



## **LUTHERAN CHURCH IN GREAT BRITAIN POLICY ON SAFEGUARDING CHILDREN & VULNERABLE ADULTS**

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**LUTHERAN CHURCH IN GREAT BRITAIN  
POLICY ON SAFEGUARDING  
CHILDREN & VULNERABLE ADULTS**

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## **SUMMARY OF POLICY**

The Church believes fundamentally in the moral commitment to ensure that all individuals are free from abuse, regardless of gender, age, ethnicity, disability, sexuality or beliefs. This safeguarding policy applies to all trustees, staff and volunteers in the LCiGB and has been approved by the board of trustees, i.e. The Council of the LCiGB.

**The LCiGB** is committed to providing a safe and secure environment for all of its staff, members and visitors who access its facilities and services. The Church recognises its responsibility to safeguard in particular the wellbeing of children and vulnerable adults by ensuring that there are appropriate arrangements in place to enable it to discharge its duty to deal with issues concerned with suspected or reported abuse of children and vulnerable adults.

**The Council of the LCiGB** will ensure that the church's policy and procedures comply with statutory requirements and regulatory guidance, as well as best practice in safeguarding children and vulnerable adults. The LCiGB safeguarding arrangements are proportionate and based upon Christian principles and sound common sense.

The LCiGB recognises its duty to

- assist staff to be aware of their responsibilities (through guidance, support and training);
- minimise risk and avoid situations where abuse or neglect might be alleged;
- ensure that staff are not restricted from normal ways of working, but are advised to consider how an action may be misperceived;
- identify anyone who shows signs of suffering abuse.

The LCiGB is committed to a pastoral ministry that respects all adults and children within the church community and to safeguarding and protecting all children and vulnerable adults.

To ensure that the LCiGB acts responsibly it will:

- select and train carefully all those persons with any pastoral or volunteer responsibility for members, and will carry out Criminal Record checks where legal or appropriate;
- respond without delay to a complaint made that an adult or a child for whom it is responsible has been harmed, and promises to cooperate with police and/or local authorities in any investigation;
- offer qualified pastoral care within the limits of available expertise to anyone who has suffered abuse, developing with them an appropriate healing ministry, and referring them to agencies or experts when appropriate;
- challenge rigorously any abuse of power or authority by any member of staff or volunteer that the church has placed in a position of trust;
- put procedures and systems in place to ensure prompt and appropriate action in the event of abuse taking place;
- identify insofar as it is able to do so neglect or abuse, looking out for signs/symptoms of abuse.

# THE REGULATOR

The UK Government's **Disclosure and Barring Service (DBS)** is the regulator for safeguarding and is responsible for:

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

**[NB. The DBS replaces the work of the previous Independent Safeguarding Authority (ISA) and the Criminal Records Bureau (CRB).]**

## Disclosure

The DBS searches police records and, in relevant cases, barred list information, and then issues a DBS certificate to the applicant and assists the employer to help them make an informed recruitment decision.

## Referrals

Referrals are made to the DBS when an employer or organisation, e.g. a regulatory body, has concerns that a person has caused harm, or poses a future risk of harm to vulnerable groups, including children. In these circumstances an employer must make a referral to the DBS, though this is not obligatory for regulatory bodies.

## Barring

Barring decisions are an appropriate response to harm that has occurred, as well as the risk of harm posed. Barring (or not barring) has an impact both on the person under consideration and also on those with whom they have or could have come into contact. Often very difficult and finely balanced decisions are made.

There are 2 main ways cases come to the DBS:

1. Auto-bars - there are 2 types of automatic barring cases where a person has been cautioned or convicted for a 'relevant offence':
  - a. automatic barring without representations offences will result in the person being placed on a barred list(s) by the DBS irrespective of whether they work in regulated activity
  - b. automatic barring with representations offences may, subject to the consideration of representations and whether the DBS believes that the person has worked in regulated activity, is working in regulated activity or may in future work in regulated activity, also result in the person being placed on a DBS barred list(s)
2. Referrals from an organisation that has a legal duty or power to make referrals to DBS: typically there is a duty, in certain circumstances, on employers to make a referral to the DBS when they have dismissed or removed an employee from working in regulated activity, following harm to a child or vulnerable adult or where there is a risk of harm

# RESPONSIBLE STAFF MEMBERS IN THE LCiGB

The senior member of staff with lead responsibility for child protection issues in the LCiGB is The Bishop, who may delegate the role in part or in full to a trustee. In the LCiGB's member congregations, the responsible person for Safeguarding is the Pastor, and if there is more than one pastor, the responsible person is the Senior Pastor.

These persons take the lead responsibility for raising awareness within the organisation about issues relating to the welfare of children, young people and vulnerable adults, and to promote a safe church environment.

Specific responsibilities for these persons include undertaking to:

- receive appropriate training;
- keep up to date with developments in safeguarding issues;
- ensure that exempted questions are asked on relevant volunteer and employment application forms;
- make new staff and volunteers aware of the safeguarding policy;
- be the main contact point for safeguarding issues;
- maintain contact details for relevant organisations available for employees and volunteers, including contact details of relevant agencies such as the NSPCC Helpline 0800 800 5000 and local police child protection unit.

The organisation has nominated persons with special **responsibility for protection** issues. These persons undertake appropriate training. The designated responsible individual acting as Safeguarding Adviser for the LCiGB is normally a

trustee and as such is a member of the management board, and will work closely with the Bishop and an assigned volunteer responsible for ensuring that procedures related to obtaining **criminal record checks** on relevant staff and volunteers in the LCiGB are implemented. The current named responsible persons can be found on the LCiGB web site: see <http://www.lutheranchurch.co.uk/page/council>

Staff and volunteers working with children will receive training adequate to familiarise them with

- protection issues and responsibilities;
- the LCiGB's procedures and policies;
- opportunities for refresher training at least every 3 years.

