



Mount Zion Baptist Church

Priory Street, Cardigan, SA43 1BZ

Safeguarding Children & Vulnerable Adults Policy

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SUMMARY OF THE POLICY

Mount Zion Baptist Church (MZBC) has a growing ministry to children, young people and vulnerable adults. MZBC takes seriously its responsibility to protect and safeguard the welfare of children and vulnerable adults entrusted to its care.

Under the Children's Act, a child is defined as any person under the age of 18.

Jesus said "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 19:14) Jesus teaches us to love and care for children and other vulnerable groups and to protect and nurture them. Our desire at MZBC is to care for them as Jesus did.

MZBC Pastor and deacons will do everything possible to ensure that the policy is fully implemented.

Church Vision for Children, Young People and Vulnerable Adults

MZBC is committed to:-

- Listening to, relating effectively and valuing children, young people and vulnerable adults whilst ensuring their protection when in our care.
- Encouraging people to air any concerns, no matter how small, about a child or a group leader or helper, to the Safeguarding Co-ordinators.
- Having a system for dealing with concerns about possible abuse.
- Encouraging and supporting parents, guardians, carers and helpers.
- Ensuring that group leaders are given support and training in safeguarding issues.
- Maintaining good links with the statutory care authorities.

Appointing Group Leaders and Helpers

Whilst there is no means of guaranteeing the suitability of an individual to work with children or vulnerable adults, MZBC will take every possible care to appoint suitable people.

Within MZBC there are three different types of role in working with children, youth and vulnerable adults:-

- **Group Leaders (including Pastor and Deacons)** - lead or have overall responsibility for any group or meeting in which children or vulnerable adults are involved, e.g. a youth group leader, Kidz Club leader.
- **Helpers** - help or support the running of any group or meeting involving children or vulnerable adults, usually on a regular basis, e.g. minibus driver, assistant to youth group leader.
- **Casual Support** - help or support the running of any group or meeting involving children or vulnerable adults, by those who are not part of MZBC, e.g. parents or guardians. This will often be on an occasional basis.

Group Leaders and Helpers

In appointing these workers, MZBC will use the following procedure:

1. The responsibility for the appointment and vetting of all those working with children and vulnerable adults lies with the Pastor and deacons, who are the trustees of the church.
2. All prospective workers will be asked to complete an application form (see Appendix 8.) The form requires at least one personal reference to be completed as to the suitability of the applicant. For those relatively new to the church the reference should come from a previous church if possible. An informal interview will take place once acceptable references are received.
3. A copy of the Safeguarding Policy must be read and a form signed to indicate that the applicant agrees to comply with the guidance contained within the policy.
4. All group leaders and helpers will be required to undergo a DBS check.
5. All workers will be required to attend Safeguarding training when provided at the church.
6. All group leaders should meet with the Pastor and Deacons on a regular basis (say, every six months) to discuss work programmes and any areas of concern. It is expected that all group leaders will make every effort to attend such meetings, especially when they have been notified of the meetings well in advance.

Casual Support

Group Leaders or Helpers may sometimes ask people who are well known to them to assist on an occasional basis in helping with a group or activity involving children or vulnerable adults. This may only be done with the approval of the Group Leader.

The Group Leader or Helper who requests the support is directly responsible for the actions of the person offering casual support and must, at all times, ensure that the person offering casual support is closely supervised and never left alone with a child or vulnerable adult.

Where workers are involved on a casual basis they will be asked to provide a self-declaration form before proceeding if deemed necessary. (Appendix 9)

PROVIDING A SAFE ENVIRONMENT

The best approach for Safeguarding vulnerable groups is to adopt good practices that minimise the risk of problems arising.

