



Safeguarding Policy for Children and Protected Adults

Revised November 2019

Contents

P3	Section 1: Contact details and activities
P3-4	Commitment to safeguarding
P5-6	Section 2: Prevention: Understanding abuse and neglect
P7	Safer recruitment
P8	Section 3: Practice guidelines
P9	Section 4: Responding to allegations of abuse
P11	Contact details for reporting concerns
P12	Detailed procedures where there is concern about a child
P12	Detailed procedures where there is concern about an adult
P14	Section 5: Supporting those affected by abuse; working with offenders and those who may pose a risk
P15-16	Section 6: Code of Conduct for all volunteers
P17-21	Guide to good practice when working with children and young people
P22	Appendix 1 The Application Process
P23-28	Job Descriptions: Children's and Youth Work
P29-30	Criminal Record Declaration
P31-32	Application Form: Children & Youth Work Helper/Leader
P33	Reference Form: Children's and Youth Work
P34-35	Job Description: Pastoral Care Visitor
P36-37	Application Form: Pastoral Care Visitor
P38	Reference Form: Pastoral Care Visitor
P39	Appendix2: Code of practice for secure handling, Use, storage and retention of Disclosure information



Section 1

Contact Details

Tillicoultry Baptist Church (TBC)

163 High Street, Tillicoultry, Clackmannanshire, FK13 6DU

Tel No: 01259 750988

Email address: info@tillicoultrybaptist.org

TBC is a Baptist Church affiliated to the Baptist Union of Scotland. It is registered with the **Office of Scottish Charities Regulator**: SCO21255

Insurance Company Our cover is with Baptist Insurance (www.baptist-insurance.co.uk) Policy number 31/BPG/9132274. Our Public Liability cover is £5 Million; Employer's Liability cover is £10 Million.

Our activities

We -

- meet together on Sunday morning for worship and teaching
- have a variety of small groups meeting during the week throughout the area
- run a club for young people
- have a range of other outreach activities throughout the year

Our commitment to safeguarding:

As a church we recognise the need to provide a safe and caring environment for all children, young people and adults. We acknowledge that children and adults can be the victims of neglect, or physical, sexual and emotional abuse, and we want to create a place where everyone can feel that they are accepted and belong. We recognise that individuals have the right to be protected from discrimination of any kind and should be protected from all forms of abuse.

We accept the [United Nations Universal Declaration 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”. (Article 2) We also concur with the [United Nation Convention on the Rights of the Child](#) which states that children 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 parents, legal guardians, or any other person who has care of the child.

Definitions: For simplicity throughout this policy the term 'child' is used to include all children and young people under the age of 18 years; and 'vulnerable adult' for an adult with care and support needs.

The Pastor, Elders, Trustees and members have adopted the following safeguarding policies in line with the guidance from the Baptist Union of Scotland (BUS) and Thirtyone:eight (previously Churches Child Protection Advisory Service (CCPAS)). These comply with Adult Support and Protection (Scotland) Act 2007, and Protecting Vulnerable Groups (PVG) (Scot) Act, 2007, covering the following main areas:

- Appointing children and youth workers, and pastoral care visitors.
- Supervision of activities and practice.
- Responding to allegations of abuse or neglect, including those made against leaders or members of the church.

We undertake to:

- endorse and follow all national and local safeguarding legislation and procedures.
- provide on-going safeguarding training for all our workers.
- review this policy annually at the September church meeting, to ensure that it continues to meet current requirements.
- ensure that our premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that they are 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 vulnerable adults.

As part of our commitment to safeguarding people the church has appointed a Safeguarding Team who are the central contact point for any safeguarding concerns raised within the church. If you have any concerns for a child or vulnerable adult then speak to one of the following: Sue Swift, Jon Watkins and Gillian Clark.

Sue Swift is currently Safeguarding Coordinator and is responsible for developing and reviewing the church's Safeguarding Policy & guidelines.

Section 2

Prevention

There are measures that the church will take in order to reduce the risk of harm to children and vulnerable adults. These include raising awareness of abuse, and recruiting and training volunteers appropriately.

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse others 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. A child is deemed to be a young person under the age of 18.

Definitions of abuse

Physical: including hitting, slapping, pushing, shaking, locking them in a room, tying them to a chair, restricting their freedom.

Psychological: threats of harm, being left alone, humiliation, intimidation, causing distress, verbal abuse, bullying, blaming, constant criticism, controlling, depriving contact with others.

Neglect: failure to provide medical or physical care, access to a doctor or other services; or denying someone medication, food or heating, privacy or dignity.

Financial: stealing, fraud, pressure to hand over or sign over property or money, misuse of property or welfare benefits, or stopping someone getting their money or possessions.

Sexual: any sexual activity that a person doesn't understand or want, photographing, sexual harassment, voyeurism.

Information: withholding information or advice about rights or entitlements.

Discrimination: because of age, disability, gender, race, religion, cultural background, sexual orientation, gender reassignment and marriage/civil partnership. (As referenced in Equality Act 2010)

Signs and symptoms of abuse

- Unexplained or unusual injuries.
- A delay in seeking treatment for injuries or illness.
- Sudden increase in confusion.
- Unexplained deterioration of health or appearance.
- Misuse of medication, e.g. not giving medicines properly.



