

Immanuel Church Bodmin

Safeguarding Policy



01208 640079

www.immanuelchurchbodmin.org

info@immanuelchurchbodmin.org

Outline Summary of Contents

Section 1 - Developing a Culture of Safeguarding

This section explains who we are and sets out our determination to create a culture of protecting children, adults at risk and one another.

Section 2 - Prevention

Immanuel Church Bodmin is committed to do all it can to prevent problems by

- Taking care in recruitment and oversight of workers
- Ensuring that workers receive support and training
- Managing risk
- Supervising children adequately and thoughtfully.

Section 3 - Practice Guidelines

Our commitment to developing and maintaining the best practice. This is the place to look for practical guidance on how we want you to approach things to keep everyone safe and to honour God.

Section 4 - Responding to Allegations of Abuse

What to do and who to refer to if there are concerns.

Section 5 - Pastoral Care

- Our commitment to support those affected by abuse
- Our commitment to offer pastoral care to offenders, whilst at the same time protecting others from those who may pose a risk

Appendices

- Includes extra information, what we believe, our code of conduct, guidelines and standard forms.

Immanuel Church Bodmin is committed to honouring God by creating a culture of protecting children, vulnerable adults and one another. We want to be a church where caring for one another through good safeguarding practice is second nature to all.

Contents

Section 1 – About Us and Our Commitment to Safeguarding

About Us	5
Our Commitment to Safeguarding	6

Section 2 – Prevention

Understanding Abuse and Neglect	7
Safer Recruitment	7
Disclosure and Barring Checks	8
Safeguarding Training	8
Management of Workers	8
Risk Assessments	8

Section 3 - Practice Guidelines and Policy

Online Safety Policy and Acceptable Use Policy	9
Pastoral Care Policy and Guidelines	9
Records Policy	10
Code of Conduct	10
Discipline Policy	10
Supervision of Children	11
General Guidelines for Working One to One	12
Guidelines for Overnight and Off-Site Activities	12
Guidelines on How to Respond to Abuse (child)	15
Working in Partnership	16

Section 4 - Responding to Allegations of Abuse

Documenting a Concern	17
Detailed Procedures Where There Is a Concern About a Child	19
Detailed Procedures Where There Is a Concern About an Adult	19
Allegations of Abuse	20

Section 5 - Pastoral Care

Supporting Those Affected by Abuse	21
Working With Offenders and Those Who May Pose a Risk	21

Adoption of the Policy

Appendices

Appendix 1

Policy Statement on Safeguarding

Appendix 2

About the Safeguarding Handbook

Appendix 3

Immanuel Church Bodmin's Statement of Beliefs

Appendix 4

- a. Guidelines for an Informal Chat With a Potential Volunteer
- b. Job Specification – Teacher c. Job Specification – Assistant Teacher

Appendix 5

Code of Conduct for Working with Children or Adults at Risk

Appendix 6

Volunteer Application Form for Working with Children/Young People

Appendix 7

Referee Form for Volunteers

Appendix 8

Self-Declaration Form for a Position Requiring an Enhanced Disclosure

Appendix 9

- a. DBS Update Check Form b. DBS Permission Form

Appendix 10

Standard Risk Assessment Form

Appendix 11

thirtyone:eight Tick-list for Sleepovers

Appendix 12

Consent for Transporting Children

Appendix 13

Volunteer Driver Letter for Insurers

Appendix 14

Checklist for Transporting Children in a Car

Appendix 15

Record of Concern About a Child/Adult's Safety and Welfare

Appendix 16

General Information and Parental Consent Form

Appendix 17

Online Safety Policy and Acceptable Use Policy

Appendix 18

Pastoral Care Policy and Guidelines

Section 1 - About Us and Our Commitment to Safeguarding

About Us

Name of place of worship/organisation: Immanuel Church Bodmin

Address: Immanuel Church Bodmin, Berrycoombe Road, Bodmin, PL31 2NS

Tel no: 01208 640079

General email address: info@immanuelchurchbodmin.org

Senior leader name: Simon Smallwood (Pastor)

Senior leader contact telephone / email: 01208 640079 / pastor@immanuelchurchbodmin.org

Safeguarding co-ordinator name: Nick Price

Safeguarding co-ordinator contact telephone: 07833 154 733

Deputy safeguarding co-ordinator name: Lizzy Smallwood

Deputy safeguarding co-ordinator contact email: lizzysmallwood1608@gmail.com

Membership of denomination/organisation: Independent/Member of FIEC (Fellowship of Independent Evangelical Churches). See <https://www.fiec.org.uk> for more information.

Charity number: 1177704

Regulators: The Charity Commission

Insurance company: Ansvar Insurance

The following is a brief description of Immanuel Church Bodmin and the type of work/activities we undertake with children¹ and adults who have care and support needs:

Immanuel Church Bodmin is an independent, evangelical church. We hold a weekly church service each Sunday. This includes a Sunday Club for children providing Bible teaching, craft activities, music, sports and games. We also hold family events during the year which follow a similar format to our Sunday Club. We may also run outreach, activities, visits and camps away from the church premises which may be organised by Immanuel Church Bodmin or by other partner organisations eg Menadue Camps, Bodmin Youth Project². We aim to accommodate the needs of vulnerable adults within our mainstream activities, providing whatever level of support is required. We host a Foodbank, debt service and run a café at the church to provide support for adults in need.

¹ 'child' and 'children' refer to those aged under 18 years in all Immanuel Church Bodmin policy documents.

² <https://www.menaduecamp.org.uk>, <https://bodminyouthproject.org>

Our Commitment to Safeguarding

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

The policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight.³

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- The Leadership agrees not to allow the document to be copied by other organisations.

³ <https://thirtyoneeight.org/media/2122/staying-safe-and-secure.pdf>

Section 2 - Prevention

a) Understanding Abuse and Neglect

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

In order to safeguard those in Immanuel Church Bodmin we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

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

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

- No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and indicators of abuse, are included in the Immanuel Church Bodmin Safeguarding Handbook (Appendix 2). Guidelines on how to respond to a disclosure of abuse are included here in our policy.

b) Safer Recruitment

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

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form (Appendix 6 & 8)
- Employees and volunteers have been interviewed (Appendix 4)
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate⁴
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified

⁴ A pro-forma for requesting a reference is included in Appendix 7

b) Safer Recruitment (Cont)

- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the Immanuel Church Bodmin's safeguarding policy and knows how to report concerns.

c) Disclosure and Barring Checks

The Leadership will ensure that:

- A disclosure and barring check has been completed where necessary for all workers⁵ (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Where an individual has registered a disclosure certificate with the DBS update service, Immanuel Church Bodmin will accept registered disclosure certificates that comply with the following criteria:
 - the disclosure is for the 'child workforce' and/or 'adult workforce' categories as appropriate
 - it is an 'Enhanced Disclosure'
- Disclosures are normally renewed on a rolling three-year basis; those registered with the Update Service will also be checked on a rolling three-year basis.

In addition, we will ensure that those applying for teaching roles can sign up to our Statement of Beliefs (Appendix 3). Those applying to work as helpers with younger children are asked to confirm that they will not promote anything contrary to our Statement of Belief.

d) Safeguarding Training

The Leadership is committed to ongoing safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

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

e) Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs (Appendix 5).

f) Risk Assessments

Risk assessments will be carried out and kept on file for all regular activities and for specific events. Standard formats are available and workers will be made aware of who can provide advice and support if required in drawing up risk assessments. An example of a standard risk assessment form is included in Appendix 10.

Section 3 - Practice Guidelines

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

As well as a general code of conduct for workers we also have specific good practice guidelines for activities we are involved in and these are outlined below or included in the appendices. The following guidelines are regularly reviewed.

a) Online Safety Policy and Acceptable Use Policy

The key principles of our online policy are summarised below as a reminder. Detailed guidelines are set out in our Online Safety Policy and Acceptable Use Policy which should be read and observed by all who operate online (Appendix 17).

The principles are:

Be consistent

The principles of our general safeguarding policy apply equally to our activities online.

- Safer recruitment procedures apply to workers online

Be open

- Make sure that everything you do can be seen by others
- Keep good, clear records
- Involve parents and get their permission

Be vigilant

- Be aware of the dangers
- Use strong passwords

b) Pastoral Care Policy and Guidelines

Detailed guidelines on safe pastoral care are set out in our Pastoral Care Policy and Guidelines (Appendix 18). The key points, which are explained in the policy, are:

- Take responsibility
- Set boundaries
- Be accountable
- Get support

c) Records Policy

- A register of children/youth attending a club/activity must be maintained, together with a register of leaders.
- Record other events taking place at the same time in the building (Bible Study etc.).
- A visitor's register will go alongside the main register for short term visitors with the parents' contact details.
- Maintain a logbook in which leaders make a note of unusual events/conversations recording what they witnessed. Patterns of behaviour/concerns might emerge from log records that may not have been previously obvious . Also, record incidents such as fights, and the action taken. The information in the logbook is of a confidential nature and as such should be kept secure.

Information of a sensitive nature (e.g. a disclosure) will be kept separately to the logbook but cross reference should be recorded in the logbook. An accident book will also need maintaining and if appropriate a cross reference is needed between records. Keep these records indefinitely (locked at church).

It is good practice to keep the parents informed of the nature of activities. Ensure that a general consent form is signed/submitted, giving details of parents/carers. In the event of an accident the parent/older child should read and sign the accident book.

d) Code of Conduct

Our Code of Conduct for Working with children or adults at risk, which gives detailed instructions about our working practices, is set out in Appendix 5. They are instructions rather than guidelines but are mentioned here for completeness.

e) Discipline Policy

It is the responsibility of youth and Sunday Club leaders to ensure all their workers are aware of this policy and that it is followed.

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

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulations.
- If children are bored, they often misbehave, so review your programme regularly.

e) Discipline Policy (cont)

- Never smack or hit a child and don't shout. Change voice tone if necessary. Discipline out of love, Never in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely).
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore, each child should be dealt with on an individual basis.

Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort.

- Have a disruptive child sit right in front of you or get a helper to sit next to them.
- Be proactive and encourage helpers to be proactive rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, whilst encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour, they may be taken back to their parents/carers in the church service, or after consultation with a church leader and advising parents/carers, be banned from attending the group for a period of time.
- If a child's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from a leader.

Pray with other workers before the session and take time to debrief before you leave

f) Supervision of Children

- Minimum ratios of adults to children are as follows:
 - up to 2 years: 1:3
 - 2-3 years: 1:4
 - 4-8 years: 1:6
 - 9-12 years: 1:8
 - 13-18 years: 1:10
- Good practice suggests the presence of both male and female volunteers whenever possible. As far as possible, we will ensure that a worker is not alone with a child, young person or vulnerable adult where they cannot be seen. This may mean leaving doors open, for example.
- In situations where it is not possible to have more than one worker, we will also make sure that the worker has a means of summoning immediate help (such as a working mobile phone with a signal).
- For residential trips there should be a minimum of two adults including one of each gender (see section 3h for more information);
- Further good advice can be found on the NSPCC website
<https://learning.nspcc.org.uk/researchresources/briefings/recommendedadultchildratiosworkingwithchildren>

Guidelines on discipline and on trips, camps and sleepovers are included in section 3h.

g) General Guidelines for Working One to One with Young People

We recognise that coming alongside young people one to one, or more formal mentoring, can be a powerful and effective tool, but one that needs to be handled wisely. Therefore:

- Where possible we recommend male workers to work with males, and female workers to work with females.
- Ideally, one to one work should take place in a public and appropriate area such as a local coffee shop. Volunteers should note basic details of these meetings in their recordings.
- Before any formal mentoring relationship is undertaken, a full Risk Assessment and Agreement should be agreed and signed.
- Another person should be aware of when and where the meeting is taking place and the expected time of return. A mobile phone should be available at all times.

h) Guidelines for Overnight and Off-Site Activities

Residential or Trips

Any external centre or activity should be thoroughly researched and assessed prior to use. At the very least, Immanuel Church Bodmin volunteers and trustees should be confident that good working practices, safety, safeguarding, and insurance are in place. If necessary, a provisional visit should be made well ahead of any proposed trip.

Transport

Where children, young people or adults with care and support needs are being transported by car or minibus on behalf of Immanuel Church Bodmin, those responsible must ensure that the following arrangements and procedures are observed. They do not apply to private arrangements for transportation made, for example, between adults with parental responsibility.

- Only those who have gone through our safer recruitment procedures for workers are allowed to drive on behalf of Immanuel Church Bodmin.
- All drivers must have read our safeguarding policy and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form (it may be included in the General Information and Consent Form). An example proforma is included in Appendix 12.
- The driver must hold a full driving licence; the vehicle must be adequately insured, and it must be road worthy.
- Many insurance companies require their policy holders to inform them if they intend to drive for volunteering purposes.¹¹ If this is the case, drivers must inform their insurance company that they will be using their vehicle while volunteering. This should be done in writing and the insurance company should send written clearance to the volunteer. In general, this should not involve an increase in premiums.¹¹ A proforma for a standard letter is provided in Appendix 13.
- Pickup and drop off times will be clearly communicated to parents/carers.

¹¹ For a list of companies that insure volunteer drivers, do not charge extra and state whether they require policy holders to inform them, see <https://www.abi.org.uk/globalassets/files/publications/public/motor/2021/abi-guide-to-volunteer-driving---the-motor-insurance-commitment-2021.pdf>

Transport (cont)

- Where possible, it is recommended that there are two adults in a vehicle at all times. However, situations may well arise where a driver may be alone with a child for short periods. Consideration should therefore be given to:
 - dropping off the least vulnerable last and planning routes accordingly;
 - drivers making parents and other workers aware of the situation and the estimated
 - time that they will be alone with the child.
- Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to the driver and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember that they may want to talk about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist that those being transported stay in the same groups and the same vehicle on the outgoing and the return journey. This will help avoid anyone being left behind.
- At collection or dropping off points no child or young person should be on their own and the driver should make sure that they are collected by an appropriate adult. This may also apply to an adult with care and support needs, depending on the nature of their vulnerability or disability.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or where romantic feelings may be involved.
- If parents or carers do some transporting, ensure that they are made aware that such arrangements are their own responsibility and not the responsibility of Immanuel Church Bodmin.
- A group leader's checklist for transportation is provided in Appendix 14.

Trips & Sleepovers

This section refers to all trips (including day trips) and sleepovers organised by the church for a group of children or young people.

- All adults should be DBS checked in advance and should be familiar with the Safeguarding Policy.
- Leaders should ensure venue and trips are covered by the church's insurance policy and check limits on numbers.
- For adventure trips make sure there is adequate insurance cover and qualified instructors in charge of activities.
- Prior to the sleepover the building should be checked for suitable fire exits and workers should know where the water, electricity and gas can be turned off and the location of fire extinguishers. A fire drill should be carried out as soon as possible after entering the premises for the night.
- Parents/carers must complete a medical consent form and an activity consent form in respect of their children's medical care, travel and collection arrangements, sleeping conditions, food, other specific activities (e.g. games).
- Parents/carers should be given written details of the arrangements for the night with the contact number of an identified children's worker, not simply the phone number of the premises.
- Specific responsibilities should be designated to workers to ensure clarity of roles.
- Males and females should sleep separately. If it is a mixed gender group, female and male leaders will be needed.

Trips & Sleepovers (cont)

- Adults should not sleep in the same room as the children unless it is considered the group needs to be supervised at all times. It may be more appropriate to appoint an adult to conduct random night patrols.
- Appropriate night attire must be brought and worn.
- Changing and showering facilities should be single sex and separate for children and adults. If there are limited facilities, timetables need to be drawn up.
- All medical information and emergency contact numbers must be easily accessible and workers should have access to a telephone or mobile phone.
- For young people aged 11 and over there should be a maximum of 10 children/young people per adult. This is an absolute maximum and consideration should be made as to whether the ratio of children per adult should be smaller.
- For special activities for children under 11, including trips and sleepovers, a risk assessment should be undertaken to determine the required ratio of responsible adults. We would normally expect this ratio to be higher than the minimum ratio set for ordinary activities (see section 3f). The risk assessment should take account both of the risks involved in the activities planned and of the needs of the individual children.
- Parents accompanying their own children under 11 cannot be counted as responsible adults for the purpose of child/adult ratios unless they are DBS checked and have been recruited under our safer recruitment procedures (see section 2b).
- Ensure all children/young people present know the rules in advance or at the start of the trip/sleepover.
- For trips please assign groups of children/young people to a specific adult who is in charge of that group for the duration of the trip. This applies to day trips as well as longer trips.
- Headcounts on trips should be carried out by group leaders regularly.
- Make sure that all the adults and children/young people on trips know what to do if a child/young person gets lost.
- Make sure at least one adult in the group has adequate First Aid training.
- Consider whether there should be an adult assigned to stay awake during the night. Take extra care of night-time supervision of children/young people particularly if using camp sites or other venues where there is access by the general public.
- Make sure risk assessments are carried out for each activity planned.
- The thirtyone:eight "Ticklist for Sleepovers" is included in Appendix 11.

Camps

- All volunteers over 18 years old working in the Children's and Youth Ministries will be DBS checked by the church and are required to undertake Safeguarding training before taking up their role.
- All volunteers aged 16-18 are required to undertake the safeguarding training.
- Children and youth will be preregistered and all children (up to and including Key Stage 2) will be signed in and out by their parent/guardian every day. Youth will sign themselves in and out.
- Risk assessments will be carried out each year for all activities.
- All organised activities outside normal morning sessions should be supervised by at least two DBS checked adults who will remain responsible until the activity is finished and the children/young people have left the activity site.
- Ensure children/young people know the rules and who is in charge.

i) Guidelines on How to Respond to Abuse (child)

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

General Points

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

Helpful Things You May Say or Show

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

Don't Say

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

Concluding

- Again, reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring them to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse).
- Follow the procedures in section 4 for reporting a safeguarding concern.
- Consider your own feelings and seek pastoral support if needed. However, please bear in mind confidentiality.

What to Do Once a Child Has Talked to You About Abuse

- Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when s/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 handwritten notes, even if subsequently typed. Such records should be kept for an indefinite period.
- Report your discussion as soon as possible—see section 4.
- You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- Once a child has talked about abuse the worker/Safeguarding Co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions, it might be necessary to take immediate action to contact Social Services and/or Police to discuss putting into effect safety measures for the child so that they do not return home. See section 4 for more detail on this and on who to contact.

j) Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Section 4 - Responding to Allegations of Abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

a) Documenting a Concern

The worker or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Nick Price (hereafter the "Safeguarding Co-ordinator")

Tel: 07833 154 733

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Lizzy Smallwood (hereafter the "Deputy Safeguarding Co-ordinator")

Email: lizzysmallwood1608@gmail.com

- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy Safeguarding Co-ordinator, then the report should be made in the first instance to:

thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ

Tel: 0303 003 1111

Alternatively contact Social Services or the Police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact the relevant agency in the area the child or adult lives.

Cornwall & the Isles of Scilly Safeguarding Children Partnership (CIOS SCP)

Multi Agency Referral Unit Tel: 0300 123 1116

Out of hours Tel: 01208 251300

Local Authority Designated Officer (LADO): 01872 326536 (for concerns about a professional or volunteer working with a child)

Website address: <https://ciossafeguarding.org.uk/scp>

Cornwall & the Isles of Scilly Safeguarding Adults Board (CIOS SAB)

Access Team Tel: 0300 1234 131 option 3

Out of hours Tel: 0300 1234 131 option 1 (Emergency)

Adult Safeguarding Triage Team: 01872 326433 (Advice)

Website address: <https://ciossafeguarding.org.uk/sab>

Email: adultsafeguardingconcerns@cornwall.gov.uk

Police

Non-emergency: Call 101

Emergency: Call 999

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to the relevant agency, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of Immanuel Church Bodmin will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator/Deputy as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.
- The role of the Safeguarding Co-ordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

b) Detailed Procedures Where There is a Concern About a Child

Allegations of physical injury, neglect or emotional abuse

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

- Contact the Multi-Agency Referral Unit (MARU) (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted MARU.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact MARU direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to MARU.