It is strongly recommended that all those working with children or vulnerable adults should follow the guidelines below at all times where possible:-

1. Avoid being alone with a child or vulnerable adult. There should always be more than one adult present.
2. Where, exceptionally, it is necessary to be alone with a child or vulnerable adult, ensure that other adults are able to see what is happening.
3. As a next best option, make sure that another leader or helper knows where you are, and leave the door of the room open.
4. These are the ratios recommended by the NSPCC in relation to supervision of children in voluntary organisations:-
 - i. 0 - 2 years at least 1 adult to 3 children.
 - ii. 2 - 3 years at least 1 adult to 4 children.
 - iii. 4 - 8 years at least 1 adult to 6 children.
 - iv. 9 - 12 years at least 1 adult to 6 children
 - v. 13 - 18 years at least 1 adult to 8 children
 - vi. Never leave children, young people or vulnerable adults unsupervised. Adult leaders must always be present.
5. Make sure that the only people attending an activity are the workers associated with that group (unless it's a parent or guardian.)
6. When giving lifts, avoid being alone in the car or minibus with one child whenever possible. When it is necessary, the child should be in the back of the car. (Vulnerable adults often need 'one-to-one' supervision so it's acceptable to give lifts on your own. However, be open about the purpose of a journey and tell someone else of your intention, if at all possible.) For guidance on transport arrangements see Appendix 7
7. Be careful about any form of body contact. Avoid close contact with children or vulnerable adults, such as hugging, kissing, etc. unless there are other adults present. Even hugs should only be given if the person is comfortable with it and, preferably, when they initiate it. If you are unsure, then ask for the child's or vulnerable adult's permission. Touch should be related to their needs, not the leader's.
8. Never smack, hit or physically discipline a child
9. Treat children and young people with dignity and respect in attitude, language used and actions.
10. Respect the privacy of children but do not promise to keep secrets and generally do not enter into private or intimate conversations with children and young people on your own.
11. Discuss any concerns immediately with the Safeguarding Coordinator/ leader or supervisor.

12. Avoid activity and comments which could be questionable or misinterpreted, eg rough/provocative games or comments and, if you feel a child may have a “crush” on you, talk to a leader for advice.
13. We do want to support young people appropriately. Be wise when listening to a young person’s problem/offering advice and support. Ensure that others know the discussion is taking place or that someone else is around.
14. Be mindful of the safety of children and young people at all times.
15. Be mindful of your own safety at all times including protecting yourself from allegations. (All actions should be open and transparent and accountable.)
16. Be willing to listen to advice/comments from the leader of the activity or the safeguarding coordinator.
17. It should be accepted that anyone seeing another worker acting in a way which causes concern or could be misinterpreted should speak to the individual and a leader about the concern.
18. Be careful when taking a child or vulnerable adult to the toilet so as to avoid any actions that you take being misunderstood. The level of personal care must be appropriate and related to the age of the person. Ideally it should be women that supervise girls and men that supervise boys when taking them to the toilet.
19. If giving first aid after an accident or injury involving children or vulnerable adults in your care, ensure that another adult is present.
20. All accidents or injuries must be recorded in the Accident/Injury Report Book, located in the kitchen with the First Aid box.
21. Any incidents which give cause for concern must be recorded in the incident book located in the locked filing cabinet in the Youth Worker’s room. There must be a separate book for each group (eg Kidz Club, Encounter etc.)
22. Always obtain parental consent for activities that children are involved with, so as to avoid misunderstanding. Special arrangements will need to be made for vulnerable adults. See appendices for consent forms.
23. Any activity using potentially dangerous equipment should have constant supervision by adults of suitable qualification/experience. A risk assessment may need to be undertaken.
24. Follow the Online Safety Guidelines in Appendix 9

In addition to safeguarding children or vulnerable adults in our care, following the above guidelines will help to ensure that group leaders or helpers are protected from false accusations.

HOW TO RESPOND TO A CHILD OR VULNERABLE ADULT WANTING TO TALK ABOUT ABUSE

General Advice

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

Helpful things you may say or show

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

Do not 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."

Final General Advice

- Again, reassure the child or vulnerable adult that they were right to tell you, and show acceptance.
- Let the child or vulnerable adult know what you are going to do next and that you will let them know what happens.
- Report your conversation with the child or vulnerable adult to the Safeguarding Coordinator.
- You should consider whether or not it is safe for a child or vulnerable adult to return home to a potentially abusive situation. The Safeguarding Coordinator may have to consider referring to Social Services or the Police to prevent a child or vulnerable adult returning home if you consider them to be seriously at risk of further abuse.
- Consider your own feelings and seek pastoral support.