- Unexplained changes of behaviour, e.g. becoming anxious and withdrawn, fear of another person.
- Pressure by family or professionals(s) to have someone moved into or taken out of care.
- Hostile or unkind behaviour by a person.
- Unexplained debt, not paying bills for services.
- Not having their basic needs met, such as adequate food or heating.
- Not being provided with adequate information about their rights or entitlements or being misinformed.
- Discrimination because of age, disability, gender, race, religion, cultural background, sexual orientation, gender reassignment and marriage/civil partnership. (As referenced in Equality Act 2010)
- Another person using possessions, bank account or property without the person's informed consent.
- Not receiving appropriate care, which would protect them from harm.



Safer recruitment

The Elders/Trustees will ensure all volunteers will be appointed, trained, supported and supervised in accordance with 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.
- Safeguarding has been discussed during the application process.
- A written reference has been obtained and followed up where appropriate.
- A disclosure check has been completed where necessary (see Appendix 2 regarding storage of data).
- The applicant has been given access to a copy of the Safeguarding Policy and knows how to report concerns.

Safeguarding training

The Elders/Trustees are committed to on-going safeguarding training and development opportunities for all workers to create a culture of awareness of safeguarding issues to help to protect everyone; and regular safeguarding training will be provided.

Management of workers - Codes of conduct

As Elders/Trustees we are committed to supporting all workers and ensuring they receive support and supervision. Each of those volunteering with our children's or pastoral care teams will be given access to a copy of the church's Safeguarding Policy, which includes codes of conduct (see Section 6); and must undertake to observe the guidance within it.



Section 3

Practice Guidelines

As a church working with children and vulnerable adults we promote good working practices. This will enable volunteers 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 in section 6.

Working in Partnership

We believe good communication is essential in promoting safeguarding: 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. We will discuss with all partners our safeguarding expectations.

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. We will follow these procedures:

Documenting a concern

If there is a concern that a child or vulnerable adult may have been abused, or a direct allegation of abuse has been made, it is important that the person receiving this information:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and if possible, a drawing of its location and shape on the body.
- Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Include dates and times of these events and when the record was made.
- Record any action taken and keep all handwritten notes even if subsequently typed up.
- These notes should be given to the Safeguarding Coordinator to assist them should the matter need to be referred to the statutory agencies such as Adult or Children's Social Services or the police. If the Safeguarding Coordinator is not available, or the allegation is in relation to her, then one of the other members of the Safeguarding Team should be contacted. (Jon Watkins or Gillian Clark).

Please note: Suspicions must not be discussed with anyone other than those named above.

If the suspicions implicate both the Safeguarding Co-ordinator and the Safeguarding Team, 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.

Actions by the Safeguarding Coordinator

The Safeguarding Co-ordinator should contact the appropriate agency, or ring the thirtyone:eight helpline for advice. The helpline is available 24 hours a day to discuss concerns and receive advice; although out of office hours (9-5 Mon – Fri) it is for **urgent** advice only. Tel: 0303 0300 1111.



The role of the Safeguarding Coordinator 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. The Safeguarding Co-ordinator will not investigate the allegations.

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern such as:

- Trustee/Elder responsible for safeguarding, who may need to liaise with the insurance company or the Office of the Scottish Charity Regulator to report a serious incident.
- Disclosure Scotland if the allegation concerns a volunteer working with a child or vulnerable adult

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 should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

The Elders/Trustees 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 the right of any individual to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight; especially where the individual with the concern feels that the Safeguarding Co-ordinator has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator as to the appropriateness of a referral.



Contact Details for concerns about children:

- **Duty Social Worker** - Tel: 01259 225000 (Monday - Friday 9.00 am - 5.00 pm) When you phone, you can make an appointment to see a Duty Social Worker.
- **Emergency Duty Team** - Tel: 01786 470500(Out of Hours)
- **Child Care Services: Kilncraigs, Greenside Street, Alloa, FK10 1EB**
Tel: 01259 452419 / 450000
Email: childcare@clacks.gov.uk

Contact Details for concerns about adults:

- **Duty Social Worker** - Tel: 01259 452498 (Monday-Friday 9.00 am-5.00 pm)
- **Emergency Duty Team** - Tel: 0845 277 7000 (Out of Hours)
- **Adult Care Services: Kilncraigs, Greenside Street, Alloa, FK10 1EB**
Email: adultcare@clacks.gov.uk

Police Scotland Tel: 101

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 or sexual abuse, the Safeguarding Co-ordinator/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 urgent medical help if needed, informing the doctor of any suspicions.
- For lesser concerns, (e.g. parenting issues), 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 or not to refer a case to Children's Social Services.