Allegations of sexual abuse

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

- Contact MARU for children and families or the Police direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact MARU/Police. thirtyone:eight will confirm its advice in writing for future reference.

c) Detailed Procedures Where There Is a Concern About an Adult

Allegations or suspicions of abuse or harm

In the event of allegations or suspicions of abuse or harm, including physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery and domestic abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Safeguarding Adults Access Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Allegations or suspicions of abuse or harm (cont)

If there is a concern regarding spiritual abuse¹², the Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support.
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regard to the scale of the concern.

d) Allegations of Abuse Against a Person who Works with Children/Young People

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with the Cornwall and Isles of Scilly Safeguarding Partnership (CIOSSP) procedures will:

- Liaise with Children's Social Services regarding the suspension of the worker.
- Make a referral to a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

e) Allegations of Abuse Against a Person who Works with Adults with Care and Support Needs

The safeguarding co-ordinator will:

- Liaise with CIOS SAB regarding the suspension of the worker.
- Make a referral to the DBS following the advice of CIOS SAB.

The Care Act places the duty upon the relevant adult services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for the relevant adult services to decide not the church.

¹² See Safeguarding Handbook Glossary of Terms.

Section 5 - Pastoral Care

a) Supporting Those Affected by Abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of Immanuel Church Bodmin.


b) Working with Offenders and Those who May Pose a Risk

When someone attending Immanuel Church Bodmin is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Adoption of the Policy

This policy was agreed by the Leadership and will be reviewed annually.

Signed by: Simon Smallwood Position: Elder

Signature: 
(On behalf of the Elders)

Signed by: Mark Thomas Position: Chair of Trustees

Signature: 
(On behalf of the Board of Trustees)

Date: 18/09/2022

A copy of this policy is also lodged with: The office at Immanuel Church Bodmin.



Immanuel Church Bodmin Protection of Children and Adults Policy Statement

- Immanuel Church Bodmin is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Immanuel Church Bodmin.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory, evangelical and specialist guidelines in relation to safeguarding children and adults and will ensure that all workers at Immanuel Church Bodmin will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Immanuel Church Bodmin.
- Supporting all at Immanuel Church Bodmin affected by abuse.

We recognise:

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

We will review this statement and our policy annually


If you have any concerns for a child or adult, please speak to one of the following who have been approved as safeguarding co-ordinators for Immanuel Church Bodmin.

Nick Price Safeguarding Co-Ordinator

Lizzy Smallwood Deputy Safeguarding Co-Ordinator

A copy of Immanuel Church Bodmin’s safeguarding policy can be seen on our website:
www.immanuelchurchbodmin.org

Signed by: Simon Smallwood Position: Elder

Signature: 
(On behalf of the Elders)

Signed by: Mark Thomas Position: Chair of Trustees

Signature: 
(On behalf of the Board of Trustees)

Date: 18/09/2022



Immanuel Church Bodmin Safeguarding Handbook

This handbook contains information and guidelines to supplement the policy. It covers the following:

- Glossary of terms
- Definitions of abuse for both children and adults
- Signs of possible abuse in adults, children and young people

To obtain copies contact the safeguarding co-ordinator (Nick Price) or deputy (Lizzy Smallwood).



Immanuel Church Bodmin's Statement of Beliefs

We believe the following truths of historic, biblical Christianity:

God

There is one God, who exists eternally in three distinct but equal persons: the Father, the Son, and the Holy Spirit. God is unchangeable in His holiness, justice, wisdom and love. He is the almighty Creator, Saviour and Judge who sustains and governs all things according to His sovereign will for His own glory.

The Bible

God has revealed Himself in the Bible, which consists of the Old and New Testaments alone. Every word was breathed out by God through human authors, so that the Bible as originally given is in its entirety the Word of God, without error and fully reliable in fact and doctrine. The Bible alone speaks with final authority and is always sufficient for all matters of belief and practice.

The Human Race

All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. As a result of the fall of our first parents, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God. Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please Him.

The Lord Jesus Christ

The Lord Jesus Christ is fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and all His words are true. On the cross He died in the place of sinners, bearing God's punishment for their sin, redeeming them by His blood. He rose from the dead and in His resurrection body ascended into heaven where He is exalted as Lord of all. He intercedes for His people in the presence of the Father.

Salvation

Salvation is entirely a work of God's grace and cannot be earned or deserved. It has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. God in His love forgives sinners whom He calls, granting them repentance and faith. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life.



The Holy Spirit

The Holy Spirit has been sent from heaven to glorify Christ and to apply His work of salvation. He convicts sinners, imparts spiritual life and gives a true understanding of the Scriptures. He indwells all believers, brings assurance of salvation and produces increasing likeness to Christ. He builds up the Church and empowers its members for worship, service and mission.

The Church

The universal Church is the body of which Christ is the head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the worship of God, the preaching of the Word, the administering of Baptism and the Lord's Supper; for pastoral care and discipline, and for evangelism. The unity of the body of Christ is expressed within and between churches by mutual love, care and encouragement. True fellowship between churches exists only where they are faithful to the gospel.

Believers' Baptism and the Lord's Supper

Baptism of Christian Believers and the Lord's Supper have been given to the churches by Christ as visible signs of the gospel. Baptism is a symbol of union with Christ and entry into His Church but does not impart spiritual life. The Lord's Supper is a commemoration of Christ's sacrifice offered once for all and involves no change in the bread and wine. All its blessings are received by faith.

The Future

The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified forever.



Guidelines for an Informal Chat With a Potential Volunteer (10-15mins)

- Why they want to help (motivations)
- What experience do they have?
- Their Christian views and attitudes in general e.g. Immanuel Church Bodmin Statement of Beliefs
- Explain about the importance of safeguarding children, safeguarding training, reading and understanding the Safeguarding Policy and following of Risk Assessments
- Explain their potential role, responsibilities and expectations.
- This should be carried out by one church official (Elder, pastor, deacon, member of church leadership team) and one leader from the relevant area enquired about
- If all parties are happy to proceed then let the Safeguarding Co-ordinator/Deputy know so that a DBS check can begin; and a copy of safeguarding Policy can be given to the volunteer to read and then hand back with a signed form declaring their understanding and acceptance.

Appendix 4b



Volunteer TEACHER Role Description	
<p>IMMANUEL CHURCH BODMIN is committed to promoting a safe environment and culture for children, young people and vulnerable adults.</p> <p>The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.</p>	
Name of church/body	IMMANUEL CHURCH BODMIN. BERRYCOOMBE ROAD, BODMIN, CORNWALL PL31 2NS
Role title	ICB SUNDAY CLUB TEACHER
Main purpose of the role	To care for and teach young people during the Sunday morning service and take responsibility for the running of the session
What you will be doing	Encouraging the children to learn about Jesus and his love for them through teaching the Bible carefully and age appropriately using the chosen material [MUSTARD SEED] , games, activities and prayers. Ensuring the wellbeing of the children attending.
When and where you will be doing it	During the Sunday morning service. If you are leading the session, some preparation will DEFINITELY be required.
Disclosure & Barring Service (DBS) Requirements	Enhanced_DBs check with barring information. A re-check will be carried out every three years.
Who you will be responsible to	The Eldership
Training requirements	Safeguarding training for the role will be provided
Support you will be given	Ongoing training and prayer
General information	

Created by: Lizzy Smallwood & Carrie Campbell	Date: 25 June 2022
---	--------------------



Person Specification for ICB SUNDAY CLUB TEACHER		
This describes the skills, experience and attributes that a person needs to carry out the above role.		
Criteria	Essential	Desirable
Knowledge	Good grasp of biblical doctrine and how to handle scripture carefully	
Skills	Good communication skills,	Good group/ behaviour management
Experience		Previous work with children
Personal Attributes	Personal commitment to and understanding of the Christian faith. Kindness, integrity,	
Qualifications/Training	Attendance at ongoing training events provided by ICB	
Availability	At least once a month on a Sunday morning	
Other	A Member of Immanuel Church Bodmin	

VOLUNTEER AGREEMENT

I (full name of volunteer)

Have noted the Role Description and Person Specification for the role of _____ (role title)

And agree to fulfil this role to the best of my ability and for the glory of God.

I have completed an application form and provided references [tick when completed and submitted]

The role will begin on _____ (If new to the role - start date)

I am a member of ICB

Signed:



Volunteer TEACHING ASSISTANT Role Description	
IMMANUEL CHURCH BODMIN is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.	
Name of church/body	IMMANUEL CHURCH BODMIN. BERRYCOOMBE ROAD, BODMIN, CORNWALL PL31 2NS
Role title	SUNDAY CLUB TEACHING ASSISTANT
Main purpose of the role	To assist the ICB SUNDAY CLUB TEACHER in caring for young people during the Sunday morning service
What you will be doing	Assisting the IC SUNDAY CLUB TEACHER in their role of teaching Bible material, encouraging the children to learn about Jesus and his love for them through games, activities and prayers. Generally ensuring the wellbeing of the children attending.
When and where you will be doing it	During the Sunday morning service.
Disclosure & Barring Service (DBS) Requirements	Enhanced DBS check. A re-check must be carried out every three years.
Who you will be responsible to	THE ELDERSHIP OF ICB
Training requirements	Safeguarding training for the role will be provided
Support you will be given	Ongoing training & prayer with team led by Lizzy Smallwood
General information	

Created by: Lizzy Smallwood / Carrie Campbell	Date: 25 June 2022
---	--------------------



Person Specification for ICB SUNDAY CLUB TEACHING Assistant		
This describes the skills, experience and attributes that a person needs to carry out the above role.		
Criteria	Essential	Desirable
Knowledge		Good grasp of biblical doctrine and how to handle scripture carefully
Skills		Good communication skills, good team player/ good behaviour management
Experience		Previous work with children
Personal Attributes	Kindness, integrity,	
Qualifications/Training	Attendance at ongoing training events provided by ICB	
Availability	At least once a month on a Sunday morning	
Other	A member of ICB	

VOLUNTEER AGREEMENT

I (full name of volunteer)

Have noted the Role Description and Person Specification for the role of _____ (role title)

And agree to fulfil this role to the best of my ability and for the glory of God.