Make notes as soon as possible (preferably within one hour of the child or vulnerable adult talking to you), writing down exactly what they said and when she/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity.) Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period, by both the original receiver of the information and the Safeguarding Coordinator.)

Reporting concerns about a Child or Vulnerable Adult or Group Leader/Helper, including suspected abuse.

[See Appendix 2 for contact details]

- 1.** You must report concerns as soon as possible to one of the two Safeguarding Coordinators who are nominated by MZBC to act on its behalf in dealing with child protection issues (including referring allegations or suspicions of neglect or abuse to the statutory authorities.)
- 2.** Concerns & suspicions will not and must not be discussed with anyone else either before or after reporting them to the Safeguarding Coordinators.
- 3.** The Safeguarding Coordinator of MZBC will decide how much information, if any, should be discussed with the church leaders of MZBC to keep them apprised of the situation (provided that they are not involved.) Initially speak in strictest confidence to the deacon with oversight of Safeguarding. Do **NOT** involve the pastor - at a later date he may be required to give unbiased pastoral care to some or all of those involved. In the event that neither of the Safeguarding Coordinators, nor the deacon with oversight of Safeguarding are available the group leader reporting the concern should decide how much information should be discussed with the church leaders.
- 4.** If the suspicions involve one of the Safeguarding Coordinators in any way, then the report must be made to the other Safeguarding Coordinator. If both of the Safeguarding Coordinators are in any way involved, or both are absent, seek advice from CCPAS.

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection or vulnerable adult agencies, or seek advice from Thirtyone:eight NSPCC or Childline although we hope that the members of MZBC will follow the procedures detailed above.

Allegations of Abuse or Neglect

Allegations of Physical Abuse or Neglect

In the event of allegations or suspicions of physical abuse or neglect, or physical injury consistent with physical abuse or neglect, the Safeguarding Coordinator will:-

1. Seek emergency medical attention immediately if necessary and will inform the attending doctor of any suspicions of abuse.
2. Contact Social Services for advice (in cases of deliberate injury or where concerned about the person's safety, or where a person is afraid to return home.) The parents/carer should **not** be informed in these circumstances.
3. Encourage the parent/guardian/carer, if appropriate, to seek help from the Social Services Department and offer to go with them if they are unwilling to seek help themselves. If they still fail to act, the Safeguarding Coordinator should, in cases of real concern, contact Social Services for advice.
4. Seek and follow advice from Thirtyone:eight where the Safeguarding Coordinator is unsure whether or not to refer a case to the Social Services

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator will:-

1. Contact the Social Services duty social worker responsible for children and families, or the Police Child Protection Team directly. The Safeguarding Coordinator will NOT speak to the parents/guardians (or anyone else.)
2. Seek and follow advice from Thirtyone:eight where the Safeguarding Coordinator is unsure whether or not to follow the above.
3. NOT attempt to carry out any investigation into the allegation or suspicion of sexual abuse. The role of the Safeguarding Coordinator is to collect and clarify the precise details of the allegation or suspicion 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 or other relevant legislation.

Insurance The church insurance company should be informed of any concern or allegation of abuse which may, however unlikely, give rise to a claim.

Allegations Against People Within Mount Zion Baptist Church

MZBC will seek to help and support any person within the church who is accused of abuse as far as is possible consistent with:

- i) the priority to ensure that safeguarding of children and vulnerable adults is paramount,
- ii) this policy,
- iii) the law and
- iv) cooperation with the Police and Social Services Department.

Working with offenders

The protection of children and vulnerable adults will always be put first. We want to help with the rehabilitation of offenders, but never at the expense of the safety of the children or vulnerable adults in our care.

When someone attending the church is known to have abused children or vulnerable adults, and/or has a conviction for another offence (such as assault or violence) then whilst extending friendship to the individual, MZBC in its commitment to safeguarding vulnerable groups will meet with the individual and discuss boundaries that the person will be expected to keep. The boundaries will vary depending on the severity of the offence and its relevance to the safeguarding of children and vulnerable adults.

