

Tabor Baptist Church
High Street
Llantrisant
Pontyclun
Rhondda Cynon Taff
CF72 8BR



Child Protection and Vulnerable Adult Safeguarding Policy

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Section 1: Church Details

1.1 Church Location

Name of Place of Worship: **Tabor Baptist Church.**
Address: **High Street, Llantrisant, Rhondda Cynon Taff, CF72 8BR**
Tel No: **01656 713811**
Email address: **alovebrazil@gmail.com, pastor@taborbaptistchurch.co.uk**
Charity Number: **1144262**
Insurance Company: **Employers Public Liability Insurance with Ecclesiastical Insurance.**

Activities undertaken at the Church include: Sunday Services, Creche, Sunday School, Bible Studies.

1.2 Other Locations

Most activities are undertaken in the Church building of the above address. However, other activities are undertaken as listed:

Caerlan Hall: Parents & Toddlers, Searchers, Sunday Services (x2), Holiday Bible Club, Curry & Quiz
Newbridge Road, Llantrisant, RCT, CF72 8EX

Penygawsi Hall: Spring/Autumn/Harvest Suppers, Prime Time, Special Events
Penygawsi Community and Day Centre, Southgate Avenue, Llantrisant, CF72 8DQ

Members Houses: Young People Meetings, MAF Prayer Meetings, Bible Studies, Communion Services
Members houses

1.3 Our Purpose

Tabor Baptist Church was originally built about 1824 and comprises a Church building with a two storey Vestry.

We seek to advance the Christian religion for the benefit of the general public through the holding of prayer meetings, sermons, public celebrations of Christian religious festivals etc. We hold Sunday School, children's and young people's meetings teaching the Christian religion, which may include fun activities. We also hold Christian services for the elderly in their Complex and in Community Halls which may include refreshments.

Section 2: Safeguarding

2.1 Reason for this Safeguarding Policy

All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. Furthermore no child (or group of children) must be treated any less favourably than others in being able to access services which meet their particular needs.

The Universal Declaration of Human Rights (1948), the European Convention on Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008) all state that adults should be free from abuse.

This accords with our Biblical view of the inherent dignity and self-worth of humankind as demonstrated in the fact that we are all made in God's image.

This safeguarding policy applies to all volunteers/workers at Tabor Baptist Church and shall also apply to all members of the general public who participate in activities or services provided by Tabor Baptist Church.

2.2 Our Commitment

The Leadership of the church recognises the need to both promote the well being of and provide a safe and caring environment for children, young people and vulnerable adults. However, we acknowledge that children, young people and vulnerable adults can be the victims of neglect in addition to physical, sexual and emotional abuse.

The Leadership has therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The Leadership undertakes to:

- Endorse and follow all national safeguarding legislation and procedures
- Provide on-going safeguarding training for all its volunteers and workers
- Support the Safeguarding Coordinator(s) in their role and in any action they may need to take in order to protect children, young people and vulnerable adults
- Ensure that the premises are welcoming and inclusive (including as far as is practically possible, meeting the requirements of the Disability Discrimination Act 1995)

Please see **Appendix 1** for full details of our commitment and responsibilities.

2.3 Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All volunteers will receive induction training and undertake safeguarding training on a three yearly basis. (This may include CCPAS, NHS or other statutory Local Authority courses.)

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Section 3: Legislation & Sources

3.1 Legislation

We accept the definitions in and abide by the guidance provided from:

- The UN Universal Declaration of Human Rights and the International Covenant of Human Rights
 - The UN Convention on the Rights of the Child - Article 19 (1989)
 - The UN Principles for Older Persons - Article 5 (1991)
- UK Legislation and the Charity Commission Guidance regarding Safeguarding:
 - Safeguarding Children and Young People
 - Working Together to Safeguard Children (March 2015)
- Welsh Legislation:
 - Safeguarding Children: Working Together under the Children Act 2004
 - All Wales Child Protection Procedures (2008)
 - Social Services and Well-Being (Wales) Act 2014

3.2 Other Sources

We acknowledge the following documents produced by the the Churches' Child Protection Advisory Service* - CCPAS*, of which Tabor Baptist Church is a member, which have formed the basis for our own Safeguarding Policy and associated forms:

- 'Child Protection and Vulnerable Adult Safeguarding Policy'
- The 'Safe and Secure' Safeguarding Standards
- CCPAS Template Forms and Letters: (e.g. Transport Consent Form, Self-Declaration Form, Application Form, Reference Form, Reference Request Letter)

**On 4th July 2018 CCPAS changed its name to Thirtyone:eight, but for sake of clarity the name remains as CCPAS throughout this document.*

3.3 Legal Definitions

Definition of a Child: The Children Act 1989 and 2004 in England and Wales define a child as someone under 18.

Definition of Vulnerable Adult: A vulnerable adult is a person over 18 years and who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves; or unable to protect themselves against significant harm or serious exploitation.

See **Appendix 2** for more detailed definition of a vulnerable adult

Section 4: Abuse

4.1 Understanding Abuse and Neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

4.2 Definitions of Abuse

Harm:

Ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

Emotional Abuse:

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development.

Neglect:

The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Physical Abuse:

The hitting, shaking, throwing, poisoning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces an illness in a child whom they are looking after.

Sexual Abuse:

Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including:-

- Physical contact, including penetration or non penetrative acts
- Non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities; or
- Encouraging children to behave in sexually inappropriate ways

*These definitions also apply to vulnerable adults

4.3 Role of Safeguarding Team

The role of the safeguarding co-ordinator and/or 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.

Under no circumstances should any person (whether safeguarding co-ordinator, deputy, a worker, volunteer helper or activity leader) carry out their own investigation into an allegation or suspicion of abuse. Instead, such persons should accurately record the details of the allegation, passing on the information to the safeguarding co-ordinator and/or deputy for their action.

See **Appendix 3** for full procedures.

4.4 Suspected Abuse: Children

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse (or where allegations are made), the Safeguarding Co-ordinator and/or Deputy will:

- **In cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home:** contact Children's Social Services for advice
 - Seek medical help if needed urgently, informing the doctor of any suspicions
- **If unsure whether or not to refer a case to Children's Social Services:** seek and follow advice given by CCPAS (who will confirm their advice in writing)

4.5 Suspected Abuse: Vulnerable Adults

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator and/or Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life
- **If in immediate danger or has sustained a serious injury:** contact the Emergency Services, informing them of any suspicions
- **In cases of suspected or allegations of abuse:** contact the Adult Social Care Vulnerable Adults Team

4.6 Whom to Contact

1. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Dr Sonal Khirwadkar** (hereafter the "Safeguarding Co-ordinator"), who is nominated by the Leadership/membership 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 then the report should be made to **Victor Matthews** (hereafter the "Deputy") tel no: **01443 222485**.
3. 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.

4. Concerns about a child should be made to Children's Social Services. Concerns about an adult in need of protection should be made to Adult Social Services. Referrals should be made **within 24 hours**.
 - A. The local **Children's Social Services** office telephone number (office hours) is **01443 425006**. The out of hours emergency number is **01443 743665**.
 - B. The local **Adult Social Services** office telephone number (office hours) is **01443 425003**. The out of hours emergency number is **01443 743665**.
 - C. The Police Child Protection Team telephone number is **101** or **999**.

4.7 Informing Parents/Carers

The CCPAS advise that in allegations of sexual abuse and deliberate physical injury, the safeguarding team should **not** speak to the parent/carers (or anyone else) but directly contact the relevant authorities.

If there is uncertainty in any of the above, seek and follow the advice given by CCPAS, who will confirm its advice in writing for future reference.

4.8 Informing Others

The Leadership will support the Safeguarding Co-ordinator and/or Deputy in their role, and accept that any information they may have in their possession will be treated in complete confidence, being shared in a strictly limited way on a need to know basis.

Suspicions must not be discussed with anyone other than those nominated above. (However, a written record of the concerns should be made in accordance with these procedures and kept in a secure place.)

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 worship will use this procedure.

If, however, the individual with the concern feels that the Safeguarding Co-ordinator and/or 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.

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.

