



The Besom

Safeguarding Policy

March 2021



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Definitions

Besom Network	The network, in aggregate, of all the local Besom groups, all of whom are stand-alone charities in their own right
Clients	Those people who Besom help
Core Group	Those identified to have a leadership role in a Besom
Core Group Members	Regular Time Givers who are members of the Core Group of a Besom
DBS	Disclosure and Barring Service.
DSO	Designated Safeguarding Officer, as described in Section 3.1
DDSO	Deputy DSO, as described in Section 3.1
Frequent	Four or more days in a 30 day period
GDPR	General Data Protection Regulation
Minor	A person who is under 18 years of age
Project Group	A group of Time Givers who volunteer for a Project, supervised by a Project Leader
Project Leader	Person who leads a group of time givers for a one-off project, from a church or group of churches
Project Member	Person from a church who gives time to help on one-off projects
Regular Time Giver	Person who volunteers on a Frequent basis for example on van deliveries or office or warehouse work
Regulated Activity	Regulated Activity is a term used to describe certain job functions carried out by an employee as defined by the Disclosure and Barring Service (DBS). They are outlined in Appendix D.
Time Givers	Any individuals who give time to work with Besom
Trustees	Trustees of the local Besom
Vulnerable Adult	Vulnerable Adults are 18 years of age or older who are unable to provide for their own needs and protect themselves against abuse or serious exploitation due to impairment of mental, physical and emotional function.



1. Purpose of this policy

The purpose of this document is to establish a safeguarding policy which all Besoms in the Besom Network will adopt and follow. This policy replaces any previous policy or guidelines currently in place. The only edits required to this document by your Besom are to complete APPENDIX B with your contact details.

The Besom Network is committed to working in a safe way with our Clients and to safeguarding and promoting the welfare of children, young people and adults who may be at risk of harm. The charity expects all time givers to share this commitment and comply with this Safeguarding Policy.

Trustees, and where there are no Trustees, Core Group Members, are responsible for ensuring that there is a policy in place to deal with the prevention of abuse of vulnerable people and to report abuse where it is encountered. It is necessary for the trustees or Core Group Members to demonstrate that the policy is being implemented to the best of their ability. This policy seeks to address these requirements.

This Policy is relevant to the following people who undertake any time giving in any capacity that is linked to the work of Besom:

- Trustees
- Core Team Members
- Leaders and helpers
- Project leaders
- Time Givers

2. Introduction

As a Christian charity, we seek to follow the example of Jesus and love our neighbours, whoever and wherever they are; to do less than this is not honouring to God. In fact, how we treat those with whom we work and those whom we meet will say a lot about us as individuals and Besom as an organisation.

This means that we want to operate in a way which keeps both our Clients and our Time Givers safe. This is the heart of safeguarding. Safeguarding is broader than protection as it includes prevention. It is not enough to have a process which deals with problems which arise but to have a robust policy which seeks to be proactive in preventing problems from occurring.

Some adults and all children under the age of 18 (with permitted exception for those aged 16 and 17 years old in work) are classed as being vulnerable and must be treated with particular respect and care.

Not every adult will be classed as being vulnerable, but every person can, because of illness or for emotional or other reasons, be classed as vulnerable at some time(s) in their lives. For this



reason, Trustees or other representatives are obliged by law to have and to implement a policy which will cover their day to day interaction with such vulnerable adults and children.

This policy and the principles and practices that flow from it will guide all the safeguarding work in our various activities. In summary, we will:

- We make every effort to be open and transparent, respectful, ready to listen, and to demonstrate integrity in all that we do and promote a culture of safeguarding.
- We will actively manage risks, ensure clear and appropriate accountability.
- We are committed to the prevention of abuse through collaboration with key statutory authorities and other partners, including the use of professional safeguarding advice and support. We will encourage informed vigilance in recognising and reporting any abuse that we may encounter during our work with Clients.
- We will be aware of the various forms of abuse and this document sets out how to recognise and report these, if seen. An outline of these is given in Section 5 and a full description in APPENDIX F.

The Legislative Framework that underpins the guidance in this policy is as follows:

- The Children Act 1989 and 2005
- Working Together to Safeguard Children 2018
- The Care Act 2014
- Human Rights Act 1998
- Mental Capacity Act 2005
- Deprivation of Liberty Safeguards 2014

3. **Managing Safeguarding**

Each Besom will need to ensure that steps are taken to put in place the provisions of this policy and certain people identified to act as safeguarding contacts.

A Quick Start guide to achieving this is included in APPENDIX A and it is strongly recommended you read this guide and associated frequently asked questions and that you complete the action checklist to check whether your Besom is compliant with this policy.

3.1 Safeguarding Officer

Each Besom will appoint a Designated Safeguarding Officer (“DSO”) to oversee safeguarding matters. The role of the DSO is to:

- Act as an advocate for children, young people and adults who may be at risk of harm and who have contact with the Besom through their work in the community.
- Ensure that the safeguarding policy is shared, adhered to, reviewed and revisions adopted.
- Organise training for all those who work with children or adults at risk and provide advice and support to their Besom.



- Receive and report any concerns or allegations of abuse, liaising with statutory agencies, to safeguard and support children, young people and adults who may be at risk of harm.
- Advise the Besom on matters of good practice in relation to safeguarding.
- To organise Disclosure and Barring Service (DBS) checks for regular Time Givers, where appropriate.
- Oversee the keeping of safeguarding records.
- Work alongside regular Time Givers to ensure that they are supported in leading their teams and that they discuss safeguarding matters or concerns as a regular part of team meetings.

The DSO will appoint a Deputy Safeguarding Officer (“DDSO”). The officers could be regular Time Givers, Trustees or other Time Givers who understand the working and philosophy of the Besom Network and your Besom.

The contact details for the DSO and safeguarding team at the specific local Besom can be found in APPENDIX B.

3.2 Recruitment and Training of Regular Time Givers

All applicants for regular Time Giver roles at Besom will be interviewed by the DSO, a member the Core Team or one of the Trustees. If the applicant is right for the position, an application process will be followed which includes the following steps:

- Interview with two appointed team members and/or Trustees.
- Completion of application form (included as APPENDIX C)
- Reading of Besom policies and guidelines
- Obtain two references (Details on application form, APPENDIX C)
- Undertake online Church of England safeguarding training, Level C1 (see below)
- Obtain DBS check if appropriate (see Section 3.4)
- Completion of self-declaration form by candidate (APPENDIX C)
- Practical orientation with a member of the Core Team
- Review with a member of the Core Team after 3 months

All regular Time Givers will undertake, and demonstrate that they have passed, the online Church of England safeguarding training at Level C1. The DSO and DDSO require additional leadership level training via the diocese, thirtyone:eight or an equivalent body. It is recommended that the course be repeated every three years. Informal training may also be provided at team meetings. Time Givers who have concerns relating to safeguarding awareness should discuss their concerns with the DSO.

3.3 Thirtyone:eight

The Besom Network acknowledges that safeguarding is a significant responsibility for Trustees and regular Time Givers so proposes that individual Besoms subscribe to the services of thirtyone:eight to assist them with that responsibility and to supply advice and support, as required.