If possible, the LCiGB will ensure that a member of the Council includes a person who has particular expertise in safeguarding and protection issues. An annual report should be given to the Council on how the duties have been discharged.

The roles of responsible persons are described at the end of this document (see **Appendix 5**).

## DEFINITIONS

### What is meant by the terms “vulnerable”, “safeguarding”, “protection” and “children”?

**Vulnerable** -- Churches, in particular, regularly come into contact, work with, or provide activities for vulnerable beneficiaries. Of course we are all vulnerable in one sense or another, but 'vulnerable' in this context refers to persons who for a variety of reasons may be unable or have an impaired ability to defend or protect themselves against abusive or exploitative behaviours, perhaps because they are too young, or are elderly, infirm, disabled or ill. Some may be vulnerable in more temporary circumstances, perhaps because they are homeless, in need, or are recent arrivals in the UK, do not speak English as a first language or are otherwise challenged and unsupported. However, there is legislation which defines vulnerable adult for the purposes of safeguarding. See below.

**A vulnerable adult** -- is defined as a person aged 18 or over, who has

- either a dependency upon others in the performance of, or a requirement for assistance in the performance of basic functions;
- a severe impairment in the ability to communicate with others; or
- a reduced ability to protect themselves from assault, abuse or neglect. This can be as a result of a learning or physical disability (not normally to include dyslexia); a physical or mental illness chronic or otherwise (including an addiction to alcohol or drugs); or a reduction in physical or mental capacity.

For the purposes of protecting vulnerable adults within scope of the Vetting Barring Scheme (VBS), a vulnerable adult is defined as anyone aged 18 or over who:

- Lives in residential care or support accommodation;
- Receives domiciliary care in their own home
- Receives any form of health care from a medical practitioner GP or Dentist (but only at the point when they are receiving such care)
- Is detained in lawful custody (Prison, remand centre etc)
- Is under supervision of the probation service
- Is in receipt of a specified welfare service including support/assistance/training/teaching/instruction/advice
- Participates in an activity for people with needs due to age or disability
- Is an expectant or nursing mother living in care
- Receives direct payments from a local authority or health or social care trust
- Requires assistance in conducting own affairs.

A person is not deemed vulnerable simply because of age or a disability. They must be in receipt of any of the aforementioned welfare services to be covered by the DBS.

**Safeguarding** -- is defined as inward-facing procedures for prevention such as awareness raising, reporting of concerns, and responding appropriately to issues of abuse or exploitation. It seeks to avoid occurrences of harm through sound and responsible recruitment, training and safe programming of activities and events.

**Protection** -- is more outward-looking and is achieved through taking appropriate actions to address any concerns, working to agreed local policies and procedures in full partnership with other experts or agencies.

**Children** -- includes anyone under the age of 18, including those in full time education. One sometimes hears the term “young adults” and this normally refers to children between the ages of 16 and 18 who are not in full time

education. For the purposes of this policy the term child(ren) is used in this document to include anyone under the age of 18.

## What is meant by “abuse”?

The Council of the LCiGB recognises the following as definitions of abuse:

**Physical Abuse** -- causes harm to a person and may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

**Neglect** -- is the persistent or severe failure to meet a person’s basic physical and/or psychological needs. It will result in serious impairment of the child’s or vulnerable adult’s health or development.

**Sexual Abuse** -- involves being forced or coerced into participating in or watching sexual activity. It is not necessary for the victim to be aware that the activity is sexual and the apparent consent of a child or vulnerable adult is irrelevant.

**Emotional Abuse** -- occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on a child’s or young person’s behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

**Financial Abuse** – includes stealing from, defrauding someone of, or coercing someone to part with goods and/or property. It ranges from failure to assess benefits through inadvertent mismanagement and opportunistic exploitation to deliberate and targeted abuse.

**Relevant conduct** -- Under *Schedule 3 of the Safeguarding of Vulnerable Groups Act 2006* in relation to the barring of those who pose of a risk of harm to vulnerable adults or children, a relevant conduct is a conduct which must be referred to the ‘Independent Safeguarding Authority’(ISA) (NOW THE DBS) and which could lead to a barring decision. It includes any conduct:

- which endangers a child or vulnerable adult or is likely to endanger a child or vulnerable adult;
- which if repeated against or in relation to a child or vulnerable adult would endanger that child or vulnerable adult;
- involving sexual material relating to children (including possession of such material);
- involving sexually explicit images depicting violence against human beings;
- of a sexual nature involving a child or vulnerable adult (or in the case of a vulnerable adult - an act that is considered inappropriate).

## What constitutes a Regulated Activity?

### Regulated Work with Children

The Government’s definition of regulated activity relating to children comprises only:

1. Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children;
2. Work for a limited range of establishments (‘specified places’), with opportunity for contact: for example, schools, children’s homes, childcare premises. This does not include work by supervised volunteers. Church premises can only count as specified places while an OFSTED registered pre-school or nursery is taking place;

**N.B. Work under (1) or (2) is regulated activity only if done regularly.**

3. Relevant personal care, for example washing or dressing; or health care by or supervised by a professional;
4. Registered childminding; and foster-carers.

### Regulated Work with Adults

The new definition of regulated activity relating to adults no longer labels adults as ‘vulnerable’. Instead, the definition identifies the activities, which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity. There are six categories of people who will fall within the new definition of regulated activity (and so will anyone who provides day to day management or supervision of those people). A broad outline of these categories is set out below.

(i) **Providing health care**: Any health care professional providing health care to an adult, or anyone who provides health care to an adult under the direction or supervision of a health care professional. Please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, for further details about what is meant by health care and health care professionals. **This does include counselling.**

(ii) **Providing personal care:** Anyone who:

- provides physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of an adult's age, illness or disability;
- prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without that prompting or supervision; or
- trains, instructs or offers advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability.

(iii) **Providing social work:** The provision by a social care worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client.

