



Policy Revision Implemented On 06/09/2015

Safeguarding Officers for Woodside Church

Name: Timothy Green      Signature \_\_\_\_\_ Church Elder

Name: Sarah Massih      Signature \_\_\_\_\_ Trustee

Name: Adam Haywood      Signature \_\_\_\_\_ Church Pastor

Policy Review Date 01/09/2017

This policy is based on a model child protection policy supplied by the Churches' Child Protection Advisory Service. A copy of the policy and all amendments will be filed with CCPAS. This policy must not be copied by other churches/organisations without the written agreement of CCPAS.

## Church Details

Woodside Church (hereafter, “The Church”)

Woodside Christian Centre, Dover Crescent, Bedford, MK41 8QH

Woodside Church is a member of the Evangelical Alliance and works in association with Newfrontiers. Registered charity name The Woodside Church Trust, Registered no 1079669.

## Church Statement

The church has a growing ministry with children, young people and vulnerable adults. The Leadership Team (hereafter, “the LT”) takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the church’s care.

## Church Mission

As part of the mission, the LT is committed to:

- Listening to, relating effectively and valuing children, young people and vulnerable adults whilst ensuring their protection within church activities.
- Encouraging and supporting parents/carers
- Ensuring that all workers are given support and training
- Having a system for dealing with concerns about possible abuse
- Maintaining good links with the statutory child care authorities

## Areas Of Policy

The LT recognises that many children, young people and vulnerable adults today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly, the LT has adopted the policy contained in this document, (hereafter “the policy”). The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against leaders or members of the church
- Appointing all workers
- Supervision of activities and practice issues
- Helping victims of abuse
- Working with offenders

The LT recognises the need to build constructive links with the safeguarding agencies. Accordingly, these guidelines have been prepared in consultation with the Churches Child Protection Advisory Service, (CCPAS) who hold a copy of this policy.

The local Social Services office telephone number between 9.00am and 5.00pm is 01234 223599, the out of hours number known as the Emergency Duty Team is 0870 2385465.

The content of the policy has formed the basis of training for all children, youth and vulnerable adult workers in the church. The LT is committed to an on-going training programme for all such workers.

## **Definitions of Abuse**

### Definitions of Abuse

There are four types of child abuse. They are defined in the UK Government guidance 'Keeping Children Safe in Education' (2015) as follows:

#### **1. Physical abuse**

#### **2. Emotional abuse**

#### **3. Sexual abuse**

#### **4. Neglect**

**Bullying** is not defined as a form of abuse in Working Together but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse. For this reason it has been included in this fact sheet.

#### **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 cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **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 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.

### ***Bullying***

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

(A person may suffer more than one category of abuse).

## **Recognising And Responding To Abuse**

Everybody who works with children and vulnerable adults should be able to recognise, and know how to act upon, indicators that a person's welfare or safety may be at risk. Recognising abuse is not easy, even for individuals who have experience of working in this area as there can be various explanations for the possible indicators of abuse. Any concerns should be immediately discussed with the relevant person who will be able to assess the situation. Warning signs, which may alert you to the possibility of abuse, can include visual indicators, behavioural indicators, verbal indicators or a combination of all three.

**The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.**

- **Possible Signs Of Physical Abuse**
  - Any injuries not consistent with the explanation given for them; a none willingness by the person, parent or carer to discuss the injuries; or a deliberate attempt to hide injuries.
  - Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
  - Injuries which have not received medical attention
  - Reluctance to change for, or participate in, games or swimming
  - Repeated urinary infections or unexplained tummy pains
  - Bruises, bites, burns, fractures, etc, which do not have an accidental explanation
  - Cuts/scratches
  - Substance abuse
  - Physical signs of being subject to punishment.
- **Possible Signs Of Neglect**
  - Loss of weight without a medical explanation.
  - An inappropriately dressed or ill kept child or vulnerable adult
  - Poor personal hygiene
  - Constant hunger or an unusually large appetite.
  - Lack of assistance with eating or drinking where it is required
  - Untreated medical conditions
  - Constant tiredness
  - Compulsive scavenging
- **Indicators Of Possible Sexual Abuse**
  - Any allegations made by a person concerning sexual abuse
  - Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour (specific to children), or who regularly engages in age-inappropriate sexual play
  - Sexual activity through words, play or drawing
  - Child or vulnerable adult 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 however, the content does not necessarily have to be of a sexual nature.
  - Eating disorders – anorexia, bulimia
  - Bed wetting and/or soiling.
  - Urinary Tract Infections.
- **Possible Signs Of Emotional Abuse**
    - Changes or regression in mood or behaviour, particularly where a person withdraws or becomes clinging. Also depression/aggression, extreme anxiety, or displaying severe tantrums.
    - 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 from home, attempted suicides, self-inflicted injuries.
    - Stealing, lying.
    - Self-deprecating remarks, an inability to accept praise.