Thirtyone:eight was formerly called CCPAS, the Churches Child Protection and Advisory Service. The benefits of subscribing to their services are:

- They provide telephone advice on safeguarding matters.
- They have good material on the members area of their website.
- They can advise on Time Giving (volunteering) roles and whether DBS checks are permitted or required for that role.
- They act as agent in applying for and reporting the results of DBS checks.
- They act as a “person to tell” in the event of a safeguarding event which can be valuable if the DSO or DDSO is not available or the event involves either of them or regular Time Givers feel it is difficult to report the incident or risk within their Besom.

At the time of writing, the annual membership fee is £129 per Besom. They charge a fee for processing DBS checks, as follows: a basic disclosure check is £23 (DBS fee) plus £12.25 (admin fee) and an enhanced check is £12.25 (admin fee only).

The process of registering with thirtyone:eight can be found at the following link. It should be self-explanatory, but if you have queries, call their help line on 0303 003 11 11.

<https://thirtyoneeight.org/dbs-service/register-with-us/england-wales/>.

On application, the Besom will be asked to nominate a Lead Recruiter who will be the main interface between the Besom and thirtyone:eight. For example, membership issues and fee payment will be dealt with via the Lead Recruiter. The Lead Recruiter will also be responsible for submitting applications, checking identification, receiving result notifications emails, and viewing disclosure information. Additional recruiters can be appointed; for example, it would be helpful if the DDSO was also registered as a recruiter to provide cover. The Lead Recruiter can be any nominated person, but it is recommended that the DSO is the Lead Recruiter and the DDSO an additional recruiter.

3.4 Disclosure and Barring Service (DBS) for new recruits

Due to the sensitive nature of our work with vulnerable people, it is critical that Besom takes steps to ensure that it is aware of any safeguarding issues which may present a risk to Clients or regular Time Givers. One element of this is to assess whether the role requires that the regular Time Giver should undergo a check with the Disclosure and Barring Service (DBS). The DBS helps employers and charities make safer recruitment decisions by processing and issuing DBS checks for England, Wales, the Channel Islands and the Isle of Man. DBS also maintains the adults' and children's barred lists and makes considered decisions as to whether an individual should be included on one or both of these lists and barred from engaging in Regulated activity. Anyone whose role is required to undergo a DBS check should do so before they undertake the role.

Regular Time Givers who do not have contact with Clients who are vulnerable on four or more days in a 30-day period (“Frequent”) will not require a DBS check.

Trustees and those regular Time Givers who have Frequent contact with Clients who are vulnerable as part of a specified Regulated activity (as described in Appendix D), will require an



Enhanced DBS check. For the activities which Besom undertakes this will likely be Enhanced (without barring) check which checks for all criminal history; cautions, warnings, reprimands, spent and unspent convictions held on the Police National Computer but does not check for barred activities. It is a fairly invasive check from the perspective of the regular Time Giver, so the hurdle for requiring the check is set quite high and it is likely that only those who work most closely and regularly with Clients will need to be considered for this.

Whilst it is not a legislative requirement, the Besom Network recommends conducting a Basic DBS check on newly recruited regular Time Givers who are not involved in regulated activity but who work regularly with Clients who are vulnerable. How individual Besoms apply this will depend on the roles of the regular Time Givers; ultimately it is the responsibility of Trustees and/or Core Teams of Besoms to ensure that they are implementing appropriate and safe recruitment practices, appropriate to their organisation. Thirtyone:eight is a valuable resource in helping to make the decision on the level of checks which provide the right protection for both Clients and regular Time Givers.

DBS checks will be administered by the DSO or DDSO. It is recommended that checks be conducted via thirtyone:eight, as explained in Section 3.3. When a person joins as a regular Time Giver, the Besom will determine the role the person will fulfil and consult with thirtyone:eight to determine whether that role requires a check and, if so, at what level. This is an important way in which thirtyone:eight can help as there are stringent criteria on what level can be applied for which are determined by role. Other ways of applying for DBS checks can be used, for instance via the safeguarding organisation of your local church if your Besom has appropriate links with them.

Where a DBS check is returned with a concern, a risk assessment will be carried out in conjunction with the Trustees. An individual who has committed an offence against a child/adult at risk or who, for any other reason is considered by the Trustees as unsuitable to work with these groups, will have their application as a regular Time Giver declined.

Besom must comply with the policies required by the DBS in relation to the secure storage and handling of information disclosed during the DBS process. This means that no physical copies of electronically returned disclosures will be kept but will be available for the DSO and Safeguarding Administrator to view online for 6 months after application.

This Section 3.3 applies to regular Time Givers recruited after the issue of this policy. It is a decision for the Trustees and/or Core Teams of each Besom whether existing team members undergo a Basic check. It is recommended that all Time Givers are asked to complete the Declaration of Suitability form in Appendix B.

3.4 Recruitment of Occasional Project Leaders and Members

Those applying to be Project Leaders who are not working with Besom on a Frequent basis will require a reference from their church leader. The form is shown in APPENDIX C. If they have an existing satisfactory DBS check through their membership of their church, the church leader will be asked to confirm this on the reference form. The role of Project Manager will not be eligible for a DBS check so no new DBS checks will be done solely for the role.



The Project Manager will be provided with a copy of this Safeguarding Policy prior to the Project being undertaken and is expected to be familiar with its contents. A summary of the duties of the Project Manager and a summary of the safeguarding information which they need to know and make their Project Team aware of is included on the Project Form which will be completed for each project.

Individual Project Members will not require a reference or DBS check as they will be supervised on a continuous basis by the Project Manager. The Project Manager will brief the Project Members on safeguarding matters.

At the end of the Project, the Project Leader should give the Client a visiting card, as shown in APPENDIX C. This emphasises to the Client that the Project Members will not call individually or in groups without the prior approval of their support worker. This is a key protection against Project Members making repeat visits to the Client without the knowledge of Besom.

3.5 Summary of Safer Recruitment Requirements

A summary of the required application checks is shown in Table 1 below. It should be noted that the DBS criteria are high level and are aimed at helping to understand what level may be required but each role should be checked with thirtyone:eight.

Role	Role Description	Essential checks	Potential DBS
Trustee	Trustee of a local Besom	Application Form Two references	Enhanced w/o barring
Regular Time Giver	No direct working with children, young people and adults with care and support needs.	Regular Time Giver Application form Two references Practical orientation 3-month review	No
	Visiting home of or meeting children, young people and adults with care and support needs on a Frequent basis.	Regular Time Giver Application form Two references Self-declaration Practical orientation 3-month review	Potentially Basic
	Those which involve Frequent Client interaction AND work in Regulated Activity (see Appendix	Regular Time Giver Application form Two references Self-declaration Practical orientation 3-month review	Enhanced without barring
Project Leader	Lead Besom project team	Church leader reference Complete/sign Project Form *Note if DBS checked through their church	No. *See note in right column



Project Member	Participate in Besom project as team member	Name entered on Project Form	No
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Table 1. Summary of application process or all roles

4. Good Working Practice

Time Givers should work in pairs for their accountability and protection. The Client will generally be referred to Besom by the local authority social services or other key worker. At the discretion of the referrer, it may be appropriate for the referrer to be present at the first meeting with the Client. If this is the case, the referrer may be met outside the property prior to entry. For subsequent visits it is advised that two people are present on each occasion so that no one is left alone with the Client.

Contact with the Client by Time Givers from the Besom Core Group or a Project Group is recorded in a log (on the master spreadsheet) and contact details of Clients and Time Givers protected (see GDPR policy).

