

# CODE OF CONDUCT - Supervisors

## **Those supervising work with children and young people will:**

- Hold regular meetings with workers to review and plan work.
- Support those working with children and young people.
- Enquire as to their working and personal relationship with the children or young people.
- Take or create opportunities for observing those working with children and young people.
- Watch for any child or young person receiving exceptional treatment. For example being highly favoured, excluded, or treated unduly harshly.
- Hold regular meetings with the Advocate(s) and Church Leaders to review the work.
- Provide, under direction of the Church Leadership, appropriate training opportunities for those working with children and young people.
- Keep written records meetings, training and observation sessions.

If the Supervisor has concerns relating to good practice between an adult leader/helper and a child or young person, they should explore further by talking:confidentially with the leader/helper concerned.

The issue should not be abandoned until the Supervisor/ leader is sure there is no possibility of abuse.

# IMPLEMENTATION AND TRAINING

## Implementation

- All those working with children and young people will require references and a Criminal Records Bureau check.
- Advocates and all who have a supervisory role will be given a complete copy of the Policy Statement and Procedures Manual.
- Those working with children and young people, on completing a probationary period and 'Safe to Grow' training, will receive a document containing a copy of:
  - The Policy Statement
  - The Policy and Implementation Guide, section on The Whole Church, including
    - Appendix 1 sections A-D
  - Good Practice for those Working Children's and Youth Workers, including
    - Code of Conduct
    - Transport
    - Residential or Excursion Activities
    - E-Safeguards
    - Procedures If Abuse is Disclosed or Discovered
    - Allegations Against Workers
  - A copy of their signed Volunteer Contract (Appendix 3 C)