## **What To Do If You Suspect That Abuse May Have Occurred**

1. You must report concerns **as soon as possible** to your team leader, who will refer to, in then first instance to Adam Haywood - hereafter the “Co-ordinator” (01234 272022 / 07710849425) who is nominated by the LT to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. He may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. In the absence of Adam Haywood the matter should be brought to the attention of either of the two other Safeguarding leads (Sarah Masih - 07940582948 and Tim Green- 07899940706).
  2. If the concern is considered to be of a serious nature, then the Safeguarding lead will contact the Multi Agency Support Hub (MASH) on 01234 718700 (office hours) or ring 0300 300 8123 (out of hours). In an emergency, then the police will be contacted on 999.
  3. If the suspicions in any way involve Adam Haywood, then the report should be made to Tim Green or Sarah Masih. If the suspicions in any way implicate the Co-ordinator and one of the Safeguarding leads, then a report should be made to the other Safeguarding lead, but if the suspicions implicate all three then the report should be made to Martin Tibbert.
  4. In the case that the Co-ordinator and the Safeguarding leads are unavailable, the LT have nominated Martin Tibbert (as overseeing elder).
  5. Suspicions will not be discussed with anyone other than those nominated above.
  6. Although we hope that members of the church will use this procedure, it is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS (CCPAS, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 1204550 or 0845 1204551). In the event that you cannot get in contact with CCPAS contact Social Services on 01234 223599.
- 7.** If, however, you feel that the Co-ordinator or Safeguarding leads, has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective protection for both children and vulnerable adults.

## **Allegations Of Physical Injury Or Neglect to a CHILD**

If a child has a physical injury or symptom of neglect, the Co-ordinator will:

1. Contact Social Services - Multi Agency Support Hub (MASH) on 01234 718700 (office hours) or ring 0300 300 8123 (out of hours) or in an emergency, then the police will be contacted on 999.

2. (or CCPAS) for advice in cases of deliberate injury or where concerned about the child's safety. The parents should **not** be informed by the church/organisation in these circumstances.
3. Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.
4. **In other circumstances** speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, (or health visitor) will then initiate further action, if necessary.
5. If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
6. Where the parent/carer is unwilling to seek help, if appropriate, the church Co-ordinator will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.
7. Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

## **Allegations Of Physical Injury Or Neglect to a VULNERABLE ADULT**

If a vulnerable adult has a physical injury or symptom of neglect, the Co-ordinator will:

8. Contact Adult Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the vulnerable adults safety. The carer should **not** be informed by the church/organisation in these circumstances.
9. Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.
10. **In other circumstances** speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, (or health visitor) will then initiate further action, if necessary.
11. If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
12. Where the parent/carer is unwilling to seek help, if appropriate, the church Co-ordinator will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.
13. Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

## **Allegations Of Sexual Abuse**

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

1. Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The Co-ordinator will **NOT** speak to the parent (or anyone else).
2. If, for any reason, the Co-ordinator is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
3. Under no circumstances will the Co-ordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
4. Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or safeguarding leads should not delay referral to the Social Services Department.
5. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Safeguarding leads, as to the appropriateness of a referral to the Social Services

Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.

6. The LT will support the Co-ordinator or Safeguarding leads in their role, 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.

## **How To Respond To A Child Wanting To Talk About Abuse**

It is not easy to give precise guidance, but the following may help:

### **General Points**

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

### **• Helpful Things You May Say Or Show**

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

### **• Don't Say**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

### **• Concluding**

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the Co-ordinator or in his absence the deputy. In the event that they are unavailable contact an agency such as CCPAS for advice or go directly to Social Services/Police
- Consider your own feelings and seek pastoral support if needed

## **What To Do Once A Child Has Talked To You About Abuse:**

### **The Procedure**

1. Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently. (Use form 8). Concern sheets are available from all team leaders.