Any Time Giver, who is a minor, should be accompanied by a person known to them. The Besom Time Giver in charge of the visit should have undergone a satisfactory Enhanced DBS check in their church or through Besom beforehand; if this is not the case then the minor must be accompanied by a parent.

4.1 General

You may be shocked by what you see and experience being a Time Giver, and it is important to feel able to talk about what you experience. Seek support from each other and if you see a specific need, check that the Besom is aware and praying for that need to be provided for.

The following guidance applies to working with all vulnerable people, both adults and Minors:

- When visiting a Client, be non-judgmental and aware that differing standards of care, self-hygiene and family values do not necessarily equate to abuse or neglect. Irrespective of differing standards, Besom Time Givers should always provide the best quality service to bring value and worth to Clients.
- If, while in the home of a Client, you have any concern for the safety or wellbeing of a vulnerable adult, minor or a Besom Time Giver, you must share this with your project leader. He or she will report these concerns to the DSO. You may be asked to complete a report form detailing your observations and concerns.
- If a Client discloses abuse or neglect to you, you must not promise to keep this confidential, and you must tell your project leader immediately. Record information accurately as you may need to give a statement. Any information given directly by the Client should be listened to and recorded carefully, using the person's own words.
- Be mindful of what you disclose about yourself, for example your address or that you are a local social worker.



- When you visit a Client, you are a representative of Besom. Conduct yourself well and avoid any indiscrete or bad language.
- Do not make any promises to return to a home or to meet up with vulnerable adults or children separately. As a group it will be necessary to talk and pray about the level of involvement with any Client after the project has ended. Any follow-up should be made with full consultation of the Besom and it may also be necessary to check with the Client's referrer or social worker.
- Where a Time Giver(s) wishes to continue a relationship with a recipient, then this should be done with the permission of the referrer, who will take on the responsibility for ensuring the safety of their Client, as this is extended work, outside of the normal remit of the Besom.

4.2 Working with Children

The following guidelines will help to ensure that your visit to a Client ensures good safeguarding practise with children:

- Resist intervening if a child is distressed or misbehaving. Encourage the parent/carer to deal with the issues and ask them to think about what has worked in the past; and encourage them to manage the issue using their own tactics.
- You must remember not to allow yourself to be alone with a child or young person. This is as much for your own self-protection as it is about protecting an already-vulnerable young person or child. Vulnerable young people may for all sorts of reasons make false accusations – do not allow the opportunity for this to arise.
- Besom may have obtained formal permission from the recipient of the service to take photographs of the project. Any photographs should be shown to and offered to the Client and only used for the benefit of Besom if the recipient agrees to this. On no account must you use a personal mobile phone for photographs and only the nominated person should take pictures on a camera provided for that purpose. Do not photograph minors even if they ask you to.
- If a child or young person initiates physical contact with you or any member of the team you must remove yourself from this as soon as possible in a gentle but firm manner. Distraction is a good way to deal with this should it arise.
- Please ask parental permission from parents or carers before sharing any food or drink with children of the Client because children could have an allergy or sweets could at some point in the past have been used as a bribe for affection or sexual favours.
- Children who have experienced neglect or where the parent is ill or unable to interact, may crave interaction with adults and be keen to impress you but remember you are there to assist the Client by undertaking a project. Be kind to the child but remain focused on the task in hand.

4.2 Working with Vulnerable Adults

A vulnerable adult is a person over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself from significant harm or exploitation.



- You must remember not to allow yourself to be alone with a Client. This is as much for your own self-protection as it is about protecting an already vulnerable person. Vulnerable adults may for all sorts of reasons make false accusations – do not allow the opportunity for this to arise.
- If a recipient initiates physical contact with you or any member of the team, you must remove yourself from this as soon as possible in a gentle but firm manner.
- It is important to be aware that the recipient may not engage or interact with you while you undertake the project. Vulnerable adults may have a range of challenges which may influence their behaviour and interaction with others so do not take it personally. Use your judgement on how to interact with them but always be polite and courteous.
- Do not expect to be thanked for your work. Be aware that a vulnerable adult may not know how to show gratitude.
- Prayer can be a sensitive issue for some people and whilst it is quite natural for us it may not be for the recipient, their family, or the referrer. For this reason, we should offer prayer only when it is obvious that it would be welcomed by the recipient. It should be conducted in a public place and involve no physical contact. As the relationship develops it may be appropriate to offer prayer, but it must never be seen as a requirement of receiving our service.

5. Responding to safeguarding concerns

It is the right of any individual citizen to make a direct referral to statutory safeguarding agencies or seek advice from social care and Besom would encourage any Time Giver to use the procedure outlined in this policy. If an individual believes that the DSO has not responded appropriately, or where they have a disagreement as to the appropriateness of a referral, they may contact an outside agency directly and Besom recommends Thirtyone:eight, as explained below.

It is the duty of all citizens to pass on concerns about the wellbeing/safety of another person, or about the conduct of a practitioner. We have a unique insight as Besom Time Givers, and so must not assume that anything we see, are told, or suspect is known by others already.

Time Givers must be aware of the definitions and warning signs of different types of abuse which for children are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

For adults, the following

- Physical abuse.
- Domestic violence
- Sexual abuse
- Psychological abuse
- Financial or material abuse



- Modern slavery
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

Full definitions and warning signs are described in detail in APPENDIX E and listed below.

5.1 Information Reporting

All concerns about people Besom encounters, or about the conduct of Besom Time Givers, must be reported to the DSO. If there is an emergency with immediate risk to safety/life, dial 999 and inform the emergency services immediately and report to the DSO at the earliest safe opportunity.

If the concern is in any way related to the safeguarding team, please report to the trustees.

A Besom Time Giver should not carry out their own investigation into the allegation or suspicion of abuse but report it to the DSO who will take responsibility for the issue. Information regarding the alleged abuse should not be disclosed to anyone other than the DSO (or emergency services or Thirtyone:eight) without prior approval of the DSO and should be on a “need to know” basis.

Please write down in as much detail as you can what you have seen, are told, or suspect as soon as possible, including times and dates, who was present, and what was happening before. You can use The Besom log of concern form which is available to each Besom on the Members Area of the Besom website (besom.com).

The DSO will ensure that written safeguarding concerns are kept secure in a protected section of the Besom server, where they will be kept for an indefinite period, with all hand-written notes also retained. They will also then refer the matter on to the statutory authorities who have a legal duty to investigate.

5.2 The role of Thirtyone:eight in reporting abuse

Thirtyone:eight is Besom’s nominated safeguarding advisor. The Besom Network decided that each Besom should register to use their services so that any regular Time Giver can use their helpline for advice and can also access their safeguarding resources. If there is an investigation into a Besom Time Giver, they will manage this. If, at any time, you are unclear about how to act, please ring the Thirtyone:eight telephone help line for advice. The helpline can be reached on 0303 003 11 .

5.3 How to listen to a disclosure of abuse

Most people find it difficult to talk about what has happened to them. If someone has summoned up the courage to talk and has chosen you as the person they are going to tell, it is important to listen carefully. Do not ask the child or adult to come back at a more convenient time, simply listen.



Try to let the person go at their own pace. Do not ask questions, do not jump in to fill silences because the teller might need this silence to process their thoughts and your questions could confuse and divert their flow of thought. Listen actively; nod encouragingly, make eye contact. Let the teller talk for as long as they need to.

