FALKIRK BAPTIST CHURCH

(Charity No. SCO50038)
Policy for the Protection of Vulnerable Persons

Falkirk Baptist Church is committed to the protection of vulnerable persons (Appendix 1) and the training of its staff and volunteers. An increasing number of people now visit our place of worship mid-week for various activities and represent the church out with the building on all days of the week. Therefore, safeguarding is just as important midweek as it is at the weekends. During the week many of us are involved in a wide range of activities including: Langlees outreach, counselling, working at Hidden Treasures, etc. At all points we must remember that we are representing Falkirk Baptist Church and must follow our Code of Practice and Vulnerable Persons Policy.

As a church, God has given us very clear guidelines to:

- *stand up for the powerless* (**Psalm 82**)
- *think about how we treat our children* (**Matthew 18**)
- *always be ready to help people in their time of need*(**Romans 15**).

Policy Principles:

1. As Falkirk Baptist we aim to operate the best practice in accordance with legislation and the recommendations of Falkirk Council Social Work Department and Disclosure Scotland (Appendix 2).
2. Every effort will be made to care properly for their needs and to minimise the number of situations where the abuse of vulnerable persons could occur.
3. It is the **responsibility of all** members of the church to prevent the physical, sexual, financial, emotional, spiritual abuse and neglect of Vulnerable Persons (Appendix 3). Any concerns or disclosures must be passed on to the Vulnerable Person Officers or Pastor (see accountability flowchart Appendix 4).
4. This policy states that the Church will carefully select and train all staff and volunteers in issues surrounding the Protection of Vulnerable Persons **at least once every 3 years.**
5. All persons coming into contact with vulnerable persons within a voluntary or paid church capacity must ensure compliance with this policy.
6. Falkirk Baptist Church will treat information and concerns over the welfare of vulnerable persons in a confidential manner, involving outside agencies where appropriate.
7. A copy of this policy will be available for all those working with vulnerable persons.
8. Each Church Member working with Vulnerable Persons must know the contents of this policy and associated guidelines and observe them. Each worker shall sign to confirm their attendance at training and that they will comply with these guidelines.
9. This policy will be reviewed **annually** by FBC leadership and Vulnerable Persons Officers.
10. Falkirk Baptist Church has two named Vulnerable Persons' Officers(Appendix 5):
    - **Meghan Barbour** for Children (those 15 years and under)
    - **Louise Leiper** for adults (those 16 years and older)
    - **The Church Administrator** oversees the organising and processing of Disclosure Scotland forms.

Code of Practice:

Prior to any staff / volunteers working with vulnerable persons they must first complete a Volunteer application (Appendix 6) and their Disclosure Scotland PVG application online. For non-regulated work, i.e., work that is not specifically aimed at children or vulnerable people an online self disclosure is sufficient. e.g "Renew Wellbeing Space"(Appendix 6). For paid staff this includes declaration of any previous convictions. (Appendix 7 for paid position). This document is available from **The Church Administrator**. All records will be stored as per Secure Handling, Use, Storage and Retention of Disclosure Information (Appendix 8)

1. Whilst waiting for their Disclosure Scotland to be processed and for paperwork to return to staff / volunteer / church they must be supervised by another person who is already Disclosure Scotland checked.
2. At all times staff / volunteers should not be alone with a vulnerable person. Meetings / business should be held in public places, with other persons present or with a door left open.
3. Anyone involved in a disclosure / abuse case will be provided with appropriate pastoral support from the Church. This may come from the Leadership Team or outside partners.
4. The use of social media/photography/video with children and young people is cross referenced with the churches data protection policy.
5. There should be a suitable number of leaders attached to each group with the ratio of workers to children being determined by:
    - the age of the group,
    - the level of the challenging behaviour of the group taking part in the activity
    - the nature of the activity.

Guidelines regarding age ratios (as stated by the NSPCC):

Children aged 0-2 years	ratio	1 worker : 3 children
Children aged 2-3 years	ratio	1 worker : 4 children
Children aged 4-8 years	ratio	1 worker : 6 children
Children aged 9-12 years	ratio	1 worker : 8 children
Children aged 13-18 years	ratio	1 worker : 10 children

Guidelines regarding live Streaming and Filming Worship Services/church events

If video recording, or streaming any service as a church, explicit consent should be sought from every person who is identifiable in the broadcast. For children under 16yrs this will be sought from their parents however children do have the right to refuse to take part. Making a general announcement that filming is taking place is not enough. As tight a camera angle on the platform as possible will be sought. We will only film what takes place on the platform and ensure everyone who comes on the platform has given explicit consent for their image to be broadcast using a consent form which all the regular congregation will complete (renewed annually) Individuals who have not yet signed a form will require to make it clear if they do not want themselves or their family on live streaming. We will advise visitors and guests that if they do not wish to be filmed they need to sit in a part of the building that will not be on camera, e.g. the rear half of the seating area. This section cross references with the churches data protection policy.