(iv) **Provides assistance with cash, bills and/or shopping:** The provision of assistance to an adult because of their age, illness or disability, if that includes managing the person's cash, paying their bills or shopping on their behalf.

(v) **Provides assistance in the conduct of a person's own affairs:** Anyone who provides various forms of assistance in the conduct of an adult's own affairs, for example by virtue of an enduring power of attorney. Please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, for the further categories which are covered here.

**(vi) Conveying:** A person who transports an adult because of their age, illness or disability either to or from their place of residence and a place where they have received, or will be receiving, health care, personal care or social care; or between places where they have received or will be receiving health care, personal care or social care. This will not include family and friends or taxi drivers.

Applicants volunteering at Lunch Clubs or social activities provided for the elderly are not likely to meet the definition of regulated activity with vulnerable adults unless they are providing physical assistance with eating, drinking or going to the toilet.

## Exempted questions

are asked on relevant volunteer and employment application forms. The question can be worded accordingly –

*This post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any applicants for this post who are offered employment or who become volunteers for this organisation will be subject to a criminal record check through the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. A criminal record will not automatically bar a person from successfully taking up this post.*

## SIGNS OF ABUSE

It can be difficult to decide what constitutes abuse. See **Appendix 2** for particular signs or symptoms of abuse.

## THE ROLE of the CHARITY COMMISSION (CC)

The Commission does not administer child protection legislation, but it seeks to increase public trust and confidence in charities. When an organisation registers formally as a charity, the commission asks organisations working with children for

- information about the policies and procedures which they have in place for keeping children safe and
- Disclosure Certificates in respect of trustees where the charity is legally entitled to obtain these.

The Charity Commission works with the National Society for the Prevention of Cruelty to Children (NSPCC) to ensure that its guidance is relevant, accurate and helpful. Details of key areas in the recruitment and selection of charity trustees are set out in the CC guidance '[Finding New Trustees \(CC30\)](#)', which describes the various checks and safeguards appropriate for charities working with children or other vulnerable beneficiaries when recruiting trustees.

The Safeguarding Vulnerable Groups Act of 2006 created the new Independent Safeguarding Authority (ISA), (*NOW THE DBS*) which will decide who is unsuitable to work or volunteer with vulnerable groups. Guidance is under review.

## SAFEGUARDING PROCEDURES AND SYSTEMS

Procedures and systems provide clear step-by-step guidance on what to do in different circumstances. In procedural documents roles and responsibilities are clarified. Systems are provided for recording information and dealing with complaints and are also needed to ensure implementation and compliance.

Child protection procedures should be linked with the Local Safeguarding Children Board's procedures.

The procedures and systems include the following:

- Named person(s) with a clearly defined role and responsibilities in relation to child protection, appropriate to the level at which s/he operates
- A description of what child abuse is, and the procedures for how to respond to it where there are concerns about a child's safety or welfare or concerns about the actions of a trustee, staff member or volunteer. Relevant contact details for children's services, police, health and NSPCC helplines should be available.
- A process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation and kept for a time specified (e.g. by insurance company)
- Guidance on confidentiality and information sharing, legislation compliant, and which clearly states that the protection of children and vulnerable adults is the most important consideration.
- A code of conduct (behaviour) for trustees, staff and volunteers with consequences of breaching made clear and linked to disciplinary and grievance procedures.
- Safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect (telephone, social media, email) contact with children. In the case of trustees, because of their position within the charity, whenever there is a legal entitlement to obtain a criminal record check in respect of such a trustee, a check should be carried out. This goes beyond circumstances where the trustee comes into contact with children or vulnerable adults.
- A complaints procedure which is an transparent and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour towards children or vulnerable adults
- Systems to ensure that all staff and volunteers working with children or vulnerable adults are monitored and supervised and that they have opportunities to learn about child protection in accordance with their roles and responsibilities.
- Requirements for trustees, staff and volunteers to learn about child and vulnerable adult protection in accordance with and as appropriate to their roles and responsibilities.
- LCiGB procedures are tailored to the type of contact that the church has with children and vulnerable adults.

## **Safeguarding Vulnerable Groups Act (SVG) 2006 & the Disclosure and Barring Scheme (DBS)**

On 1<sup>st</sup> May 2013, The Disclosure and Barring Service (DBS) published new guidance to help employers make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, through its criminal record checking and barring functions.

The scheme is governed by provisions of the Safeguarding Vulnerable Groups Act (SVG) in 2006 in England and Wales which provides for the establishment of the regulatory body.

DBS was established when the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) merged in 2012. New guidance is now available and describes how the DBS criminal record checking service works.

It also provides details of how and when to make referrals to DBS. The new guidance is available on the government's web site and developments are monitored closely by relevant church authorities, such as Churches Agency for Safeguarding (CAS) in which the LCiGB has associate membership. The LCiGB is committed to ensuring its policies, systems and procedures are compliant with legislation. See also:

<https://www.gov.uk/disclosure-and-barring-service-criminal-record-checks-referrals-and-complaints>

The barring side of the DBS provides expert caseworkers who process referrals about individuals who have harmed or pose a risk of harm to children and/or vulnerable groups. They make decisions about who should be placed on the child barred list and/or adults barred list and are prevented by law from working with children or vulnerable groups.

Referrals should be made to DBS when an employer or organisation believes a person has caused harm or poses a future risk of harm to vulnerable groups, including children.

For some groups there is a legal duty to refer, it is therefore important that you understand your legal requirements.

## **Reporting Allegations of Abuse against Members of Staff**

The procedures apply to all staff, whether trustees, clergy, administrative, management or support, as well as to volunteers. The word "staff" is used for ease of description.

In rare instances, members of church staff have been found responsible for abusing either vulnerable adults or children. Because of frequent contact with the vulnerable, staff may have allegations of abuse made against them.