If the child or adult is really struggling to keep going, or you do not understand something, use the TED formula: Tell, Explain, Describe. For example, "Can you tell me about that...Could you explain what you mean, I'm not sure I understand, describe that to me."

However difficult it is to believe what you are hearing it must be taken seriously, keep an open mind. It is devastating to a victim of abuse when the person they have chosen to tell refuses to believe what is being told.

Thank the person for telling you what has happened and reassure them that they have done the right thing and that you will do your best to help. Explain that this kind of thing has happened to lots of other people before. Never promise not to tell; you will probably have to share the information to keep that child, adult, or others safe.

5.4 Supporting someone who has experience abuse in their past

Time Givers must be aware of the vulnerability of those who are coping with an abusive past, and the potential impact of abuse on someone's mental health and relationships. Where abuse has occurred, the person might find it difficult or impossible to react to situations that others might see as 'normal'. For example, sharing the peace in church, physical gestures between friends. In some cases of spiritual abuse, Christian practices and images may have been manipulated in the context of abuse.

Someone who has been abused might not be able to talk about this until many years later. This is especially true of sexual abuse. These cases are described as 'historical' and are taken as seriously as new cases. Police, Social Care agencies and the Church are used to dealing with historical allegations; the perpetrator if still alive poses a risk to others. Be aware that historical allegations of sexual abuse can come as a huge shock to the family and community of the alleged abuser, who may refuse to believe or put pressure on the victim to withdraw what has been said. Pressure may also be put on others to not believe them.

5.5 Concerns about the conduct of a Besom Time Giver

If you have concerns about the behaviour of another Besom Time Giver who works with children, young people or vulnerable adults, inform the DSO as soon as possible. If it is an emergency, then the police should be contacted on 999. Behaviours which may signal safeguarding concerns are:

- Engaging in subtly manipulative behaviour
- Be perceived as warm or helpful
- Take weeks, months or even years before they act
- Make their victims feel trapped and guilty, coercing them into keeping secrets



Their behaviour may include (but not be limited to):

- Giving special attention to their victim without the knowledge of their parents, carers or staff.
- Using texts, social media and other methods of communication inappropriately.
- Spending time alone or in private isolated areas with their victim.
- Seeking inappropriate or unnecessary personal contact.

Document your concerns as soon as possible after you notice them, and you can do this using the log of concern form. You must not discuss your concerns with the person involved or other Besom Time Givers or seek to investigate them yourself. The DSO will seek advice by contacting the relevant authorities. If the allegation involves the DSO, do not inform them of your concerns and contact the deputy or ring Thirtyone:eight for advice.

Where an allegation concerns a child, the Local Authority Designated Officer (LADO) will be contacted. This needs to happen within 24 hours of recognition of the concern, if possible. The LADO has a countywide responsibility for managing allegations against adults who work or volunteer with children across all agencies and settings.

If the person against whom the concern is raised also has a DBS certificate, the DSO must inform DBS, within 24 hours.

5.6 Abuse within the Besom team

Besom recognises that there is the potential for any individual to seek to perpetuate abuse against children, young people or adults at risk. The Trustees seek to create a culture of vigilance across the charity, where any concerns about the behaviour of individuals can be appropriately raised and addressed.

It is easy to doubt that abuse could occur in our immediate community, such as within the Besom Core Team. Besom Time Givers must maintain a culture of vigilance, as abuse can go unnoticed for many years. Time Givers should be aware that members of the Besom team may have increased vulnerability to abuse, and so need to be safeguarded.

Any concerns regarding a Besom Time Giver abusing another Time Giver in any way should be referred to the DSO, or if the DSO is the subject of the concern, the Deputy Safeguarding Officer. However, where there is a disagreement as to the appropriateness of a referral, they may contact thirtyone:eight to discuss and resolve a course of action.

The Trustees will support the DSO and any information related to the case they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

5.7 Contact details for DSO, Deputy Safeguarding Officer and Trustees

Full contact details are listed in Appendix B.



Figure 1: Process for Reporting Abuse

You need to report it if any of the following occurs:

- ✓ Someone discloses current or past abuse to you
- ✓ You witness sign of abuse when working with Besom
- ✓ You have a concern about the conduct of a fellow Besom Time Giver

- ✓ Do not start an investigation. Pass on concern to DSO, who will inform authorities. If the concern relates to the DSO, inform the Deputy Safeguarding Officer and do not tell the DSO of your action.
- ✓ Do not share with others who are not involved – need to know

Write down details of conversation/event/concern as soon as possible (preferably within an hour). Include at least:

- ✓ Time, date
- ✓ Who was present
- ✓ What happened. (Including what they and you said if a conversation)
- ✓ What was happening before
- ✓ **Do not promise confidentiality** – you will need to pass on if there is a concern.

Please date and sign this record. Give it to the DSO, who must keep it secure and share this information with state authorities if needed.

Besom’s ‘Log of concern’ form can be used. It has the option of a body map to help you record any injuries.

Useful contacts which should be easily available

- ✓ Local Besom safeguarding officer, deputy.
- ✓ National Besom crisis management.
- ✓ thirtyone:eight help line: 0303 003 1111
- ✓ Non-emergency crime to police 101.
- ✓ Local state authorities. (Child/Adult social care, incl. out of hours).
- ✓ LADO officer. (Local Authority Designated Officer – allegations against childcare professionals and volunteers)



APPENDIX A – Quick start guide

As a Christian charity, Besom seeks to follow the example of Jesus and love our neighbours, whoever and wherever they are. In fact, how we treat those with whom we work and those whom we meet will say a lot about us as individuals and Besom as an organisation. This means that we want to operate in a way which keeps both our Recipients, many of whom are classed as vulnerable and/or who have care and support needs, and our Time Givers safe. This is the heart of safeguarding.

We therefore want to support Besoms and are introducing a safeguarding policy which all Besoms can use to help us put in place best safeguarding practice with processes to prevent problems occurring and to tackle safeguarding issues if they arise. The following short guide explains the essence of the policy and the 7 steps which each Besom will need to take to adopt the policy.

1. Appoint a Designated Safeguarding Officer, nominated by the Trustees.

There must be a Designated Safeguarding Officer (DSO) within each local Besom team, who will:

- ✓ Act as an advocate for children, young people and adults who may be at risk of harm and who have contact with the Besom through their work in the community.
- ✓ Ensure that the safeguarding policy is shared, adhered to, reviewed and revisions adopted.
- ✓ Organise training for all those who work with children or adults at risk and provide advice and support to their Besom.
- ✓ Receive and report any concerns or allegations of abuse, liaising with statutory agencies, to safeguard and support children, young people and adults who may be at risk of harm.
- ✓ Advise the Besom on matters of good practice in relation to safeguarding.
- ✓ To organise Disclosure and Barring Service (DBS) checks for regular Time Givers, where appropriate.
- ✓ Oversee the keeping of safeguarding records.
- ✓ Work alongside regular Time Givers to ensure that they are supported in leading their teams and that they discuss safeguarding matters or concerns as a regular part of team meetings.

You will also need to appoint a Deputy Safeguarding Officer (DDSO) in case a concern relating to the DSO arises. The DSO and DDSO can be regular Time Givers, Trustees or other Time Givers who understand the working and philosophy of the Besom Network and your Besom.