Detailed procedures where there is a concern that an adult is in need of protection:

Where there are suspicions or allegations of abuse or harm the Safeguarding Co-ordinator will:

- Contact the Adult Social Care Team who have legal responsibility 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, the Safeguarding Co-ordinator will:

- Identify support services for the individual 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

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 will:

- Refer the matter to Children's Social Services who will investigate the concerns and pass on information to Disclosure Scotland in relation to the worker
- Inform the Elder/Trustee responsible for Safeguarding
- Following advice from Children's Social Services and taking account of current PVG guidance, a discussion will take place between the Elders/Trustees and Safeguarding Coordinator to determine further action.
- When required, make a referral to Disclosure Scotland for consideration of the person being placed on the barred list for working with children or vulnerable adults. A referral must be made within 3 months of the organisation's disciplinary actions or the organisation will find themselves criminally liable.

Allegations of abuse against a person who works with vulnerable adults

The Safeguarding Coordinator will:

- Liaise with Adult Social Services to discuss concerns and where appropriate with Disclosure Scotland in regards to the suspension of the worker
- Inform the Elder/Trustee responsible for Safeguarding
- Make a referral to Disclosure Scotland. A referral must be made within 3 months of any disciplinary measures.

The Adult Support and Protection (Scotland) Act 2007 and the Code of Practice April 2014 places the duty upon Adult Social Services to investigate situations of harm to vulnerable adults. 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 Social Services and not the church.

Section 5:

Supporting those affected by abuse

As a church we are committed to offering pastoral care to all those in our congregation who need it, including those who have been affected by abuse. We will work with statutory agencies as appropriate, and signpost to specialist support where required.

Working with offenders and those who may pose a risk

When someone attending Tillicoultry Baptist Church is known to have abused children, is under investigation, or is known to be a risk to vulnerable adults the Elders/Trustees will supervise the individual concerned and offer pastoral care. In line with the commitment regarding the protection of children and vulnerable adults, appropriate boundaries will be set 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.

At interview or when receiving a PVG disclosure which shows a conviction, we will take into consideration:-

- Whether the conviction is relevant to the position being considered.
- The seriousness of the offence revealed.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending behaviour.
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our members involved in the recruitment process are aware of this policy.

Section 6

Code of Conduct for all volunteers

1. Always put the care, welfare and safety needs of a child/vulnerable adult first; and treat them with dignity and sensitivity.
2. Respect the individual's
 - right to be involved in making choices and decisions which directly affect them
 - culture (for example their faith and religious beliefs)
 - right to privacy and personal space
3. Avoid doing, and discourage others from doing any of the following:
 - inappropriate or intrusive touching
 - ridiculing or making a child or adult a scapegoat
 - swearing, sexual innuendos, risqué jokes
 - activities which encourage sexual behaviour
 - activities which involve excessive physical contact
4. Be aware of the vulnerability of some to being isolated and hurt (for example, those with additional support needs); and speak to a leader immediately if you suspect that an individual is experiencing bullying or harassment.
5. Listen carefully to anyone who 'tells you' (sometimes through drawings and behaviour, as well as words) that they are being harmed and report what you suspect or have seen as soon as possible to the Safeguarding Coordinator. Never dismiss what they tell you as 'lies' or exaggeration
6. Leaders and workers should complete appropriate Risk Assessments when planning activities, ensuring adequate ratio of leaders to participants as per the Safeguarding Policy.
7. All workers should avoid being alone with a vulnerable person, where the activity cannot be seen.



- 8.** Only restrain an individual who is at imminent risk of inflicting harm to themselves or others.
- 9.** Further guidance on working with young people can be found in the Good Practice section of the Safeguarding Policy.
- 10.** You must only discuss concerns about Safeguarding with the Safeguarding Coordinator, or a member of the Safeguarding Team.
- 11.** When visiting others in their own home, be aware of your own safety.

Guide to good practice when working with children and young people

This is a guide to some of the key issues around protecting children in the church, it is not comprehensive, and it is to be used in conjunction with, and as part of, the church's Safeguarding Policy.

Definition: For the purpose of simplicity "church" is Tillicoultry Baptist Church and "leader" is a JAM leader/helper, crèche carer, or Youth leader/helper; or anyone in a position of responsibility for children within the church's buildings or activities. "Child" is a child or young person under 18yrs.

Staffing:

As far as possible, a worker should not be alone with a child or children where their activity cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room.

A child shouldn't be invited to a worker's home alone. If inviting a group, ensure that another adult is in the house; and that each parent/carer knows where their child is and at what time they should return home.

Children must not be given access to church premises unless responsible adults are present. At no time should one adult be alone on church premises with a child or group of children.

In a one-to-one session with a child, where privacy and confidentiality are important, ensure that another adult knows this is taking place.

Ensure that there is a suitable ratio of staff to children in the event of unforeseen events such as accidents. Alongside this, consider the gender balance of staff in relation to the children in the group.

Ratios: (source: NSPCC guidance 2019)

Age	Ratio
0 – 2	1:3
2 – 3	1:4
4 – 8	1:6
9-12	1:8
13-18	2:20



The way we work

Treat all children with respect and dignity. Use age appropriate language and tone of voice. Be aware of your own body language, and the effect you are having on the individual child.

Have clear guidelines about expectations regarding behaviour of both adults and children, and the consequences that will follow if behaviour is unacceptable. Be aware of the possibility of bullying and harassment between the children, and be clear with them that this is inappropriate.

