the applicant needs to have a DBS carried out.

### 3. References

We must take up 2 references for anyone working with children and young people at the Free. The can be done by post, email, or phone (with records kept at the time) These records can be managed by Sheila or Lesley. Once your applicant has filled in the application form, pass the form to Lesley or Sheila who will take up the references.

### 4. Decision to appoint

Once the person has applied and references are taken, a decision can then be taken by the group leader, together with Children's Worker, Youth Pastor, or Ministry Leader for youth. The applicant can be told the decision, pending their DBS check being suitable.

### 5. DBS

Once we have decided to appoint, we can then ask them to have a DBS check suitable to their position. A DBS check is done after a decision to appoint as it is only one part of the appointment process. Sheila will check the DBS certificate, and keep a record of it in the office.

### 6. Probationary Period

There will be a six month probationary period, and then the appointment will be confirmed, if the leaders feel the person can fulfill the role safely.

In all cases references, interviews, application form and DBS check must be completed before the workers commence their role.

### 3.2 Management of Workers – Codes of Conduct

As Trustees we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and

vulnerable adults. The Trustees undertake to follow the principles found within the Baptist Union's "Safe behaviour: A code of behaviour for workers" (See Appendix 5)

In addition to this we have a robust recruitment process for anyone coming in to paid employment within the church.

## Pastoral Care

### 4.1 Supporting those affected by abuse

The Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

The Free has a number of individuals and teams who are able to provide this support on a one to one basis and, through recognised recovery programmes. We also have access to a variety of counselling agencies both locally and nationally (SEE APPENDIX 6).

### 4.2 Working with offenders

When someone attending The Free is known to have abused children, or is known to be a risk to vulnerable adults a Minister and Safeguarding Coordinator will arrange supervision of the individual concerned and offer pastoral care, but in their safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. This supervision will be done following advice from CCPAS.

If someone who poses a risk to children, young people or vulnerable adults wants to join in with activities or become part of The Free, the Trustees will create clear policies and a code of behaviour the individual must follow. This will help protect the vulnerable and lessen the possibility of the person being wrongly suspected of abuse in the future.

If this situation were to arise, The Free will work in close liaison with the offender's probation team, the local Police and Multi Agency Public Protection Arrangements. We will be open with the offender and prepare a contract setting out the support and care to be offered. It will be tailored specifically to individual circumstances and informed ideally by risk assessments from the statutory agencies.

The contract will then be signed by a representative of The Free and the offender.

## SECTION 5

## 5.1 Practice Guidelines

As a place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

No two groups are the same or provide the same services and activities BUT every ministry which operates from The Free will follow this Safeguarding Policy for Children and Vulnerable Adults.

Details of how groups practise can be obtained from group leaders.

Within the Children's and Youth Ministry consent forms will be used for different activities.  
(SEE APPENDIX 8)

## 5.2 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 regard 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 CCPAS' safeguarding standards OR similar.

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.

The Free will display the details of the Safeguarding Coordinators on notice boards throughout the premises together with useful phone numbers.. In addition we will also promote our Safeguarding Policy by showing the "Kids Are Safe Here" DVD at services throughout the year. .

This Policy will be reviewed once a year by the Safeguarding Coordinators and Representatives from the Trustees.

Signed by: \_\_\_\_\_ Rev Ben Marlowe – Senior Minister

Date: \_\_\_\_\_



## Safeguarding Statement

The Trustees of Frinton Free Church, 'The Free', recognise the importance of its ministry with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The leadership agreed the following statement on January 13<sup>th</sup> 2016.

The Free is committed to the safeguarding of children and vulnerable adults and ensuring their well being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of The Free unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.

- Supporting the safeguarding co-ordinators in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in The Free affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

**We recognise:**

- 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 an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should 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 our agency's headquarters.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and procedures annually.** If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

**Felicity Wall**    Child Safeguarding Coordinator, and lead Safeguarding Officer

**Jean Oehrich**    Deputy Child Safeguarding Coordinator

**Ian Vygus**        Adult Safeguarding Coordinator

**June Barker**     Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the Church Office

Signed by leadership

Signed \_\_\_\_\_ (printed)\_\_\_\_\_

Date \_\_\_\_\_



### Appendix 3

## Statutory Definitions of Abuse (Children)

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. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

### What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

### Physical abuse

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

### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males, women can also commit acts of sexual abuse, as can other children.

## Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - protect a child from physical and emotional harm or danger;
  - ensure adequate supervision (including the use of inadequate care-givers); or
  - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Statutory Definitions of Abuse (Adults)

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

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

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

## Physical Abuse

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

#### Sexual Abuse

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

#### Psychological or Emotional Abuse

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

#### Financial or Material Abuse

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

#### Neglect/Self Neglect

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.

#### Organisational 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.

## Appendix 4

### 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\*
- 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

### Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

\*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.

## Appendix 4

### Signs of Possible Abuse (adults with care and support needs)

#### 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 carer
- 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
- Carers 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

### 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 plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

## Appendix 5

### Safe Behaviour – a guide for workers

## A. Overview/code of behaviour

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
  1. Invading the privacy of children or young people when they are using the toilet or shower.
  2. Rough games including contact between a leader and a child or young person.
  3. Sexually provocative games.
  4. Making sexually suggestive comments.
  5. Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
  - I. If there are insufficient leaders for groups, then internal doors should be left open.
  - II. At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should;
  - I. Assess the risk of sending child/young person home
  - II. Phone another team member and let them know the situation
  - III. Get a second trained leader as soon as possible
  - IV. Write down a record of what happened
- If a child or young person wants to talk on a one-to-one basis you should make sure that:
  - I. You try to hold the conversation in a corner of a room where other people are.
  - II. Or if you are in a room on your own, leave the door open.
  - III. Or you make sure another team member knows.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

Age group	Adult Helpers	Number of Children
2 years and under	1	3

3 years	1	4
4 to 7 years	1	8
8 years or older	1	10

- The level of personal care (eg. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

## B. Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

## C. Mentoring

If a worker is working as part of the recognised mentoring programme for the church with a young person:

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, ie. not phoning during the night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

## D. Visiting Children or Young People at Home

It is unlikely that workers will need to make a pastoral visit of children and their families at home on behalf of Lesley Sinca or Mark Massey. If a situation occurs where it is needed then it can only be done with agreement of one of the Pastors, or the Safeguarding Officer.

## E. Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non age appropriate way.

It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

## F. Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents, we will:

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (eg. medication) so that you can respond appropriately in an emergency.

## G. Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

## H. Electronic Communication

### 1) Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use.

It is not appropriate to use these communication methods with primary school aged children, 11 years and younger.

On the general consent form parents/carers sign to agree that the young person can receive such communications.

### 2) Workers' Communication with Young People

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

### 3) Email

Email is sometimes used by workers to remind young people about meetings. If email is being used workers ensure messages are in the public domain by copying each message to a pre-agreed phone number, which can accept all texts. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

4) Communicating using Instant Messaging (eg. MSN Messenger, AOL AIM, Yahoo Messenger, Facebook)

Instant messenger should be kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

5) Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid children's/young people's workers are issued with a mobile phone under a contract that provides itemised billing.
- Workers should not take photos on their personal equipment.

6) Social Networks

If a worker allows their personal site to be accessed by young people;

- It is essential that all content including photos is suitable.
- Be aware of age limits on social network sites.
- All communication should be kept in the public domain.
- Copy other workers into communication if needed to keep transparency.

7) Taking Video and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

Appendix 6

## Anti Bullying Policy

### Objectives of this policy

All children, workers, parents and carers should be aware of the anti-bullying policy within the organisation and what they should do if bullying arises. All workers should have an

understanding of what bullying is, be aware of possible signs it is happening and follow the policy when it is reported. Children and parent/carers should be assured that they will be supported when bullying is reported.

## Prevention

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

- Writing a set of group rules
- Signing a behaviour contract
- Having discussions about bullying and why it matters

## Procedures

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

## Outcomes

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

## Appendix 7

### Application Forms and Role Profiles



## Role Profile – Good News Club

**Ministry:** Good News Club is an after school club for children in Reception to year 2 held at Hamford Primary Academy.

