



---

EVERYONE GROWS

---

# **SAFEGUARDING POLICY, PRACTICE AND PROCEDURE**

Updated July 2024

<b>SECTION 1 – DETAILS OF THE PLACE OF WORSHIP</b>	Page 4
<b>SECTION 2 – SAFEGUARDING POLICY AND SAFEGUARDING TEAM</b>	
Introduction	Page 7
Positions of Trust	Page 7
Our Commitment to Safeguarding	Page 8
Safeguarding team	Page 9
Communicating Safeguarding	Page 10
Confidentiality and privacy	Page 10
Review of Safeguarding policy and practice	Page 10
<b>SECTION 3 - BACKGROUND</b>	
Sawyers’ Church objectives, mission, aims and public benefit	Page 11
Activities	Page 11
Partnership working	Page 11
<b>SECTION 4 – PREVENTION</b>	
Understanding abuse and neglect	Page 13
Safer recruitment	Page 13
Safeguarding training	Page 14
Practice guidelines	Page 15
Management of workers – Codes of Conduct	Page 15
<b>SECTION 5 – RESPONDING TO ALLEGATIONS OF ABUSE</b>	
Recognising abuse and reporting abuse	Page 16
Detailed procedures where there is a concern about a child	
Allegations of physical injury, neglect, or emotional abuse	Page 19
Allegations of sexual abuse	Page 19
Detailed procedures where there is a concern that an adult needs protection	Page 20
Allegations of abuse against a person	
who works with children/young people	Page 20
who works with adults with care and support needs	Page 21
Allegations of abuse by a member of the staff team/volunteer	Page 21
<b>SECTION 6 – PASTORAL CARE</b>	
Supporting those affected by abuse	Page 22
Working with offenders and those who may pose risk	Page 22

<b>Annex 1</b>	<b>Home Visits - Debt Centre</b>	<b>Page 23</b>
<b>Annex 2</b>	<b>Definitions of abuse</b>	<b>Page 24</b>
<b>Annex 3</b>	<b>Guidance on recognising abuse</b>	<b>Page 25</b>
<b>Annex 4</b>	<b>Guidance on responding to disclosure of abuse</b>	<b>Page 28</b>
<b>Annex 5</b>	<b>Safeguarding - request for information (Enhanced DBS)</b>	<b>Page 30</b>
<b>Annex 6</b>	<b>Safeguarding – request for information (Basic DBS)</b>	<b>Page 31</b>
<b>Annex 7</b>	<b>Safeguarding: Contact information and consent form</b>	<b>Page 32</b>
<b>Annex 8</b>	<b>Safeguarding - Self-declaration form</b>	<b>Page 35</b>
<b>Annex 9</b>	<b>Safeguarding - Request for reference</b>	<b>Page 38</b>
<b>Annex 10</b>	<b>Safeguarding - Reference form</b>	<b>Page 39</b>
<b>Annex 11</b>	<b>Code of Conduct</b>	<b>Page 41</b>
<b>Annex 12</b>	<b>Safeguarding Statement</b>	<b>Page 42</b>
<b>Annex 13</b>	<b>Responding to abuse - Incident Sheet</b>	<b>Page 44</b>
<b>Annex 14</b>	<b>External Safeguarding contacts</b>	<b>Page 46</b>

**SECTION 1: DETAILS OF THE PLACE OF WORSHIP**

**Name of Place of Worship:** Sawyers Church

**Address:** Sawyers Hall Lane, Brentwood, Essex CM15 9BN

**Tel No:** 07817 961558

**General Email:** hello@sawyerschurch.org

**Senior Leader Name:** Peter Jordan

**Senior Leader Contact Telephone:** 07817 961558

**Senior Leader Email:** pastor@sawyerschurch.org

**Safeguarding Officer:** Evelyn Millyard

**Safeguarding Officer Contact telephone:** 07362 304064

**Safeguarding Officer Email:** safeguardingofficer@sawyerschurch.org

**Deputy Safeguarding Officer:** Kate Okunola

**Deputy Safeguarding Officer telephone:** 07362 393918

**Deputy Safeguarding Email:** deputysafeguardingofficer@sawyerschurch.org

**Membership of Denomination:** Assemblies of God, Great Britain

**Safeguarding Lead:** Julie King

**Safeguarding Lead Email:** safeguardinglead@sawyerschurch.org

**Charity Number:** 1140322

**Company Number:** 07382893

**Regulators:** Charity Commission and Companies House

**Insurance Company:** Integra Insurance Solutions Ltd (Kingdom Bank)

Policy Number – 130737335 – 27th March 2024 to 30<sup>th</sup> June 2024

**The following is a brief description of our place of worship and the type of activities we undertake with children and adults who have care and support needs:**

Sawyers Church is a church where everyone grows through inspiration, connection, action, mission, and prayer.

Our offices, worship centre and community hub are based at our church building in Sawyers Hall Lane, Brentwood, CM15 9BN.

Our ministries, activities and outreaches include youth work, children's work, work with families and with single parents. We also provide support for senior people who live in the local area and help adults with learning disabilities. Sawyers Church is a Debt Centre working with Christians Against Poverty and also works with Ascension Trust in leading the Brentwood Street Pastor Project.

These ministries especially help people who have care and support needs.

The Church runs a café in the foyer of the building that is open to the public.

The activities of our Community Hub and Cafe sit alongside our church programme of worship, prayer, Bible teaching and mission. As a church we support various missions around the world and encourage people to be involved in global and local outreach.

The church partners with other organisations in the Brentwood area who use the Church Facility. These organisations include Central School of Dance and Havering and Brentwood Bereavement Service. Any organisation that the church partners with has to adhere to the Sawyers Church Safeguarding Policy and Procedure.