The individual will be under the supervision of, and accountable to, the pastor and deacons of MZBC and will be expected to respond to all reasonable requests concerning their behaviour and the safety of children or vulnerable adults within MZBC.

MZBC will maintain contact with the relevant case officer in the Social Services Department to ensure sharing of information about the individual and their activities.

If any offender no longer attends MZBC and is known to move to another place or attend another church where they may have contact with children or vulnerable adults, appropriate steps will be taken to ensure that the relevant people know. Inform Thirtryone:eight of the move.

Whilst operating this policy we are mindful that God forgives those who have done wrong, and so do we. It is not ours to condemn, but we do need to take a cautious approach and it is the safeguarding of children or vulnerable adults that will always be put first.

Guidelines for Members and Visitors in dealing with Children and Vulnerable Adults at MZBC

These guidelines are for ALL adults attending MZBC. They should be read to the general adult membership of the church every two years.

MZBC is known as a place where everyone can be safe. MZBC is a safe place where children and vulnerable adults are shown love and care, are protected and are taught to know Jesus. We love the children and vulnerable adults in our care.

So why do we need to talk about how we relate to children and vulnerable adults? Because they are special and precious to God and to us, and we want to care for them in the best possible way. And because parents are concerned.

Principles for an adult to remember:

- Think about what the child or vulnerable adult wants, not what you want.
- Set children and vulnerable adults an example - they watch everything.
- Every child and vulnerable adult is different - what is OK for one is **not** OK for another.
- Respect the child or vulnerable adult.
- Every parent is different - what one parent thinks is good another parent may not.
- Respect the parents even if you don't agree - God has made them responsible for their children, not you.
- Do not make any assumptions - if in doubt, then don't do it.

Guidelines - what to do and what not to do:

- It is normal and good for children or vulnerable adults to receive physical affection from adults. **But it is for them to choose from whom, when and how.**
- Some children or vulnerable adults like to come and give adults a hug - that's really good that they feel free and safe to do that at MZBC. But we need to be much more careful about an adult giving them a hug. It's **not** right for an adult to expect hugs from a child or vulnerable adult.
- There are times when it's good to give a child or vulnerable adult a hug, like when they've hurt themselves or if they're talking to you about something they're upset about, or when celebrating a piece of good news, just so long as they are happy about having a hug. **The important thing is their needs, not the adult's.**
- For example, without permission from the parents it would be inappropriate for an adult to:
 - Give a child or vulnerable adult a kiss
 - Ask a child or vulnerable adult for a kiss
 - Stroke a child or vulnerable adult
 - Offer a child or vulnerable adult sweets or a present

And all of these things would need to be for the benefit of the child or vulnerable adult. Check with parents about how to relate with their child - don't make any assumptions. Be particularly aware of the needs of Vulnerable Adults.

- Don't give a child or vulnerable adult a lift in a car without someone's permission.
- Avoid being alone with a child or vulnerable adult. Keep doors open. Vulnerable adults may need 'one to one' assistance and sometimes specialist help.
- Don't assume the child or vulnerable adult knows you, just because you see them every Sunday. A child or vulnerable adult sees dozens of adults on Sundays and will take a long time to form relationships with any one of them.

Children and vulnerable adults feel safe and happy at MZBC. Let's do everything in our power to make sure that everything we do continues to make them feel safe and happy.

Contact Details

Safeguarding Coordinators

- Jan Thomas ☎ 01239 654981 Mob: 07702 501977
- Bronwen Robb ☎ 01239 682285 Mob: 07792 779746

Ken Gilbert (handles DBS applications and general Safeguarding oversight)
☎ 01239 654097

Thirtyone:eight (Formerly Churches Child Protection and Advisory Service)

☎ 0303 003 11 11

PO Box 133
SWANLEY
Kent
BR8 7UQ

thirtyone:eight.org

Social Services Department (Ceredigion)

Monday to Friday 9.00am to 5pm - ☎ 01545 574000 Out of hours - ☎ 0300 456 3554

Police

Dyfed-Powys Police:
Non-emergency ☎ 101, ask for Public Protection Unit
Emergency ☎ 999