**When:** Tuesdays (term time)

3:10pm – 4:30pm (actual club 3.20pm – 4.15pm)

**Person to whom responsible:** Lesley Sinca

### Tasks and Responsibilities:

The safety and well being of children in the group. Your duties will include setting up and clearing away, working with a small group of children, helping with actions to songs and occasionally preparing crafts. They may include telling Bible stories, leading songs and games.

### Extra requirements:

DBS (police check) before starting. Adhering to the church's Safeguarding and Health and Safety Policy at all times. Signing a school disclosure form. Application form and references will be required. Volunteers of Freekidz need to be a member of The Free or a FACT church.

If interested please contact Lesley Sinca (Children's Pastor)

Email: [lesley.sinca@frintonfree.com](mailto:lesley.sinca@frintonfree.com)

Telephone: 01255 679585

making every moment count  
to see children's lives transformed by Jesus



## Role Profile – School Assemblies

**Ministry:** Leading assemblies in local primary schools, telling Bible stories, songs, drama and interacting with the children and staff.

**When:** Various days and times during term time.

**Person to whom responsible:** Lesley Sinca

### Tasks and Responsibilities:

Duties will include telling bible stories, applying a theme in a relevant way to their ages, meeting to prepare in advance, leading a quiz, helping with drama and songs. You will need to be confident at speaking upfront to a large group of children and adults.

### Extra requirements:

DBS (police check) before starting. Adhering to the church's Safeguarding and Health and Safety Policy at all times. Application form and references will be required. Volunteers of Freekidz need to be a member of The Free or a FACT church.

If interested please contact Lesley Sinca (Children's Pastor)

Email: [lesley.sinca@frintonfree.com](mailto:lesley.sinca@frintonfree.com)

Telephone: 01255 679585

making every moment count  
to see children's lives transformed by Jesus



### Role Profile – Zoom

**Ministry:** Zoom is for children in school years Reception to year 3

**When:** Thursdays (term time)

4:30pm – 6:15pm (actual club 5 - 6pm)

**Person to whom responsible:** Lesley Sinca

#### Tasks and Responsibilities:

The safety and well being of children in the group. Your duties may include preparing and leading games, crafts, puppets, songs, telling of bible stories, small group work and supporting other team members.

#### Extra requirements:

DBS (police check) before starting. Adhering to the church's Safeguarding and Health and Safety Policy at all times. Application form and references will be required. Volunteers of Freekidz need to be a member of The Free or a FACT church.

If interested please contact Lesley Sinca (Children's Pastor)

Email: [lesley.sinca@frintonfree.com](mailto:lesley.sinca@frintonfree.com)

Telephone: 01255 679585

**making every moment count**  
to see children's lives transformed by Jesus



## Role Profile – The Rock

**Ministry:** The Rock is for children in school years 4 - 6

**When:** Fridays (term time)

4:30pm – 6:45pm (actual club 5 – 6:30pm)

**Person to whom responsible:** Lesley Sinca

### Tasks and Responsibilities:

The safety and well being of children in the group. Your duties may include setting up and clearing away. Preparing and leading a bible discussion, interacting with the children whilst playing video consoles, crafts and board games. To support other team members.

### Extra requirements:

DBS (police check) before starting. Adhering to the church's Safeguarding and Health and Safety Policy at all times. Application form and references will be required. Volunteers of Freekidz need to be a member of The Free or a FACT church.

If interested please contact Lesley Sinca (Children's Pastor)

Email: [lesley.sinca@frintonfree.com](mailto:lesley.sinca@frintonfree.com)

Telephone: 01255 679585

**making every moment count**  
**to see children's lives transformed by Jesus**



### Role Profile – Jelly Tots

**Ministry:** Jelly Tots is for children from birth to 4 years old

**When:** Fridays (term time)

9:30am – 12:15pm (actual club 10:30am – 11:45am)

**Person to whom responsible:** Lesley Sinca

#### Tasks and Responsibilities:

The safety and well being of children in the group. Your duties will include setting up and clearing away, chatting to parents/carers and playing with the children. It may include helping with serving refreshments, assisting on the craft table, with puppets, the song time and supporting other team members.

#### Extra requirements:

DBS (police check) before starting. Adhering to the church's Safeguarding and Health and Safety Policy at all times. Application form and references will be required. Volunteers of Freekidz need to be a member of The Free or a FACT church.