Sawyers Church is led by a Core Leadership Team who are supported by a Wider Leadership Team. The Core Leadership Team and the Wider Leadership Team are accountable to Sawyers Church Trustees that includes a Trustee specifically responsible for Safeguarding.

The Church and its activities are run by full time staff, part time staff and volunteers.

The church has a Safeguarding Team that includes:

Safeguarding Lead: Julie King

Safeguarding Officer: Evelyn Millyard

Deputy Safeguarding Officer: Kate Okunola

Safeguarding Recruiter: Julie King

Deputy Safeguarding Recruiter: Lorretta Balogun

Safeguarding Trustee: John Morris

## **SECTION 2: SAFEGUARDING POLICY AND SAFEGUARDING TEAM**

### **Introduction**

Good governance helps prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Board of Trustees (BOT)

The BOT is appointed to have independent authority and legal responsibility for how Sawyers Church operates and has a critical role in decision making and compliance in all areas of Safeguarding, as well as setting our values, standards, and behaviours.

The standards and behaviours may be referred to as the culture of Sawyers Church or “the way we do things around here”. Culture can be shaped in both negative and positive ways. *“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)*

### **Positions of Trust**

At Sawyers Church we recognise that all adults working with children, young people and vulnerable adults are in a position of trust and that all those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship. We are committed to ensuring that workers ensure they do not, even unknowingly, use their position of power and authority inappropriately and always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal (England and Wales) (Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16- or 17-year-old under their care or supervision.

Sawyers Church Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing our activities but to also build an open culture where:

- those who lead, do so by example
- we are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles
- there are accountability structures with codes of conduct

- our values are embedded in our day-to-day actions and behaviours
- and there is open communication

### **Our commitment to safeguarding**

As Trustees we recognise the need to provide a safe and caring environment for children, young people and adults with care and support needs who engage with Sawyers Church through any of the activities we run.

We acknowledge that children, young people, and adults can be the victims of physical, sexual, and emotional abuse, and neglect. The Trustees accept that they and staff (employees) and volunteers who work for Sawyers Church must play their role in protecting children/youth and adults with care and support needs against such behaviour.

As Trustees 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.

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.”

The Trustees undertake to:

- apply relevant laws and take account of safeguarding practice as published by recognised bodies;
- appoint a team of personnel to undertake safeguarding roles and support them in carrying out their work; and
- provide safeguarding training for all staff and volunteers involved in the church’s activities.

The Trustees also undertake to apply:

- Health & Safety laws and regulations to provide a safe and secure physical environment on its premises and in the running of its activities; and

- the Equality Act 2010 and engender a welcoming and inclusive environment for all that seek to participate in the church's activities.

Our policy and practice guidelines are based on the ten safeguarding standards published by thirtyone:eight (<https://thirtyoneeight.org/about-us/who-we-are/our-ten-standards/>)

1. Governance – Good governance helps an organization prevent abuse and means it can respond quickly and with integrity when concerns arise.
2. Culture – Having a safe and open culture creates good attitude towards safeguarding and ensures it is taken seriously by all.
3. Safeguarding policy – A working policy document sets the standards and expectations an organisation has around safeguarding.
4. Safer recruitment – recruiting your workers safely creates a barrier to those who may pose a risk from getting access to vulnerable groups.
5. Training and awareness – raising awareness of safeguarding equips workers and service users to identify, prevent and respond to abuse.
6. Working safely – Agreeing ways to work and communicate safely helps people keep themselves and others safe.
7. Managing workers – Safely recruiting your workers creates a barrier to those who may pose a risk from getting access to vulnerable groups.
8. Partnership working – Raising awareness of safeguarding equips workers and service users to identify, prevent and respond to abuse.
9. Responding to concerns – responding well to concerns means people can be protected from harm and action to stop abuse.
10. Working with those who may pose a risk – organisations that are open to all can support and work safely with those who may pose a risk.

### **Safeguarding Team**

A team of people have been appointed by the Trustees to carry out roles and responsibilities for Safeguarding as follows:

- Responsible Trustee: John Morris
- Safeguarding Lead: Julie King
- Safeguarding Officer: Evelyn Millyard
- Deputy Safeguarding Officer: Kate Okunola
- Recruiter: Julie King
- Deputy Recruiter: Lorretta Balogun

The Responsible Trustee oversees the implementation of the safeguarding policy and practice on behalf of the Board of Trustees.

The Safeguarding Lead supervises the implementation of the safeguarding Policy and practice through chairing a Safeguarding Team of relevant personnel. The Lead also ensures that adequate training is provided for all of the Safeguarding Team using various agencies and in house training.

The Safeguarding Officer's act on behalf of the Trustees in dealing with allegations or suspicions of neglect and/or abuse, including referring such matters to the statutory authorities.

The Recruiter supports the recruitment of staff and volunteers particularly in seeking references and carrying out checks involving HM Government's Disclosure and Barring Service (DBS) to inform their suitability to work with children/youth and vulnerable adults.

### **Communicating Safeguarding policy and practice and Safeguarding contacts**

The Trustees will publicly display in the Foyer of the church premises:

- A Safeguarding Statement to inform all those that are involved in any activities at Sawyers Church of its commitment to Safeguarding; and
- Information on how children/youth and adults with care and support needs can get help and advice in relation to abuse, discrimination, bullying or other matters where they have a concern.

### **Confidentiality and privacy**

The Trustees will seek to ensure that safeguarding information regarding individuals, instance of abuse, etc. is kept confidential and confined to those who need to know. The Trustees will seek to apply privacy to personal information in line with data protection legislation.

### **Review of Safeguarding policy and practice**

The Trustees will meet with the Safeguarding Lead and members of the Safeguarding Team at least annually to monitor the application of safeguarding policy, practice, and procedures. As necessary, it will conduct audits of compliance with policy and practice.