It is good practice to always ask permission before any physical contact. Be aware that an innocent touch may have another meaning for children who have experienced abuse. If a child is cringing or responding in a negative way to being touched, then stop immediately and find a non-tactile way to convey concern.

When praying for children, it is important to always consider broader safeguarding principles, especially avoidance of spiritual abuse; and work within these good practise guidelines.

Thirtyone:eight defines spiritual abuse as "taking place when leaders to whom people look for guidance and spiritual nurture use their positions of authority to manipulate, control, and dominate".

Listen well. Be careful not to assume you know what a child is thinking or feeling. Listen to what is said; and at the same time observe the body language to better understand what the child is meaning.

When it is necessary to control and discipline children, this should be done without using physical punishment. Only restrain an individual who is at imminent risk of inflicting harm to themselves or others.

Make sure another adult is present, if for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.

Ensure appropriate risk assessments have been carried out for the activity taking place.

Do not respond to excessive attention seeking that is overtly sexual or physical in nature.

If you see another worker acting in ways that may be misconstrued, speak to them or the leader about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss attitudes or behaviour that may be perceived as inappropriate.

Abuse of Trust

Relationships between children and their leaders take many forms, but all of them can be described as 'relationships of trust' because the leader is someone in whom the child or young person has placed a degree of trust. There is potential for the trust to be abused by the leader, who is in a position of power over the child.

It is always wrong for a leader to enter into a sexual relationship with a young person. Whilst young people aged 16 or 17 can legally consent to some types of sexual activity, they may still be emotionally immature. Their vulnerability could be exploited either deliberately or unwittingly. In these circumstances it does not make any difference whether or not the relationship is consensual. The imbalance of power makes it abuse.

Transporting children

- All private transport must have a current MOT and insurance cover. These must be checked by the Ministry Leader annually.
- Always insist that seat belts are worn when travelling.
- Avoid giving lifts to children or young people on their own. Pick up and drop off at TBC wherever possible. Drivers should be PVG checked to work with children.

Ensure all children leave the venue together before returning home.

Keeping parents/carers informed

- All children should be registered for activities and parents/carers should provide details of the child's full name, address and date of birth; as well as emergency contact phone numbers for the parent/carer.
- Permission forms for emergency medical treatment and for travel arrangements should be completed if children are being cared for in the absence of their primary carer, whether on or off church premises. This information should be readily available to workers. Be aware that in some families, there are legal constraints on contact with children and absent parents.
- Permission forms should include information about how parents/carers can access the Safeguarding Policy, and they should be given information in writing about the activity, including names and contact numbers for the leaders.
- There should be clear information regarding the activities the child will be doing and the time limits of these.

- Arrangements for returning children to their parents should be clarified. Where children are collected from activities, (which will normally be the case with children at primary school) parents should give clear instructions regarding who will do this.

Looking after children overnight

- Appropriate risk assessments should be carried out to minimise risks for both leaders and children.
- If for example you are on a campsite with a public right of way, greater vigilance may be demanded. It may be appropriate to consider appointing an adult who undertakes a night patrol at random intervals.
- Males and females should sleep separately. If the group of children has both boys and girls, then it is important to have a mix of male and female workers. Sensitivity may be required where an individual does not conform to gender stereotypes.
- Taking into account the environment, sleeping arrangements should be discussed by the workers and an agreement reached together as to how they will arrange this. Children are best protected in an environment where the adults concerned are aware of the issues of safeguarding and there is an acceptance of the need to be watchful.
- Particularly when taking away a mixed age group it is important to remember that some children are abused by other (often older) children or young people.
- Parents/carers must complete suitable permission forms in respect of their child's medical care; travel and collection arrangements; sleeping conditions; food; other specific activities etc.
- All medical information, plus emergency contact names and numbers, must be taken with the group to the location of the overnight care.

The leader should ensure that a mobile phone can be charged, and there is adequate signal coverage.

The following checklist will help identify a number of important issues that should be considered for the safety and well-being of the children, and appropriate risk assessments should be completed:

- It is helpful to make sure that there is at least one person in charge of specific aspects of the programme e.g. Cook, First Aider, Activities etc.
- The person with overall responsibility should ensure that the person designated as the First Aider should have the knowledge and skills required to provide appropriate care;

and the person in charge of catering should hold at least a Basic Food Hygiene Certificate.

- Check the insurance cover for any building in which you will be sleeping. There may be a limit to the number it accommodates and exceeding this may invalidate the insurance.
- Check the building and know where the water, electricity and gas can be turned off. Know where any fire extinguishers are, and consider how the building could be evacuated.
- Ensure that all parents/carers have returned a health form stating any special dietary requirements and current medication.
- Residential activities must have safety rules or boundaries. E.g. letting adults know where you are, not entering the kitchen without asking the cook, etc. These should be clearly explained to the children.
- Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit' list for residential activities.
- Where outdoor activities are concerned, either leaders should have appropriate qualifications or, if the activity is being provided by an outside organisation, then the leader should check that this organisation is registered with the Adventure Activities Licensing Authority and have appropriate insurance.