4.9 Allegations of abuse against a person who works with children

If an accusation is made against a volunteer, leader or worker of Tabor Baptist Church; the same procedure will be followed as outlined under sections 2.4 - 2.5.

Please also see:

- **Appendix 3** for detailed full procedure for recording abuse
- **Appendix 4** for statutory information relating to interaction with Social Services
- **Appendix 5** for statutory timescales relating to the child protection process

Section 5. Prevention

5.1 Safe Recruitment

The Leadership will ensure all leaders or workers will be appointed, trained, supported and supervised in accordance with Government guidance on safe recruitment. This includes ensuring that:

- Leaders will be recruited from the Church membership
 - (Helpers can be recruited from the membership or wider congregation)
- There is a written description for the role
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained and followed up where appropriate
- A criminal records disclosure (DBS check) has been completed
- Qualifications where relevant have been verified
- A suitable training programme is provided for the volunteer (where needed)
- The volunteer has completed a probationary period of 3 months
- The volunteer has been given a copy of the organisation's safeguarding policy and knows how to report concerns

Please see **Appendix 6** for full details on the Recruitment Procedure.

5.2 Volunteers Conduct and Guidelines

As a Church 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. The leadership is committed to supporting all workers and ensuring they receive support and supervision.

See below for good practice guidelines:

General Principles:

- There must be at least two leaders/helpers present at each meeting, preferably a male and female
- Children are to be supervised at all times:
 - No child should be left on their own (except in an emergency situation)
 - No leader/helper should be left alone with one or two children (except in an emergency situation)
- Younger children should be escorted down to the roadside and handed over to the parent/guardian
 - Children should not be taken off the premises unless by written permission of the parent/guardian
 - Exception is to be made when under the care of ambulance or police staff

Physical Contact:

- Avoid inappropriate physical contact, unless in the interests of safety of the child, young person or vulnerable adult
- No leader/helper should change any nappies or feed babies without the express permission and presence of a parent
- Never use physical restraint (or contact) as a form of discipline
 - If physical restraint is necessary to prevent a child or adult from harming themselves, another person (or property) call for help from somebody else
 - Parents/guardians should be informed of any physical restraint on collection of the child
 - The person involved (leader or helper) must fill out and sign an incident form after the event and give to the Safeguarding Officer (or his deputy) at the earliest opportunity

Registration & Incidents:

- A register must be kept including the leaders names
- The register should contain the addresses of each child and a contact name and phone number in case of emergencies

- The register must be kept secure and accessible only to the leaders of the meetings, Child Safeguarding Co-ordinator, Deputy, Pastor and Elders/Deacons (Officers)
- A note must be made in the accident book (not the register) of any accident
- Ensure the relevant permission forms are used

Photography, Video, Email, Texting and Social Media:

- Photographs or video may only be taken of children and young people once* parental permission has been obtained (via a consent form)
 - Such photographs or video will not be used on the church website, in promotional material or on social networking without further parental permission* (via consent form)
 - Photographs and video may be electronically stored only for this stated purpose.
- Emails and texts may only be sent to children or young people* once parental permission has been obtained. (Verbal consent is satisfactory.)
 - All communication should be accessible to others
 - Leaders/helpers accept that such emails and texts are not private and that the Safeguarding Team may access/inspect such content where concerns are raised
 - For children aged under 16 (that have their own email address), it would be good practice to copy in parent(s) to any emails sent
 - For children aged under 16 (that have their own mobile phone), it would be good practice to copy in parent(s) to any texts sent
 - Photos and video should not be sent by email or text (unless sent to parents)
- Social Networking:
 - Leaders must ask parent's permission if they are communicating with their children on social networking sites (via consent form)
 - All communication should be accessible to others:
 - Leaders/helpers should not join any closed groups with children or young people, that cannot be monitored
 - Leaders/helpers accept that any posts, comments, photos and videos uploaded to social networking are not private and that the Safeguarding Team may access/inspect such content where concerns are raised
- Children's names will not be included in any church reports unless absolutely necessary and only if both children and their parents/guardians had agreed

Transport:

- Ensure all leaders/helpers providing transport have a valid driving licence and such transport is covered by their insurance policy
- Seat belts must be worn at all times
- Booster seats must be used for younger children (as per current law)
- Leaders/helpers must not smoke in any vehicles whilst transporting children or young people (the law since 1st Oct 2105) and this should also apply to transporting vulnerable adults
- All applicable road laws must be obeyed
- No child or young person* should be transported in a leader/helpers vehicle without parental or guardian permission
 - If written permission cannot be obtained (via consent form), the leader should contact the parents/guardian by telephone

** In the case of vulnerable adults permission should be sought from themselves or next of kin/legal guardian (as applicable).*

Door to Door Visitation:

- There must be at least two leaders/helpers per house (preferably a male and female)
 - If only one helper is present, they may talk to the person on the door, but should not enter the house (for their own safety as much as the safety and protection of any occupants)
 - If invited in, they should politely decline and arrange a time to visit with another member alongside
- Any allegations of abuse made by house occupants to door to door workers or any abuse witnessed or suspected by door to door workers shall be dealt with as per Section 2.4-2.6 of this policy
- Be respectful of people and property

Visiting of Children, Young People, the Elderly and Sick:

- Verbal permission should be sought from the parents before visiting a child or young person
 - Visits should be supervised by parents at all times
- Verbal permission should be sought before visiting the elderly or sick (via phone - if not possible in advance, permission should be sought at the premises before making entrance)
 - For a vulnerable adult permission should be sought first from themselves and also the next of kin/ legal guardian (as applicable) - both in the first instance and to establish that permission is granted for any future visits
 - Ideally, there should be two members present when visiting, although it is recognised this is not always possible or practical

** In the case of vulnerable adults permission should be sought from themselves or next of kin/legal guardian (as applicable).*

Section 6. Pastoral Care

6.1 Supporting Those Affected by Abuse

The Leadership is 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 Tabor Baptist Church. The Leadership will consider the nature of the pastoral care as appropriate and arrange such as soon as practicable.

6.2 Working With Offenders

When someone attending Tabor Baptist Church is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

Signatories:

Date:

Safeguarding Co-ordinator - Dr Sonal Khirwadkar

Deputy Safeguarding Co-ordinator (and Elder) - Victor Matthews

Pastor - Andrew J Love

Elder - Howard Bilton

Children's and Young Peoples Leader - Mark Sheridan

Older Persons Leader - Peter Cox

Appendix 1: Leadership Safeguarding Statement

The Leadership* recognises the importance of its ministry/work with children, young people and adults. We are committed to the safeguarding of all in our care, ensuring their well-being and need of protection.

Children:

- We believe 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 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.
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people and to report any such abuse that we discover or suspect.

Vulnerable Adults:

- We believe all adults should enjoy and have access to every aspect of the life of the Church unless they pose a risk to the safety of those we serve.
- We recognise the personal dignity and rights of vulnerable adults
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.

Our Commitment:

- To following the requirements of UK legislation in relation to safeguarding children and vulnerable adults
 - Keeping up to date with national and local developments relating to safeguarding
 - Following any organisational guidelines in relation to safeguarding children and vulnerable adults
- Implementing the requirements of legislation in regard to people with disabilities
- Ensuring that all volunteers and workers agree to abide by the Safeguarding Policy
- We undertake to exercise proper care in the appointment and selection of all those who will volunteer or work with children and vulnerable adults
 - Supporting, resourcing, training, monitoring and providing supervision to all volunteers and workers
- Supporting the Safeguarding Co-ordinator(s) in their work and in any action they may need to take in order to protect children and/or vulnerable adults
- Supporting parents and families
- Supporting all in the Church affected by abuse

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child
- Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult
- Where an allegation suggests that a criminal offence may have been committed the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

** The leadership includes: the Pastor, Elders and Deacons, assisted by the Children's & Young Peoples Leader and Older Persons Leader*

Appendix 2: Vulnerable Adult (Definition)

There are different definitions of a vulnerable adult (also called an 'adult at risk'):

UK Guidance

A vulnerable person is someone:

- Who is or may be in need of community care services by reason of mental or other disability, age or illness
- Who may be unable to take care of him or herself
- Who is unable to protect him or herself against significant harm or exploitation