If interested please contact Lesley Sinca (Children's Pastor)

Email: [lesley.sinca@frintonfree.com](mailto:lesley.sinca@frintonfree.com)

Telephone: 01255 679585

making every moment count  
to see children's lives transformed by Jesus



## Role Profile – Family Night

**Ministry:** Family night is for the whole family including a hot meal, bible stories and activities aimed at toddler and primary school age.

**When:** Every third Thursday of each month during term time

4:30pm – 7pm (actual event 5pm – 6:45pm)

**Person to whom responsible:** Lesley Sinca

### Tasks and Responsibilities:

Duties will include setting up and clearing away, building friendships with parents and children. Duties may include overseeing an activity based on the bible story, telling the bible story, leading a quiz, helping with drama and songs.

### Extra requirements:

DBS (police check) before starting. Adhering to the church's Safeguarding and Health and Safety Policy at all times. Application form and references will be required. Volunteers of Freekidz need to be a member of The Free or a FACT church.

If interested please contact Lesley Sinca (Children's Pastor)

Email: [lesley.sinca@frintonfree.com](mailto:lesley.sinca@frintonfree.com)

Telephone: 01255 679585

making every moment count

to see children's lives



transformed by Jesus

## Role Profile – The Den

**Ministry:** The Den is for children in school years 1 and 2

**When:** Sunday mornings

10:30-12:45

**Person to whom responsible:** Ruth Carter

### Tasks and Responsibilities:

The safety and well being of children in the group. Your duties may include preparing and leading games, crafts, songs, telling of bible stories and supporting other team members.

### Extra requirements:

DBS (police check) before starting. Adhering to the church's Safeguarding and Health and Safety Policy at all times. Application form and references will be required. Volunteers of Freekidz need to be a member of The Free or a FACT church.

If interested please contact Lesley Sinca (Children's Pastor)

Email: [lesley.sinca@frintonfree.com](mailto:lesley.sinca@frintonfree.com)

Telephone: 01255 679585

**making every moment count**  
**to see children's lives transformed by Jesus**



### Role Profile - Creche

**Ministry:** Creche is for children from birth to 2 ½ years old

**When:** Sunday mornings (rota based)

10:30-12:45

**Person to whom responsible:** Corinne Storey

#### **Tasks and Responsibilities:**

The safety and well being of children in the group. Your duties will include setting up and clearing away, playing with the children and supporting other team members. It may include personal care e.g. changing nappies.

#### **Extra requirements:**

DBS (police check) before starting. Adhering to the church's Safeguarding and Health and Safety Policy at all times. Application form and references will be required. Volunteers of Freekidz need to be a member of The Free or a FACT church.

If interested please contact Lesley Sinca (Children's Pastor)

Email: [lesley.sinca@frintonfree.com](mailto:lesley.sinca@frintonfree.com)

Telephone: 01255 679585

**making every moment count**  
**to see children's lives transformed by Jesus**



### Role Profile – The Ark

**Ministry:** The Ark is for children aged 2 ½ – Reception

**When:** Sunday mornings (rota based)

10:45-12:45

**Person to whom responsible:** Clare Thurston

#### **Tasks and Responsibilities:**

The safety and well being of children in the group. Your duties may include preparing and leading games, crafts, songs, telling of bible stories and supporting other team members.

#### **Extra requirements:**

DBS (police check) before starting. Adhering to the church's Safeguarding and Health and Safety Policy at all times. Application form and references will be required. Volunteers of Freekidz need to be a member of The Free or a FACT church.

If interested please contact Lesley Sinca (Children's Pastor)

Email: [lesley.sinca@frintonfree.com](mailto:lesley.sinca@frintonfree.com)

Telephone: 01255 679585

**making every moment count**  
**to see children's lives transformed by Jesus**



### Role Profile - Wildside

**Ministry:** Wildside is for children in school years 3-6

**When:** Sunday mornings (rota based)

10:30-12:45

**Person to whom responsible:** Lesley Sinca

#### Tasks and Responsibilities:

The safety and well being of children in the group. Your duties may include preparing and leading games, crafts, worship, teaching in small groups and supporting other team members.