2. Report your discussion, passing any notes over as soon as possible to the Co-ordinator. Notes will then be centrally kept locked away in the allocated filing cabinet in the main office. If the coordinator is implicated, report to either safeguarding leads. If all are implicated, report to Martin Tibbert or CCPAS or to Social Services if preferred.
3. You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
4. Once a child has talked about abuse the worker/co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.

### **Working With Offenders**

Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the LT in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep.

At least two members of the LT will meet with the person and establish boundaries for the conduct of the individual laid down in a signed contract (Appendix 2).

### **Helping Victims Of Abuse**

The Church is committed to supporting victims of abuse, and encouraging them in their faith

### **Appointment Of Workers**

In appointing workers, the Church will be responsible for the following:

1. Workers applying for a paid and/or full time position will be required to complete a full application form (Form 2), and a DBS (Disclosure and Barring Service) form. Workers will be appointed after an appropriate interview, selection procedure and DBS clearance. Full time staff will be interviewed by Pastoral Staff and/or Elders in conjunction with the Youth or Children's leader.
2. Workers who are applying for or are invited to work in a voluntary capacity will be required to complete a DBS check, a Volunteer's Application Form (Form 1). Volunteers will be interviewed by the Youth or Children's Leader and another member of the team. The Youth or Children's Leader will also refer to the applicant's Discipleship Group Leader (if appropriate) and the pastoral team for their comments. For volunteers from outside the Church e.g. in Playpeople, references should be obtained from their church leader if appropriate, or from an independent referee.
3. An interview for volunteers can be informal, but should include discussion of some items not on the volunteer's application form:
  - a. Christian background and experience
  - b. Previous experience of working with children
  - c. Any medical conditions which may affect work with children.
4. The process to obtain clearance from the DBS for any new member of paid and/or full time staff or volunteers will be completed before the applicant is appointed
5. If a worker has DBS clearance elsewhere they will be required to bring in their certificate. If they are registered online Woodside Church will re-check their clearance using the online update service.
6. If a worker has a DBS clearance certificate printed before June 2013, they will be required to reprocess the clearance through Woodside.
7. Once a worker has a DBS clearance they will be rechecked every three years either using the online service or by full paper method.



8. Parents who are accompanying their own children in church organised children's activities do not need to go through the appointment process. However, if the parent's role in the activity changes, e.g. taking another child to the toilet, or helping another child in an activity, then the appointment process must be undertaken.
9. Any volunteers under 16 years old will not be required to complete the DBS form, or a Voluntary Disclosure Form, or be processed through the DBS. However, record will be kept of their 16th birthday, when they will have to complete the forms, and be processed with a DBS. Permission to volunteer must also be obtained from their parents or guardians.
10. When a volunteer comes from overseas, references will be required prior to them working from the sending church for both character and suitability for working with children. Where the volunteer comes from a country that has its own DBS scheme we will endeavour to do a check in the usual way. Where a DBS check is not possible, the volunteer will be able to work with children and young people but only on a supervised basis.
11. The criteria for NOT appointing children's workers are:-  
Known convicted offender who has committed acts of violence against children or sexual offences against children or adults should, in our view, never work with children. This includes ANY activity connected with children, for example driving a minibus, serving refreshments or operating technical equipment.  
  
This is in the interests of children and the person who has offended in the past. They might have accepted responsibility for their previous acts, be genuinely repentant, and have responded positively to a programme of help, but it would be completely unacceptable to place children in a situation where there is a known risk – ie the abuser could succumb to temptation and re-abuse.
12. Employed workers will be given a contract on appointment.
13. Children's workers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline. Guidelines for discipline whilst doing children's work can be found in appendix 2.
14. The appointment process of workers will be reviewed on a regular basis.
15. This will be done annually at the child protection team meeting.

### **Arrangements For Supervision Of Group/Children's Activities**

All the young people and children's groups use these guidelines to help protect workers and young people/children in their activities both in and out of Woodside Christian Centre.

1. Parents are informed of the activities that each group run. A registration form is completed by parents giving consent for the child/young person to participate in the normal activities of group attended (Form 3). Parental consent forms are required for every additional activity or event outside of the normal activity of the group attended (Form 5).
2. The Church will endeavour to always have two leaders supervising its groups, and aims to maintain the following minimum adult : child ratio within its children and young people groups. Where possible both male and female leaders should be present.