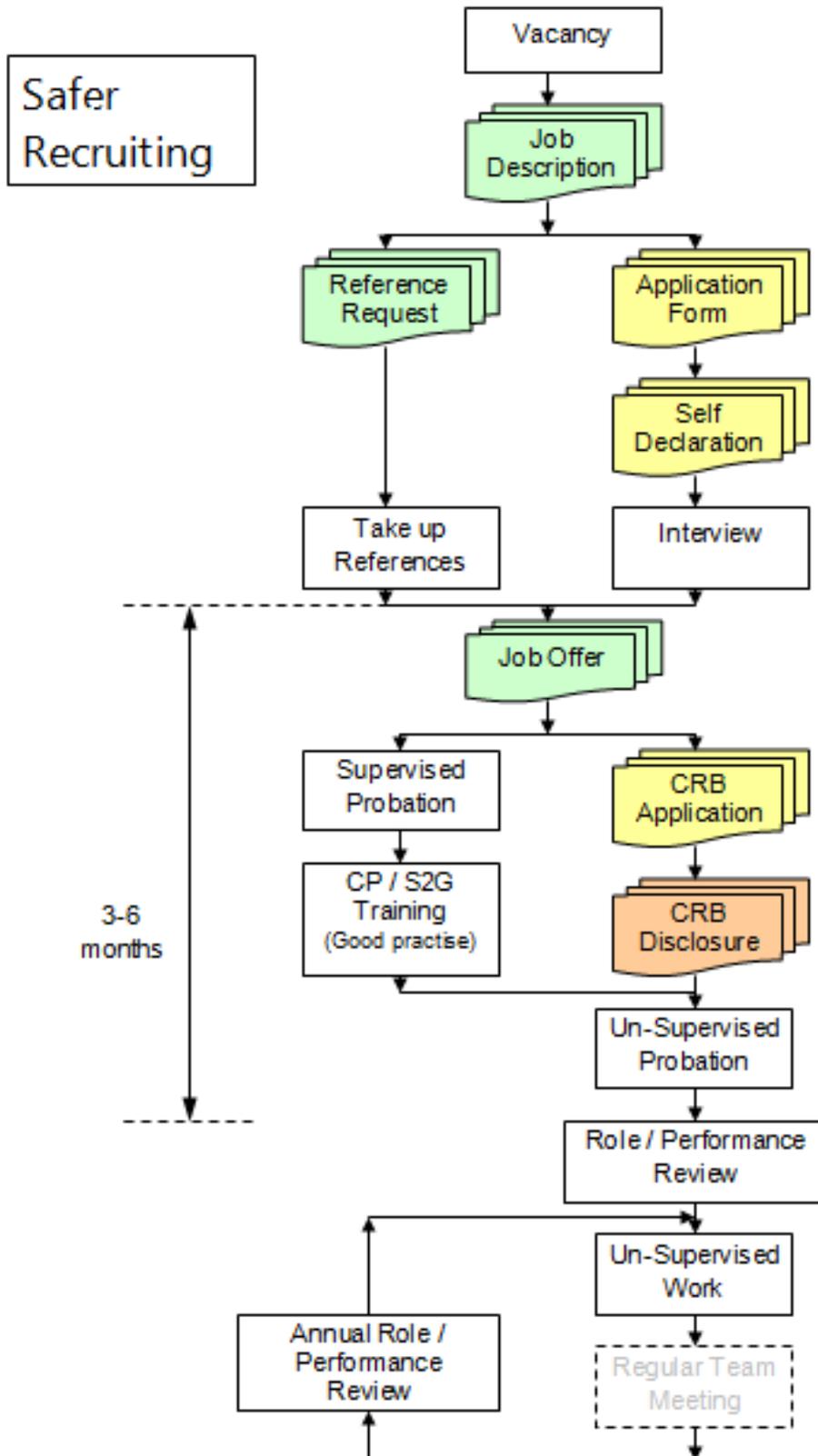
## Initial Training Programme

- All who wish to work with children or young people, in whatever capacity, are required to attend an initial 'Safe to Grow' training programme. This initial training programme will be provided during a six-month probationary period, or equivalent time period.
- Ideally this initial training programme will be conducted by Social Services and/or qualified children / youth worker and/or a Child Protection Officer from a Parent denomination and/or a representative sent by the Parent denomination.
- This initial training programme will allow for discussion and feedback on the policy and how it is working, with suggestions for improvement and alterations.

## Continuing Training

- All who wish to work with children and young people, in whatever capacity, are required to attend a Refresher 'Safe to Grow' training programme every three years. The training programme is open to any who wish to attend (for example those working with children but not as part of the church)

# SELECTING CHILDREN'S WORKERS AND ADVOCATES



# SELECTING CHILDREN'S WORKERS AND ADVOCATES

It is helpful to have a clear process in mind when embarking upon a recruitment process and for the recruiting person to have a good idea about the position and what sort of people may be appropriate to fill the position. The following is a brief checklist:

- There is a written job description/role profile and person specification for the position
- The position is advertised
- Those applying have completed a standard application form and a self declaration form
- Written references have been obtained, and followed up
- Short-listed (if required) candidates have been interviewed
- Safeguarding has been discussed at interview
- Qualifications have been verified
- A criminal records application form has been completed
- A suitable induction training programme is provided for the successful applicant
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- The applicant has completed a probationary period

Candidates should not commence work until the recruitment process has been fully completed (including the receipt of all checks and references). This will reduce the risk of exposing children and vulnerable adults to potential harm as well as the embarrassment of having to remove someone from a position of work if they prove unsuitable. It also reduces the risk of committing an offence by 'knowingly' employing someone whose name is on either of the barred lists.

## **Job Description**

A clear and up to date job description or role profile should be given to every applicant. This will contain duties, roles and responsibilities for work with vulnerable people and a person specification detailing experience, knowledge and /or qualifications required, as well as details of the support and training that will be provided. Alongside these details, each job description or role profile should make absolutely clear what duties will be expected of the

# SELECTING CHILDREN'S WORKERS AND ADVOCATES

post-holder regarding contact with and responsibility for vulnerable people and what level of supervision will be provided for these duties.  
should be given to every applicant

## **Advertisement**

As a matter of good practice, all positions with vulnerable people should be advertised. Whether this is in the local church newsletter, on the church notice board or in the local paper, advertising assists you to gain the greatest number of possible applicants. As well as a brief description of the role, the advertisement must also state the church's commitment to safeguarding and the need to complete criminal records checks. It is also helpful to state the closing date for applications and the dates agreed for shortlisting and/or interview where this is appropriate.

## **Candidate Information Packs**

The Candidate Information Pack is one of your first opportunities to present a good, professional impression to potential applicants. It is also the primary chance to provide your applicants with all of the information they may require to submit an application that may result in the person being shortlisted for interview. At the very least, the pack should include:

- Covering letter to the candidate
- Information about the Church/Organisation
- Safeguarding Policy Statement
- Job Description/Role Profile and Person Specification
- Application Form (Appendix 3 A Application Form)
- Recruitment timetable, including closing date for applications and interview date(s).