Health and Safety

In order to safeguard children and young people from harm appropriate risk assessments should be carried out on an ongoing basis. The Ministry Leaders would encourage leaders to assess any risks for the activities being undertaken, and consider how to mitigate these. The Elders/Trustees would ensure appropriate risk assessments are carried out for the facilities being used.



Appendix 1

The Application Process

This outlines the recruitment process for those wishing to work with children and young people, or as part of the Pastoral Care Team, at Tillicoultry Baptist Church. Please read it carefully before progressing with your application.

First, please pray about becoming involved in this area at TBC. If, after this, you feel that you would like to be considered, then you should discuss it with the Ministry Leader for the area you want to work with. They will ask you to fill out the appropriate application form and discuss the PVG disclosure requirements.

You may like to shadow someone to see what is done, how it's done and, if working with children, which age group you feel most comfortable with. Please also look at the Safeguarding Policy on the church website or get a hard copy from the Safeguarding Coordinator.

For children's' work: placing of leaders and helpers will be carried out after discussion between the current leaders and helpers, the Ministry Leader and the applicant. PVG Disclosure will usually take 6-8 weeks, and until this process is completed you are not able to work within the team.

To apply:

- Read the job description and if you require any further information regarding the role speak to current members of the team, particularly the leaders.
- Fill out the application form & give it to the Ministry Leader/s.
- Complete a Criminal Record Declaration, and give this to Sue Swift or Gillian Clark when you meet with them to complete the Disclosure form. An identity check must be done before the form can be submitted, and documentation will be needed to enable this to be done.
- Your referee will be contacted.
- On receipt of the Disclosure Certificate & a suitable reference a decision is made by the Ministry Leader on whether to appoint the volunteer or not.
- The Application Form and Reference will be passed to Sue Swift for storage along with the Disclosure Certificate. After 90 days the Disclosure Certificate will be destroyed by shredding, but all other information will be stored as long as you continue in the role.



Job Descriptions: Children's and Youth Work

These give information about positions working with children aged 0-18 years. They are designed to help you consider whether you would be able to fulfil the role and to give you important information about the appointment process.

Tillicoultry Baptist Church values its children and we seek to ensure that those who work with them are suited for the role, and are called by God. We also value those who give their time to work with the children. A careful appointment process expresses our valuing of the children of our church, and also expresses our valuing of those who work with them.

Recruitment process

If you feel you have the skills and enthusiasm to work with children in this way, please discuss this with the Children's Ministry Leader. Any potential volunteer will have a short interview and will need to provide a reference. Completion of a PVG disclosure and Criminal Record self-disclosure are part of the application process.

Creche Leader:

Description of position

Overseeing the provision of the crèche provided for parents attending the morning service at TBC; responsible to the Children's Ministry Leader.

Role Profile:

- Drawing up a rota of volunteers to staff the crèche from those within the church who have a PVG disclosure for working with children at TBC.
- Identifying new volunteers and assisting them to complete the application process.
- Ensuring that volunteers are familiar with the Safeguarding Policy for TBC.

Person Specification:

- Volunteers do not need to be members of Tillicoultry Baptist Church but should be of good standing within TBC, ideally having made a commitment to Jesus Christ as personal saviour.
- Enjoy getting to know the children, and helping them to learn; being sensitive to their needs, and those of their parents/guardians.
- Able to take responsibility for managing the rota of helpers.

Crèche Helper

Description of position

Supervising and leading play for the crèche aged children of the church (0-3 years) working within the following ratios:

Age	0 – 2	1:3
	2 – 3	1:4

You would be responsible to the Crèche Leader, who in turn is responsible to the Children's Ministry Leader.

Role Profile:

- Toys, puzzles and colouring-in materials are all available. You would be expected to take out appropriate activities for the children present and help with tidying up afterwards. Occasionally you may be asked to help with cleaning and sorting of toys.
- You may need to assist children with snacks and toileting/nappy changing.
- You would ensure that care is provided in line with our Safeguarding Policy and good practice, and be aware of safety issues: plug sockets, broken or inappropriate toys, etc.
- Helpers take account of any specific care instructions for the babies or young children left in their care e.g. allergies.
- There is scope for craft and music activities in crèche, and for providing new ideas to the crèche team.
- Rotas are put together quarterly; flexibility exists within the rota so you can arrange to swap any week which doesn't suit.

Person Specification:

- Volunteers do not need to be members of Tillicoultry Baptist Church but should be of good standing within TBC, ideally having made a commitment to Jesus Christ as personal saviour.
- Enjoy getting to know the children, and helping them to learn; being sensitive to their needs, and those of their parents/guardians.



Jam Group Leader

We have several groups running each Sunday morning during the service to meet the needs of children from age 3 up. These groups have a variety of names and are known generally as JAM.

Description of position

Overseeing the provision of JAM; responsible to the Children's Ministry Leader, who in turn is responsible to the leadership team in TBC.

You would be responsible for a group of children working within the agreed ratios.