The Trustees will review this Safeguarding policy at least every eighteen months to ensure that:

- it is up to date with prevailing legislation and recognised practice; and
- any lessons are learned through experience of operating this policy and practice.

## **SECTION 3: BACKGROUND**

### **Sawyers Church – objectives, mission, aims and public benefit.**

Sawyers Church is a Bible believing, Christian church, established as a charity and affiliated to Assemblies of God whose charitable objectives are: *“the advancement of the Christian faith and the relief of sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of care and support”*.

Sawyers Church mission is to be a Church where EVERYONE GROWS.

Sawyers Church aims to promote its charitable objectives and mission through Inspiration, Connection, Action, Mission, and Prayer.

Sawyers Church’s Values are Unity, Honour, Commitment, Servanthood, Worship, Mission, Hospitality, Welcome and Prayer.

### **Activities involving children/youth and adults with care/support needs**

In fulfilling its mission, Sawyers Church runs activities each week throughout the year and, in line with Sawyers Church Equality, Diversity and Inclusion Policy, access to these events is available to all irrespective of race, ethnicity, gender, sexual orientation, age, disability, religion, or belief, etc. Certain activities are, however, run for specific groups e.g., children/youth.

### **Partnership working**

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.

Sawyers Church therefore has clear guidelines with regards 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 and adhere to Sawyers Church Safeguarding Policy,

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.

Sawyers Church operates a Debt Centre in partnership with **Christians Against Poverty (CAP)** (**Charity number 1097217**) which helps people in financial distress. The CAP Safeguarding Policy adheres to Sawyers Church Safeguarding Policy and CAP follow the Ten Standards of Safeguarding set out in this policy. The work of the Debt Centre is often carried out in private homes and the policy includes good practice guidelines on home visits. See Annex 1.

## **SECTION 4: PREVENTION**

### **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.

To safeguard those in our place of worship 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 which states:

1. 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 reference to Article 5 which states that. "No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment".

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. (Annexes 2-4)

### **Safer Recruitment**

The Trustees are responsible for recruiting and appointing workers (staff, volunteers and trustees). The Senior Pastor is responsible for approving the appointment of all volunteers. Amongst other things, they are responsible for deciding whether a person is competent, capable, and suitable to work with children/youth and adults with care and support needs.

The Recruiter supports the recruitment of staff, volunteers and trustees who work with children and adults with care and support needs by taking up references and liaising with thirtyone:eight in the DBS checking process on behalf of the Trustees. The Recruiter also arranges the renewal of DBS Certificates every three years for existing staff, volunteers and trustees. The documentation at Annexes 5-10 are used for this purpose.

The Trustees will ensure all workers are appointed, trained, supported, and supervised. Sawyers Church works in partnership with Cornerstone HR to ensure this is kept to a high standard and all policies and procedures are adhered to. The Senior Pastor is responsible for ensuring that all staff, including the Youth and Children's Pastor, volunteers and trustees are supervised and supported in fulfilling Sawyers Church safeguarding policy and practice in carrying out their respective role(s).

The Trustees will ensure that safer recruitment procedures are followed:

- There is a written job description / person specification for the role
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and disclosure and barring check (DBS) or Enhanced DBS 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
- 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 Sawyers Church safeguarding policy and knows how to report concerns.
- Appointment of new Trustee to be agreed by the existing Trustees.

All Church Policies and Procedures including an up-to-date Safeguarding Policy are available to staff, volunteers and trustees through Breathe ([www.breathehr.com](http://www.breathehr.com)) which records that all policies are read and accepted. An up-to-date Safeguarding Policy is also available on the Sawyers Church website ([www.sawyerschurch.org](http://www.sawyerschurch.org)) that is available to everyone.

### **Safeguarding Training**

The Trustees are committed to on-going safeguarding training and development opportunities for all staff and volunteers including those who are responsible for, and work with, children/youth and adults with care and support needs, developing a culture of awareness of safeguarding issues to help protect everyone. All our staff and volunteers will receive induction training and undertake recognised refresher safeguarding training every 12 months. A record of training will be kept by the Senior Pastor.

The Trustees in partnership with Frontline 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.

## **Practice Guidelines**

As a place of worship working with children, young people and adults with care and support needs Sawyers Church operates and promotes good working practice. This enables workers/volunteers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusations.

We have specific good practice guidelines and risk assessments for every activity involving children/youth and adults with care and support needs, as required. They will be living documents which evolve over time to recognise changes in law and practice and of operational experience.

## **Management of Workers – Codes of Conduct**

The Trustees are mindful of instances in other churches and religious organisations where children/youth and adults with care and support needs have suffered spiritual abuse in the name of God or religion. In its work with such people, the Trustees, staff, and volunteers will explain and share the Christian faith in ways that are appropriate but not coerce, manipulate, threaten, or behave in any manner that seeks to impose the Christian faith on them. Sawyers Church acknowledges that a person who accepts the Christian faith can only do so voluntarily, through individual free choice.

The Trustees are also mindful of instances of sexual abuse perpetrated from within churches and religious organisations. Sawyers Church seeks to operate good practice in its work with children/youth and adults with care and support needs that enable staff and volunteers to develop healthy relationships while minimising the risk of abuse taking place from within the church or of false or unfounded accusations.

The Trustees are committed to supporting all workers (staff and volunteers) and ensuring they receive support and supervision. All workers have been issued with Sawyers Church Code of Conduct towards children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and out. They will also receive further training as necessary. (Annex 11)

Sawyers Church Trustees have also adopted an Ethos Statement which, amongst other things, informs the standards of conduct and behaviour which all the Trustees, staff and volunteers should follow. This is also available to Staff in the Staff Handbook available to staff on Breathe ([www.breathehr.com](http://www.breathehr.com)). (Annex 12)

## **SECTION 5: RESPONDING TO ALLEGATIONS OF ABUSE**

### **Recognising abuse and reporting abuse**

In order to assist staff and volunteers who engage with children/youth and adults with care and support needs in recognising and identifying abuse, definitions of abuse are provided in Annex 2. These definitions take account of the UN Conventions on Human Rights and the Rights of the Child and UK legislation.