## **Application Forms**

A standard application form (Appendix 3 A Application Form) should always be used because it ensures everybody provides the same information and it is more difficult to hide relevant information. It also assists with the shortlisting (if undertaken) and the recruitment decision. Using CVs should be avoided as these cannot always be guaranteed to be accurate or provide the information you require. Two copies shall be signed. One shall be held on file the other held by the applicant.

## **Self-declaration Form**

A self declaration form (Appendix 3 D Declaration Form) that includes agreement to a criminal records check should also be completed and signed by the applicant for all positions working with vulnerable people.

# SELECTING CHILDREN'S WORKERS AND ADVOCATES

In order to maintain confidentiality and to ensure a fair and transparent process, the form should be able to be separated from the application form and returned in a separate envelope to the person making the recruitment decision and not opened before the decision to interview has taken place.

## **Rejecting Applications**

Any applications that are significantly incomplete should not be accepted or short-listed. Any anomalies, discrepancies or gaps in employment identified by the scrutiny should be taken into account in considering whether to short-list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to agency, freelance or temporary work, also need to be explored and verified.

## **Assessing Candidate Information**

Following the above checks, each application that is received should then be assessed in relation to whether the required criteria have been demonstrably met by the applicant in his/her application form.

## **Invitations to Interview**

This is an important part of the process that should be used to inform the candidate about the interview process, including what additional forms of assessment might be used, whether children and young people or adults who may be vulnerable will be a part of the process and where the interview is to take place.

## **References**

This is a crucial part of a safer recruitment process and is an important part of gathering information about the applicant, which can provide useful insights into their experience, attitudes, motivation and character. It is best practice to take up references for all your shortlisted candidates before interview so that the information supplied can be addressed in interview if necessary and form part of the recruitment decision.

Two references should be requested and ideally one should be from their current employer (or previous employer if they are not currently working). The reference should be requested using a standard template (Appendix 3 B Form Letter – Reference Request)

# SELECTING CHILDREN'S WORKERS AND ADVOCATES

## **The Interview**

The interview should generally be conducted by at least two people with leadership or supervisory responsibilities within the church/organisation, one of whom will directly supervise the person who is appointed.

## **Making Confident Recruitment Decisions**

A decision as to whether or not to appoint should be based on ALL of the information gathered (i.e. their experiences, ability, suitability and their motives for wanting to work with children and young people). Decisions should not be based on external factors such as the urgency of need or the immediate availability of the applicant.

If there are legitimate concerns about a candidate that you have not been able to resolve at interview, it is best not to appoint. This minimises the risk of placing children, young people or adults who are vulnerable at risk of harm.

## **Conditional Offers**

When you have made your decision about who you would like to offer the position to, any offer made should be conditional upon receipt of satisfactory criminal record checks, references (if not already obtained) and any other outstanding checks, such as health. You may also wish to add a requirement for the candidate to have satisfactorily completed a specified probationary period before confirmation of a permanent job offer

## **Criminal Records Checks**

Once a decision has been made and a conditional offer of employment has been given, a criminal records check must be carried out for the successful applicant. You are not entitled to require any other candidate to apply for a criminal records check. The check will reveal any information held on central police databases such as cautions, convictions, reprimands, warnings, bind-overs and where the applicant is applying to work in 'Regulated Activity' their inclusion on government lists that bar an individual from working with children, young people or vulnerable adults (the ISA Barred Lists for Working with Children and Vulnerable Adults).

Although criminal records checks can be applied for in respect of anyone aged 16 and above careful consideration should be given before applying for a check in respect of anyone below 18 years old. This is because they should never be expected to be responsible for leading activities with children and/or adults who may be vulnerable and are unlikely to be able to meet requirements for the supervision of either vulnerable people or other workers.