2. Set Up a separate email address for safeguarding concerns

It is recommended that a dedicated email address (e.g. safeguarding@besominxxx.com) be established for reporting safeguarding concerns. Access should be limited to the DSO and DDSO.



Ideally this will be a dedicated email address but personal email addresses of the DSO and DDSO could be used.

3. Establish a list of Contacts

Make sure that key contact details are available to your team. These can be added into APPENDIX B of the Safeguarding Policy, which leads you through which you need to collect.

4. Set up an account for your Besom with thirtyone:eight

The Besom Network acknowledges that safeguarding is a significant responsibility for Trustees and regular Time Givers so proposes that individual Besoms subscribe to the services of thirtyone:eight (formerly CCPAS, the Churches Child Protection and Advisory Service <https://thirtyoneeight.org>) to assist them with that responsibility and to supply advice and support, as required.

The selection of thirtyone:eight as Besom's safeguarding advisor is based on experience and recommendation Besom Network. The Besom Network looked at options for one single Besom membership, but it is not practical with each Besom being an independent entity. Therefore, it is recommended that each Besom sets up an account with thirtyone:eight so that they can benefit from their safeguarding services which include:

- ✓ Advising on eligibility for DBS checks and on obtaining DBS checks.
- ✓ Providing safeguarding advice.
- ✓ Acting as a "person to tell" in safeguarding reporting where the DSO is not available or is the subject of the concern.

The process of registering with thirtyone:eight is explained at the link below. If you need additional help, call their help line 0303 003 11 or, if thirtyone:eight cannot resolve your issues, email the Besom support team at

safeguarding@thebesomnetwork.org. Other services they provide are also outlined on their website.

<https://thirtyoneeight.org/dbs-service/register-with-us/england-wales>

The main steps in the application are as follows:

- ✓ Initiate the joining process via website by completing the application form.
- ✓ Nominate a Lead Recruiter for your Besom who will be responsible for submitting applications, checking identification, receiving communications from thirtyone:eight and viewing disclosure information.



- ✓ The Lead Recruiter will be required to supply thirtyone:eight with an Enhanced DBS which is less than 3 years old which they will use to check their identity. If you do not have this, then thirtyone:eight will need to perform an identity check on the Lead Recruiter.
- ✓ You will require 2 forms of ID and proof of address and these can be verified at a post office via their checking service for a fee of £12.
- ✓ Scan copies of the documents and email to thirtyone:eight.
- ✓ Pay your membership fee of £129 per annum.

Additional recruiters can be appointed and, post application, a second recruiter will be required if the Lead Recruiter needs a DBS check as they cannot apply for one on their own behalf. The Lead Recruiter and deputy can be any nominated people, although it may be convenient for them to be the DSO and DDSO.

At the time of writing, a basic DBS check is around £35 and an Enhanced check is around £12. The Enhanced version costs less because the government subsidises the cost. The option for a single thirtyone:eight account for the entire Besom Network was considered but was found to be unworkable. However, it may be possible, in discussion with thirtyone:eight, for several smaller Besoms in a similar area to join under a single thirtyone:eight membership and appoint a joint Lead Recruiter, but each Besom will require their own dedicated DSO and DDSO. Gina, at thirtyone:eight, can advise on this on info@thirtyoneeight.org.

Those Besoms which are linked to a church may be able to use the safeguarding services of the church for safeguarding advice and to perform DBS checks. The church may have a thirtyone:eight membership or similar.

5. Safeguarding Training for Existing Regular Time Givers

All regular Time Givers and Trustees should complete safeguarding training. The training is provided free online by the Church of England. Regular Time Givers and Trustees require to successfully complete training to level C1. The DSO and DDSO require additional leadership level training via the diocese, thirtyone:eight or an equivalent body. For those that wish, they can start with Level C0 which is also on the website but only if helpful; it is not obligatory. You do not have to be a member of an Anglican church to undertake the training. It is recommended that regular Time Givers repeat the course as a refresher every three years. The C1 training can be found at:

<https://www.churchofengland.org/safeguarding/promoting-safer-church/safeguarding-training>

As part of their training, all Time Givers must read the safeguarding policy (see below) and be aware of the signs of abuse, how to respond to a concern of abuse, and the best practice guides for working with children, young people and adults with care and support needs.

6. Regular Time Givers Recruitment



The Besom Network requests that each Besom undertake a structured recruitment and induction process with each new regular Time Giver, as follows:

- ✓ Complete regular Time Giver application form (attached).
- ✓ Undergo an interview by two regular Time Givers and both interviewers must agree that the applicant is suitable before they proceed to the next stage in the application process. Brief notes on the interview should be recorded.
- ✓ Collection of two references by: (1) their church leader and (2) an employer or someone with a position within their community known to them for at least 3 years.
- ✓ All applicants should complete the declaration of suitability form unless they require an Enhanced DBS check when they should complete the self-declaration form, both attached.
- ✓ A DBS check should be conducted if required (see Section 7 below).
- ✓ Successfully complete the online Church of England safeguarding training (C1 level) and pass the certificate to the DSO.
- ✓ The applicant should read the Besom Safeguarding Policy.
- ✓ Each new Time Giver should be given practical orientation during which time they must be supervised by experienced regular Time Givers.
- ✓ The new regular Time Giver should have a review at 3 months, and this should be noted on the regular Time Giver application form.

7. Project Teams must be referenced properly

To protect our Time Givers and Clients, Besom has a system for managing safeguarding in Project Groups, as follows:

- ✓ The Project Leader requires a reference from their church Leader (attached). The referee will be asked to confirm whether the Project Leader has a current DBS through their church responsibilities, and this will be noted on the form.
- ✓ A Project Form will be completed for each Project (attached)
- ✓ The Project Leader will be responsible for the nominated Project Members, whose names will be listed on the Project Form.



- ✓ The full responsibilities of the Project Leader are shown on the Project Form and they must sign to indicate their agreement to comply with them.
- ✓ The Project Form should be returned to the local Besom before the start of the project.

8. Checklist of Requirements for Besom Time Givers

Role	Role Description	Essential checks	Potential DBS
Trustee	Trustee of a local Besom	Application Form Two references	Enhanced w/o barring
Regular Time Giver	No direct working with children, young people and adults with care and support needs.	<ul style="list-style-type: none"> • Regular Time Giver Application form • Two references • Practical orientation • 3-month review 	No
	Visiting home of or meeting children, young people and adults with care and support needs on a Frequent basis.	<ul style="list-style-type: none"> • Regular Time Giver Application form • Two references • Self-declaration • Practical orientation • 3-month review 	Potentially Basic
	Those which involve Frequent Client interaction AND work in Regulated Activity (see Appendix	<ul style="list-style-type: none"> • Regular Time Giver Application form • Two references • Self-declaration • Practical orientation • 3-month review 	Enhanced without barring
Project Leader	Lead Besom project team	<ul style="list-style-type: none"> • Church leader reference • Complete/sign Project Form • *Note if DBS checked through their church 	No. *See note in right column
Project Member	Participate in Besom project as team member	<ul style="list-style-type: none"> • Name entered on Project Form 	No

9. The Safeguarding Quick Start Checklist



It is hoped that the following checklist will be a handy guide of what is required to fully adopt the Besom Safeguarding Policy. We believe that, in many cases, it will be a formalisation of what Besoms are already doing but understand that it could seem daunting, so we have set out a timescale by which to complete each step between now and the end of March 2021.