Source: 'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse' - Department of Health and Home Office (March 2000)

CCPAS Guidance

A vulnerable adult is a person who is aged 18 years or older and:

- Is living in residential accommodation, such as a care home or a residential special school
- Is living in sheltered housing
- Is receiving domiciliary care in his or her own home
- Is receiving any form of health care
- Is detained in a prison, remand centre, young offender institution, secure training centre or attendance centre or under the powers of the Immigration and Asylum Act 1999
- Is in contact with probation services
- Is receiving a welfare service of a description to be prescribed in regulations
- Is receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions or expectant or nursing mothers living in residential care (age-related needs includes needs associated with frailty, illness, disability or mental capacity)
- Is receiving direct payments from a local authority/HSS body in lieu of social care services
- Requires assistance in the conduct of his or her own affairs

Source: CCPAS Leaflet: Who is Eligible for a CRB Check?

Appendix 3: Recording Abuse

What to do if a child tells you that they or another young person is being abused

- Show the child that you have heard what they are saying, and that you take their allegations seriously;
- Encourage the child to talk, but do not prompt or ask leading questions. Don't interrupt when the child is recalling significant events. Don't make the child repeat their account.
- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child;
- Do not promise to keep what you have been told secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust.
- Write down as soon as you can and no later than 24 hours what you have been told, using the exact words if possible. Make a note of the date, time, place and people who were present at the discussion.
- Report your concerns to the Safeguarding or Deputy Safeguarding Officer (who will then take further action as per this policy). If neither person is available, contact a Church Officer.
- Do not confront the alleged abuser
- Do not worry that you may be mistaken. You will always be taken seriously by the Safeguarding Team and Social Services. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.

*Source: All Wales Child Protection Procedures (2008)
(as applicable to Social Services - adapted for Church Use)*

Appendix 4: Interaction with Social Services

The following provides information on the level of information required to be given to and taken by Social Services when a child is referred with concerns of abuse.

Referral to Social Services

The duty social worker taking the referral should be given as much of the following information as possible by the referrer:

- The nature of the concerns;
- How and why those concerns have arisen;
- The full name, address and date of birth (or age) of the child;
- The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by;
- The names and relationship of all those with parental responsibility, where known, should be recorded; The name, address & date of birth of parent's partner;
- The name, address and date of birth of any other adults living in the household;
- The names of other professionals involved with the family, including the name of the child's school and GP;
- Any information you have on the child's developmental needs and his/her parents or caregivers ability to respond to these needs within the context of the wider family and environment;
- Any information affecting the safety of staff.

Individual employees, professionals and independent contractors, should be aware that they cannot remain anonymous when making a referral. However, members of the public may remain anonymous, if they wish to.

Receiving the Referral

The relevant social services manager should be informed about and record the referral without delay. The person taking the referral should try to gather and record all of the following information from the referrer using the ICS exemplar, and include the date, time and method of referral:

- The name and address of the person reporting the information that is leading to the referral and whether they are an adult or a child.
- Professionals making referrals cannot choose to remain anonymous, though members of the public including volunteers may, if they wish;
- The relationship of the referrer to the child and/or the agency employing the referrer;
- Information on whether the parent or caregiver is aware of the referral being made;
- The name, age and address of the alleged or suspected abuser and ascertain if he/she is aware of the referral;
- Details of the nature of the alleged abuse, suspected abuse or general concerns;
- The name, date of birth and address of the child alleged to have been abused and of other children in the household and their current location/ address;
- If other children may have had contact with the alleged abuser, their names, addresses and dates of birth;
- The name, age and address of the person who has direct knowledge of the alleged or suspected abuse;
- Details of the date, time and place where the abuse is alleged to have occurred;
- The name, age and address of the child's parent/main caregivers and the names of all those with parental responsibility;
- The names and ages of all other members of the household, both adults and children;
- Details of significant family members who are not members of the child's household;
- The name, age and address of any other person known to have information on the alleged or suspected abuse;
- Information on whether the child has been recently medically examined and, if so, by whom;

- The name and address of the child's general practitioner (GP), the health visitor/school nurse and any other health professional involved with the family, including the adults;
- Name and address of school;
- The child's ethnic origin, religion and language of choice of the child;
- A brief physical description of the child to assist the person making an initial visit being assured they have seen the correct child;
- Any difficulties the child has with communication. Specific detail about the nature of the communication difficulty should be recorded to inform how initial enquiries need to be planned;
- Any other information which may be relevant.