Keeping children safe online within FBC

Technology is an integral part of children's and young people's lives but it does not come without risk. Children and young people may experience abuse online and they may be exposed to harmful content. And this can have a long-lasting impact on their wellbeing. Every child deserves to be, and to feel, safe online.

What is online abuse?

Online abuse is any type of abuse that happens on the internet, using technology like computers, tablets, mobile phones, games consoles and other internet-enabled devices.

Children and young people may experience several types of abuse online, including:

- bullying or cyberbullying
- emotional abuse (including emotional blackmail)
- harassment, stalking or other threatening behaviour
- pressure or coercion to send sexual images
- sexual abuse
- sexual exploitation.

How online abuse happens

Online abuse can happen anywhere that allows digital communication, such as:

- social media
- text messages and messaging apps
- email and private messaging
- online chats
- comments on video or livestreaming sites
- chat in games, including voice chat
- immersive technologies such as virtual and augmented reality

Children and young people can also experience further abuse, or be revictimised, if abusive content is recorded, uploaded or shared by others online – whether the original abuse happened online or offline.

At FBC we can all play a role in helping make online spaces safer for children and young people by:

- being open to talking to children and young people about anything worrying they experience online.
- recognising how important the online world is to children and young people.
- making sure online safety is an ongoing part of our volunteer safeguarding training
- Adhering to rules for the use of online platforms in our organisation. (see social media policy and use of life streaming statement.)

If we have noticed something worrying, are concerned about something that's happened, or a child or young person has spoken out about abuse, then this should be discussed with the Safegaurding Officer in

the first instance and the child encouraged to share this with their parent/guardian. If necessary they may need to be supported to report any criminal activity to the police. The Safegaurding Officer will record any concerns or actions timeously and accurately and support volunteers to engage in this process.

Volunteers working with children/young people in FBC should generally not be contacting them individually via text or social media. Arrangements for sessions happening out with Sunday services take place via a parental Whatsapp Group. Personal information about children is kept to a minimum within this group. It should be noted that parents/relatives or family friends can be part of the volunteer group for the youth and children and may obviously contact their own child/related child individually this way, but an unrelated adult should not be doing so. This is in order to minimise the risk of personal relationships developing inappropriately, or of misunderstandings or favouritism developing.

Guidelines regarding those convicted of sexual/personal injury /fraud offences worshipping in Falkirk Baptist Church

Any person in the above categories will be able to worship in Falkirk Baptist Church if they adhere to a signed Covenant Of Responsibilities. This will be drawn up on a case by case basis and will be individualised to the risk their offence poses. e.g agreement not to be alone with children/in charge or have access to funds. It will be drawn up by Safeguarding Officer(s) in communication with the relevant authorities e.g. police or social services and in consultation with the Pastor(s)and the awareness of the Leadership Team. It will be reviewed annually with all stakeholders. This review will be a face to face meeting in the first instance (stage 1) but can revert to telephone review (stage 2)with relevant stakeholders, including the individual if risk is deemed to have lowered. This can return to stage 1 at any time of concerns are raised. The individual will be asked to attend the initial and review meetings after stakeholder discussion has occurred. A confidentiality agreement will be signed by all parties prior to any meeting in regard to drawing up or review and minutes will be recorded and stored in the locked Safeguarding filing cabinet drawer. The covenant will include; a statement of who the agreement is between, introduction including statement that if the agreement is broken the person cannot worship at Falkirk Baptist Church, definition of Key terms used, attendance at worship section, supervision arrangements, information sharing statement, statement of duration and review, support and pastoral care arrangements, signatures of stakeholders.

Policy for the Recruitment of Ex Offenders to any position within the Church

Falkirk Baptist Church undertakes to treat all applicants for positions within the church fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information disclosed.

● We will only request an Enhanced Disclosure where it is necessary and relevant to the position sought.

● Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

● At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information on an application form, or at interview, that is directly relevant to the position sought could lead to the withdrawal of an offer of appointment.

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

Whether the conviction is relevant to the post applied for

The seriousness of the offence revealed

The length of time since the offence took place

Whether the applicant has a pattern of offending behaviour

Whether the applicant's circumstances have changed since offending took place.

● We will ensure that all members of the fellowship involved in the recruitment process are aware of this policy and the associated guidelines. The policy and guidelines will also be made available to the applicant prior to any interview for the position

Procedures for responding to concerns:

1. As an organisation working with vulnerable persons, Falkirk Baptist Church has a legal responsibility to act if abuse comes to light and, as far as possible, to protect people from the possibility of being abused.
2. It is important for staff/ volunteers to listen carefully to what a person says without prompting or using leading questions. (Appendix 9)
3. Through training, every worker must be aware of Falkirk Baptist Church's policy for the Care of Vulnerable Persons.

4a. If any Child discloses information about past or present abuse situations the worker must listen carefully and without judgement. (Appendix 9, 10 and 11) They must then provide a full written narrative of the conversation as soon as possible after they have spoken to the person (preferably immediately or at least within an hour of the disclosure/ concern). Write down **exactly** what the person said, when he/she said it and what was happening immediately before the disclosure/ concern being identified. The worker must make an accurate record of anything that may have been said to the person during the discussion, and any responses received.