The following table shows recommended adult to child ratios. These are partially based on Ofsted guidelines and would be suitable for most organisations working with children and young people:

Child's age	Amount of adults	Amount of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8

Child's age	Amount of adults	Amount of children
13-18	1	10

3. A register of attendance for the young people and children is kept for each activity.
4. No children or young people are left without adult supervision.
5. Workers should not be alone in a private place with a child or young person.
6. Adult visitors attend with the permission of the group leader and are only permitted to supervise their own child or young person.
7. Children should only be taken to the toilet by an adult, where possible this person should be the same gender as the child.
8. Where nappies need changing the parents of the child will be found.
9. A logbook is kept recording unusual and difficult incidents.
10. Accidents are recorded in an accident book, situated behind the desk at reception, along side the first aid box.
11. Permission must be sought and received from parents of young people who are receiving discipling or counselling from a Youth Leader.
12. Permission must be sought and gained from the parents of any person under 18 years (including junior leaders) who may need to be contacted directly by mobile phone or email.
13. When communicating about church related activities through computer technology only two sources will be used; Facebook and what's app. Parents will be encouraged to join these online groups to keep up to date with activities.
14. On occasions where online ICT use is needed for the running of a group, under 18's use will be supervised.
15. Discipline of children during children's work is carried out using the guidelines outlined in Appendix 2.

### **Use Of Building By Outside Organisations**

Woodside Church occasionally permits the use of the building by other churches or organisations for work with children or young people under the age of sixteen. Permission will be granted at the discretion of the elders. A copy of the organisations safeguarding policy will need to be obtained before permission is granted.

### **Training**

Woodside Church will aim to train all paid and volunteer workers on child protection. Central training will be available every year. Between this date, new workers or volunteers who missed the annual training will be offered training in May.

**Last central annual training – October 2014**

**Last interim training – May 2014**

**Next Training– 4th October 2015**

## **Reference**

This policy is prepared following the principles set out in the Home Office publications Safe from Harm: A code of practice for safeguarding the welfare of children in voluntary organisations in England and Wales and Caring for young people and the vulnerable: Guidance for preventing abuse of trust.

Copies of these publications and this policy document can be obtained from the Church office.

### **APPENDIX 1 (This has now been omitted)**

### **APPENDIX 2**

#### **GUIDELINES FOR DISCIPLINE FOR CHURCH WORKERS CARING FOR CHILDREN AND YOUNG PEOPLE**

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-12 and Proverbs 22:6)

Ask God for wisdom, discernment and understanding and pray for the child.

Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.

Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.

Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy.

Be consistent in what you say and ensure that other team members know what you have said - this avoids manipulation.