Whilst staff and volunteers are not expected to be experts in recognising abuse (whether actual, alleged, suspected or potentially capable of happening) they have a duty of care to be vigilant and respond appropriately. This does not place responsibility on them to decide if a situation involves abuse but a duty to report concerns. (Guidance on recognising abuse is in the Annex 3)

Where someone voluntarily discloses abuse, staff and/or volunteers are expected to be sympathetic and supportive but must explain their duty to pass on information. (Guidance on responding to someone who discloses abuse is in the Annex 4)

Whether or not information about abuse is voluntarily disclosed, under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse but follow the procedures as below:

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 complete an Incident Sheet (Annex 13) and report concerns as soon as possible and within 24 hours to:

Name: Evelyn Millyard (hereafter the "Safeguarding Officer")

Tel: 07362 304064

Email: [safeguardingofficer@sawyerschurch.org](mailto:safeguardingofficer@sawyerschurch.org)

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

In the absence of the Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the Incident Sheet should be completed and reported to the Deputy Safeguarding officer as soon as possible and within 24 hours

Name: Kate Okunola (hereafter the "Deputy")

Tel: 07362 393918

Email: [deputysafeguardingofficer@sawyerschurch.org](mailto:deputysafeguardingofficer@sawyerschurch.org)

If the suspicions implicate both the Safeguarding Officer and the Deputy, then an Incident sheet should be completed and the matter reported in the first instance and within 24 hours to:

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

Tel: 0303 003 1111. Option 2

Alternatively contact Social Services or the police.

The Safeguarding Officer will contact the appropriate agency, or they may first ring the thirtyone:eight helpline for advice and then contact Social Services in the area the child or adult lives.

Name of local authority:

Children Social Service: Essex Safeguarding Children Board

Tel: 0345 603 7627

Out of hours Tel: 0345 606 1212 or 0300 1230 770

Email: [emergencydutyteam.outofhours@essex.gov.uk](mailto:emergencydutyteam.outofhours@essex.gov.uk)

Website Address: <https://www.escb.co.uk/Home.aspx>

Adult Social Services: Essex Safeguarding Adult Board

Tel: 0345 603 7630

Out of hours Tel: 0345 606 1212

Email: [socialcaredirect@essex.gov.uk](mailto:socialcaredirect@essex.gov.uk)

Website Address: <https://www.essexsab.org.uk/>

Police

Tel: 999 (emergency) or 101 (non-emergency)

The Safeguarding Officer may need to inform others (see below) 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 (see Incident Sheet Annex 13) of the concerns should be made within 24 hours in accordance with these procedures and given to the Safeguarding Officer to be kept in a secure place on the church premises as follows:

- if *electronically* created, a secure part of the computer system (that is password protected and can be accessed only by the Safeguarding Officer and overseeing Trustee); and/or
- if *handwritten*, in a secure filing cabinet (that can be accessed only by the Safeguarding Officer and overseeing Trustee).

Such records **must not** be held on personal electronic devices or, if a paper record, filed outside of Sawyers Church premises e.g., at home.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

The designated/responsible Trustee will support the Safeguarding Officer/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 Trustees hope that everyone will use this procedure. If, however, the individual with the concern feels that the Safeguarding Officer/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Officer(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Trustees demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Officer/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.

## **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 Officer/Deputy will:

- Contact Children's Social Services (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 Children's Social Services.
- 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 Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Services.

### ***Allegations of sexual abuse***

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for Children and Families or Police Child Abuse Investigation Team 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 to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

**Detailed procedures where there is a concern that an adult needs protection:**

***Suspicious or allegations of abuse or harm including physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.***

If there is concern about any of the above, Safeguarding Officer/Deputy will:

- Contact the Adult Social Care 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.

If there is a concern regarding spiritual abuse, Safeguarding Officer 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 regards to the scale of the concern.

**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 Officer, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding the suspension of the worker.
- Make a referral to a Designated Officer formerly called 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 DBS 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.

## **Allegations of abuse against a person who works with adults with care and support needs:**

The Safeguarding Officer will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon 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 Adult Services to decide not Sawyers Church.

## **Allegations of abuse by a member of the staff team/volunteer**

Where a member of the staff team or a volunteer is suspected, alleged, or accused of causing abuse, advice should be obtained from thirtyone:eight; alternatively, the Essex Safeguarding Children's Board or Essex Safeguarding Adult Board as appropriate. Advice should specifically be sought on whether its seriousness warrants consideration of suspending the employment of a member of the staff team or, in the case of a volunteer, temporary removal from their role, while the matter is investigated.

Where the suspension of a member of staff or temporary removal of a volunteer is deemed to be appropriate, the Trustee with responsibility for Safeguarding must be consulted who, as necessary, may seek legal advice, also taking account of Sawyers Church policy and practice regarding misconduct.

Where, following a confession and/or conviction of abuse, the employment of a member of staff leads to dismissal (or resignation) or a volunteer being permanently barred from working with children/youth and adults with care/support needs, consideration must be given by the Trustees as to whether a referral should be made to the DBS which manages people deemed unsuitable for working with children or adults (if not already done by the prosecuting authorities).

## **SECTION 6: PASTORAL CARE**

### **Supporting those affected by abuse**

The Trustees are committed to working with statutory agencies as appropriate and offering pastoral care and support to all those who have been affected by abuse who have contact with, or are part of, Sawyers Church. Such support will be given to members of staff and volunteers that have been involved and affected in any way. The Senior Pastor must lead the pastoral care together with the Pastoral Care Team. Members of the Pastoral Care Team will receive training in how to support victims of abuse.