It is essential that information regarding allegations or suspicions of abuse be recorded as fully and as accurately as possible in accordance with these procedures, as this forms the first phase of assessment.

Keeping the referrer informed

Anyone making a referral of child abuse should be made aware that any subsequent enquiries might be conducted jointly by the police and social services or as a single agency enquiry. The referrer should also be informed about how he or she will be given information about the outcome of the referral, in a way that is consistent with respecting the confidentiality of the child and family.

It is the responsibility of the duty social worker/duty social work team manager to inform a referrer of action being taken within a maximum of 10 working days.

While respecting the confidentiality of the child and family, the referrer should be given information regarding action taken, to include the safeguarding arrangements for the child and the appropriateness of the referral.

Source: All Wales Child Protection Procedures (2008)

Appendix 5: Timescales

The child protection process and summary of timescales

- Referring agency reports concerns to social services or police. Referring agency follows up verbal report with written referral **within two working days**;
- Duty worker shares referral with his/her designated supervising manager on the **same day**;
- Child subject of allegations of deliberate abuse or concern should be seen and spoken to **within 24 hours**;
- Enquiry of the child protection register **within 24hours**;
- Response from the custodian of the child protection register **within 2 hours**;
- Initial assessment completed **within 7 working days** of receipt of the referral;
- Referring agency advised of action being taken **within 10 days**;
- Where child protection section 47 enquiries are indicated, there is a strategy discussion with the police and a decision made about next course of action **within 24 hours**;
- Strategy meeting convened if appropriate as soon as possible but **within 8 working days** of receipt of the referral;
- Conference convened **within 15 working days** of the last strategy discussion/meeting;
- Outline child protection plan agreed at conference and circulated **within 5 working days** or by the first core group;
- Core assessment completed **within 35 working days** of commencement;

Source: All Wales Child Protection Procedures (2008)

Appendix 6: Recruitment Procedure

The Leadership will ensure all volunteers/leaders will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

When someone expresses a request to be involved or is identified by the Leadership to officially help with different activities involving children or the elderly (e.g. Sunday School, Searchers, Youth Meetings, etc) the procedure below will be followed:

1. The volunteers name is passed to the Children's and Young Peoples Leader (Mark Sheridan) or the Older Persons Leader (Peter Cox), who then notifies the Elders
2. If both parties agree the suitability of the volunteer, the Safeguarding and Deputy Safeguarding Coordinators are notified
3. Volunteers must complete an application form and provide two referees. At the same time a short role description will be given to the volunteer.
 - a. Two written references will be requested
4. A DBS check will be undertaken (through CCPAS) once an application form has been provided, and following confirmation of a satisfactory check, an interview will take place.
 - a. During interview the volunteer will be informed of the Child Protection and Vulnerable Adult Safeguarding Policy and provided with a written copy.
 - b. The volunteer will make a signed declaration that there is no known reason why he/she cannot work with children, young people or older persons, and asked if he/she has anything to disclose.
 - c. The volunteer will be asked if they have undergone recent training on the above (only written confirmation and/or certificate will be accepted as proof). If no recent training has occurred (or written proof is not forthcoming), this will be offered at the earliest possible opportunity.
5. Interviews will be conducted by the Interview Panel, which will consist of at least the:
 - a. Safeguarding Coordinator and/or Deputy Safeguarding Coordinator
 - b. Children's and Young Peoples Leader or the Older Persons Leader (as appropriate)
 - c. One elder or deacon (not already involved in points a-c)
6. Volunteers will only be accepted to work with children, the youth or older persons following the obtaining of satisfactory references, a successful interview and signing to confirm acceptance of the Safeguarding Policy.
7. Volunteers will be assessed after an initial 3 month probationary period as to their suitability to continue in that role (including the provision of training under point 4c)