I have completed an application form and provided references [tick when completed and submitted]

The role will begin on _____ (If new to the role - start date)

I am a member of ICB

Signed:



Immanuel Church Bodmin Code of Conduct

Behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The Role of Workers (Staff and Volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Immanuel Church Bodmin. You will be seen as a role model and must act appropriately.

Good Practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action.

Unacceptable Behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches ICB social media policy
- Developing inappropriate relationships
- Smoking or consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged.

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the church leadership will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave Immanuel Church Bodmin. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name: _____

Signature: _____

Date: ____/____/____

Appendix 6



Application Form for Paid or Voluntary Work With Children, Young People and Adults

We ask all prospective workers with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by Immanuel Church Bodmin in accordance with our privacy statement, unless requested by an appropriate authority.

Personal Details

Full Name (We will need to see birth/marriage certificates or documents regarding a change of name)

Maiden/Former Name (s)

Date of Birth

Place of Birth

Address

Address Line 2

Town/City

Postcode

Landline (Daytime)

Landline (Evening)

Mobile

Email

How long have you lived at the above address? (Please give number of years and months - if less than 5 years, please give previous address(es) with dates)

Dates (From/To)

Dates (From/To)

Address

Address

Address Line 2

Address Line 2

Town/City

Town/City

Postcode

Postcode

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

Please give details of previous experience of looking after or working with children, young people or adults.

List any relevant formal qualifications or appropriate training either in a paid or voluntary capacity eg Teaching, medical/first aid. Including any expiry dates of any licences held eg minibuss licence, food hygiene etc

Have you ever had an offer to work with children, young people or adults with care and support needs declined? If 'Yes', please give details below.

Yes

No

Further information

Employment History - Please tell us about your past and current employment/voluntary work

Employer's Name and Address	Employed From (Date)	Employed To (Date)	Job Title and Description	Reason for Leaving
Employer's Name and Address	Employed From (Date)	Employed To (Date)	Job Title and Description	Reason for Leaving
Employer's Name and Address	Employed From (Date)	Employed To (Date)	Job title and Description	Reason for Leaving

Are you currently working in any other care position in either a voluntary or paid capacity? If 'Yes' please give details below Yes
 No

Name of organisation	Contact Person
----------------------	----------------

Address

Address Line 2

Postcode	Tel No
----------	--------

Details of Duties

References

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. You should also provide details of your leader of place of worship/line manager. We reserve the right to take up character reference from any other individuals deemed necessary.

Name of 1st referee	Name of 2nd referee
Address	Address
Address Line 2	Address Line 2
Town/City	Town/City
Postcode	Postcode
Tel No	Tel No
Relationship	Relationship
Email	Email

Name of place of worship, leader/line manager

Address

Address Line 2

Town/City	Postcode
Tel No	Email

Declaration - Please first read our Statement of Beliefs and Doctrinal Distinctives

Have you read and are you in agreement with the church's Statement of Beliefs? Yes

Have you read and do you agree to respect the church's Doctrinal Distinctives? Yes

Please complete the attached Self-Declaration Form, place it in a sealed envelope and hand it to Nick Price or Lizzy Smallwood, with whom you are welcome to discuss any aspects of this procedure, or you can post your Self-Declaration Form to Simon Smallwood, 3 The Old Church Hall, St Mary's Road, Bodmin PL31 1PZ. We recommend sending it via 'Signed for' post. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with children, young people or adults.

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

Signature	Date
-----------	------

Appendix 7



Referee Form for Volunteer Work With Children, Young People and Adults

Name of Volunteer

Address of Volunteer

Address Line 2

Town/City

Postcode

The above named person has volunteered to work with children/young people/adults at Immanuel Church Bodmin and has given your name as one of their referees. Please fill in this form to the best of your knowledge and return it in the enclosed SAE or by email. We will deal with your information in accordance with our privacy statement. Thank you for your time.

Name of Referee

In what capacity have you know this person and for how long?

In what ways would you say this person is suited to this nature of work (continue overleaf if necessary)

Is there any other information you feel is relevant? eg Experience, character (continue overleaf if necessary)

Are you aware of anything that might give rise to concern with regard to this person working with children/young people/adults? (If 'Yes' please give details below)

Yes

No

Further information (continue overleaf if necessary)

Would you be happy to have a follow up telephone/email conversation if necessary?

Yes

No

Your Landline/Mobile

Your Email

Signature

Date

Appendix 8



Self-Declaration Form for a Position Requiring an Enhanced Disclosure

Strictly Confidential

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals. All applicants are asked to complete this form and return it to Immanuel Church Bodmin at the address below in a separate sealed envelope.

To: Immanuel Church Bodmin

Address: c/o Simon Smallwood, 3 The Old Church Hall, St Mary's Road, Bodmin PL31 1PZ

Position applied for

Conviction History

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules,* then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance.* (*links can be found at thirtyoneeight.org/dbs-links)

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution? If 'Yes', please give details below. Yes

No

If you answered 'Yes' above, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Please also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

Police Investigation

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction? If 'Yes' please give details below.

Yes

No

If you answered 'Yes' above, please give details including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care/CIOS SCP/CIOS SAB)? If 'Yes' please give details below, we will need to discuss this with you.

Yes

No

Has there ever been any cause for concern regarding your conduct with children, young people, or vulnerable adults? If 'Yes' please give details below.

Yes

No

Declaration

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (Full Name)

of (Address)

Address line 2

Town/City

Postcode

consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants - thirtyoneeight.org/dbs-links. I understand how DBS will process my personal data and the options available to me for processing an application. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within Immanuel Church Bodmin responsible for processing disclosure applications if I am convicted of an offence after I take up any post within Immanuel Church Bodmin. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within Immanuel Church Bodmin responsible for processing disclosure applications if I become the subject of a Police and/or a social services/(Children's Social care or Adult Social Services/CIOS SCP/CIOS SAB)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or termination of my employment.

Signature

Date

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults. Do not complete the declaration below if applying for a position outside the scope of regulated activity.

I confirm that I am not barred from working with children OR I confirm that I am not barred from working with adults at risk.

Signature

Date

Legalese - attached notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders/Model Equal Opportunities Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK) and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within Immanuel Church Bodmin. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

Notes - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed .

Those working with children and/or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS eligibility from: thirtyoneeight.org/dbs-links



DBS Update Check Form

The DBS Update Service allows you to register a DBS certificate for use across more than one organisation where the same type and level of check is required. This service is free of charge for volunteers.

- Please note, Immanuel Church Bodmin (ICB) will only be able to check your certificate on the Update Service if:
- You register your DBS certificate with the Update Service within 30 days of the certificate's issue date. The DBS does not register you with the Update Service automatically.
 - Your certificate is for 'child workforce' and includes 'None Recorded' under the 'Child Barred List' check. We are not authorised to check certificates for 'child and adult workforce' or for 'adult workforce'.
 - You have not changed your name since your certificate was printed.

<p>1. The Applicant</p> <p>i) Take your passport or driving licence and this <i>DBS Update Check Form</i> to your Safeguarding Co-ordinator. ii) Your Safeguarding Co-ordinator should then check your ID and complete Section 2 of this form. iii) Return this form and your original DBS certificate, where applicable, to Simon Smallwood, 3 The Old Church Hall, St Mary's Road, Bodmin PL31 1PZ. We recommend sending it via 'Signed for' post. iv) We will check your certificate and check it on the Update Service and then return your certificate to you.</p>			
<p>Please provide the following details in BLOCK CAPITALS. These details must match those provided on your DBS certificate, and your ID verifier must be able to verify these details by checking your ID.</p>			
Full name: (including middle name)		Date of birth:	
DBS certificate number: (12 digits)		Certificate date:	
Current address:			
<input type="checkbox"/> Either	<input type="checkbox"/> My certificate was not completed through ICB and has not been previously checked by ICB using the Update Service. You must enclose your original certificate with this form.	<input type="checkbox"/> Or	<input type="checkbox"/> My certificate was originally completed through ICB or my certificate has been previously checked by ICB using the Update Service. You do not need to send your original certificate.
<input type="checkbox"/> I confirm that I am registered with the DBS Update Service.			
<input type="checkbox"/> I consent to Immanuel Church Bodmin obtaining an online status check.			
Signature:		Date:	

<p>2. The ID Verifier (Safeguarding Co-ordinator or Overall Leader)</p> <p>The applicant has applied to volunteer with Immanuel Church Bodmin which requires a DBS check as their role involves working with young people. As part of this process, we're required to verify the applicant's ID.</p> <p>Please check the applicant's original ID against the details given above, then complete the following in BLOCK CAPITALS.</p>		
I am the applicant's	<input type="checkbox"/> Safeguarding Co-ordinator	<input type="checkbox"/> Overall Leader
Name:	Contact (phone or email):	
<p>I confirm I have seen one of the following original documentation and that it matches the details in Section 1 above. I am satisfied that the person is who they say they are.</p>		
<input type="checkbox"/> Passport	<input type="checkbox"/> Photo Driving Licence	
Signature:	Date:	

We'll use the details you provide for the purposes of child protection and we'll keep a copy for our records. You can find out more about how we look after your data in our Privacy Policy.



Permission To Access Update Service Information

Our understanding is that you registered with the Update Service when you last received DBS clearance. This allows you to take your DBS status from role to role within the same workforce (child or adult) where the same type and level of check is required.

In order to carry out a check on your current DBS status, by law we need your consent.

We will also need to see your original DBS certificate.