### **Working with offenders and those who may pose a risk**

When someone attending Sawyers Church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; they shall not be permitted to participate in activities involving children/youth or adults with care and support needs and shall be subject to supervision as appropriate, including setting boundaries which they will be expected to keep, in order to protect those who may be at risk of harm. These boundaries will be based on a risk assessment and through consultation with appropriate parties and must be approved and communicated by the Senior Pastor who will also be responsible for implementing the monitoring arrangements.

All Risk Assessments will be reviewed regularly by the Safeguarding Trustee as appropriate to the concern.

### **OUTSIDE ORGANISATIONS THAT USE SAWYERS CHURCH PREMISES**

Organisations who wish to use Sawyers Church premises must demonstrate they operate acceptable Safeguarding policies and practices where their activities involve children/youth and vulnerable adults before being permitted by the Trustees to use the premises. These Safeguarding Practices must adhere to the Sawyers Church Safeguarding Policy and follow the Ten Steps Safeguarding Standards as outlined in this Policy.

### **EXTERNAL SAFEGUARDING CONTACTS**

External organisations, including statutory bodies that provide safeguarding advice and support etc., are listed in Annex 14.

## **HOME VISITS - DEBT CENTRE**

Sawyers Church operates a Debt Centre in partnership with Christians Against Poverty (CAP), a charity which exists to help people in financial distress and tell them about the Christian Gospel.

The Debt Centre is led by the Debt Centre Manager who is employed by Sawyers Church and supported by volunteer 'Befrienders'. The work involves meeting people in financial distress usually in their homes.

The Hope Mums Ministry is led by the Hope Mums Ministry Leader who is a volunteer and supports single mums spiritually and in practical ways. This ministry sometimes involves home visits.

Sawyers Church Safeguarding policy and practice applies to the work of the Debt Centre and Hope Mums and the personnel including the rules related to undertaking home visits as set out below.

### Home visit rules

All home visits must be carried out by at least two people. In the case of CAP, normally the Debt Centre Manager and a Befriender.

The Debt Centre Manager or the Hope Mums Ministry Leader is responsible for deciding the people to undertake a particular home visit including the appropriate gender, taking account of the purpose and circumstances of the visit and any potential risks to personal safety.

Details of home visits e.g. time of appointment, place, name of person being visited, purpose of visit, expected return time, etc. must be logged and provided to the Senior Pastor or their Personal Assistant or in their absence the Transition Manager. This must be done at the start of the visit and at the end of the visit and preferably by text message (In the case of Hope Mums the visit must be logged with the Hope Mums Ministry Leader in the same way).

The personnel undertaking the home visit must always carry a mobile phone with them and keep other personal belongings to a minimum. Personnel must always withdraw from a home visit if there is actual or perceived threat to their safety and security. If the person being visited, or anyone else on the premises, is drunk and/or behaving aggressively, the visit should be aborted.

### Reporting Safeguarding issues

Personnel who undertake home visits may encounter actual or potential Safeguarding issues in the home of people being visited given the context of such visits. Safeguarding issues may concern the person in financial distress and/or others who also occupy the premises. Safeguarding issues must be reported in line with the arrangements set out in the policy and practice document, particularly the processes and procedures outlined in Part 3.

## Definitions of abuse

The following definitions of abuse are not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

**Coercion and Control** – refers to a pattern of different actions that seek to exert dominance and control over an individual through psychological and emotional manipulation.

**Spiritual Abuse** - is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour.

Incidents of abuse may be one-off or multiple, and affect one person or more.

## GUIDANCE ON RECOGNISING POSSIBLE SIGNS OF ABUSE

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

### Physical signs of abuse

- Injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention
- Neglect - under nourishment, failure to grow, hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to participate in games
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures, etc. which do not have an accidental explanation
- Cuts/scratches/substance abuse
- Violent/aggressive behaviour to other children

### Indicators of possible sexual abuse

- Allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Genital injuries
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams, or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia
- Pregnancy
- Sexually transmitted disease
- Compulsive masturbation

### **Signs of emotional abuse**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes 'clingy'. Also, depression/aggression, extreme anxiety
- Nervousness, frozen watchfulness/anxiety around adults
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying
- Poor self esteem
- Lack of social skills
- Relationship problems with peers

### **Race, culture and religion**

Crucial to any assessment is a knowledge and sensitivity to racial, cultural, and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that everyone has basic human rights. Racial, cultural, and religious differences do not justify abuse.

## GUIDANCE ON RESPONDING TO A PERSON WANTING TO TALK ABOUT ABUSE

If a person discloses abuse, the person to whom the abuse is disclosed should:

- Keep calm
- Look at the person directly
- Allow the person to talk freely without pressing for information
- Not ask the person questions except to clarify what is being said; not put words into their mouth. Do not push for information.
- Show acknowledgement of what the person says (however unlikely it may sound).
- Be aware that a person may have been threatened or bribed not to tell
- Tell the person they are not to blame for the abuse and that it is not their fault even if they have broken a 'rule'.
- Reassure the person that they have done the right thing by telling you and that you acknowledge what they are saying.
- Tell the person you will help them and let them know what you are going to do next (i.e., who you are going to tell and why). Do not promise to keep it 'secret'.
- Finish on a positive note with a person reassure and affirm them. Try not to leave them in a distressed state.
- If a person decides not to tell after all, then accept that and let them know that you are always ready to listen.