The LCiGB recognises that an allegation of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and investigations are thorough and not subject to delay.

The LCiGB recognises that the welfare of the child and of vulnerable adults is the paramount concern. It also recognises that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the LCiGB will do so with sensitivity and will act in a careful, measured way.

## **Whistle-blowing**

A whistle-blower is someone who voices concerns, e.g. about practices in the church or about an individual member of staff. Sometimes whistle-blowers decide to do so anonymously, which can make investigation difficult. The LCiGB encourages and supports openness in order to protect vulnerable people, and whistle-blowers are always to be:

- Treated seriously
- Treated confidentially where relevant
- Treated in a fair and equitable manner
- Kept informed of action taken and its outcome

## **Duty to make referrals**

The Safeguarding of Vulnerable Groups Act 2006 also makes it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the Disclosure and Barring Service (DBS). The Church must not knowingly employ anyone who poses a risk of harm to children or vulnerable adults, and this includes anyone who is believed to have committed a relevant conduct while on the job or who has a record of such conduct.

The LCiGB has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the DBS and failure to do so can result in a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before a referral is made. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.

Referral forms can be downloaded from the DBS's website (see <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>)

## **The DBS's barring process**

Whenever new relevant information (such as a conviction or caution) becomes known, the information will be sent to the DBS. The DBS will consider this information, together with other information known on the individual, and decide whether it indicates that the individual poses a risk of harm to vulnerable groups. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information.

The applicant should be advised by the designated member of staff to make a representation to the DBS regarding the barring information. The DBS will assess the barring information and representation and decide whether to bar the applicant. If there is sufficient barring evidence, the applicant will be placed on either the Children's Barred List or the Vulnerable Adults Barred List or both depending on the offence. The applicant must then be removed from regulated activity.

The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision.

## **Procedure for Obtaining a Disclosure Certificate (Criminal Record Check) in the LCiGB**

The LCiGB operates a safe recruitment policy, and all staff undertaking a role that involves working with the vulnerable in a regulated activity will be subject to a Criminal Record Check before they start that work. The procedure for obtaining a Disclosure Certificate that involves a criminal record check is found in **Appendix 1**. Disclosure



information is subject to rules on confidentiality, data protection, retention and disposal for which a separate policy and procedure can be found in **Appendix 3** and on the LCiGB web site <http://www.lutheranchurch.co.uk/page/congregations>

## **Safe Recruitment and Selection of Staff and Volunteers**

Recruitment and selection procedures in the LCiGB must ensure that staff and volunteers who work in the church are appropriate for the safeguarding of children and vulnerable adults. These procedures are reviewed regularly in order to ensure that they

- apply to staff and volunteers who work with vulnerable groups or individuals;
- the post or role is clearly defined;
- key selection criteria (including full person specification) for the post or role are identified;
- vacancies are advertised widely in order to ensure a diversity of applicants;
- obtain professional and character references;
- verify previous employment history;
- comply with DBS's Criminal Records checks (maintain sensitive and confidential use of the applicant's disclosure);
- use a variety of background and selection information (e.g. qualifications, previous experience, interview, reference checks).

## **Employment**

During employment in the LCiGB whether stipendiary or non-stipendiary, salaried or voluntary, the LCiGB will ensure, through its monitoring and supervisory duties, that its staff are exercising their roles with careful attention to their power and authority. The exploitation of any relationship will not be tolerated and the highest professional standards will be maintained in all pastoral, counselling, educational, worship and recreational activities.

The protection and safeguarding of children and vulnerable adults is everyone's responsibility and the LCiGB considers the welfare of the vulnerable is paramount. Under the church's policy members of staff and anyone else who considers that an exploitative behaviour may have taken place or a vulnerable person suffered neglect or abuse will be encouraged to report the matter to the designated person.

Any allegation will be taken seriously and appropriate procedures implemented.

Member congregations of the LCiGB are responsible for ensuring they have appropriate safeguarding policies and procedures in place and must use this document for their own purposes.

## **Guidance for Best Practice in Dealing with Allegations of Abuse, Victims of Abuse, Physical Contact and Difficult Behaviour**

It is important to provide guidance for those working with the vulnerable and also to deal with accusations against individuals and allegations of abusive behaviour or reports of abuse in a responsible manner. For some specific types of contact or incidents there are legal requirements to refer to the regulator or other authorities. Please refer to **Appendix 4** for guidance on dealing with allegations of abuse, with victims of abuse and for dealing with physical contact and difficult behaviour.

# How Do I Apply for a DBS Disclosure Certificate?

## Criminal Record Checks for staff in the LCiGB, including pastors, lay ministers and volunteers in Congregations

**Protecting the children and vulnerable adults in each LCiGB congregation is an extremely important priority.**

By law, LCiGB congregations must follow certain procedures to safeguard against the risk of harm to the children and vulnerable adults in our care.

This guidance document explains how to apply for a DBS Disclosure Certificate through the LCiGB. A Disclosure Certificate is a criminal record check in a form of an official document which shows any unspent convictions. A certificate is required for you if you are a pastor, staff member, lay minister or volunteer who has regular direct contact with children or vulnerable adults.

Please read this guidance carefully and follow the steps set out below. We understand that it sometimes requires time and patience to complete the application and gather the correct identity documents, and the LCiGB will help you as much as we can with the process.

By following this procedure carefully and diligently, you are helping to create a safer church environment in which children and vulnerable adults can grow and flourish with a reduced risk of harm – thank you for helping to achieve this.

If you have any questions once you have read this guidance, please do not hesitate to contact the LCiGB office by telephone or by emailing [safeguarding@lutheranchurch.co.uk](mailto:safeguarding@lutheranchurch.co.uk).

### 1. Who needs to be DBS checked?

Are you involved with any of the following Specified Activities (Note: If working with children, tick only if the work is regulated activity. Regulated activity is considered to be either **overnight** or on a **regular basis** (e.g. weekly, fortnightly or monthly) and **unsupervised**)?