I confirm that I give consent for Immanuel Church Bodmin to receive up to date information at any time and on repeated occasions in relation to my DBS status:

Signature

Print name

Date

You will be able to see who has carried out a check and when on your online account

Recruiters: Please retain a copy of this for your records



Church / Organisation			
Activity		Location	
Date of Risk Assessment		Frequency	
Responsible Leader			

What are the hazards?	Who might be harmed and how?	What are you doing already?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Date completed



Assessing the Level of Risk

A		Minor (1)	Serious (2)	Major (3)	Fatal (4)
How severe is any injury or health effect likely to be?	Tick one box (S = score in brackets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B		Very likely (1)	Unlikely (2)	Possible (3)	Likely (4)
How likely is exposure to the hazard?	Tick one box (S = score in brackets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C		Low (1-3)	Medium (4-6)	High (8-9)	Very High (12-16)
Calculate the risk score by multiplying the two scores in A&B	Risk score (S x P) =	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Thirtyone:eight Tick List for Sleepovers

Building

- Insurance cover adequate.
- At least two means of exit.
- Fire extinguishers in place and evacuation procedures known.

Planning ahead

- Separate sleeping areas for boys and girls and adults
- Out of bounds areas clearly marked (i.e. Kitchen) and unused rooms locked
- Appropriate hygiene arrangements made for boys and girls/children and adults.

Staffing

- The adequate number of workers for a number of children
- The adequate number of male and female workers
- Workers have undertaken safeguarding training and hold disclosure check clearance
- Responsibilities designated to leader/worker (i.e. Cook, first-aider, activity leaders, putting to bed, night patrol, etc.)
- First-aider adequately qualified
- Chief caterer holds a Basic Food Hygiene certificate.

Parents and children

- Given written information about the plans for the event
- Completed medical consent forms and activity consent forms
- Children informed on the night of ground rules for the event

Emergency contacts

- Collect relevant contact numbers prior to the event
- Make sure the organiser knows the contact numbers of the nearest emergency services are -
- including the nearest hospital
- Parents given an emergency contact number (mobile of the worker in charge).



Consent for Transporting Children

Immanuel Church Bodmin is able to provide transport for children to and from their homes and/or for specific activities. This transport will be in a minibus/car/other (state all modes of transport here)

and the following principles will be adhered to:

- a) All drivers will be safely recruited following national government guidelines and our safeguarding policy
- b) Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance
- c) All minibus drivers are over _____ years of age and have a full driving licence for at least _____ years*
- d) Seat belts will be worn at all times by all occupants of the vehicle
- e) Escort support (if appropriate and agreed by parents). *

(* omit if not required)

I give permission for my child(ren) to be transported to and from the activity/I understand that my child(ren) will be transported to/from the address on this form (delete where appropriate). I have been advised whom I need to contact to report any concerns.

Name of Child	Date of Birth
Name of Child	Date of Birth
Name of Child	Date of Birth
Address	
Address Line 2	
Town/City	Postcode
Signature	
Printed Name	Date

Appendix 13

Volunteer Driver Form for Insurers

Name

Address

Address Line 2

Town/City

Postcode

Date

To (Insurance Company)

Re (Policy Number)

I intend to undertake voluntary work from time to time on behalf of Immanuel Church Bodmin (Charity No. 1177704) and I will use my vehicle to carry passengers or to carry out other duties, as requested.

Approximate number of times I expect to volunteer each month

I may receive a mileage allowance for these journeys to cover the running costs of my vehicle in accordance with government approved mileage rates. Such expenses will be claimed strictly on a non-profit basis. Also, I expect that my premium will qualify under social, domestic and pleasure use, as I am not an employee of Immanuel Church Bodmin and I carry out my role on a voluntary basis without receiving a salary.

I should be grateful if you would complete and return the section below to confirm that my existing policy covers me for such volunteer driving.

Please also confirm that my insurance policy contains a clause indemnifying the agencies with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours faithfully

Name of Policyholder

Signature of Policyholder

Please complete and return to me at the above address.

From (Insurance Company)

Re (Policy Number)

Policyholder/Driver

This is to confirm that your insurance policy covers voluntary driving (for which a mileage allowance may be received). This also confirms that the above policy contains a clause indemnifying the agencies with which you are a volunteer against third party claims arising from the use of the vehicle in such voluntary work.

Issued by	Date
-----------	------



Checklist for Transporting Children in a Car

	Yes/No
<ul style="list-style-type: none"> • Drivers should hold a current full driving licence 	
<ul style="list-style-type: none"> • Insurance covers voluntary work (domestic, pleasure and business) 	
<ul style="list-style-type: none"> • Parental agreement obtained 	
<ul style="list-style-type: none"> • Pick-up and drop-off times arranged 	
<ul style="list-style-type: none"> • Agreement as to how many adults in the car 	
<ul style="list-style-type: none"> • Agreement as to where children are seated – front or rear of car, only transport for the recommended number of passengers 	
<ul style="list-style-type: none"> • Seatbelts used 	
<ul style="list-style-type: none"> • Risk assessment completed if journey is part of an organised trip 	
<ul style="list-style-type: none"> • Correct child seat restraints used for under 12s or children under the height of 135cm 	
<ul style="list-style-type: none"> • If this is a frequent and regular arrangement, a current and clear DBS certificate is in place 	



Record of Concern About a Child/Adult's Safety and Welfare – Form 1

(For use by any staff/volunteers – This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible) ^{1, 2, 3}

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): _____ Role/Job title: _____		
Signature: _____		
Other members of the household: ⁴		
Record the following factually: Nature of concern e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened? ⁴		
Any other relevant information Previous concerns etc		
Date and time of discussion with Safeguarding Co-ordinator: ⁵ _____		

Check to make sure your report is clear to someone else reading it.
Please pass this form to your Safeguarding Coordinator without delay

Guidance notes for Form 1 (volunteers/staff only)

Following are some helpful pointers in completing the above form:

1. As a registered body Immanuel Church Bodmin is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
2. Essential principles of recording the information received/disclosed/observed:
 - a. Remember: do not investigate or ask any leading questions
 - b. Make notes within the first one hour of receiving the disclosure or observing the incident
 - c. Be clear and factual in your recording of the incident or disclosure
 - d. Avoid giving your opinion or feelings on the matter
 - e. Aim to record using the 4 W's and 1 H: when, where, what, why and how
 - f. Do not share this information with anyone else except your safeguarding co-ordinator in the first instance and they will advise on who else will need to be informed, how and when.
 - g. Make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. What constitutes a safeguarding concern? – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or Thirtyone:eight at this stage.
4. Why do you need information regarding 'other household members'? – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. Why is the view of the child/adult significant? It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. Passing information to the safeguarding co-ordinator – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.



Record of concern about a child/adult's safety and welfare – Form 2

(For use by Safeguarding Coordinator - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation		
	Advice received: Advice received about informing parents or in the case of adults, seeking consent/capacity ¹ :				
Initial Assessment of concern following advice ²					
Action taken with reasons recorded (e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)	Date:	Time completed:	By whom:		
	Referral:		To whom:		
	Signposting to other community resources:				
	Pastoral Care and other support from church:				
	Ongoing Monitoring:				
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			
Any other relevant information					
Name of Safeguarding Coordinator				Signature:	

Overview of actions ³

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

Guidance notes for Form 2

Following are some helpful pointers in completing the above form(s):

1. Importance of consent from parents/carer or adults (in the light of mental capacity) - With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns to statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
2. Initial assessment - Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/Thirtyone:eight/CEOP etc), what are the concerns categorised as?
3. Overview of actions - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.



Immanuel Church Bodmin General Information and Consent Form For children and young people

Place of worship/organisation: _____

Group: _____

Full name of child/young person: _____

Date of birth: ____/____/____

Address: _____

Name of GP: _____

Tel no: _____

Address: _____

NHS no: _____ Date of last anti-tetanus injection: ____/____/____

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

Name of parent/carer: _____

Tel no: Daytime _____ Evening _____

Mobile: _____

Additional contact: (grandparent etc or other holding parental responsibility)

Name: _____

Tel no: _____

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

Name(s): _____ Tel no: _____

Address: _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group.

I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by Immanuel Church Bodmin leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible.

It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance, the following from the parent/carer:

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

I understand:

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

Communicating with children & young people

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

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

Telephone / Mobile / Email / Internet

for the purpose of arranging children/youth activities.

(Please delete forms of communication you don't want your child contacted by)

Signed: (parent/adult with parental responsibility) _____

Date: ____/____/____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer). If you would like to withdraw consent or have any further questions about the information we hold about you, please contact:

Name and designation: _____

Email: _____ Tel no: _____



Online Safety Policy and Acceptable Use Policy

When responding to concerns of abuse please refer to 31:8's 'Online Safety Flowchart' `9 (Appendix 1).

The following guidelines and policy are to be read in conjunction with the 31:8 Online Safety Help Leaflet which can be read by clicking [here](#) if reading online.¹

Keynote Principles

The detail of policy can be daunting, but the key principles are straightforward:

Be consistent

- The principles of our general safeguarding policy apply equally to our activities online
- Safer recruitment procedures apply to workers online

Be open

- Make sure that everything you do can be seen by others
- Keep good, clear records
- Involve parents and get their permission

Be vigilant

- Be aware of the dangers
- Use strong passwords

¹ <https://thirtyoneeight.org/help-and-resources/help-guides/online-safety/>

Online Safety Policy

31:8 Online Safety Definition:

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology.

Safeguarding Principles and Policy Apply

- The provisions and underlying principles of our safeguarding policy apply equally to online activity.
- Safer recruitment principles apply to equally to workers and volunteers who deliver online activities with children and young people, and they must have the appropriate DBS check.

Policy Guidelines for Church Workers/Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or shortcut your communications.
- Get permission to mention other sites.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed by completing the contact details consent form (Appendix 2).
- Only contact children for reasons related to the work of the church and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure your church domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of your church while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email history should be kept and dated.
- Communication via Facebook/twitter/Instagram can be done using the wall function and it is recommended that this is used for communicating with young people individually on Facebook/twitter/Instagram and for replying to private messages which young people may have sent to workers.
- In the case of group messages (messages sent to multiple young people perhaps for an event) it is advisable that another adult is also copied into this message or alternatively make sure these messages are logged and not removed.