Role Profile:

- Taking responsibility for planning and delivering a Sunday morning session with a group of children.
- Ensure that work is done in line with the Safeguarding Policy and good practice.
- You can expect to be on a couple of weeks each month. Rotas are put together each term, and commitment from all the leaders enables there to be flexibility to swap.
- There is a budget for resources and equipment, and all purchases should be discussed with the Children's Ministry Leader, and money claimed back by leaders from the Finance group.
- Regular training for the team is arranged.
- Sunday morning sessions are planned so that each leader has at least one helper, and we work within agreed ratios.
- STARS is a pre-school age group; the children may require help with toileting.

Person Specification:

- Volunteers do not need to be members of Tillicoultry Baptist Church, but applicants should be of good standing within TBC, having made a commitment to Jesus.
- Preferably have some experience of children's work in Christian settings (Church, camps, or holiday clubs).
- Enjoys getting to know children, helping them to learn, share the good news of Jesus with them, be sensitive to their needs, and be prayerful for and with them.
- The leader can take sole responsibility for planning and delivering a morning session with a group of children, supported by helper/s..
- Understands the concept of different learning styles within the context of JAM and is willing to work with the children according to their differing needs.



Jam Helper

Description of position

Providing a supporting role, as required, to the JAM leader running a Sunday morning session. Is responsible to the Children's Ministry Leader, who in turn is responsible to the leadership team in TBC. On a week to week basis, you would be responsible to the JAM Leader who is running the session.

Role Profile:

- You would be responsible for providing support and help to a group leader delivering a session for a group of children working within the agreed ratios.
- You can expect to help a couple of weeks in the month. Rotas are put together each term, and commitment from all the volunteers enables there to be flexibility to swap.
- Regular training for the team is arranged, and external training events run by other organisations can be attended too.
- Sunday morning sessions are planned so that each leader has at least one helper.
- STARS is a pre-school age group, and the children may require help with toileting.
- You would ensure that work is done in line with our Safeguarding Policy.

Person Specification:

- Volunteers do not need to be members of Tillicoultry Baptist Church, but helpers should be of good standing within TBC, ideally having made a commitment to Jesus Christ as personal saviour.
- Enjoy getting to know the children, helping them to learn, share the good news of Jesus with them, be sensitive to their needs, and be prayerful for them and with them as required.
- Can work within a team setting, alongside other leaders and helpers.
- Will accept direction from JAM leader.
- Participate constructively in regular meetings with other leaders and helpers.

Youth Leader

Description of position

To work as part of a team to help lead the Youth Work.

You would be responsible to the Youth Ministry Leader, who in turn is responsible to the leadership team in TBC.

Role Profile:

- Taking responsibility for planning and delivering of sessions as per the programme.
- Leading discussions around teaching based on the Bible, and other materials.
- Commitment to pray regularly for the young people and support them as required.
- Ensure that work is done in line with our Safeguarding Policy.
- Our intention is that annual training for the team will be held internally and attending external training events is encouraged.
- We work within a budget for resources and equipment, and all purchases should be discussed with the Youth Ministry Leader, and money claimed back by leaders from the Finance group.
- Participate in youth events, as agreed with the team.
- Lead by example.

Person specification:

- Ability to form and maintain friendships with young people, and establish good relationships with their parents/guardians.
- Ability to work well as part of a team.
- Ability to communicate the gospel in a relevant way and pitched at an appropriate level.
- Preferably have some experience of working with/relating to young people.
- Preferably have some experience of youth work in Christian settings (Church, camps, holiday clubs, youth clubs).
- Can work within a team setting, alongside other leaders and helpers, but can take sole responsibility for planning and delivering a session with a group of young people.
- Volunteers do not need to be members of Tillicoultry Baptist Church, but should be of good standing within TBC, having made a commitment to Jesus Christ as personal saviour.
- Participates constructively in regular meetings with other leaders.
- Training needs should be discussed, and a plan put in place to address these.

Youth Helper

Description of position

To work as part of a team to assist the leading of the Youth Work. You would be responsible to the Youth Leaders and Youth Ministry Leader, who in turn are responsible to the leadership team in TBC.

Role Profile:

- Assisting with the running of sessions assigned as per the programme.
- Participation in discussions around teaching based on the Bible and other materials as agreed by the leaders.
- Commitment to pray regularly for the young people and support them as required.
- Ensure that work is done in line with our Safeguarding Policy.
- Our intention is that annual training for the team will be held internally, and attending external training events is encouraged.
- Participate in youth events, as agreed with the team.
- Lead by example.

Person specification:

- Ability to form and maintain friendships with young people, and establish good relationships with their parents/guardians.
- Ability to work well as part of a team.
- Volunteers do not need to be members of Tillicoultry Baptist Church, but applicants should be of good standing within TBC, ideally having made a commitment to Jesus Christ as personal saviour.
- Training needs should be discussed and a plan put in place to address these.



Criminal Record Declaration

This form must be completed by applicants for posts that are covered by the Rehabilitation of Offenders Act. The information disclosed on this form will not be kept with any application form during the application process.

Statement of non-discrimination

We are committed to equal opportunity for all applicants, including those with criminal convictions.