If you do have concerns around the resource requirements or practicalities of implementing the plan, then please email the Besom support team at safeguarding@thebesomnetwork.org.

	Action	When	Done?
1.	Appoint a Designated Safeguarding Officer, nominated by the Trustees and a Deputy Designated Safeguarding Officer	Now	
2.	Identify a separate email for safeguarding concerns	Now	
3.	Ensure contact details are collated and inserted in your copy of the Safeguarding Policy (example attached).	Now	
4.	Establish who you are going to use for DBS checks and safeguarding support; either (1) Register with Thirtyone:eight or (2) your local church	Now	
5.	Safeguarding training for existing regular Time Givers. C1 level for regular Time Givers and leadership level for DSO and DDSO	End 2020	
6.	Introduce a system to reference Projects correctly - Project Leader Reference form and Project form completed for each Project	End 2020	
7.	Conduct DBS checks on existing Trustees and regular Time Givers, as required	End March 2021	
8.	Introduce system where new regular Time Givers complete application form, are interviewed, referenced and DBS checked.	End March 2021	
9.	Undertake induction process for new regular Time Givers, supervised by experienced regular Time Givers	End March 2021	



10. Questions You May be Asking

Q1: Can we just bring in copies of existing DBS forms?

No, unless it is for a comparable activity and the Time Giver has signed up for the update service. Otherwise you need a new one because if there had been an incident since application this would not be evident. If they have subscribed to the update service, then the status of their DBS can be checked on-line; 30 days are given to register for the DBS Update Service once a DBS certificate is received. Only then can checks become portable.

<https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide>

Q2: Who needs an Enhanced DBS check?

All Trustees require an Enhanced DBS check without barring (in other words, it does not include a check on professions and activities the individual is barred from participating in).

Those which involve Frequent Client interaction (more than four times in a 30-day period) and where advice is given to Clients. This may apply to the role of Project Assessor in larger Besoms where a lot of Projects are done. It would not apply to someone assessing furniture to either collect from a donor or deliver to a Client where advice is not being given.

Besoms are different and the DBS level depends on the role and duties of the Time Giver. It is therefore best to get advice from thirtyone:eight or your nominated safeguarding advisor.

Q3: As it's cheaper, can't we just do enhanced checks on everybody?

No. A DBS application is an intrusive process and can only be requested for an applicant on a need-to-have basis. The Enhanced DBS check is less expensive because it is subsidised by the Government.

Q4: Does each Besom really need to sign up to thirtyone:eight?

Yes, unless you have an acceptable alternative. Safeguarding is an area which needs professional support and advice and has become a necessary area of focus for most charities and Community Groups in the last few years. Having been trialled successfully in the Besom in Cambridge, it was felt by the working party and the Besom Support Team that the services offered by thirtyone:eight would enable a uniform safeguarding framework to operate across the country. However, for those Besoms which are linked to a church, they could use the safeguarding services of the church for safeguarding advice and to perform DBS checks. The church may have a thirtyone:eight membership or similar.

Q5: Can't we just use our existing Safeguarding policy?

To ensure that all Besoms in the Besom Network are working to the same standard we ask that all Besoms adopt the standard Besom Safeguarding Policy. There are several benefits:

- Everyone adopts the same standards and practices across Besoms. This is particularly useful for consistency when one Besom serves more than one local authority.



- The Besom support team will review the Policy from time to time to reflect current legislation and practice and it is hoped that feedback from all using the same policy will help in getting the best policy.
- If all use the same policy, it relieves each Besom from the burden of staying on top of changing legislation. When things change and the Besom Safeguarding Policy is updated, the same updated policy can be adopted by all, ensuring continued uniform standards.

Q6: Why don't project leaders need a DBS check?

- Unless they organise projects Frequently (more than four times in a 30-day period), they are not entitled to. It would also make it very difficult to organise projects due to the administrative burden and time taken to secure a DBS check.



APPENDIX B – Essential Contacts

Separate email for safeguarding concerns [[insert your safeguarding email](#)]

Only people who have access to this are the Designated Safeguarding Officer (DSO) and Deputy Designated Safeguarding Officer (DDSO).

Position	Name	Phone Number	Email
Designated Safeguarding Officer			
Deputy Designated Safeguarding Officer			
Trustee One			
Trustee Two			
Trustee Three			
Trustee Four			
Trustee Five			

Contact details for Social Care

If you are concerned that the person is not in a place of safety or will be an immediate risk to themselves or others, ring the Police on 999.

Department	In hours (Mon–Fri 9am–5pm)	Out of hours (5pm–9am) (Weekend 24 hrs)
Adult Social Care Multi Agency Safeguarding hub. (MASH)	Phone: 0300 4709100 Email: ascmash@surreycc.gov.uk (Only to be sent via Egress and marked ENCRYPTED)	Phone: 01483 517898
Children’s Social Care C-SPA Children’s single Point of Access	Phone: 0300 4709100 Email: cspa@surreycc.gov.uk (Only to be sent via Egress and marked ENCRYPTED)	Phone: 01483 517898

LADO (Local authority designated officer) Allegations against individuals who work or volunteer with children in Surrey Tel 0300 123 1650



Police (999, 101) Ambulance (999), Thirtyone:eight helpline Tel 0303 003 11 11

APPENDIX C – Besom Forms

Application Form: Weekly Time Givers

PHOTO

Full name	
Former name, if any	
Date of Birth	
Home address	
Former address if at current address for less than 12 months	
Mobile and land line numbers	
Email	
Car Registration	
Emergency contact/number	
Church attended/leader	

Please provide names of two referees: (1) a leader of your church (2) a current employer or someone else who has known you for at least 3 years and is not a family member or a Besom Time Giver.

First referee: Church leader	Name	
	Address	
	Telephone	
	Email	
Second referee	Name	
	Address	
	Telephone	
	Email	

Please outline why you wish to be involved in Besom?



Do you have any medical conditions which may affect your work at Besom? Do you give permission for this information to be made available to the Core Team members with whom you work?

I understand the importance of General Data Protection Regulation (GDPR) and holding information confidential and that Client information gained whilst volunteering with Besom is confidential. I will not pass Client information or security details to access this information to others outside the team.

I will take reasonable care for my own health & safety and those with whom I work. I give permission for the administration of first aid to me should this be deemed necessary by a trained first aider. I have read and understood the policies of this organisation.

I have successfully completed the online Safeguarding Foundation training course (Church of England C1) and have forwarded the email confirming this to Besom.

Signed _____

Date _____

For Besom Use:

Safeguarding Course Completion: Y/N

DBS Certificate: Y/N

Confidential Declaration Form: Y/N

Driving Licence: Y/N

Induction date:

Start date:

3-month review date:

Signed _____ (Besom Co-ordinator) Date _____



Besom Time Giver Reference Form

We are requesting a reference for the person named below because they are requesting to be a Time Giver (volunteer) with Besom (www.besom.com). Because of the nature of the charity's work, Time Giving will often entail working with children, young people and adults with care and support needs in their homes. Consequently, Time Givers require sensitivity and discernment to ensure work is done in a safe and secure way, mindful of safeguarding issues. Please return the form preferably by email to **ADD EMAIL** or by post to the address below:

Name of volunteer	
Home address	
Mobile phone number	
Volunteer's Church	

To be completed by a senior leader in the volunteer's church noted above*:

How long have you known the person and in what context?	
In your opinion, are they suitable for this type of community work including working with vulnerable children and adults?	
Are there any concerns you wish to raise regarding this person volunteering with Besom?	
Does this person hold a current DBS certificate for a role in the church?	<p style="text-align: center;">Yes No</p>

**Please continue on an additional sheet if required.*

Name _____ Position _____

Signed _____ Date _____

Add Besom name, address and registered charity number.