- All postings on sites should be in line with the ethos of Immanuel Church Bodmin and should be encouraging and informative. Group activities that have their own sites should follow these guidelines and also make the moderators aware of these sites.
- Use of Skype, Zoom and any other web camera or visual communication via the internet is generally not permitted for one to one communication but can be used for conference calls. For group calls there should always be a second adult in the call (their mike and camera can be turned off). Permission must be sought from all participants before any session is recorded.
- If a child insists on a one to one call, then parents must be consulted, and the call should take place where other adults can hear and see the call.
- Skype and Zoom etc are considered appropriate if a project or group uses a web camera/Skype in a group environment for project purposes and has clear aims and objectives for its use.
- In all communication with young people using social networking sites it is advisable to not use abbreviations (for example: lol) as these can often be misinterpreted.
- The use of instant chat on Facebook, Twitter and Instagram is inadvisable as it provides no log of conversations and could potentially leave a worker open to allegations.
- If a public wall post is not appropriate for responding to a young person then a worker should arrange a public one to one meeting, phone the young person or seek further advice from the Safeguarding Coordinator or the trustee with responsibility for safeguarding, depending on the level of information a young person has disclosed using a social networking site.
- If a private message is required in responding to a young person, the parent's/guardian's permission must be sought, provided that this is possible and/or appropriate. Another authorised adult must be copied into all private message correspondence. If you are in any doubt, then contact the appointed safeguarding person.
- It is preferable for activity to be delivered using a one-way format – for example, a pre-recorded video on YouTube or Facebook. Where one-way formats are used, regularly monitor to ensure no unauthorised content has been added.
- If multi-way interaction is required– for example, a Zoom meeting, protect with a password where possible.
- Risk assessments should be completed for activities where appropriate.
- Maintain usual male to female ratios.
- Children should not join the meeting until the leaders are present and active, and children should leave before the leaders do. There should be at least two identified leaders.
- Particular care should be taken if a leader becomes absent (e.g. visiting the bathroom during the group) because it may not be as obvious as when in a physical space. Being “logged in” is not the same as being present.
- Monitor chat logs where possible;
- Consider whether an audio recording of the meeting is possible and permissible. Data retention would also need to be considered here. Permission must be sought from all participants before any session is recorded.
- Keep registers.
- It is recommended that online accounts are not used after 10pm in order to maintain a safe boundary between work and personal life.
- It is strongly recommended that no Immanuel Church Bodmin worker has as a friend or follower any young person on their own personal social media accounts and does not seek to add or follow any young person.

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups. Text and any other media posted shall be subject to the acceptable use policy. These group accounts may be examined by any of the Trustees and should be used for Immanuel Church Bodmin purposes only and not as a worker's personal account. The Trustees will appoint moderators to oversee usage and postings. If there is anything that contravenes the ethos of Immanuel Church Bodmin it will be removed and the person removed from the list of those able to access these sites.
- Group members will be told the correct method to communicate with those responsible for the group. Youth groups should have a dedicated mobile phone, Facebook page or similar exclusively for the group. The number/information should be given to all group workers and members and to member's parents/guardians. The contact information for the group is to be logged with the Immanuel Church Bodmin moderators.
- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes. Another adult is always copied in.
- Any safeguarding concerns/allegations arising from social media shall be referred on to the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit where it applies i.e. 13 for Facebook.
- Workers should ensure their privacy setting is set to the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group.
- Where possible, social media groups should provide links to statutory authorities such as CEOP², to enable children to report online abuse.
- Should there be an inappropriate message from a member of the group immediately alert the group administrator, print/record it if possible. A log sheet should be completed and appropriate action taken.

Our social media moderators are: Simon Smallwood, Lizzy Smallwood, Nick Price.

Consent for Photographic Images and Videos Online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought from the parent/guardian before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed (written permission will be obtained for any images of a child, young person or vulnerable adult) If the intention is to use an image on the internet or for publicity purposes this must be clearly stated so that the parent/guardian can give their informed consent or not, and further permission must be acquired if an image is to be used in a way not originally stated. If a parent/guardian will not be attending an event where images may be taken, ensure that they are fully aware of this and provide their consent.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

² Child Exploitation and Online Protection Command - <https://www.ceop.police.uk/Safety-Centre/>

- If a parent/guardian has an objection to images being taken then it will be clearly marked on the register for that activity and is the responsibility of the children's workers/safeguarding co-ordinators to ensure that this is abided by.
- The Immanuel Church Bodmin Trustees will be made aware of any official photos/filming that will take place under their authority and therefore will be able to verbally request that other persons refrain from taking images if in their opinion this is inappropriate.


Acceptable Use Policy

(This can be included with consent/registration forms for children and young people with a request for acknowledgement by both parent and child - Appendix 3)

- Where access to the internet is provided on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WiFi Access will be via a secure password that will be changed regularly.
- Social media groups must be used in compliance with Immanuel Church Bodmin's policy on social media.
- Children and Workers should not:
 - Search for or download pornographic, racist or hate motivated content.
 - Illegally copy or play copyrighted content where permission has not been given.
 - Send, request or display offensive messages or pictures.
 - Harass, insult or bully others.
 - Access the internet using another person's login details.
 - Access, download, send or receive any data (including images), which Immanuel Church Bodmin considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Sanctions for violating the acceptable use policy in the opinion of Immanuel Church Bodmin may result in:
 - A temporary or permanent ban on internet use.
 - Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
 - Where applicable, police or local authorities may be involved.

This policy was agreed by the Leadership and will be reviewed annually.

Signed by: Simon Smallwood Position: Elder

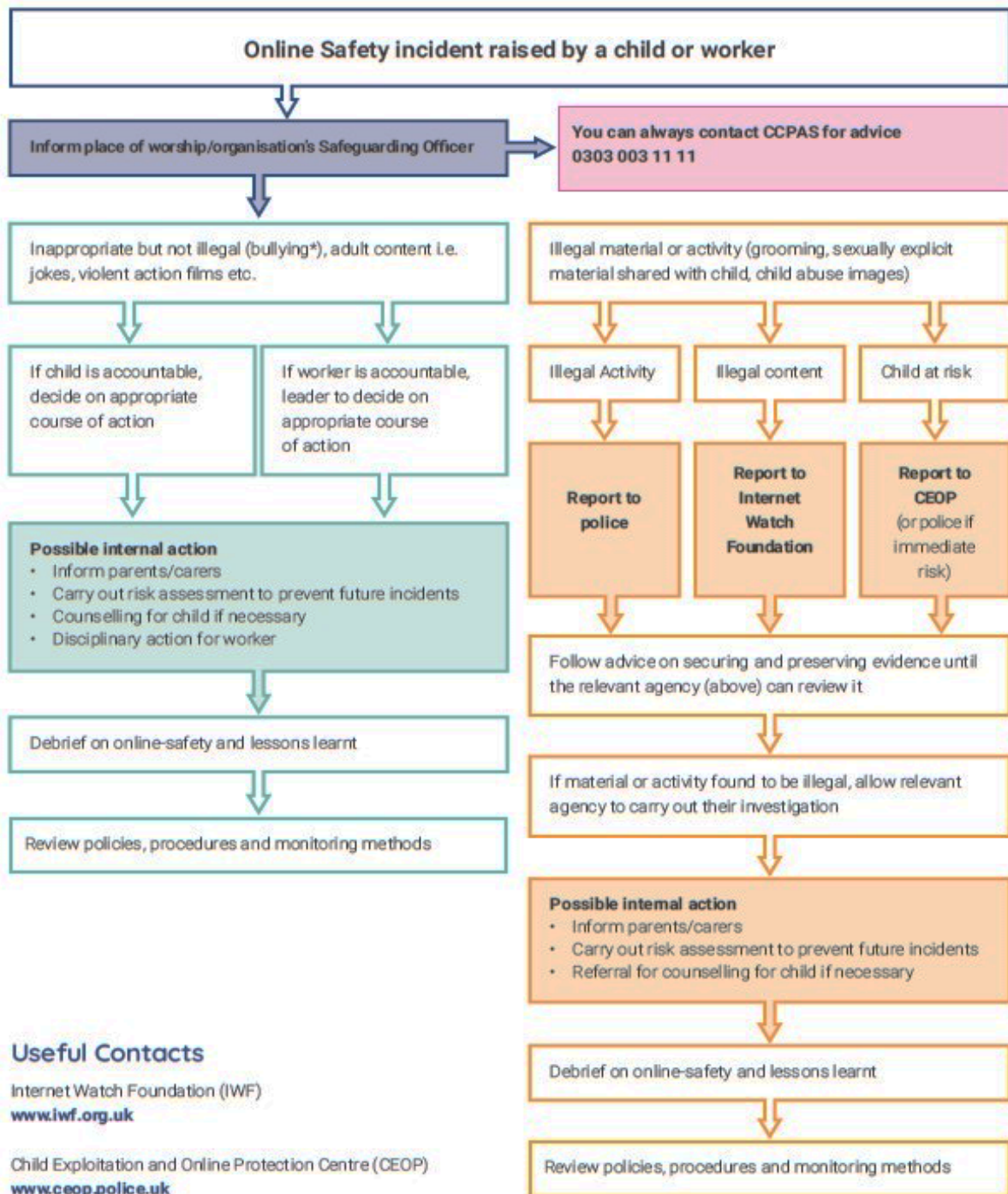
Signature: 
(On behalf of the Elders)

Signed by: Mark Thomas Position: Chair of Trustees

Signature: 
(On behalf of the Board of Trustees)

Date: 18/09/2022

Online safety Flow Chart from 31:8²



(*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.