# SELECTING CHILDREN'S WORKERS AND ADVOCATES

**An Enhanced CRB check (with a check of the barred lists) is required for anyone undertaking Regulated Activity. It is illegal to request a check of the barred lists for anyone who is not undertaking Regulated Activity (Sept 2012)**

The new definition of Regulated Activity is -

*'any unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice / guidance on well-being, or drive a vehicle only for children.*

*Regular is defined as carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight).'*

**It is our opinion that most Sunday School or Sunday Club activities are NOT "Regulated Activities" so we intend in most cases to apply for an enhanced CRB check and NOT a check of the ISA Barred Lists for Working with Children and Vulnerable Adults. There will be exceptions.**

## **Blemished Disclosures**

It is important the church is clear about the procedure for dealing with concerns resulting from information revealed by the check (a blemished disclosure). All blemished disclosures are currently returned to the Churches Advisory Service who refer them to Church House, who in turn contact the denomination Safeguarding Officer. An assessment of risk is undertaken as to whether it is considered safe to appoint the person and what further information, if any, might be necessary to assist in that risk assessment. In certain cases it may be necessary to commission a formal risk assessment. Old, minor and unrelated or irrelevant offences will not prohibit people who are otherwise suitable to work with children from doing so.

An employer who 'knowingly' seeks to appoint an individual who is barred from working in regulated activity for which they have been barred is also committing a criminal offence. Both offences are punishable by a £5000 fine and/or 5 years imprisonment.

Because of the addictive nature of sexual offending it is our policy that all those with convictions of a sexual nature against children (relevant offences) will not be placed in any position of responsibility that puts them in contact with children. The same applies to those having committed relevant offences against adults.

## **Probationary / Induction Period**

When a worker is appointed it is beneficial for both worker and the church to have a probationary period (usually 3-6 months). During this time the church will provide relevant training and policies (e.g. safeguarding, code of conduct, disciplinary and grievances) and arrange support for the worker, including regular meetings with a supervisor to discuss how

# SELECTING CHILDREN'S WORKERS AND ADVOCATES

the job/role is going and to make any adjustments. The probationary period also allows the church to assess the worker's performance.

At the end of this period the recruiter should confirm the worker's position in writing unless, of course, they have proved unsuitable, in which case this must also be stated in writing. The recruiter will recommend to the church committee whether the person is suitable for the post. If the committee so decides they will confirm the appointment and minute their decision.

(Appendix 3 C – Volunteer Contract)

Notification of the appointment will be sent to the Partnership Safe to Grow co-ordinator who will keep a record of all trained 'Safe to Grow' applicants within the Partnership.

## **Additional Information**

- All new applicants will follow the procedure set out above.
- The names of newly appointed workers will be notified to Partnership's Council and Child Protection Coordinator as soon as possible
- Current workers will also be asked to complete any forms currently not on file.
- Advocates will be appointed annually at the church AGM, on the recommendation of the Church Committee or Leadership team.
- The names of local church Safe to Grow Coordinators, and Advocates will be notified to the Partnership Council as soon a possible.

# APPLICATION FORM

Full Surname ..... First Name(s).....

Former Name(s) .....

Date of Birth .....

Address .....

..... Postcode .....

Tel. No. Home ..... Work..... Mobile .....

How long have you resided at this address?

.....

*If less than 12 months please give the following information*

Previous address .....

.....Postcode .....

Church attended .....

Address of church .....

Name of Minister .....

Period of attendance .....

Please give details of any previous experience of looking after or working with children and/or

young people

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Please give details of any qualification or appropriate training

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# APPLICATION FORM

## REFERENCES

Please give the name, address and telephone number of two people (other than relatives or friends within the partnership) who have known you **for at least two years** and are able to provide a personal reference.

Name .....	Name .....
Address .....	Address .....
.....	.....
..... Postcode .....	..... Postcode .....
Tel. No: .....	Tel. No:.....

## DATA PROTECTION

In order to comply with the Data Protection Act 1998, that the information you provide on this form will be held securely within our recruitment system indefinitely.

**If you are eventually appointed,**

**In order to work with children and young people an ENHANCED Disclosure must be obtained from the Criminal Records Bureau (CRB).**

If the role requires undertaking "Regulated Activity" it is necessary to check the Independent Safeguarding Authority's Barred Lists for Working with Children and Vulnerable Adults

Please contact your group's supervisor, your local church Safe to Grow coordinator, or the partnership's child protection coordinator.

Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 the group you will be working with is a 'vulnerable' group and this means that you are exempt from the Act and can be asked to declare any previous criminal convictions including 'spent' convictions. This information can then be used for deciding whether or not you are suitable to work with this group. Failure to disclose criminal convictions may result in the termination of your services.

**Signed** .....

**Date** .....

**Please check that you have read and completed ALL sections of this form and return the form as soon as possible, to**

# FORM LETTER – REFERENCE REQUEST

Date .....