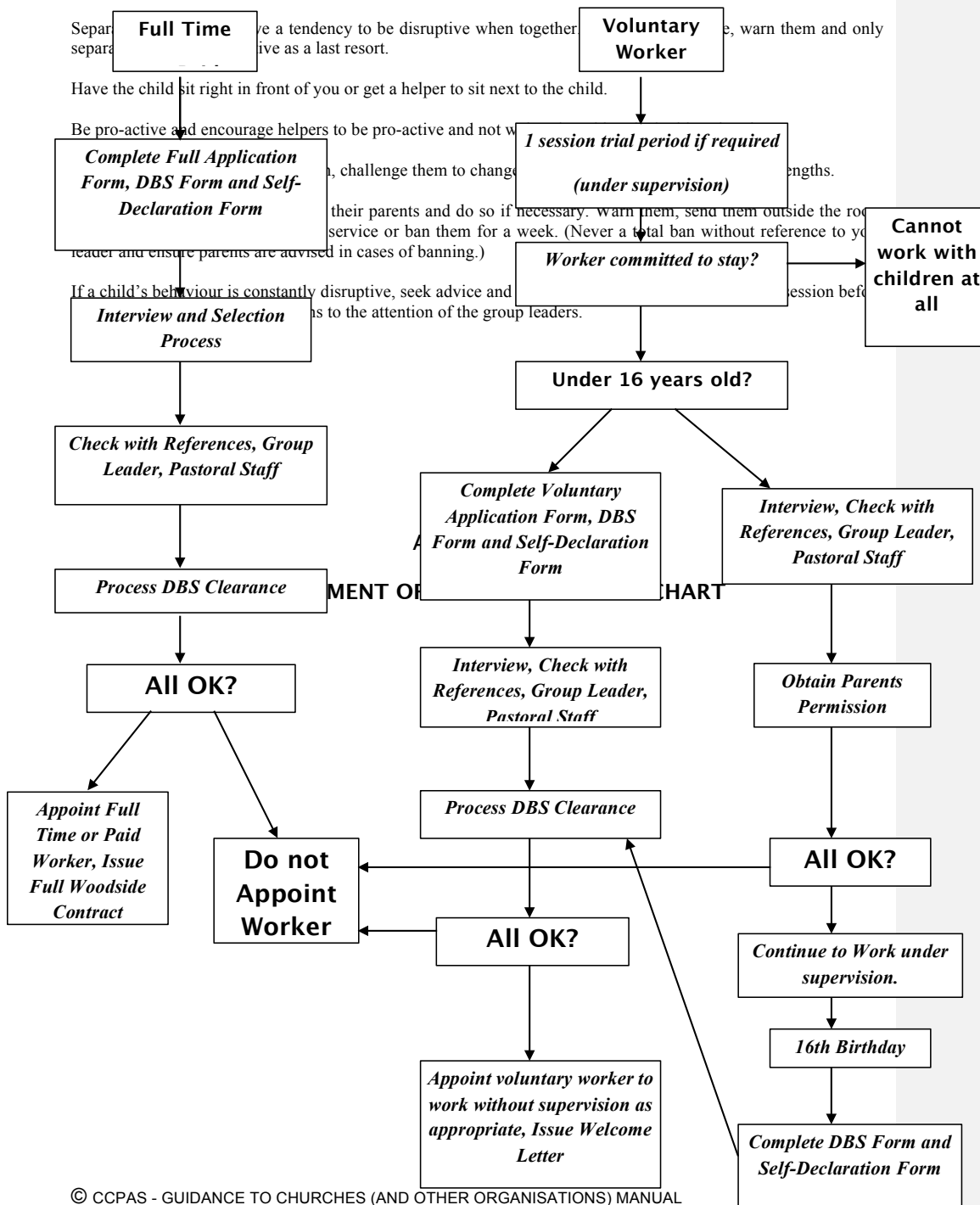
Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?

NEVER smack or hit a child and don't shout – change voice tone if necessary.

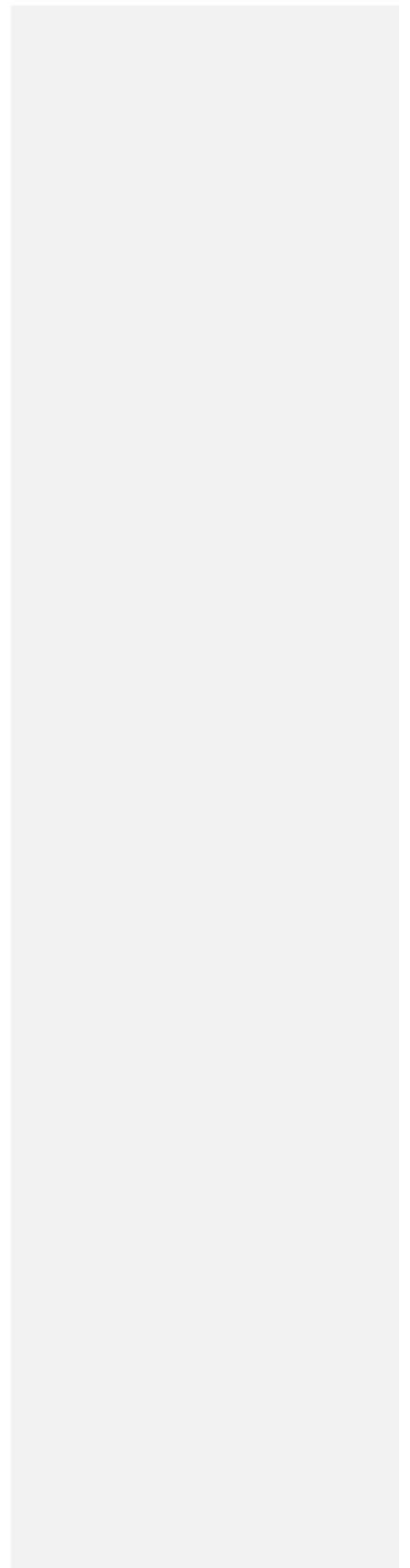
Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)

Lay down ground rules e.g. no swearing, racism or bullying, a respect for property, and make sure the children understand what action will be taken if not kept.

Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.



**FORM 1**



**Woodside Church – Woodside Christian Centre**

**APPLICATION FORM FOR VOLUNTARY WORK WITH CHILDREN,  
YOUNG PEOPLE AND VULNERABLE ADULTS**

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the church/centre, unless requested by an appropriate authority.

**1. Personal Details**

We may need to see birth/marriage certificates to check names.

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

Maiden/All former Name(s) \_\_\_\_\_

Date and place of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_

City/County \_\_\_\_\_

Postal Code \_\_\_\_\_

Daytime Telephone No. \_\_\_\_\_ Mobile Telephone No. \_\_\_\_\_

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

**2. Medical Conditions**

Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people? YES NO (Please tick)

If yes, please give details.

\_\_\_\_\_

**3. Experience**

Please give a brief description of any previous experience of working with children, young people or vulnerable adults

\_\_\_\_\_

\_\_\_\_\_

Please confirm that you understand and agree to a Disclosure check, should we wish to appoint you to a post involving working with vulnerable adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the Self-Declaration Form to the Recruiter in a separate sealed envelope.

Signed: ..... Date: .....

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all the appropriate Acts in relation to Criminal Record Disclosures (see Self-Declaration Form).

**FORM 2**

**Woodside Church – Woodside Christian Centre**

**APPLICATION FORM FOR PAID/FULL TIME WORK WITH CHILDREN,  
YOUNG PEOPLE AND VULNERABLE ADULTS**

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the church/centre, unless requested by an appropriate authority.

**1. Personal Details**

We may need to see birth/marriage certificates to check names.

Full Name \_\_\_\_\_  
Maiden/All former Name(s) \_\_\_\_\_  
Date and place of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
Address \_\_\_\_\_  
Town \_\_\_\_\_  
City/County \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Daytime Telephone No. \_\_\_\_\_ Mobile Telephone No. \_\_\_\_\_  
Email Address: \_\_\_\_\_

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

If less than 3 years, please give previous address(es) with dates

From/To \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_  
Previous Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Town \_\_\_\_\_  
City/County \_\_\_\_\_  
Postal Code \_\_\_\_\_  
From/To \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_  
Previous Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Town \_\_\_\_\_

Adam Haywood 15/9/2015 15:08  
**Comment [1]:**  
Do you think is needed? Seems a little unnecessary.

City/County \_\_\_\_\_

Postal Code \_\_\_\_\_

Please tell us about your Christian experience (i.e. how long have you been a Christian, which Church(es) have you attended and dates, name of minister/leader, any activities undertaken.)

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Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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Have you ever had an offer to work with children/young people declined?  
YES NO (Please tick)

If yes, please give details

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Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people? YES NO (Please tick)

If yes, please give details.

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## 2. Employment History

Please tell us about your past and current employers in the table below.

Employers Name & Address	Employed From (Date)	Employed To (Date)	Job Title & Description of Duties	Reason for Leaving




**3. References**

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary.

Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_

City/County \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone No \_\_\_\_\_

Role \_\_\_\_\_

Place of Worship - Leader/Line Manager

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

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

Telephone No: \_\_\_\_\_

Please would you complete the attached Self-Declaration Form, place it in a sealed envelope and address it to Woodside Child Protection Co-ordinator, with whom you are welcome to discuss any aspects of this procedure.

Please confirm that you understand and agree to a Disclosure check, should we wish to appoint you to a post involving working with vulnerable adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the Self-Declaration Form to the Recruiter in a separate sealed envelope.

Signed: ..... Date: .....

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all the appropriate Acts in relation to Criminal Record Disclosures (see Self-Declaration Form).

Adam Haywood 15/9/2015 15:10

**Comment [2]:**  
If all aspects of children's work are covered by a DBS, I'm not convinced this is necessary.

**FORM 3**

**WOODSIDE CHURCH GENERAL INFORMATION AND CONSENT**

Group \_\_\_\_\_

Full name of child/young person \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

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 adult the child/young person lives with: \_\_\_\_\_

Telephone number Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Name of additional contact (grandparent etc or other holding parental responsibility)

\_\_\_\_\_ Telephone number \_\_\_\_\_

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

Names \_\_\_\_\_

Address(es) \_\_\_\_\_

\_\_\_\_\_

Telephone number(s) \_\_\_\_\_

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 church 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.