Besom Project Form

Please complete this form and return to Besom preferably by email to [EMAIL ADDRESS](#) or by post to the address below prior to day of the project.

Name of Group Leader			
Do you have a current DBS?	Yes	No	Church
Date of Project			
Details of Project			

Besom takes the safety of everyone within the charity and those it serves very seriously and expects that everyone will work within Besom’s safeguarding policy. Besom expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with Besom’s Safeguarding Officer: **NAME** on **PHONE**.

As group leader your key responsibilities are to:

- Be familiar with team and be present and supervise the project for the whole time of the visit
- Work collaboratively with others and be aware of the project objectives and any issues
- Be aware of health and safety issues that may affect the group
- Ensure that no individual group member works on their own during the project
- Advise team not to return to the home or seek contact with the Client or their family on their own after the project day, without permission from Besom
- Ensure that the team observes the following when working with vulnerable people:
 - ✓ Treat individuals with respect and ensure their welfare and safety
 - ✓ Recognise and respect their abilities and potential for development
 - ✓ Work in ways that meet and develop the personal, spiritual, social and pastoral needs
 - ✓ Promote individuals’ rights to make their own decisions and choices, unless it is unsafe
 - ✓ Never pass on Client’s personal information unless there are safeguarding concerns requiring reporting to the safeguarding officer

I agree to the requirements outlined above.

Signed: _____

Date: _____

Names of group members:

Add Besom name, address and registered charity number



Declaration of Suitability

Only to be used by applicants to roles not eligible for an Enhanced Disclosure check.

N.B. This declaration can be used in all four nations of the United Kingdom.

There are certain roles in a variety of settings working with vulnerable groups where an Enhanced Disclosure Check is not possible, but it might be desirable/necessary for the person to support the expectations of the church/organisation. This document can be processed by the Lead Recruiter for anyone undertaking a Basic Disclosure Check. Whilst not mandatory, there are some roles in a church/organisation where it is important to know that the person who has a level of responsibility and/or is regarded as being in a position of trust is suitable and supports the expectations of the organisation in relation to safe conduct.

This form needs to be used with care and should not be used as a 'phishing' exercise.

If the applicant is eligible for an Enhanced Disclosure Check, this form must not be used. Please speak to your Lead recruiter/Safeguarding Coordinator for clarification.

STRICTLY CONFIDENTIAL

As an organisation, we undertake to meet the requirements of the General Data Protection Regulations which became effective on May 25th 2018, and all other relevant legislation, and comply with the expectations of the Information Commissioner's Office relating to the privacy and management of data about individuals.

You are asked to complete this form, and return it, **to the Lead Recruiter detailed below, in a separate sealed envelope**

To: _____

(Name of Recruiter/responsible person in place of worship/organisation requesting the Basic Disclosure Check)

Address: _____

Position/Role applied for:



The expectations of this role are that you; have no relevant unspent convictions, are not currently the subject of any criminal investigation or pending prosecution, and that there is no cause for concern regarding your conduct with children, young people or adults at risk in the context in the role for which you are applying.

It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the relevant person in the organisation. You should also agree with any Code of Conduct applied to your role and agree to abide by it. If you have any concerns regarding your suitability for the post that you have applied for, you should discuss this with an appropriate person and NOT sign this form

Declaration

I (full name), _____

of (address) _____

Understand the expectations of this church/organisation (as detailed above), agree to uphold them and will inform the relevant person if this situation changes.

Signed: _____ Date: _____



Supporting documents

Self-declaration form for a position requiring an enhanced Disclosure

Strictly confidential

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, 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/organisation 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.

*links can be found at thirtyoneeight.org/dbs-links



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 – <https://www.gov.uk/government/publications/dbs-privacy-policies>. 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/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. 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/organisation 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.



Visiting Card

VISITING CARD

We are delighted to have come to your home today
and we hope that we have been a blessing to you.

If you would like us to come and visit again, please do ask
your support worker to contact us.

We will keep your name and address confidential and none of
us will visit, on our own or as a group, without arranging such
a visit in advance with you through the Besom.

With love, in the name of Jesus,

from your Besom team.



APPENDIX D – Regulated Activity

The information in this Appendix is sourced from <https://www.ddc.uk.net> and is in line with Government guidance (2012). The following describes what Regulated Activity in the context of the

Regulated Activity with Adults

1. Providing Health Care

- This includes health care work undertaken by (or under supervision from) a regulated Health Care Professional e.g. regulated by GMC or HPC.
- Health care includes all forms of health care relating to physical or mental health, including palliative care.

2. Providing Personal Care

- Includes providing an adult with physical assistance with eating, drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin because of the adults age, illness or disability (this includes someone who prompts and then supervises an adult to undertake the above actions as they are unable to make the decision for themselves)
- Anyone who trains, instructs or provides guidance to an adult on the above actions because of their age, illness or disability is in Regulated Activity.

3. Providing Social Work

- The activities of a regulated Social Worker in relation to adults who are clients or potential clients are a Regulated Activity. This includes assessing the need for health or social care services, and providing ongoing support to clients.

4. Assistance with General Household Matters

- Anyone who provides day-to-day assistance to an adult because of their age, illness or disability, where that assistance includes at least one of the following, is in regulated activity
 - managing the person's cash
 - paying the persons bills, or
 - shopping on their behalf

5. Assistance in the Conduct of a Person's Own Affairs

- Regulated Activity includes anyone who provides assistance in the conduct of an adult's own affairs by virtue of:
 - Lasting power of attorney under the Mental Capacity Act 2005
 - Enduring power of attorney under the Mental Capacity Act 2005
 - Being appointed as the adult's deputy under the Mental Capacity Act 2005
 - Being an Independent Mental Health Advocate
 - Being an Independent Mental Capacity Advocate



- Providing independent advocacy services under the National Health Services Act 2006 or National Health Service (Wales) Act 2006
- Receiving payments on behalf of that person under the Social Security Administration Act 1992

6. Conveying

- This includes any drivers or assistants who transport an adult because of their age, illness or disability to or from places where they have received, or will be receiving health care, relevant personal care or relevant social work (as above). Hospital Porters, Patient Transport Service drivers and assistants are also included in this group.
- This does not include licensed taxi drivers or licensed private hire drivers unless they are undertaking trips taken for the above listed purposes.

Excluded from this list of roles is any activity carried out in the course of family relationships, and personal, non-commercial relationships, for example a family friend driving a friend to their hospital appointment for petrol money. In the guidance provided an Adult is classed as anyone 18 years old or older.

Management functions – A person whose role includes the day to day management or supervision of any person who is engaging in Regulated Activity with adults, is also in Regulated Activity.

The above activities only need to be done once by an employee, to be classed as Regulated Activity with adults.