- Teaching, training or instruction, care or supervision of children
- Providing health care to an adult
- Providing advice or guidance wholly or mainly for children, which relates to their physical, emotional or educational wellbeing
- Providing personal care, such as physical assistance with, offering advice or training or prompts eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of an adult's age, illness or disability
- Any form of treatment or therapy provided to children or vulnerable adults
- Providing assistance with cash, bills, and or shopping, or providing assistance in the conduct of a person's own affairs
- Driving a vehicle that is being used only for the purpose of conveying children or adults because

of their age, illness or disability

Working in a specified place (e.g. where a nursery or pre-school is taking place. Only child care premises which are regulated by OFSTED count as a specified place.)

Are you a pastor?

Are you someone who is involved in the **management or supervision** of those engaged in the above types of work? (In LCiGB congregations, this could be someone who is a lay minister, a member of Council, or another member of the congregation who supervises staff or volunteers who work with children or with the elderly or ill or disabled adults.)

If you ticked **yes** to any of the above Specified Activities, **then you will need to apply for a DBS check.**

## **2. Contact the LCiGB office to start the DBS application process.**

Your congregation's pastor or safeguarding officer should contact the LCiGB office by email or phone to let the office know that the congregation has someone who needs a criminal record check.

Please tell us the full name, telephone number, email address and postal address of the person who requires the record check, and tell the applicant that the LCiGB will be in touch.

The application will be handled by the LCiGB Safeguarding Adviser and may be processed by an appointed volunteer.

## **3. The applicant will receive an email from the LCiGB local regional Verifier to begin the online application process.**

This instruction sheet and a list of the ID documents needed for the application will be provided. We will also send you a link to a secure online application form. The process normally involves the following:

- Applicant completes the online application (process takes approx 15 minutes) and notifies the verifier when completed.
- Local regional Verifier to meet applicant and verify their ID
- Verifier completes online form verifying ID docs (and scans docs)
- CAS forwards to DBS
- Applicant receives Disclosure Certificate. CAS notifies LCiGB Safeguarding Adviser of clean disclosures.
- Applicant to show Disclosure Certificate to Pastor or Congregation's appointed Safeguarding Officer.
- Disclosure Certificate number logged by Safeguarding Adviser – no copies taken or stored unless specific reason to do so for 6 months
- Blemished disclosures receive advice from CAS and possible Risk Assessment and a consultation process involving the LCiGB Safeguarding Adviser, the Pastor/ Safeguarding Officer for congregation

## **4. Prepare your ID documents.**

Your regional Verifier will contact you to arrange a convenient date and time for you to meet as soon as possible. This may be at the church where your congregation meets, at the LCiGB office in central London, or at another venue.

Checking you have the correct documents is the most important part of the whole process – don't

leave it until the night before your meeting!

The attached sheet “**Which ID documents do I need?**” lists the currently acceptable documents at the time of writing. This list can change in accordance with government requirements so please check with your Verifier if you are unsure about anything.

You must check the requirements for your documents to be dated within a certain period. If you realise you don't have the right documents or you are unsure whether you do – please phone your Verifier to ask for their advice. It is much better to phone if you are unsure rather than come to the meeting with the wrong documents, because then another meeting would have to be arranged and the process started again.

If you need to travel in order to meet the Verifier, please speak to your pastor or chair of congregation to arrange for your travel expenses to be reimbursed. If the Verifier needs to travel to you, they will contact your pastor or chair to arrange travel expenses.

#### **5. Meet with the Verifier to have your identity documents verified.**

At your meeting your identity documents will be verified by your Verifier, who will check:

- That your documents are original documents, not copies
- That the identity information matches the information you have given on your application form
- That the likeness of any photographic ID matches the likeness of the applicant
- That all your documents are currently valid

If everything is correct, the Verifier will submit authorisation online and your application will proceed.

If your identity documents do not all meet the above criteria, the Verifier cannot submit your application, and will re-schedule another meeting with you to see correct documents.

#### **6. Your congregation pays for the application fee and your application is submitted.**

The Verifier must pay online for your application to be submitted and will claim this expense from your congregation. The Treasurer of your congregation will arrange payment for the application.

**How much does a DBS check cost?** At the time of writing this document:

- £56.00 for an Enhanced check for a paid member of staff
- £12.00 if the applicant is an unpaid volunteer

#### **Who is my application submitted to?**

Your application is submitted online to CAS, who review it and pass it to the DBS. These agencies will ensure your application is kept confidential.

#### **7. When do I get my disclosure certificate?**

The procedure should be quick, but progress can be checked online by your verifier.

If your disclosure certificate contains a record of previous offence which you committed, please ask to speak to your Pastor (or the Bishop) in confidence. You are not obliged to show your disclosure certificate to anyone, but if you do not show it to your pastor or the Bishop they will not be able to let you work with children and vulnerable adults. If you do choose to show them your certificate, you

may like to explain the circumstances of your criminal record, such as what the offences were, when they took place, whether the convictions are now considered spent, how you have changed, and why you believe you are a suitable person to work with children and young people in the church. Your pastor or chair may take notes of what you say, and they may ask for your permission to disclose what you have told them to the DBS Officer for advice. If you wish to speak to the DBS Officer yourself you may call them at any time to ask for advice.

#### **8. How long does my certificate last for?**

The government currently allows organisations to determine how often DBS checks should be renewed. In the LCiGB we will require a renewed DBS check every five years.

**Thank you** for giving this matter your attention and priority – with each congregation taking responsibility for the protection of children and vulnerable adults, the risk of harm to those in LCiGB congregations is considerably reduced.

# Abuse and Protection: Recognising & responding to abuse and neglect

## Definitions of Abuse

Abuse is the violation of an individual's human and civil rights by any other person or persons, and may consist of a single act or repeated acts. It may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of the person subjected to it. It causes harm to the individual either temporarily or over a period of time.