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic

YES NO (Please tick)

Signed (parent/or adult with parental responsibility) \_\_\_\_\_

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.

**FORM 4**

**WOODSIDE CHURCH RESIDENTIAL ACTIVITY HEALTH INFORMATION AND CONSENT FORM**

Name of Group \_\_\_\_\_

Activity Location and Dates \_\_\_\_\_

To be signed by Parent/Carer

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of Doctor \_\_\_\_\_

Doctors Tel No \_\_\_\_\_

Address where I can be contacted including phone no. (If different from above)  
\_\_\_\_\_

Details of any illness about which the leaders should be aware.  
\_\_\_\_\_  
\_\_\_\_\_

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day)  
\_\_\_\_\_  
\_\_\_\_\_

Details of any allergies or special diet  
\_\_\_\_\_

Signed \_\_\_\_\_

**PARENTAL CONSENT**

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic

YES NO (Please tick)

Signed (parent/or adult with parental responsibility) \_\_\_\_\_

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.

**FORM 5**

**WOODSIDE CHURCH ACTIVITIES AND DAY VISITS CONSENT FORM**

Name of Group \_\_\_\_\_

Proposed Visit or Activity \_\_\_\_\_

Date \_\_\_\_\_

Venue/Destination \_\_\_\_\_

Departure place and time \_\_\_\_\_

Return place and time \_\_\_\_\_

Cost (Cheques Payable to Woodside Church) \_\_\_\_\_

Transport arrangements \_\_\_\_\_

Items to be brought (coat, swimming kit, packed lunch, money etc)  
\_\_\_\_\_  
\_\_\_\_\_

Please return the reply slip by \_\_\_\_\_ To \_\_\_\_\_

**Reply Slip**

**One form per person**

Full name of child/young person \_\_\_\_\_

Address \_\_\_\_\_

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity

\_\_\_\_\_

Telephone number for emergencies

Day: \_\_\_\_\_ Evening: \_\_\_\_\_



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Name of Person Contacted: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Notes:

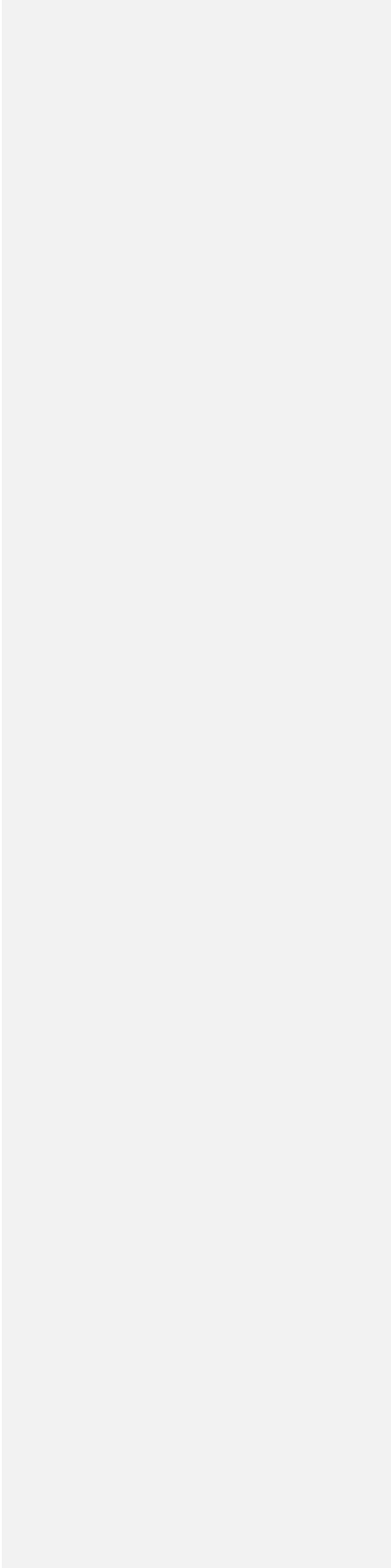
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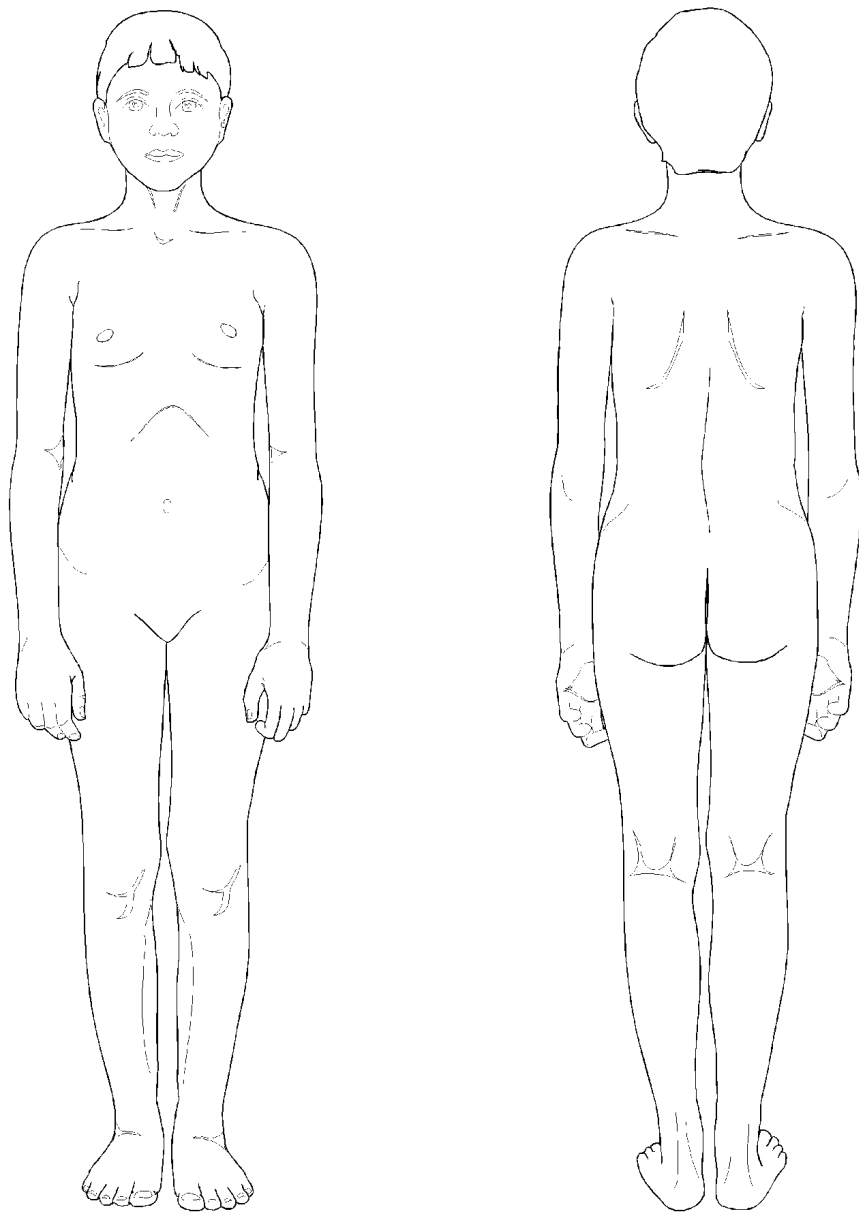
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**BODY CHART**





**FORM 7**

**WOODSIDE CHURCH CONTRACT BOUNDARIES FOR OFFENDERS**



Name \_\_\_\_\_

- I will never allow myself to be in a situation where I am alone with children/young people
- I will attend meetings/house groups as directed by the church leadership
- I will sit where directed in the church and will not place myself in the vicinity of children and young people
- I will not enter certain parts of the building designated by the leadership, nor any area where children's activities are in progress
- I will decline invitations of hospitality where there are children in the home
- I accept that \_\_\_\_\_ and \_\_\_\_\_ will sit with me during church activities, accompanying me when I need to use other facilities. They will know I am a Schedule 1 offender/registered with the police under the terms of the Sex Offenders Act
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children/young people for whom they care
- I accept that contact will need to be made with my probation officer, who will meet with church leaders as and when necessary (where appropriate)
- I accept that \_\_\_\_\_ will provide me with pastoral care
- I understand that if I do not keep to these conditions, then I may be barred from attending the church, and in such circumstances the leadership may choose to inform the statutory agencies (eg probation and social services) and any other relevant organisation, and the church congregation
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every \_\_\_\_\_ months and will remain for an indefinite period.

Signature \_\_\_\_\_ Date \_\_\_\_\_

On Behalf of leadership team \_\_\_\_\_ Date \_\_\_\_\_