² This chart can be accessed online at <https://thirtyoneeight.org/media/2154/flowchart-online-safety.pdf>



Children’s and Youth Data Consent Form

Parent/Carer Consent

- I am happy for Immanuel Church Bodmin youth and children’s workers to hold on their devices my child’s mobile number and email address and also contact details of other forms of electronic communication.
- I understand that these contact details will only be used in accordance with the Immanuel Church Bodmin online safety policy.
- I understand that it is my responsibility to ensure that my child does not misuse the contact details of the Immanuel Church Bodmin worker who contacts them by sharing them outside the group or by contacting in inappropriate ways or at inappropriate times.

Child/ Young Person Consent

- I am happy for Immanuel Church Bodmin youth and children’s workers to hold on their devices my mobile number and email address and also my contact details for other forms of electronic communication.
- I understand that these contact details will only be used in accordance with the Immanuel Church Bodmin online safety policy.
- I agree that I will not share the contact details of my Immanuel Church Bodmin contact outside the group.

Child/Young Person Name (Please print)	Child/Young Person Signature	Date
Parent/Guardian (Please print)	Parent/Guardian Signature	Date

Your privacy is important to us Immanuel Church Bodmin. Under data protection legislation, we need to let you know how we care for your information. This notice relates to how we deal with the information you supply about your children. The Data Controller is Immanuel Church Bodmin and can be contacted by emailing info@immanuelchurchbodmin.org

You have the right to request access to information that we hold. If you require your personal information, please email admin@immanuelchurchbodmin.org to request a copy. For more information about your data protection rights see our Privacy Notice on display in the foyer of the church and posted on our web site. We review our data protection policy annually.

The contact details you supply will be held on the electronic devices of those who are official workers with us and who have been through our safer recruitment procedure. The information will be password protected and only accessible by our workers. We will not share this data with anyone else unless required to by law. The contact details will be deleted once your child no longer attends any of our groups, but we will keep a record that he/she has attended (name only).

We are collecting this information to enable our workers to run the groups that your child is involved in, and to keep him/her informed of relevant activities. Data Protection legislation allows us to process this information as we regard it as being in the church’s legitimate interest.



Online Acceptable Use Form

Acceptable Use Policy

- Where access to the internet is provided on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WiFi Access will be via a secure password that will be changed regularly.
- Social media groups must be used in compliance with Immanuel Church Bodmin’s policy on social media.
- Children and Workers should not:
 - Search for or download pornographic, racist or hate motivated content.
 - Illegally copy or play copyrighted content where permission has not been given.
 - Send, request or display offensive messages or pictures.
 - Harass, insult or bully others.
 - Access the internet using another person’s login details.
 - Access, download, send or receive any data (including images), which Immanuel Church Bodmin considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Sanctions for violating the acceptable use policy in the opinion of Immanuel Church Bodmin may result in:
 - A temporary or permanent ban on internet use.
 - Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
 - Where applicable, police or local authorities may be involved.

Parent Carer Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety Policy and Acceptable Use Policy for Immanuel Church Bodmin and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child/Young Person Agreement

I understand the importance of safety online and the church guidelines on acceptable use. I will share any concerns, where I or another person may be at risk of harm with the safeguarding co-ordinator or a trusted adult.

Child/Young Person Name (Please print)	Child/Young Person Signature	Date
Parent/Guardian (Please print)	Parent/Guardian Signature	Date



Pastoral Care Policy and Guidelines¹

Pastoral Care Policy for those involved in formal pastoral care²

Take Responsibility	
<ul style="list-style-type: none"> • To guard your walk with the Lord • To manage your pastoral care. It's up to you! 	<ul style="list-style-type: none"> • This must come first! • Be thoughtful and reflective. Seek out ways to grow in your ministry and effectiveness.
Set Boundaries	
<ul style="list-style-type: none"> • On what to expect 	<ul style="list-style-type: none"> • ...and on what not to expect. Refer people elsewhere if necessary. Pastoral care is not counselling.
<ul style="list-style-type: none"> • On relationships 	<ul style="list-style-type: none"> • no dependence, no secrecy, no inappropriate socialising.
<ul style="list-style-type: none"> • Ask permission 	<ul style="list-style-type: none"> • do not assume it is OK to read, pray, touch...
<ul style="list-style-type: none"> • Keep confidentiality 	<ul style="list-style-type: none"> • but set the limits.
Be Accountable	
<ul style="list-style-type: none"> • Meet with supervisor 	<ul style="list-style-type: none"> • Set up a regular meeting and keep to it
<ul style="list-style-type: none"> • Log life-changing outcomes 	<ul style="list-style-type: none"> • Use the record card—it has helpful pointers where serious matters are raised
<ul style="list-style-type: none"> • Keep DBS and training up to date 	<ul style="list-style-type: none"> • Your ministry is important! Make it a priority to attend training once a year.
Get Support	
<ul style="list-style-type: none"> • Meet with others 	<ul style="list-style-type: none"> • Seek out others involved in this ministry
<ul style="list-style-type: none"> • Seek to develop your ministry 	<ul style="list-style-type: none"> • Read; consult; go on courses if you can
<ul style="list-style-type: none"> • PRAY! 	<ul style="list-style-type: none"> • We are back where we started! Make time to pray alone and with others.

¹ This document is adapted from the Pastoral Care Policy of Poulner Baptist Chapel.

² "Formal pastoral care" is intended to differentiate what is covered here from the myriad of informal prayers and conversations that happen all the time in the life of the church.

Pastoral Care guidelines

1. Purpose and Scope

These guidelines expand on our policy and are intended to support those who exercise pastoral care at Immanuel Church Bodmin.

What is pastoral care?

To the 10 Commandments of the Old Testament, Jesus added one in His own name: "I give you a new commandment: love one another. As I have loved you, so you must love one another." (John 13:34). Christian pastoral care is simply the application of that new commandment through the life of the church.

- Pastoral care involves comforting, reassuring, encouraging, strengthening and urging believers to live a life of faith that is pleasing to God (1 Thessalonians 2:12 and 3:2)
- Pastoral care is leading and guiding God's people (1 Peter 5:2) to spiritual maturity (Ephesians 4:11-13).
- The goal is to help people live life in all its fullness, in the strength of and according to the example of Jesus (John 10:10-11).

Christians, committed to the belief that God loves us all unconditionally, seek to reflect that love in their care for others as God's Word commands (John 13:34). Pastoral care happens when Christians help others whether by listening, empathising, praying, responding and providing caring support.

What pastoral care is not

Pastoral care is not about professional care provision. Any issues that fall outside the realm of listening, praying and supporting will be referred on to trained counsellors within the church or to external specialist agencies. It is the responsibility of the individual to follow this advice. Examples of services that people will be referred to include professional counselling such as marriage counselling, counselling for anxiety, depression and suicidal tendencies, medical assistance, social services such as meals on wheels and cleaning, homeless refuge and shelters and courses to manage finances.

Pastoral care should not lead to any sense of dependency, either from the cared for person towards the pastoral carer or indeed in the pastoral carer feeling a need to continue with supporting an individual after care is no longer required. Pastoral carers should be aware of these risks. Those receiving care need to be encouraged to seek God for their needs (Matthew 7:7; 1 Thessalonians 4:12) and not to be offended when boundaries are put in place. It is good practice to set a time frame for sessions of pastoral care, such as for example, "These sessions will run for 6 weeks".

What is pastoral care at Immanuel Church Bodmin?

At Immanuel Church Bodmin we enable a number of people to take specific responsibility in the pastoral care of the fellowship. Furthermore, we understand pastoral care to be a vocation of all believers (1 Thessalonians 5:11). We recognise that in this area of people helping, workers act on behalf of God; it is only He who achieves change and healing in people.

Inevitably, when people exercise their gifts in helping people, they will be interacting with others who are sometimes needy and often quite vulnerable. At Immanuel Church Bodmin we want everyone to build and work within safe and appropriate relationships at all times. This guide is intended to help with these aims and is provided for all who serve in pastoral care at Immanuel Church Bodmin.

2. Applies to

- The leadership team is responsible for the implementation of the policy and to make sure that these guidelines are available to all and understood and followed by all who lead teams that exercise pastoral care (see 2.2. below).
- The following teams have specific responsibilities for pastoral care:
 - The Leadership Team - the Pastors, Elders and Deacons
 - The Pastoral Care Team (where established)
 - The Prayer Ministry Team (where established)
 - Leaders of Home Groups, small groups, Youth and Children's and other ministries
 - Home group and small group leaders exercise varying degrees of pastoral care for their group members. At the very least they act as a point of contact able to refer pastoral care needs from members of their group to the relevant team.
 - Anyone from amongst these teams who provides pastoral care is subsequently referred to as a Pastoral Carer.
 - Leaders of these teams are referred to here as Pastoral Carer Team Leaders.
 - Each Pastoral Carer must observe and adhere to the policy set out in the table at the beginning of this document.
 - All Pastoral Care Team Leaders must in addition read and follow these guidelines, encouraging their teams to follow the good practice set out here.

3. Policy and Guidelines Statement

- 'People helping' is a great responsibility within the body of Christ. Caring for one another is a duty that all people in Immanuel Church Bodmin share in. We commit ourselves to the nurturing, protection and safeguarding of all who are part of Immanuel Church Bodmin.
- Immanuel Church Bodmin is committed to a Code of Ethics and Practice for Pastoral Care (in particular sections 6/7) produced by the Association of Christian Counsellors (ACC). The development of our policy and these accompanying guidelines has used the guidelines found at www.pastoralcareuk.org specifically www.pastoralcareuk.org/pastoral-care/framework-forgood-practice.html .
- Immanuel Church Bodmin is committed to supporting, resourcing, training and supervising those who work within the area of pastoral care.
- Informal pastoral care happens in all aspects of the church by the whole church congregation, including church members, home/small group members, ministry leaders and Pastoral Carers. At the simplest level this involves social, supportive and encouraging chatting. It can involve praying for each other and in some cases can have a practical application e.g. providing food for someone who is unwell, inviting people for a meal, or giving someone a lift. Home groups and other small groups offer one of the best avenues for informal pastoral care. In such groups people are able to develop sincere friendships, offer one another support, pray for each other and generally encourage one another in their Christian faith. Such examples of informal pastoral care can sometimes lead to the sharing of deeper concerns that a person may be experiencing, for which referral to the Leadership Team would be advised.
- Formal pastoral care is undertaken by official church representatives; the Leadership Team, Pastoral Care Team and at times, home/small group leaders. Typically it involves a meeting with the person requiring support which could be at their home, place of work, on church premises or at a neutral venue. The meeting can be instigated either by the person requiring support contacting the Pastoral Carer, or by the Pastoral Carer offering the opportunity to the person requiring support. There is usually prior agreement of the meeting content and the time and place of the meeting.