Dear

The person named below has applied to become a  
..... (job description enclosed) and as such would  
have substantial access to children and young people. He/She has given your  
name as someone who can comment on their suitability for this work and I  
would be grateful if you would kindly complete the questionnaire below and  
return it to me by

.....  
A stamped addressed envelope is enclosed.

Please bear in mind that it is the church’s duty to protect children from harm  
of a physical, emotional or sexual nature and all those who wish to work with  
children and young people are required to sign an undertaking to this end.  
For your information a copy of the church’s child protection policy is enclosed.

Yours sincerely  
On behalf of the Partnership Council,  
West Swindon and the Lydiards Church Partnership

.....

# FORM LETTER – REFERENCE REQUEST

NAME: .....

ADDRESS .....

1. How long have you known the applicant?
2. What is your relationship with the applicant?
3. With your knowledge and experience of the applicant, please comment on their suitability for working with children/young people. Please include comments on honesty, reliability, health and experience of working with children and young people.
4. From your experience does the applicant have the ability to follow policies and procedures?
5. Do you consider the applicant to be a good team worker?
6. Any additional comments you would like to make about the applicant.

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

Print Name .....Occupation.....

Address .....

.....  
***If there is insufficient space in any section above please continue overleaf***

# VOLUNTEER CONTRACT

(To be completed at the end 6 months probationary period)

Church or group

Name of Volunteer

We welcome you as

You are joining a team which, together with the whole church, commits itself to the care and nurture of children and young people.

On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

Your supervisor is

The responsibilities of your job are:

Once a year we will meet with you to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate.

Working with children and young people is a responsibility, but it also brings fulfilment. We hope you will enjoy your work.

Signed

Minister

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Signed

Volunteer

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Date

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One copy should be retained by the volunteer

One by the person to whom the volunteer is responsible

One by the Safe To Grow co-ordinator attached to the place of work/venue



# DECLARATION FORM

## STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation.

All applicants are asked to complete this form and return, to the contact for worship/organisation detailed below, in a separate sealed envelope

To: .....  
(name of person in place of worship processing Criminal Records Disclosure checks)

Address:.....  
.....  
.....

Appointment applied for .....

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/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 INVESTIGATIONS

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes                  No                  (please tick or circle)

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.

.....  
.....  
.....

# DECLARATION FORM

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 or circle)

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)

.....

.....

confirm that I am not barred from working with children/vulnerable adults in regulated activity.

I consent to a criminal records check if offered appointment to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I understand that a check may be made with the Independent Safeguarding Authority and that it is a criminal offence for any person to seek work in Regulated Activity whilst being barred.

I agree to inform the person within the place of worship/organisation responsible for processing applications for Criminal Records Bureau checks if I am convicted of a 'Relevant Offence' after I take up any post within the place of worship/organisation. I understand that failure to do so will 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/organisation responsible for processing applications for Criminal Records Bureau 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 will lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: ..... Date: .....

# DECLARATION FORM

## IMPORTANT NOTES

The Disclosure of any offence may not prohibit employment.

As this post involves substantial, unsupervised 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 a criminal records disclosure at the appropriate level through the Criminal Records Bureau (CRB) (England & Wales)

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. 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. You must therefore declare all convictions whenever they occurred. 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/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the CRB.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or vulnerable adults. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

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Under the Safeguarding Vulnerable Groups Act 2006 it is an offence for any organisation to 'knowingly' offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists under the Independent Safeguarding Authority (ISA).

The ISA Barred Lists replace the Protection of Children Act (PoCA) List, List 99 and the Protection of Vulnerable Adults (PoVA) List in England and Wales, and the Disqualification from Working with Children (DWC) List, the Unsuitable Persons List (UP List) and the Disqualification from Working with Vulnerable Adults (DWVA) List In Northern Ireland as well as the system of Disqualification Orders, which was operated by the Criminal Justice System.

The new (Protection of Freedoms Act, 2012) definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- (i) unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;
- (ii) work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises.
- (iii) relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional;
- (iv) registered childminding; and foster-carers.

Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly, i.e. is frequent (once a week or more), 'intensive' (takes place on four or more days in a 30-day period) or overnight. HM Government has published statutory guidance on supervision of activity that would be regulated activity if unsupervised.