### Helpful responses

- "I'm sorry this happened to you. It shouldn't have happened to you. You were right to tell".
- "I am glad you have told me".
- "It's not your fault".
- "I may need to get help from others".
- "I understand if you don't want to talk but if you ever want to talk about it, I will listen. Many people find it hard to talk. You may want to talk at a later date".

The person needs to know that you have listened or will listen to what they have to say and that you will treat it seriously and with respect.

In regards sexual abuse, children/youth also need to know that you understand that wherever they have been involved in sexual activity with adults, it is always the adult who is in the 'wrong'. This will help convey a message of empathy for the child who may have blamed himself/herself or feel guilty about what has happened. By saying this you are giving the person permission to talk about it without any pressure to do so. Talking can be very difficult and painful for the individual and for you, but by making this sort of statement you are indicating to the person that you can handle the fact of abuse and his/her feelings.

### **Unhelpful responses**

- “Why didn’t you tell anyone before”?
- “I can’t/don’t believe it”.
- “You must have misunderstood/got it wrong”.
- “Are you sure this is true? /about this?”
- “That’s a wicked thing to say! You must not tell anyone else”.
- “I am shocked”.
- “Why? How? When? Who? Where”?

### **What to do next**

- Make a written report of what happened as soon as possible (not in the presence of the person) using the **Incident Sheet (Annex 13)** to record:
  - what the person said, when they said it, and what you said in reply – do not try to interpret the information;
  - what was happening immediately before hand e.g., description of the activity, and any injury, size, and body location;
  - the date and time of the event and when you made the record; and
  - any action taken.
- Sign and date your notes and pass them to the Safeguarding Officer /Deputy Safeguarding Co-Ordinator as soon as possible.

The Safeguarding Officer /Deputy Safeguarding Co-Ordinator are responsible for deciding what needs to be done and, as necessary, arranging appropriate pastoral support for the individual to whom the disclosure is made.

## LETTER TO POTENTIAL VOLUNTEERS – ENHANCED DBS CHECK

Dear \_\_\_\_\_,

Thank you so much for offering to serve within XXXX as part of Sawyers Church. We very much appreciate your willingness to share your time and talents to help build Church in our community. A role description of the position is attached for your information.

As I am sure you appreciate, we want to ensure we create a safe space where everyone grows. To that end, Sawyers Church has a safer recruitment policy as part of our [safeguarding policy](#) (attached) for all who are seeking to serve in any area of church life that involves contact with our children and/or adults with additional care and support needs.

Please find below the procedure that Trustees and Leadership Team have agreed we follow.

1. Please complete the attached **Contact Information and Consent Form** and **Self Disclosure form** and give them to, or email me. I will then contact your referees.
2. Complete an **Enhanced DBS check online** by using the link <https://thirtyoneeight.org/dbs-service/apply-for-a-check/> to get to the Thirtyone:eight 'Apply for a Check' page. Click on the 'Start my application' button and then select the appropriate application type by clicking 'Start Application' on **the left for an enhanced DBS Application**.

Enter the organisation reference **945** in the first field.

Enter the organisation's code in the second field (**SAWYERS945**) and ensure this is in capital letters.

3. Arrange to meet with me to show me **3 forms of identification** for the DBS Check. You can email me to arrange a time to meet. Your I.D should include a passport or photo driving licence, a bank statement, council tax bill and/or a utility bill (must be less than 3 months old). Your marriage certificate may also be needed if your name is different on the ID. If you don't have a passport, an extra form of I.D as above are needed.

Please email me at [safeguardinglead@sawyerschurch.org](mailto:safeguardinglead@sawyerschurch.org) or call me on 07590 641022 to let me know that you've completed the check online or if you need any help. Your online application usually takes up to 2 weeks to be processed.

Thank you for your help and taking the time to complete the checks.

Every blessing

Julie King

Recruiter Sawyers Church

## LETTER TO POTENTIAL VOLUNTEERS – BASIC DBS CHECK

Dear \_\_\_\_\_,

Thank you so much for offering to serve within XXXX as part of Sawyers Church. We very much appreciate your willingness to share your time and talents to help build Church in our community. A role description of the position is attached for your information.

As I am sure you appreciate, we want to ensure we create a safe space where everyone grows. To that end, Sawyers Church has a safer recruitment policy as part of our [safeguarding policy](#) (attached) for all who are seeking to serve in any area of church life that involves contact with our children and/or adults with additional care and support needs.

Please find below the procedure that Trustees and Leadership Team have agreed we follow.

1. Please complete the attached **Contact Information and Consent Form** and give it to, or email me. I will then contact your referees.
2. Complete a **BASIC DBS check online** by using the link <https://thirtyoneeight.org/dbs-service/apply-for-a-check/> to get to the Thirtyone:eight 'Apply for a Check' page. Click on the 'Start my application' button and then select the appropriate application type by clicking 'Start Application' on **the right for a basic disclosure application**.

Enter the organisation reference **945** in the first field.

Enter the organisation's code in the second field (**SAWYERS945**) and ensure this is in capital letters.

3. Arrange to meet with me to show me **2 forms of identification** for the DBS Check. You can email me to arrange a time to meet. Your I.D should include a passport or photo driving licence, a bank statement, council tax bill and/or a utility bill (must be less than 3 months old). Your marriage certificate may also be needed if your name is different on the ID. If you don't have a passport, an extra form of I.D as above are needed.

Please email me at [safeguardinglead@sawyerschurch.org](mailto:safeguardinglead@sawyerschurch.org) or call me on 07590 641022 to let me know that you've completed the check online or if you need any help. Your online application usually takes up to 2 weeks to be processed.

Thank you for your help and taking the time to complete the checks.