## Types of Abuse

- Physical
- Sexual
- Psychological
- Financial or material
- Neglect or acts of omission
- Discriminatory
- Institutional

## Physical Abuse

- Slapping
- Hitting
- Pushing
- Kicking
- Rough handling or unnecessary physical force either deliberate or unintentional
- Medication misuse
- Restraint or inappropriate sanctions

## Sexual Abuse

Sexual abuse includes rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting. This may be **contact abuse**, including kissing, oral contact, attempted penetration and ritualistic/satanic abuse. It may be **non-contact abuse**, including voyeurism, teasing, innuendo, harassment and exploitation.

## Psychological Abuse

- Verbal abuse
- Humiliation
- Blaming
- Controlling
- Coercion
- Harassment
- Intimidation
- Threats of harm or abandonment
- Deprivation of contact
- Isolation or withdrawal from services or supportive networks
- Denial of basic rights and choices

## What to look for: Financial abuse

- Unexplained or sudden inability to pay bills
- Unexplained or sudden withdrawal of money from accounts
- Shortage of money when they have assets
- Fear of spending on legitimate items/bills

- Carer/relative not allowing spending on own needs
- Unusual family interest in the vulnerable person's assets/will

### **What to look for: Neglect**

- Being left in wet or soiled clothes
- Bedsores/ulcers
- Malnutrition
- Dehydration
- Untreated medical conditions
- Movement restricted
- Isolation, e.g. left in one room
- Depression
- Reduction in physical capabilities

### **Discriminatory Abuse**

- Anxiety about eating/weight loss
- Withdrawal, apathy
- Agitation
- Paranoia
- Loss of self-esteem
- Subservience
- Reduction in physical capabilities
- Fear of others
- Inability to communicate

### **Institutional Abuse**

- Neglect
- Poor professional practice
- Pervasive ill-treatment
- Gross misconduct
- Repeated instances of poor care

### **Who abuses**

- Relatives and family members
- Professionals
- Paid care workers
- Volunteers
- Neighbours
- Friends and associates
- People who deliberately exploit vulnerable people
- Strangers

### **Key Points**

- Abuse can happen anywhere
- There are no gender, class or social barriers
- There is no typical victim or abuser – stereotypes are not helpful
- Abuse can be premeditated and deliberate
- Abuse is not just related to carer's stress

## Reactions to abuse

- Denial
- Resignation, acceptance
- Withdrawal from activity, communication
- Marked changes in behaviour
- Fear, depression, sense of hopelessness
- Mental confusion
- Anger and physical/verbal outbursts
- Seeking attention

## Reasons for not recognising abuse

- Fear – disclosure is frightening or threatening
- No solution is obvious
- Difficult to tackle
- Explained away
- Not enough resources or priority given to abuse of adults

## Principles of working with adult abuse

- Individuals have a right to:
- Independent support and representation
- The protection of the law
- Have their rights upheld
- Privacy
- Be treated with dignity
- Lead an independent life
- Be able to exercise choice about how they lead their lives

## Seriousness of Abuse

- How vulnerable is the person?
- How extreme is the abuse, e.g. damage done?
- What is the impact on the person?
- What is the effect on others?
- Was it deliberate and pre-medicated?
- Has anything happened which is against the law?
- What is the risk of this being repeated?
- What is the risk to others, e.g. children in the household?

## Risk Factors

- Lifestyles
- Dependency
- Compliance
- Expectations of choice and control
- Limited opportunity
- Over protection
- Devalued by society

## Do not

- Do anything that may increase the risk to the vulnerable adult
- Alert the alleged abuser
- Jeopardise any future investigation
- Promise to keep secrets
- Be judgmental

## Responsibility to Report -- Reporting means raising concern about abuse

It may mean acting immediately in the aftermath of an incident or interpreting signals of distress or bad practice over a period.



## **LCiGB Policy on Storage and Retention of DBS Data**

**Please note: the DBS will only send a Disclosure Certificate to the applicant (and not to CAS or to the employer)**

### **1. Principles**

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, the LCiGB complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of information and has a written policy on these matters, which is available on the LCiGB web site under resources for congregations (<http://www.lutheranchurch.co.uk/page/congregations>)

### **2. Storage and access**

Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **3. Handling**

In accordance with the DBS's Code of Practice, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **4. Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **5. Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

### **6. Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

## **LCiGB Procedure for Storage and Retention of DBS Data**

*N.B. "Disclosure information" refers to a DBS disclosure certificate, a letter from CAS containing information about the results of a DBS check, or any other letter, document or note which contains information related to the results of a DBS check.*

### **1. Storing information:**

- 1.1. Disclosure information is kept LOCKED in a filing cabinet in the LCiGB office.
- 1.2. The filing cabinet is locked when not in use, and the key is stored out of sight.
- 1.3. The LCiGB office door is locked at night.

### **2. Accessing information:**

- 2.1. Only authorised staff may remove the DBS file and look at its contents.
- 2.2. Authorised staff members are currently: the Bishop, the Administrator, and the DBS Verifiers.
- 2.3. It is a criminal offence to pass disclosure information to anyone who is not authorised to receive it.

### **3. Handling and Retention**

- 3.1. A cover sheet will be attached to each piece of disclosure letter or document, detailing:
  - 3.1.1. The name of the subject
  - 3.1.2. The date of issue of the Disclosure
  - 3.1.3. The type of Disclosure requested (ie. Enhanced or international)
  - 3.1.4. The position for which the Disclosure was requested
  - 3.1.5. The unique reference number of the Disclosure
  - 3.1.6. The recruitment decision taken
  - 3.1.7. The date on which the disclosure information is due to be shredded (six months after the date of receipt of the disclosure, or the date of the recruitment decision, whichever is the later)
  - 3.1.8. The names of anyone the disclosure information has been passed to, together with the date and the reason for passing the information.