#### Extra requirements:

DBS (police check) before starting. Adhering to the church's Safeguarding and Health and Safety Policy at all times. Application form and references will be required. Volunteers of Freekidz need to be a member of The Free or a FACT church.

If interested please contact Lesley Sinca (Children's Pastor)

Email: [lesley.sinca@frintonfree.com](mailto:lesley.sinca@frintonfree.com)

Telephone: 01255 679585

**making every moment count**  
**to see children's lives transformed by Jesus**

#### Appendix 7

## General Information and Consent Form (for children and young people)



Group: \_\_\_\_\_

Full name of child/young person \_\_\_\_\_ Date of Birth:  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Name of GP: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

NHS No: \_\_\_\_\_ Date of last anti-tetanus injection: \_\_\_\_\_

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

\_\_\_\_\_ Name of parent /carer  
\_\_\_\_\_

Tel no: Day \_\_\_\_\_ Eve \_\_\_\_\_ Mobile \_\_\_\_\_ Additional contact  
(grandparent etc or other holding parental responsibility)

Name \_\_\_\_\_ Tel no: \_\_\_\_\_

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

Name(s): \_\_\_\_\_ Tel no: \_\_\_\_\_

Address: \_\_\_\_\_

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

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment

by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance from the parent/carer:

1. All necessary information concerning the child/young person's health, allergies, medication etc.
2. Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

### Communicating with children & young people

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

I give permission for my child and the youth/children's workers to communicate using

telephone, mobile, email, or internet for the purpose of arranging children/youth activities.  
(Please delete forms of communication you don't want your child contacted by)

Signed: (parent/or adult with parental responsibility)

\_\_\_\_\_

Date: \_\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent ( NB This may not include a foster carer).

## Application Forms

## Free Kidz Application Form

Full Name: \_\_\_\_\_

Maiden/Former Name(s): \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_

Evening Tel: \_\_\_\_\_

Email address: \_\_\_\_\_

Please give brief details of *how* and *why* you became a Christian.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been involved in working with children or young people before?  
Please give some details here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give details of any skills, talents or training which you think would be helpful within the FreeKidz Ministry.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which area(s) of FreeKidz Ministry would you be interested in helping?

\_\_\_\_\_  
\_\_\_\_\_

Have you ever had an offer to work with children, young people or vulnerable adults declined? YES NO (Please delete)

If yes, please give details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been DBS checked by Frinton Free Church? YES/NO (Please delete)  
If no, you will be asked to do this by the FreeKidz Team Leader.

Sign:

I confirm that the information contained in this form is accurate and correct.

\_\_\_\_\_ Date \_\_\_\_\_

Please now fill in referee details on the back...

# Free Youth Application Form

Full Name: \_\_\_\_\_

Maiden/Former Name(s): \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_

Evening Tel: \_\_\_\_\_

Email address: \_\_\_\_\_

Please give brief details of *how* and *why* you became a Christian.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been involved in working with children or young people before?  
Please give some details here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give details of any skills, talents or training which you think would be helpful within the FreeYouth Ministry.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which area(s) of FreeYouth Ministry would you be interested in helping?

\_\_\_\_\_  
\_\_\_\_\_

Have you ever had an offer to work with children, young people or vulnerable adults declined? YES NO (Please delete)

If yes, please give details  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been DBS checked by Frinton Free Church? YES/NO (Please delete)  
If no, you will be asked to do this by the FreeYouth Team Leader.

Sign:  
I confirm that the information contained in this form is accurate and correct.

\_\_\_\_\_ Date \_\_\_\_\_

Please now fill in referee details on the back...

## Request for Reference



Dear

Request for a reference for (NAME)

(NAME) has recently applied to join the Childrens/Youth Team at Frinton Free Church as a volunteer and has given your name as a referee.

Please could you answer three questions for us?

1. In what capacity do you know the volunteer named above?
2. How long have you know the volunteer named above?
3. This role will involve working with children/young people under the age of 18. To your knowledge is there anything about the volunteers past behaviour, character or attitude that gives you any cause for concern about their suitability to work with children or young people?

We are very grateful for you taking the time to supply this reference and appreciate your prompt reply.

Yours truly,