Regulated Activity with Children

The following should be considered:

1. What work will the role involve?

Included in this assessment should be factors such as:

- Will the work involve teaching, training or supervising children?
- Will the work be supervised? (click here for DfE guidance about supervision)
- Will the employee be carrying out the work frequently? (defined as once a week or more often, or on 4 or more days in a 30 day period, or overnight in the same establishment)
- Will the work involve the provision of Health Care or Personal Care to a child? (this does not have to be done frequently as defined above)

2. Where will the work be carried out?

- Will the work with children be carried out in a 'Specified Place'? (including schools, pupil referral units, nursery schools, institutions for the detention of children, children's homes or children centres in England, childcare premises)

AND:

- Be done Frequently (same definition as above)



- Done by the same person engaged in work for or in connection with the purposes of the establishment
- Give the employee an opportunity to have contact with children
- Exceptions to this group are the following:
- Activity by a person contracted (or volunteering) to provide occasional or temporary services (not teaching, training or supervision of children)
- Volunteering, under day to day supervision of another person engaging in regulated activity
- Activity undertaken regularly in a number of different establishments, but only infrequently in each: each establishment is only arranging the activity infrequently, so each establishment is not a regulated activity provider in relation to that activity

Excluded from Regulated Activity with children – The following activities are not classed as Regulated Activity by the DBS:

- family arrangements and personal, non-commercial arrangements e.g. looking after a friend's child unpaid.
- a person within a group assisting another member of the group (termed 'peer exemption')
- incidental contact – the presence of children is unforeseen and the activity is not being provided to children



APPENDIX E - Recognition of abuse

Children and young people

In the case of Minors, Working Together 2015 defines safeguarding as the protection of children from maltreatment, preventing the impairment of children's health or development, ensuring they grow up in circumstances consistent with the provision of safe and effective care, and taking action to ensure children have the best outcomes.

Effective safeguarding of children occurs when all organisations work together to understand and promote the needs of the child. Significant harm is defined as the persistent and consistent failure to meet the needs of the child or protect them from harm, in such a way as to have a long-term detrimental impact on the wellbeing of that child. That may be the immediate risk of death from physical abuse or the longer-term impact of emotional or sexual abuse.

There are four broad categories of abuse and they are outlined below:

1. Physical abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child.

2. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- Imposing age or developmentally inappropriate expectations on children which may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse.
- Serious bullying, causing children frequently to feel frightened or in danger.
- Exploiting and corrupting children either for sexual favour, servitude, or any other reason.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Spiritual abuse is a form of emotional abuse. This refers to a systematic pattern of coercive and controlling behaviour in a religious context. It may involve threatening, manipulating or pressurising someone to behave in a certain way, enforced accountability or public humiliation. Such behaviour is different to faithfully sharing the truths of the Bible with love, respect and sensitivity. We must work openly as a team to ensure that we steer well clear of any such behaviour (see 2 Corinthians 4:2).



Further guidance is available in a leaflet produced by the Churches' Child Protection Advisory Service: [http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20\(2015\).pdf](http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20(2015).pdf) .

3. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening or not.

- The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing.
- Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of, pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under section 5 of the **Sexual Offences Act 2003**. See also section 9 of this document for guidance on grooming.
- Child Sexual Exploitation involves exploitative situations, contexts, and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities. It can take many different forms from the seemingly 'consensual' relationship to serious organised crime involving gangs and groups. Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming. Some young people who are being sexually exploited do not show any external signs of this abuse and may not recognise it as abuse.

4. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy because of maternal substance misuse, maternal mental ill health or learning difficulties, or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers).



- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional, social and educational needs.

Included in the four categories of child abuse are several factors relating to the behaviour of parents and carers to one another which have significant impact on children. These include domestic violence, parental mental health, or parental substance misuse. Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. Recent studies have found 16 and 17-year-olds to be increasingly affected by domestic violence in their peer relationships. The Home Office definition of domestic violence and abuse was updated in March 2013 as

“Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.”

This can encompass, but is not limited to, psychological, physical, sexual, financial and emotional abuse.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape, and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.’

There is further guidance on supporting people affected by domestic abuse on the [Ely Diocese website: www.elydiocese.org/safeguarding](http://www.elydiocese.org/safeguarding) or by contacting the helplines listed in Appendix F of this document.

Vulnerable Adults

In the case of adults, safeguarding means to protect their right to live in safety, free from abuse and neglect. This applies to any adult aged over 18 years of age.

It is about people and organisations working together to prevent and stop both the risks and experience of abuse and neglect. At the same time the wellbeing of the adult is promoted including, where appropriate, having regard for their views, wishes, feelings and beliefs in deciding on any action. The Care Act 2014 defines Safeguarding as protecting an adult's right to live in safety, free from abuse and neglect. Safeguarding duties apply to an adult who:

- Has needs of care and support (whether or not the local authority is meeting any of those needs).
- Is experiencing or is at risk of abuse and neglect.
- As a result of their care and support needs, is unable to protect themselves from the risk of experiencing abuse and neglect.



The Making Safeguarding Personal approach lists six key principles for safeguarding adults who may be at risk of harm:

- **Empowerment:** People being supported and encouraged to make their own decisions and informed consent.
- **Prevention:** It is better to act before harm occurs.
- **Proportionality:** The least intrusive response appropriate to the risk presented.
- **Protection:** Support and representation for those in greatest need.
- **Partnership:** Local solutions through local services working with their communities.
- **Accountability:** People clear about the role of those involved in their lives.

Signs of abuse and neglect in adults are:

- **Physical abuse:** Including assaulting, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence:** Abuse between intimate partners or family members that includes psychological, physical, sexual, financial, emotional, 'honour' based violence or forced marriage.
- **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, financial transaction or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery:** encompasses slavery, human trafficking, forced labour and domestic servitude.
- **Discriminatory abuse:** harassment, slurs or similar treatment; because of race, gender or 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, or in relation to care provided in one's own home.
- **Neglect and acts of omission:** including ignoring medical, emotional or physical care needs, failure to provide access to appropriate healthcare and support or educational services, the withholding of the necessities of life such as medication, nutrition or heating.
- **Self-neglect:** this covers a wide range of behaviours neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.



APPENDIX F – Signposting to Services

The following organisations may be helpful to you.

Men's Advice Line	For male victims of domestic violence and abuse Tel: 0808 801 0327 or www.mensadviceline.org.uk
Women's Aid	For female victims of domestic violence and abuse Tel: 0808 2000 247 or www.womensaid.org.uk/
Stop It Now	Concerned about your behaviour towards or feelings about children Tel: 0808 1000 900 or www.stopitnow.org.uk/england
Forced Marriage	Being forced into marriage or need help leaving a forced marriage Tel: 020 7008 0151 or www.gov.uk/stop-forced-marriage
Samaritans	Provides confidential non-judgemental emotional support, 24 hours a day for people who are experiencing feeling of distress or despair, including those which could lead to suicide Tel: 08457 90 90 90 or www.samaritans.org
National Stalking Helpline	Suffering from harassment or intimidation by another person Tel: 0808 802 0300 or www.stalkinghelpline.org
Mind	Living with a mental health problem or supporting someone who is Tel: 0300 123 3393 or Text 86463 or www.mind.org.uk
RSVP	Support for those affected by rape and sexual violence abuse Tel: 0121 233 3818 or www.rsvporg.co.uk/
Alcoholics Anonymous	Support for those suffering alcohol addiction https://www.alcoholics-anonymous.org.uk/