Every blessing

Julie King

Recruiter Sawyers Church

**SAFEGUARDING: CONTACT INFORMATION AND CONSENT FORM**

Before Sawyers Church allows a prospective employee or volunteer to work with children/youth and adults with care and support needs it will obtain information to judge their suitability to do so. Information will be sought from (i) each prospective employee or volunteer i.e., self-disclosure; (ii) referees; and (iii) the Disclosure and Barring Service through obtaining a **Basic /an Enhanced** Disclosure. The **Basic / Enhanced** Disclosure will reveal any details of cautions, reprimands, final warnings, convictions, etc. in line with the Rehabilitation of Offenders Act 1974. Information about the Disclosure and Barring Service can be found at [www.gov.uk](http://www.gov.uk). including its Code of Practice which details its relationship with employers and treatment of confidential information. A criminal record will not necessarily be a bar to accepting someone to work with children/youth and adults with care and support needs unless information reveals that children/youth and adults with care and support needs could be put at risk.

Knowledge of the information obtained by Sawyers Church will be restricted to those authorised to see it and is subject to data protection legislation.

**Personal Details**

Full Name

\_\_\_\_\_

Date and Place of Birth

\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_

Evening Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_

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

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

If less than 5 years, please give previous address(es) with dates (*attach separately*)

Please give details of previous experience of looking after or working with children / young people / adults with care and support needs\* including details of any relevant qualifications or appropriate training either in a paid or voluntary capacity. Please continue on a separate page if necessary.

---

---

---

---

Do you suffer, or have you suffered, from any illness which may directly affect your work with children / young people / adults with care and support needs\*? YES [  ] NO [  ]  
(Please tick)

If YES, please give details

---

---

---

---

### **References**

Please complete the details below of two people who would be willing to provide a personal reference. One of the referees should have known you for at least three years, one should not be connected with Sawyers Church and both should not be a family member.

**One reference will need to be from your current Pastor / Minister / Church Leader.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_

County\_\_\_\_\_

Post Code\_\_\_\_\_

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

Email\_\_\_\_\_

Relationship\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Town\_\_\_\_\_

County\_\_\_\_\_

Post Code\_\_\_\_\_

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

Email\_\_\_\_\_

Relationship\_\_\_\_\_

**Declaration and Consent**

I confirm that the information submitted is correct and complete.

I confirm that I have read and will abide by the Safeguarding Policy of Sawyers Church.

I consent to Sawyers Church obtaining:

(a) references from the persons named above; and

(b) **an Enhanced/ a Basic** Disclosure Certificate from the Disclosure and Barring Service.

I submit a completed the Contact Information and Consent Form **and a Self-Disclosure Form** in a sealed envelope to Julie King or Loretta Balogun at Sawyers Church or via email at [safeguardinglead@sawyerschurch.org](mailto:safeguardinglead@sawyerschurch.org) to Julie or [recruiter@sawyerschurch.org](mailto:recruiter@sawyerschurch.org) to Loretta.

Signed\_\_\_\_\_

Date\_\_\_\_\_

**CONFIDENTIAL**

**SAFEGUARDING – Self-declaration form**

Supporting documents

**Self-declaration form for a position requiring an enhanced Disclosure**



**Strictly confidential**

As a place of worship 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, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope

To: \_\_\_\_\_

(Name of Recruiter/responsible person in place of worship processing Criminal Records Disclosure checks) Address: \_\_\_\_\_

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\*.

**Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/ pending prosecution?**

Yes  No  (please tick)

If yes, 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. Could you 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?

Yes  No  (please tick) If yes, please give details below, 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)?

Yes  No  (please tick) If yes, please provide details, we will need to discuss this with you.

---

---

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?

Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes  No  (please tick) If yes, please give details.

---

---

## 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) \_\_\_\_\_

---

---

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. 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 the place of worship responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship. 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 the place of worship 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)/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 the termination of my employment.

**Signed:** \_\_\_\_\_ **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.

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

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.**

## **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) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland.

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 the church. 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 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. For applicants in Scotland and Northern Ireland, similar provisions apply.

**CONFIDENTIAL**

**Request for a reference for applicants for Positions with  
Children, Young people or adults with care and support needs  
(Paid and unpaid) at Sawyers Church**

Dear

Re: Reference request for (Name of Applicant)

The above-named person has applied to be a worker with the children/young people/adults with care and support needs at Sawyers Church/ ministry area/Trustee (delete as appropriate). This role requires an Enhanced DBS check.

As I am sure you are aware, before we can accept anyone to work with children/ adults with care and support needs\*/ as a Trustee of a charity that works with children and adults with care and support needs (delete as appropriate), whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed Reference Form and return it to me by email or in the pre-paid envelope as soon as possible. A copy of the role description is also enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent". Except for those old or minor cautions and convictions which have now been filtered.

Any information you can give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information please do not hesitate to contact Julie King via email at [Safeguardinglead@sawyerschurch.org](mailto:Safeguardinglead@sawyerschurch.org).

May I take this opportunity to thank you for your help in providing a reference for xxxxx.

Kindest regards,  
Julie King  
Lead Recruiter  
Sawyers Church



CONFIDENTIAL

EVERYONE GROWS

**SAFEGUARDING - REFERENCE FORM**

**(Paid and Volunteer Workers with Children/ Adults)**

REFERENCE FOR (name): \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

Your name: \_\_\_\_\_

Occupation: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

In what capacity do you know this person? \_\_\_\_\_

**Do you have any reason to be concerned about this person being in close contact with or having responsibility for children/young people/adults with care and support needs\*?**

Yes       No

If you have answered yes, we will contact you for further details

**What, in your view makes them suitable for this role/post (Job Description attached)?**

**Is there anything about them that would make them less suitable for some aspects of this role?**

How would you describe their personality and motivation for working with children/young people/adults with care and support needs\*?