### **4. Retaining information:**

- 4.1. If the applicant is appointed to the post, the disclosure information and cover sheet will be kept in the DBS file for six months from the date of appointment. After six months, the disclosure information will be shredded and the cover sheet will be retained in the individual's personnel file.
- 4.2. If the applicant is not appointed to the post, their disclosure information and cover sheet will be kept in the Recruitment file for six months from the date of decision. After six months, the disclosure will be shredded and the cover sheet will be retained in the recruitment archive.
- 4.3. If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months, LCiGB will consult CAS about this and will give full consideration to the data protection and human rights of the individual before doing so.
- 4.4. Personnel and Recruitment files will likewise be kept locked in a filing cabinet and may only be accessed by authorised personnel.

### **5. Disposing of information:**

- 5.1. Only authorised staff may dispose of disclosure information at the due time.
- 5.2. Disclosures must be transferred directly from the filing cabinet to the shredder and shredded immediately.
- 5.3. Disclosures must not be transferred to a recycling bin or put into an interim file before shredding.
- 5.4. Applicants appointed to post will also have their details from points 3.1.1 to 3.1.5 entered onto their staff record on the LCiGB database. These records will be kept securely, and the DBS section of their electronic record can only be viewed on the database by the individuals named under item 1.4.
- 5.5. No photocopies of the disclosure information must be made or kept. The cover sheet mentioned above will be kept, but this will not contain any reference to the actual contents of the disclosure.

# Cover Sheet for Disclosure Information

## HIGHLY CONFIDENTIAL

This information may only be viewed or handled by authorised personnel.

It is a criminal offence to pass this information to anyone who is not authorised to receive it.

This information must be kept in the DBS file in the filing cabinet in the LCiGB office. The cabinet must be kept locked when not in use, and the key kept out of sight. The LCiGB office door must be locked at night.

---

**Name of subject:** \_\_\_\_\_

**Unique reference number of Disclosure:** \_\_\_\_\_

**Date of issue of Disclosure:** \_\_\_\_\_

**Type of Disclosure:**

Enhanced  Other (i.e. police background check from outside Great Britain)

**Position for which the Disclosure was requested:** \_\_\_\_\_

**Recruitment decision taken:**

Appointed  Not appointed

**Date to shred this Disclosure:** \_\_\_\_\_

*Six months after date of receipt or recruitment decision*

**This Disclosure information has been passed to:**

Name	Date	Reason
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **GUIDANCE: ALLEGATIONS OF ABUSE, PHYSICAL CONTACT & DIFFICULT BEHAVIOUR**

### **Guidance if a victim (child or adult) confides in you**

Be aware that a victim's confidence requires trust and bravery. Being a confidant is both a privilege and a responsibility. You should be aware that

- the victim may want the abuse to stop while still loving the abuser
- the victim may think you are able to stop the abuse without anything else happening
- while it might be advisable to have another adult present while the victim speaks, do this only if it does not inhibit the victim.

#### **Do**

- Listen, taking it seriously and giving adequate time
- Be honest and clear that you cannot keep the information to yourself
- Reassure, explain about what will happen next
- Consult and get support
- Write notes immediately about what the victim said, have your signature witnessed & dated
- Report to the appropriate authority
- Stay supportive

#### **Don't**

- Show shock or try to silence
- Ask leading questions
- Keep the secret
- Jump to conclusions
- Alert the perpetrator
- Make promises that you cannot keep
- Don't ask "what, why, when, where, who, are you sure, why didn't you say this before, I can't believe it, I am shocked"

### **Dealing with Disclosure of Abuse and Procedure for Reporting Concerns**

If a child or a vulnerable adult tells a member of staff about possible abuse:

- Listen carefully and stay calm.
- Do not interview, but question normally and without pressure, in order to be sure that you understand what the individual is telling you.
- Do not put words into the alleged victim's mouth.
- Reassure the individual that by telling you, they have done the right thing.
- Inform the individual that you must pass the information on, but that only those that need to know about it will be told. Inform the individual about those person(s) to whom you will report the matter.
- Make a written note of the main points carefully.
- Make a detailed written note of the date, time, place, what the alleged victim said, did and your questions, etc.
- Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person.

### **GUIDANCE FOR PHYSICAL CONTACT**

Physical contact with children is often highly emotionally charged, perhaps inevitably, as we all have personal experiences of touch from childhood that are both positive and negative experiences. Personal perceptions can shape the views and beliefs of adults about physical contact with children and adults. In the church context, we have the image of Jesus, with children on his knee and sitting at his feet, pictured in stained glass church windows and in some historical paintings. In most schools today, such touch would not be permitted at all. In view of all of this, what should be our practice in the LCiGB?

The principle underlying our guidance about physical contact rests in how to ensure it is safe, primarily for the recipient of the touch but also for the staff or member who gives it.

The following guidelines are recommended for those who work with children and vulnerable adults:

- Any physical contact should only take place in public
- Physical contact should reflect the recipient's needs and not those of the giver; be aware of what motivation there is for physically touching. Do we do it for our own comfort/reassurance instead of the need for it?
- Any physical contact should be age-appropriate, and initiated by the recipient rather than the staff member
- Any physical activity which is or may be perceived to be, sexually stimulating to the adult or the child should be avoided;
- Except in medical situations, it should be the child or vulnerable person who decides how much physical contact they have with others. Staff may point out to each other any contact which may appear to be misunderstood. If a worker persists in inappropriate touch then this must be challenged, advice sought, without delay, from the designated person in the organisation.
- These guidelines should be communicated formally to staff.