NSPCC

Child Protection Helpline ☎ 0808 800 5000
Text: 88858 Email: help@nspcc.org.uk
Weston House, 42 Curtain Road, London, EC2A 3NH

Childline 0800 1111

Church insurance company:

Congregational & General Insurance plc
☎ 01274 700700
Email: church@cgins.co.uk

Church leaders of Mount Zion Baptist Church:

Church ☎ 01239 612167

Rob Filgate (pastor) ☎ 01239 758017

Andy & Carolyn Glennie (youth leaders) ☎ 01239 615717

Mount Zion Baptist Church

Priory Street Cardigan SA43 1BU 01239 612167
office@cardigan.church

Junior Church Registration and Consent Form

Child's Full Name _____

Date of Birth _____

Name of Parents/Carers _____

Address _____

Phone Number: _____ Mobile: _____

Emergency Contact: Name _____ Phone _____

GP: Name _____ Phone _____

Date of last anti tetanus injection if known _____

Any known allergies or conditions _____

Any needs or medications we should be aware of _____

Please tick the following (a box unticked means permission is not given)

- I give permission for my child to take part in the normal activities of this group
- I give permission for medical treatment to be administered in the case of emergency. You will be contacted as soon as possible.

Accidents/Incident reporting. Any accidents/incidents will be noted in the church accident/incident record and also discussed with the parent/care giver as soon as possible.

I confirm the above details are complete and correct to the best of my knowledge.

Signed _____ **Dated** _____

Mount Zion Baptist Church

Priory Street Cardigan SA43 1BU 01239 612167
office@cardigan.church

Kidz Club Registration and Consent Form

Child's Full Name _____

Date of Birth _____

Name of Parents/Carers _____

Address _____

Phone Number _____ Mobile _____

Emergency Contact: Name _____ Phone _____

GP: Name _____ Phone _____

Date of last anti tetanus injection if known _____

Any known allergies or conditions _____

Any needs or medications we should be aware of _____

Please tick the following (a box unticked means permission is not given)

I give permission for my child to take part in the normal activities of this group

I give permission for my child to use the church minibus for transportation for Kidz Club

I give permission for medical treatment to be administered in the case of emergency. You will be contacted as soon as possible.

Accidents/Incident reporting. Any accidents/incidents will be noted in the church accident/incident record and also discussed with the parent/care giver as soon as possible.

I confirm the above details are complete and correct to the best of my knowledge.

Signed _____ **Dated** _____

Mount Zion Baptist Church

Registration & Consent Form

Child's Full Name _____

Date of Birth _____ Age _____ School Year _____

Name of Parent(s)/Guardian(s) _____

Address _____ Post Code _____

Phone Number _____ Mobile _____

Emergency Contact (Name) _____ Phone _____

GP's Surgery _____ GP's Phone _____

Date of last tetanus injection, if known _____

Any known allergies or conditions _____

Any needs or medications we should be aware of _____

Please tick the following (a box left un-ticked indicates that permission is not given):

I give permission for my child to take part in the usual activities of this group.

I give permission for my
child to be given a lift
home in the minibus/car.

AND / OR

I give permission for my
child to walk home
after Youth Club.

I give permission for photographs/video of my child to be used by the church and the club.

I give permission for medical treatment to be administered in the case of an emergency
(you would be contacted as soon as possible.)

Accident/Incident Reporting:

Any accidents/incidents will be noted in the church accident/incident record and also discussed with the parent or guardian as soon as possible.

We do not permit smoking, alcohol, or illegal substances at any of Mount Zion's Youth activities.

I confirm that the above details are complete and correct to the best of my knowledge.

By signing this form, I also agree that if my child's behaviour at the club is inappropriate and one of the leaders deems it necessary to call home, I will come to collect them or make arrangements for their collection.

Signed _____ Date _____

Mount Zion Baptist Church

Priory Street, Cardigan SA43 1BU (01239 612167)

Permission for Extra Activity

Name of activity and date.....

Venue/destination.....

Departure place and time.....

Return place and time.....

Cost.....

Transport arrangements.....

Items to be brought.....

.....