Please rate the person on the following:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Reliability					
Self-Control					
Commitment					
Trustworthiness					
Understanding/Empathy					
Awareness of Risk					
Practicality					
Patience					

You may wish to add further relevant criteria

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Contact phone number: \_\_\_\_\_

Thank you for providing this information. We may need to contact you to confirm that you have written this reference.

\* Children/young people/adults with care and support needs - delete as appropriate

## CODE OF CONDUCT

### Safeguarding children/youth and vulnerable adults

This Code applies to staff and volunteers who work with children/youth (defined as anyone under 18) and/or vulnerable adults (defined as someone 18 or over who may be unable to care independently for themselves and/or protect themselves against significant harm or exploitation) through activities provided by Sawyers Church. This Code sets out key Safeguarding principles.

#### Sawyers Church:

- Is committed to providing a safe and supportive environment in its work with children/youth and vulnerable adults;
- has a duty of care to ensure the well-being of people when they participate in its activities and to safeguard those who may be vulnerable; and
- operates a policy on Safeguarding children/youth and vulnerable adults designed to identify and address situations where there is actual, suspected or potential harm, abuse, maltreatment, etc.

#### Staff and Volunteers working with children/youth and vulnerable adults must:

- undergo safer recruitment including criminal disclosure checks;
- undertake induction and, thereafter, regular refresher Safeguarding training at least every 18 months;
- be clear about their role and responsibilities in relation to children/youth and vulnerable adults with care and support needs;
- Always maintain appropriate boundaries, and avoid placing themselves into situations where their actions may be misconstrued, including use of social media;
- be vigilant regarding identifying potential and actual abuse for those within their care;
- use the procedures in the Safeguarding Policy to report concerns;
- know who to contact to seek advice from and/or report to on safeguarding issues; and
- where there is immediate risk to a child/youth or vulnerable adult – to act promptly.

**Sawyers Church**

**February 2024**

## SAFEGUARDING STATEMENT

Sawyers Church recognises the need to provide a safe and caring environment for children, young people and adults with additional care and support needs. We acknowledge that children, young people, and adults can be vulnerable to physical, sexual, and emotional abuse and neglect. Sawyers Church recognises that the responsibility to provide a safe and caring environment for children, young people and adults with additional care and support needs is EVERYONE'S.

Sawyers Church also recognises the importance of Safer Recruitment across its staff and volunteers. Sawyers Church is committed to build constructive links with statutory and voluntary agencies involved in safeguarding and is a member of 'Thirty-One Eight' who provide safeguarding support and advice and Cornerstone, who provide HR Support.

- 1 The Trustees of Sawyers Church acknowledge their responsibility to protect those entrusted to its care in the activities it operates, particularly to the safeguarding of children/youth (those under 18 years of age) and vulnerable adults (those 18 or over who may be unable to care independently for themselves and/or protect themselves against significant harm or exploitation).
- 2 The Trustees recognise that children/youth and adults in need of care and protection should:
  - be valued, safe and happy and have the right to be treated with dignity, respect, and protected from abuse e.g., physical, sexual, psychological, emotional, financial, etc., and free from discrimination and neglect; and
  - feel able to tell us if they are suffering harm and know we will listen, and that we will look out for abuse, and act and report anything we are told or discover or suspect to the appropriate authorities e.g., Social Services, etc.

The Trustees undertake to:

- implement a Safeguarding policy to protect children/youth and adults in need of care and protection that takes account of national legislation and recognised practice, including that of thirtyone:eight
  - select, appoint, train, supervise and support staff and volunteers who work with children/youth and adults in need of care and protection in line with our Safeguarding Policy and practices;
  - establish a Safeguarding Team and support them in their work and in any action taken to protect children/ youth and adults in need of care and protection; and
  - manage and monitor those who may pose a risk to the safety of those we serve.
- 3 The Trustees have appointed the following personnel to whom concerns about a child / youth or vulnerable adults can be addressed:

Child / Youth / Vulnerable Adults Safeguarding Officer

Evelyn Millyard: [safeguardingofficer@sawyerschurch.org](mailto:safeguardingofficer@sawyerschurch.org)

Mobile No: 07362 304064

Deputy Child / Youth/Vulnerable Adults Deputy Safeguarding Officer  
Kate Okunola: [deputysafeguardingofficer@sawyerschurch.org](mailto:deputysafeguardingofficer@sawyerschurch.org)  
Mobile No: 07362 393918

**Signed:**

Designated Trustee responsible for safeguarding

Peter Jordan, Senior Pastor

**Date:** February 2024



CONFIDENTIAL

**RESPONDING TO ABUSE – INCIDENT SHEET**

**Name of Group/Activity**

---

**Name of Person**

---

**Address**

---

---

**Date of Birth**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Name of Person Reporting Incident**

---

**Date**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Time of Incident**

---

**Sequence of Events/ Actual Words Used/ Observations**

---

---

---

---

---

---

---

---

**Action Taken (including person(s) contacted)**

---

---

---

---

---

---

---

---

---

---

---

**Date**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Time**

---

**Notes:**

---

---

---

---

---

---

---

---

**EXTERNAL SAFEGUARDING CONTACTS**

**thirtyone:eight**

PO Box 133  
Swanley  
Kent  
BR8 7UQ

Tel. no: 0303 003 11 11  
Email: [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org)

**Essex Safeguarding Children Board**

Room 228  
Country Hall,  
Chelmsford,  
Essex,  
CM1 1QH

Tel. no: 0333 013 8936  
Email: [escb@essex.gov.uk](mailto:escb@essex.gov.uk)

**Essex Safeguarding Adult Board**

ESAB Support Team, E3 (Zone1),  
Country Hall,  
Chelmsford,  
Essex,  
CM1 1QH

Tel. no: 03330 131019  
Email: [esab@essex.gov](mailto:esab@essex.gov)

**Essex Police**

Tel. no: 101 (for children and adults)