## **Coping with difficult behaviour**

Having to handle difficult behaviour causes stress, and the increasing awareness about protection and safeguarding issues means workers know that past ways are no longer appropriate. There are a number of steps that can produce positive outcomes when difficult behaviour is persistent or presents an on-going problem:

1. Assess the appropriate response: the range of behaviour can be from mild rudeness to placing people in danger or damaging property. Depending on circumstances it might be best to ignore it, delay dealing with it or deal with it immediately
2. No staff should be isolated; other staff should be aware of what is going on and be prepared to provide appropriate support, but without ganging up on any individual.
3. If difficult behaviour produces conflict, the staff member should create space to think; a deep breath, counting to five will help slow down a reaction and give time to think; take note of your feelings but don't let feelings override what you know to be best practice; try to engage with the person in a way that helps them work through what is happening – do this by asking questions, e.g. how do they think others feel about what you are doing?
4. Take the heat out of the situation; avoid eye-to-eye contact and any physical contact, while negotiating a resolution. How you handle conflict can be a learning experience for children or vulnerable adults
5. If difficult behaviour is part of a group culture, then leaders should meet to plan how to deal with it.
6. When difficult behaviour arises, it is good for staff to meet other staff about it to learn from mistakes and identify ways any situation may be dealt with successfully. Make a written record of what happened and what was decided should be done, and how the methodology worked or didn't work.
7. Inform a responsible representative of the church about any significant incidents
8. If difficult behaviour is persistent and/or unmanageable, then further support should be sought.
9. Training on managing difficult behaviour is available from professionals and it might be wise to engage in a course or one-to-one advice from an "expert".

## The LCiGB's SAFEGUARDING ROLE DESCRIPTIONS

### Role and Responsibilities of the LCiGB Safeguarding Adviser

The LCiGB Safeguarding Adviser is responsible for taking a lead role in the provision of safeguarding expertise to the Bishop, the clergy and lay people of the church.

The role assists the Council of the LCiGB to ensure that the church maintain the highest standards of safeguarding, ensuring the protection of children and vulnerable adults.

To this end, the Safeguarding Adviser:

- Supports, assists and ensures strategic governance and implementation of robust safeguarding procedures
- supports, assists and ensures that the Council fulfills its statutory duties,
- provides expertise and support to the church's staff and volunteers
- assists to co-ordinate, facilitate and commission training for staff and volunteers in the church including those in its congregations
- assesses safeguarding allegations made against those involved in the church's work
- supports the Bishop, Pastors, laity and the trustees to implement appropriate local response to allegations
- makes referrals where appropriate to statutory or professional agencies in respect of allegations
- Advises and assists on the requirements for Criminal Record checks,
- Advises about safe practice when recruiting paid employees and volunteers
- Advises on specific situations for both clergy and laity in child protection allegations or events.

### Role and Responsibilities of the Congregational Safeguarding Officer

#### Status of the Role

The responsibility for safeguarding rests with the (Senior) Pastor in a congregation of the LCiGB. The role can be delegated to a member of the congregation if it is agreed by the trustees of the congregation to do so. However, where the role is delegated, the responsibility for ensuring that safeguarding is handled correctly in congregations remains with the (senior) pastor. Acting as a Congregational Safeguarding Officer with delegated authority is a voluntary role undertaken on behalf of the (Senior) Pastor and is an important role in a congregation.

#### Primary Duty

The purpose of the role is to ensure that, in all church activities and events, all vulnerable individuals (children, young persons and vulnerable adults) are protected and safe from harm in line with principles laid down in UK guidance for

- protecting children and vulnerable adults; and
- promoting a safe church; and
- ensuring the safe recruitment of staff.

The role can be carried out by the Pastor or by a Pastor- in-Charge or by any Assistant Pastor or Lay Minister or by a designated member of the congregation. However the responsibility for ensuring safeguarding rests with the (Senior) Pastor.

#### Appointment

Where delegated authority for the role is agreed, the Safeguarding Officer should be selected and approved by the Pastor or Pastor-in-Charge and the Trustees of the congregation as someone who is suitable for the role, ideally having had involvement with a similar role or responsibility, but at least willing to be trained in the role.

#### Main Role and Responsibilities

1. To work within the guidelines of the LCiGB's Policy on Safeguarding;
2. To ensure that the congregation has its own Safeguarding Policy and Procedures formally approved and agreed by the Council (trustees) of the congregation;
3. To ensure that the congregation's policy and procedure is implemented in any event regarding safeguarding matters;

4. To ensure that each activity involving vulnerable persons has its own records covering the safety of those involved, e.g. attendance, parental consent forms, adult to child ratio, details of the adults running each session, the recording of any incidents, etc.;
5. To follow best practice guidelines for protection and safeguarding of children and vulnerable adults;
6. To attend Safeguarding training;
7. To be aware of the post holders in the LCiGB and their contact details, i.e. The Bishop and the LCiGB Safeguarding Adviser;
8. To be vigilant in the congregation and highlight any areas of concern regarding a child or vulnerable adult or any adult you may consider poses a risk to a child and make a record of your concerns or concerns related to you, keeping such record securely, and to work closely with the Pastor or Pastor-in-Charge in sharing any concerns that you have, and to ensure that you seek advice and/or refer as appropriate to the incident and the procedures;
9. To record names of all who work with children, young people and vulnerable adults within the congregation and ensure that each has access to the Safeguarding Policy;
10. To ensure that all who wish to work with children, vulnerable individuals or groups have been safely recruited and that they comply with the safe recruiting procedures, including Criminal Record checks and a valid disclosure certificate;
11. To ensure that there is a system in the congregation for recording those who have completed the Confidential Declaration forms, those who are due to 'renew' their certificates, and those who have received Safeguarding training including dates for each of these requirements.

## **REQUIREMENT PRIOR TO ACCEPTING THE ROLE:**

### **Disclosure of your Criminal Record**

The post of the Safeguarding Officer is itself subject to completing the Confidential Declaration and producing appropriate certificates confirming non-conviction record because of the high status and vital role you will have. Previous convictions, cautions or the equivalent will not necessarily be a bar to obtaining a position.