Date by which reply needs to be made and to whom it should be sent.....

.....

✂ _____

I give permission for (name of child/young person)

.....

to take part in the named activity on (date).....

Signed.....

Dated.....

TRANSPORT

When transporting children, young people or vulnerable adults, leaders/helpers should observe the guidelines below which will help ensure protection for them and the people being transported.

Private cars

1. Drivers should be aware of the limitations of third party insurance for transporting people for church activities or to/from meetings. Private cars can be used so long as they are not used for hire or for carrying passengers for reward.
2. Drivers must check with their insurance company regarding the adequacy of passenger liability. In particular ministers/paid staff must ensure that their policy covers driving during the course of their profession or employment and not simply social and domestic purposes and commuting to work.
3. Avoid transporting a child or young person on your own. Try to ensure another leader/helper is with you in the vehicle or other children/young people are with you. If a situation occurs when you have to transport a child alone, ensure other leaders/helpers know this is happening, and that the child is in the rear seat.
4. Overcrowding must be avoided at all costs. This would invalidate any insurance cover provided. Seat belts must be worn.
5. Vulnerable adults will need special consideration before any journey.
6. Drivers who have held a full driving licence for less than three years should not transport children or young people.

Minibuses

- 1) You may drive a minibus with up to 16 passenger seats provided:-
 - i) You drive on behalf of a non commercial body for social purposes, but not for hire or reward.
 - ii) You are aged 25 or over.
 - iii) You have held a car (category B) licence for at least two years.
 - iv) You are providing your service on a voluntary basis.

If you are aged 70 or over the church's insurance policy will not permit you to drive MZBC's minibus.

Drivers who first held a licence to drive cars after 1st January 1997 may drive a minibus provided the conditions above are met , **but may not tow any size trailer without passing a further test.**

There is further information about driving a minibus at www.gov.uk/driving-a-minibus.

- 2) The driver should satisfy himself/herself that the vehicle is in a roadworthy condition. If in doubt do not drive the vehicle.
- 3) When hiring a minibus or larger bus it is the responsibility of the user group to verify the legality and insurance cover of the operator prior to the use of the transport. If in doubt, do not drive the vehicle.
- 4) Seat belts must be worn for any journey, no matter how short, and again it is the driver's responsibility to enforce this.
- 5) Leaders/helpers who accompany people in minibuses should where possible sit amongst the passengers. Preferably, a leader/helper should sit near the exit points of the vehicle.
- 6) Carry a First Aid Kit and Fire Extinguisher and familiarise yourself with them.
- 7) Avoid transporting a child or young person on your own. Try to ensure another leader/helper is with you in the vehicle or other children/young people are with you. If a situation occurs when you have to transport a child alone, ensure other leaders/helpers know this is happening, and that the child is in the rear seat.
- 8) Vulnerable adults will need special consideration before journeys and may need 'one to one' supervision.

Mount Zion Baptist Church, Priory Street, Cardigan

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

Job or Role.....
(e.g.) Junior Church teacher

Name.....

Date of Birth.....

Address.....

Telephone..... **Email**.....

Please tell us about your Christian experience(s) in the church(es)/organisation(s) in which you have been involved, including names, dates and areas of your involvement.

Please give details of your previous experience of working with children, young people or vulnerable adults. This should include any relevant qualifications.

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working (paid or voluntary), one of these should be your present employer. We reserve the right to take up character references from any other individuals deemed necessary.

Name.....	Name.....
Address.....	Address.....
.....
.....
Tel No.....	Tel No.....
Role.....	Role.....
Relationship.....	Relationship.....

Declaration

I confirm that the submitted information is correct and complete.
I understand and agree to the conditions involving a Criminal Disclosure Check and agree, if I am appointed, to make an application through the Disclosure and Barring Service (DBS)

Signed..... Date.....

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the General Data Protection Regulation and all appropriate Acts in relation to Criminal Records Disclosure

Mount Zion Baptist Church, Priory Street, Cardigan

Volunteer Self-declaration Form

We are sure that all who work with children, young people and vulnerable adults will want to ensure the best possible care is taken for the safety and protection of all involved. We therefore request all helpers to fill in this form. Personal details will be kept confidentially by the church unless requested by the local authority.