Policy statement on recruiting applicants with criminal records

We recognise the contribution that ex-offenders can make as employees and volunteers and we welcome applications from them. A person's criminal record, in itself, will not debar that person from being appointed to a post. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying. Information about criminal conviction is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing employees, children and vulnerable adults. This includes any post you are applying for as a volunteer.

All cases will be examined on an individual basis, taking the following into consideration:

- Whether the conviction is relevant to the position applied for
- The seriousness of any offence revealed
- The age of the applicant at the time of the offence(s)
- The length of time since the offence(s) occurred
- Whether the applicant has a pattern of offending behaviour
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
- Whether the applicant's circumstances have changed since the offending behaviour

Further advice on disclosing a criminal record can be obtained from apexscotland.org.uk



Application Form – Children & Youth Work Helper/Leader

We ask all prospective volunteers aged 16 and over working with children and young people (0 – 18) 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 the church.

1 Personal Details

Full name

Other names by which known in past

Address

..... Postcode

Telephone No

Email address

How long have you lived at the above address? Years

2 Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities you have been involved in):

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Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

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Do you suffer, or have you suffered any health problems which may directly affect your work with children or young people?

Yes No (Please circle)



If yes, please give details:

3 Reference

Please give details of someone who knows you well and who would be able to give a personal reference and comment on your character and any experience with children.

Name

Address

Postcode

Email Address

Connection with you

4 Disclosure:

Because of the nature of the duties you will be undertaking, a Protecting Vulnerable Groups (PVG) Disclosure is required from Disclosure Scotland.* If you are aware that convictions will be listed, please discuss this with us prior to completing the Disclosure Form.

*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 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act.

5 Declaration

I confirm that the submitted information is correct and complete.

Signed Date

The Church Charity Trustees of Tillicoultry Baptist Church are the Data Controller. Contact the Data Protection Lead: Stuart McQueen • 077634 22771 • data@tillicoultrybaptist.org. A copy of our data protection policy and our Safeguarding Policy can be found on the Church website www.tillicoultrybaptist.org. We are collecting this information to enable the Church to properly and safely recruit volunteers to work with children and young people. Data Protection legislation allows us to process this information as we regard it as being in the Church's legitimate interest, that is ensuring the safe and proper recruitment of volunteers who wish to work with children and young people. If you are unable to supply the information requested then we will be unable to accept your application to volunteer with Tillicoultry Baptist Church. Your information provided here will not be shared unless we are required to do so by law. It will be held in paper form which will be kept securely. Only the Safeguarding Co-ordinator, appropriate Ministry Leader and Church Trustees will have access to this information. The information provided here will be kept until such time as you stop volunteering with the Church. If you are concerned about the way your information is being handled please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office – contact by phone: 0303 123 1113 by email: casework@ico.org.uk.



Private and Confidential

Reference Form – Children's and Youth Work

..... has applied to work with children/young people in Tillicoultry Baptist Church. His/her responsibilities will include caring for, teaching and mentoring of children and young people.

Name of referee (your name)

What is your connection with the volunteer?

How long have you known the volunteer?

To your knowledge, is there anything about the volunteer's past behaviour, character, or attitude that gives you any cause for concern about their suitability to work with children and/or young people?

.....
What personal experience do you have of the volunteer's ability to work with/relate to children and/or young people?

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What are the gifts and experience the volunteer will bring to the role?

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Please comment on the volunteer's honesty and reliability.

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Are there any other comments you would like to make about the volunteer? (Please continue on a separate page if required)

.....
.....

Signed Date



Job Description: Pastoral Care Visitor

This gives you information about a voluntary position working as part of the Pastoral Care Team.

Adults who need encouragement and emotional/spiritual support are identified by the leadership and the pastoral care team. They are visited at home, as and when requested or required, to give support and encouragement.

Lines of communication

Regular meetings allow for the team to check on progress, pray for the work, plan, and deal with any pastoral issues that can be discussed in a group setting. All communication and interaction should be carried out under the guidance and using the principles found in TBC's Safeguarding Policy.

Confidentiality is important: If any member of the Pastoral Care Team has a pastoral concern about adults they are visiting that they need to discuss in confidence, then the Ministry Leader should be contacted. The elders can be involved subsequently, where appropriate; but information should only be shared as required. If the concern relates to Safeguarding issues then these should be discussed only with the Safeguarding Coordinator.

Description of position

Being part of a team visiting adults who are part of the TBC family, who require additional support and encouragement.

You would be responsible to the Pastoral Care Ministry Leader, who in turn is responsible to the leadership team in TBC.

Role Profile:

- You would be responsible for providing emotional/spiritual support and encouragement to adults, usually through home visiting.
- You can expect to visit once or twice each month, usually with another member of the team.
- Annual training for the team will be held, and external training events run by other organisations can be attended too.
- You would ensure that visits are carried out in line with our Safeguarding Policy.



Person Specification:

- Volunteers do not need to be members of Tillicoultry Baptist Church, but should be of good standing within TBC, having made a commitment to Jesus Christ as personal saviour.
- You should like people and enjoy listening to them.
- You are sensitive to the needs of others, and willing to be prayerful for them and with them as required.
- You are able to maintain confidentiality.
- You are able to work as part of a team; accept direction from the Ministry Leader; and participate constructively in regular meetings with other team members.