- Pastoral Carers in adult ministry should understand that while they may consistently be dealing with those who are their peers in terms of age, maturity, profession, etc., the nature of the relationship is not simply that of a peer. The Pastoral Carer has an inherent responsibility for those who will look to him/her for leadership. This means that, if there is an indiscretion of any kind between the Pastoral Carer and the person receiving support, it is the Pastoral Carer who will always be regarded as the more culpable, because of the nature of the trust relationship, which has been bestowed upon the Pastoral Carer. Given that the nature of leadership involves authority and power, equal responsibility (and therefore equal culpability) for the crossing of boundaries in relationships with other people does not exist.

4. Procedures

- Informal pastoral care is given in the following ways:
 - Pastoral Concern involves helping people through difficult times or helping them with a specific difficult issue and, in some cases, the giving of practical assistance. The key aspect here involves developing a relationship of trust between the Pastoral Carer and the person receiving support by giving empathetic support for a period of time. Those involved in this type of pastoral care would have suitable experience and /or will have received some training in good listening skills.
 - Prayer Ministry is when God's intervention in someone's life is sought through prayer with them, for expressed issues and situations. It will often involve using Bible passages and verses to encourage the person and to speak God's word into their life situation. It may happen within a formal pastoral care situation or from a spontaneous, ad-hoc and informal conversation such as in a home/small group meeting or after a Sunday service. There are no pastoral records kept and no formal follow-up meetings. Any resulting issues of ongoing concern should be referred to the Leadership Team. Those involved with prayer ministry will demonstrate suitable experience and skills to listen and pray for an individual.
- Formal pastoral care is given in the following ways:
 - Pastoral Support is where individuals require one-to-one support or help from the church due to a difficult experience or situation in their life. Usually this will be conducted by members of the Leadership Team. Pastoral Support is provided as a free ministry that will involve the use of counselling skills by the Pastoral Carer. However, it is important to distinguish that Pastoral Support, offered by the Leadership Team is not to be regarded as formal counselling. A professional counsellor will provide structured meetings at regular times with strict boundaries and a focused agenda. The relationship is based purely on that of counsellor to client. Pastoral Support offered at Immanuel Church Bodmin is less strict and will not necessarily follow a formal counselling approach. Still, there may be regular meetings with the person receiving support and records may be kept of issues discussed. Those involved with Pastoral Support will have suitable experience and/or will have received training in basic counselling skills.
 - Pastoral Visiting involves the meeting of people, typically in their own home by prior arrangement, to extend the fellowship of the church to them through conversation and companionship. The aim of the visit is to understand the issues faced by the individual and to broaden the support for that person by setting up further and / or additional help with a suitable church person or outside agency. This category refers to the regular visiting of those in need, those who are sick or who are not otherwise in routine contact with the church. This is undertaken by the Pastoral Care Team under the coordination of

the Senior Pastor. Those involved with Pastoral Visiting will have experience and/or will have received some training in good listening skills.

- Leadership Team Prayer Ministry is when members of the Leadership Team are called by a church member to visit and to pray for them, anointing them with oil. The Bible instructs the one who is unwell, whether physically, emotionally or spiritually, to call the Elders of the church and they will come and pray over the person anointing him/her with oil (James 5:14). It is the responsibility of the person concerned to contact the Leadership Team, either directly or indirectly, to let them know if they are experiencing a difficulty and to request that the Elders come to visit.
- In all formal pastoral care activities the cared-for person has personal responsibility for their own actions. This, together with the person's autonomy to make their own decisions, should be respected at all times. It is important to carefully assess the person's Christian faith maturity and their state of emotional well-being, even though this may take time to establish. Care must be taken at all times to consider how the pastoral care offered will be understood and viewed by the individual, and their family or carers. Permission should be sought before reading scripture, before praying and before expressing physical contact to the person; permission should not be assumed.
- Boundaries must be set clearly in each pastoral care situation. Caution should be taken to not enter situations or discussions that the Pastoral Carer feels uncomfortable with. Being clear on one's own personal boundaries is key to successful pastoral care. For example, it would not be wise for a Pastoral Carer to be engaged in a formal pastoral care situation that involves a family member; the Pastoral Carer should not start to 'socialise' alone with the person receiving support during the period of formal pastoral care; the Pastoral Carer should never enter into any kind of sexual relationship with the person receiving support.
- All pastoral care activities should be conducted safely in accordance with the procedures and guidelines given in the Immanuel Church Bodmin Safeguarding Policy. This is of particular importance to those working with Children and Young People and those in regular contact with Adults who have care and support needs.
- All information received by a Pastoral Carer from a person receiving support will be held in confidence unless:
 - Permission is given by the person receiving support to share that information with others.
 - The Pastoral Carer needs to refer to and receive guidance from the Pastoral Team, in which case permission to share information should be asked for.
 - A safeguarding issue obliges the Pastoral Carer to disclose information.
 - There is a legal obligation to disclose information, such as a court hearing or for the purposes of a police investigation.
- Written records may be kept of meetings between a Pastoral Carer and a person receiving support. It is strongly advised that records should always be kept of meetings where the pastoral care is dealing with a 'life changing' outcome for the person receiving support, such as a bereavement, a relationship breakdown or similar. Such records should use the Pastoral Record Card (Appendix 2), recording names, the items discussed and any follow-up actions that need to be taken. The record card should be handed to one of the Leadership Team who will log it securely. The record will remain confidential subject to 4.6.
- All Pastoral Carers are encouraged to pray for the person(s) they are seeking to help, not only privately but also when meeting together with others from the Pastoral Care Teams, within the boundaries of appropriate confidentiality.
- The Pastor and Elders at Immanuel Church Bodmin will hold regular meetings to support and encourage each other and to discuss and action support for those: (1) requiring crisis


care and immediate visits; (2) requiring further support; (3) requiring prayer; (4) who have not been attending recently.

- When further counselling support is required or recommended for a person receiving support, referral will be made by the Leadership Team to a trained Christian counselling ministry.
- Immanuel Church Bodmin will exercise reasonable care and diligence in the selection, appointment and supervision of persons undertaking pastoral care work on behalf of the church. Immanuel Church Bodmin will not seek volunteers in the area of pastoral care by general invitation but will only consider people on an individual basis after due reflection on their gifting in this area.
- The following Pastoral Carers must obtain a clearance from the Disclosure and Barring Service (DBS), and also ensure they have business car insurance cover if using their car to transport people to appointments etc:
 - The Leadership Team
 - The Pastoral Care Visiting Team
 - Any other individuals who are involved in regular pastoral care.
- The following training is available through Pastoral Care UK (a branch of the Association of Christian Counsellors—ACC) and may be supported or facilitated as appropriate and as funds allow:
 - Exploring Pastoral Care Course:³ A six session self-led group course for all involved in pastoral care.
 - Resourcing Pastoral Care Course: A 10 x 2 hr trainer led course with 20 hours of reflective practice for some of church which helps to equip pastoral carers
 - Pastoral Care UK also periodically runs a three-day residential course for training trainers.
 - Further information on training is available at <https://www.pastoralcareuk.org/pastoral-care/training-resources.html>
- Support for those engaged in Pastoral Care will be provided at Immanuel Church Bodmin by the Pastor and Elders. Pastoral Carers need to take care of themselves making sure that another member of the pastoral care teams knows what they are involved in and is praying for them. Each one should make sufficient time for rest and relaxation and time alone with God.

This policy was agreed by the Leadership and will be reviewed annually.

Signed by: Simon Smallwood

Position: Elder

Signature: 
(On behalf of the Elders)

Signed by: Mark Thomas

Position: Chair of Trustees

Signature: 
(On behalf of the Board of Trustees)

Date: 18/09/22

³ If reading this in hard copy the link is <https://www.acc-uk.org/pastoral-care/training-resources/exploringpastoral-care-a-resource-for-all-of-church.html> . Costs currently (March 2020) £7.50 per booklet or £60.00 for 10.



Team Leaders

Names to be added in:

Teams	Names of Current Leaders
The Leadership Team	Simon Smallwood, David Oliver, Andy Minniss, Nick Price, Raymond Quinn
Home Groups	The Leadership Team
Overall responsibility for the coordination of Pastoral Care	The Leadership Team



Pastoral Record Card⁴

Date & Time of meeting: _____

Person making this record: _____

Name of person involved:		
Are any of the persons under the age of 16 or under any care programme or supervision?	YES	NO
Please specify:		
Summary of discussion or action taken:		
<i>continue overleaf if required...</i>		
In your opinion is the issue or concern to do with:		
Possible issue or concern	Other information	
A relationship difficulty		
A work/employment issue		
A financial issue		
A possible safeguarding issue or disclosure	Please contact the safeguarding lead with concerns or follow procedures outlined in the safeguarding Policy	
A medical issue		
A spiritual issue		
A mental health issue		
Other concern	Please Specify:	
What steps or action should be taken next?		
Provide ongoing pastoral care	Discuss with supervisor whether counselling would be an option	
Encourage a network of informal support e.g. Home group	Contact the DSP or Thirtyone:eight for further information on a safeguarding issue	
Encourage the person/s to return to their GP	Research or contact authorities for further sources of support and aid	
Raise a pastoral concern with the Leadership Team	Discuss on-going family support with COSW	
Signed:	Dated:	

⁴ To be completed in cases where significant or possibly life-changing issues are discussed.