Name

Date of birth.....

Address.....

.....

Telephone.....

Email.....

Please could you tell us something about yourself - special interests, skills and experiences that may be relevant in working with children and young people?

.....

.....

.....

I have never been convicted or received a caution, reprimand or final warning of any sexual offence or offence against children or vulnerable adults.

I am not a “disqualified” person under the Criminal Justice and Court Services Act 2000.

Signed..... Date.....

In the space below give us the names, addresses and telephone numbers of two people who know you and would be able to give a personal reference. Tell us their position and their relationship to you.

.....

.....

.....

.....

Mount Zion Baptist Church Online Safety Guidelines

These guidelines should be read in the context of the Mount Zion Safeguarding Children and Vulnerable Adults Policy and Mount Zion Data Protection and Social Media Policies

The guidelines recognise the need to communicate well and build relationships and trust. Communication can take many forms including digital technology. In these safeguarding guidelines we use the term **online-safety** to encompass safeguarding which involves the use of mobile communication devices (smart phones, cell phones), computers (laptops, netbooks, tablets) and other electronic devices including games consoles, to communicate and access the Internet, emails, text messaging services, Instant Messenger, along with communication through social media sites and social networking sites.

Safeguarding principles apply equally online and offline and we all need to understand how to stay safe online. The internet is a great resource and communication tool but there are individuals who use the technologies to gain access to exploit and even harm children, young people and adults at risk. It can be difficult for those with safeguarding responsibility to understand the technology and the differing risks aspects of the dangers such technologies can present. Children and young people often appear to be more technologically savvy, but it is worth remembering that although children use technology at an early age they may not have the maturity or competence to deal effectively with and understand all of the dangers being online can expose them to.

The Guidelines

1) Agreement with parents/carers as to how workers will communicate.

Parents/carers should be asked to give written permission for their children and the children/youth workers to communicate using telephone, mobile, email, internet.

2) Expectations of workers

Workers should not add children to their personal social networking page if they are involved with your children's/youth work activity and are under the age of 18.

Workers should consider setting up a Facebook group / Fan page for the church/organisation and invite children to be members. (If they are over the required minimum age limit i.e.13 for Facebook)

Workers should only use an agreed social networking account for contact with children with whom they are working. This should normally be an account set up specifically for this purpose on behalf of the church / organisation rather than an individual.

Workers should seek to ensure that their personal profiles on any social

networking sites should be set to the highest form of security to avoid children accessing personal information or seeing any pictures of a personal nature. Where concerned that there may be an e-safety incident ensure that this is reported to your designated safeguarding officer in your church / organisation. They can then determine if the matter should be reported to the statutory authorities or other appropriate agencies e.g. CEOP.

Use an appropriate friendly but not too over-familiar or personal tone in communications

Be warm and friendly but do not suggest or offer a special relationship

Be clear and explicit about information that you need to share and be circumspect about using abbreviations or short cut communications to avoid any possible misinterpretation of motives or behaviour.

Do not share personal information with children, or request or respond to any personal information from a child other than that which would be appropriate as part of your role.

Only make contact with children for reasons related to the work of the church / organisation and maintain a log of all electronic contact.

Have a clear cut off time for communicating with children and young people e.g. no contact between 10pm and 7am

Have clear confidentiality clauses in communications e.g. within emails outlining the extent of confidentiality.

3) Agreement with children and young people.

If children and young people are using the church or organisations computer systems, or are communicating with workers, as well as seeking permission from parents / carers specifying the exact nature of such communication, you should also have an agreement with the child as to your expectations of the communication:

When using a computer or electronic device to access the Internet at church / organisation, children should not:

- Search for or enter pornographic, racist or hate motivated websites
- Download, forward-on any music, images, movies from the internet where permission has not been granted by the copyright holders.
- Disclose any personal information e.g. addresses, telephone numbers, bank details.
- Send or display offensive messages or images
- Use obscene language
- Violate copyright laws
- Harass, insult, bully or attach others

Such agreements should include parental agreement, and any sanctions for violation of the agreement.