To apply:

- Read the job description and speak to the Ministry Leader/s about your interest. If you require any further information regarding the role speak to current members of the team, particularly the leaders.
- Fill out the application form & give it to the Ministry Leader/s.
- Complete a Criminal Record Declaration, and give this to Sue Swift or Gillian Clark when you meet with them to complete the PVG Disclosure form. An identity check must be done before the form can be submitted, and documentation will be needed to enable this to be done.
- Your referee will be contacted.
- On receipt of the Disclosure Certificate & a suitable reference a decision is made by the Ministry Leader/s on whether to appoint the volunteer or not.
- The Application Form and Reference will be passed to Sue Swift for storage along with the Disclosure Certificate. After 90 days the Disclosure Certificate will be destroyed by shredding, but all other information will be stored as long as you continue in the role.



APPLICATION FORM – Pastoral Care Visitor

We ask all prospective volunteers working with our Pastoral Care Team 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 the church.

1 Personal Details

Full name
Other names by which known in past
Address
..... Postcode.....
Telephone No Home Mobile.....
Email address
How long have you lived at the above address? Years

2 Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities you have been involved in):

.....
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Please give details of previous experience of Pastoral Care. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

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3 Reference

Please give the details of someone who knows you well and who would be able to give a personal reference and comment on your character. (Not a family member)

Name

Address

Email address

Postcode

Connection with you

4 Disclosure:

Because of the nature of the duties you will be undertaking, a Protecting Vulnerable Groups (PVG) Disclosure is required from Disclosure Scotland.* If you are aware that convictions will be listed, please discuss this with us prior to completing the Disclosure Form.

*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 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act.

5 Declaration

I confirm that the submitted information is correct and complete.

Signed Date

The Church Charity Trustees of Tillicoultry Baptist Church are the Data Controller. Contact the Data Protection Lead: Stuart McQueen • 077634 22771 • data@tillicoultrybaptist.org. A copy of our data protection policy and our Safeguarding Policy can be found on the Church website www.tillicoultrybaptist.org.

We are collecting this information to enable the Church to properly and safely recruit volunteers to work with children and young people. Data Protection legislation allows us to process this information as we regard it as being in the Church's legitimate interest, that is ensuring the safe and proper recruitment of volunteers who wish to work with children and young people. If you are unable to supply the information requested then we will be unable to accept your application to volunteer with Tillicoultry Baptist Church. Your information provided here will not be shared unless we are required to do so by law. It will be held in paper form which will be kept securely. Only the Safeguarding Co-ordinator, appropriate Ministry Leader and Church Trustees will have access to this information. The information provided here will be kept until such time as you stop volunteering with the Church. If you are concerned about the way your information is being handled please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office – contact by phone: 0303 123 1113 by email: casework@ico.org.uk.



Private and Confidential

REFERENCE FORM – Pastoral Care Visitor

..... has applied to join the Pastoral Care Team, Tillicoultry Baptist Church. His/her responsibilities will include home visiting, on behalf of the church, those identified as requiring additional support.

Name of referee

What is your connection with the volunteer?

How long have you known the volunteer?

To your knowledge, is there anything about the volunteer's past behaviour, character, or attitude that gives you any cause for concern about their suitability to work as part of the Pastoral Care Team?

.....

What personal experience do you have of the volunteer's ability to work with/relate to adults requiring support?

.....

.....

.....

What are the gifts and experience the volunteer will bring to the role?

.....

.....

.....

Please comment on the volunteer's honesty, confidentiality and reliability.

.....

.....

.....

Are there any other comments you would like to make about the volunteer?

.....

.....

Signed Date

Appendix 2

Code of practice for secure handling, use, storage and retention of Disclosure information

The Code sets out obligations for registered bodies, countersignatories and other recipients of disclosure information issued under the 1997 Act and the Protection of Vulnerable Groups (Scotland) Act 2007 (“the 2007 Act”). <https://www.mygov.scot/model-handling-policy/sample-information-handling-policy-2018.doc>

Tillicoultry Baptist Church (TBC) will ensure the following practice:

- Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
- TBC will ensure that an individual’s consent is given before seeking a disclosure and will seek their consent before using disclosure information for any purpose other than recruitment.
- Disclosure information will only be shared with those authorised to see it.
- Where additional disclosure information is provided to TBC and not to the disclosure applicant, TBC will not disclose this information to the applicant but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure Certificates will be stored in a locked non-portable container, for 90 days.
- Disclosure information will be destroyed by shredding.

No image or photocopy of the disclosure information will be made, however the following details will be retained:-

- Date of issue of disclosure
- Name, address and date of birth of subject
- Disclosure type
- Position for which the disclosure was requested
- Disclosure certificate number and PVG membership number
- Recruitment decision made

TBC will ensure that all members with access to disclosure information are aware of this code and have received relevant training and support. TBC undertakes to give access to a copy of this Code of Practice to any applicant for a post within TBC that requires a disclosure.