4b. If an adult discloses information about past or present abuse situations, the worker must listen carefully and without judgement (Appendix 9, 10, and 11).They must then discuss whether this person wants a written record made although in some situations this may indeed be necessary e.g. if social services or police need to be involved; and identify next steps, taking into consideration any sign of possible mental illness.

5. Record dates and times of the events and when the report was written. Keep all handwritten notes, even if these have later been typed up.
6. The worker should not disclose any suspicions or allegations with anyone other than those set out in the procedures below in the Accountability Chart (Appendix 4).
7. Inform the relevant Vulnerable Persons Officer (Appendix 5) and pass on a copy of all notes (signed and dated).
8. The Vulnerable Persons Officer will decide how to escalate concerns. All concerns and allegations will be referred to appropriate agencies e.g., police / social worker.
9. Paperwork will be updated and stored within a sealed envelope in locked cabinet at the church until the person involved is 65 years old or for 10 years whichever is longest. Documents will then be destroyed. This locked cabinet will have very restricted access.

Accusations of abuse against Volunteers and Staff of the Church:

1. If any member of staff or volunteers are accused of abuse, Falkirk Baptist Church will co-operate with other agencies in their enquiries.
2. During the course of the investigation, it is recommended that the staff member or volunteer concerned is not involved in face-to-face work / volunteering with vulnerable persons. If they are a staff member, they should take a period of special leave. An independent person should be allocated to assist the person whom the allegation has been made against.
3. If an accusation of abuse is disclosed to a team member regarding another team member, then the

team leader must be informed. The team leader will then involve the Vulnerable Persons Officer who will take over the case. The appropriate team leader will then have no further involvement.

4. If an accusation is disclosed to a team member about one of the Vulnerable Persons Officers, then the team member must report this directly to the Officer not involved and not involve the accused. The officer will then deal with the accusation appropriately involving appropriate organisations.
5. All concerns will be taken seriously and appropriate agencies will be contacted and involved. The Referrals policy may need to be actioned (Appendix 12).
6. If a volunteer is involved in an incident that requires investigation by the Vulnerable Persons Officers but then expresses a desire to be re involved in the ministry, they were a part of when it occurred this will be considered with the officers and Pastor. Whether this is possible will depend on the severity of the incident. Any other parties involved in the incident will be consulted first and if allowed a plan will be developed of how this return will take place, including a review timescale.

Specific Ministry Safeguarding Statements

Some ministries associated with Falkirk Baptist Church but not held on the grounds of the church have specific safeguarding statements (Appendices 13, 14 and 15) but will comply with the churches Protection of Vulnerable Persons Policy

APPENDICES

Appendix 1 – Defining Vulnerable People

Through the National 'Getting it Right for Every Child' Government policy we have an obligation to ensure that all children are safe, healthy, achieving, nurtured, active, respected, responsible and included. The National Guidance for Child Protection in Scotland (2014) describes child protection as protecting a child from child abuse and neglect. Abuse or neglect need not have taken place; itis sufficient for a risk assessment to have identified a likelihood or risk of significant harm from abuse or neglect.
Children may need protection where their basic needs are not being met, in a manner appropriate to their stage of development, and they will be at risk from avoidable acts or omission on the part of parents, siblings, other relatives or carers. They may also require protection if an allegation or disclosure of abuse is made.

An 'Adult at risk' is someone aged 16 or over who:

- Is unable to look after their own well-being, property, rights, or other interest
- Is at risk of harm (either from another person's behaviour or from their own behaviour)
- Because they have a disability, mental disorder, illness, physical/ mental infirmity, are vulnerable to being harmed by other adults.

All three of these need to be in place for action to be taken.

Appendix 2 – PVG – Disclosure Scotland; Main Guidelines

1. To be completed by anyone 16 years and older who is proposing to work with children, young people or vulnerable adults in FBC related ministries.
2. Those new to the PVG scheme and FBC ministries need to fill in the "Application to Join the PVG Scheme", coupled with the guidance notes. This is now an online process although if necessary paper copies are still available from The Church Administrator. The Administrator also needs to see 3 forms of photo I.D. (*1 piece of photo ID, birth certificate and evidence of address. If no birth certificate, then a second address evidence will do. The best 3 are birth certificate, passport and driving licence. If no passport, then photo driving licence and a letter with address*). The form will then take 3 weeks to process.
3. Those already on the PVG scheme through some other organisations need to fill in the "Existing PVG Scheme Member Application", coupled with the guidance notes. This is also an online process but the Church Administrator still needs to see 3 forms of photo I.D. The form will then take 3 weeks to process.
4. Applications for regulated work should be updated every 3 years. This is a matter of good practise rather than a legal responsibility.
5. When PVG membership has been given the person will be emailed or given a copy of this policy but needs to attenda Protection Of Vulnerable Persons (Safeguarding) seminar run at the church or elsewhere by an authorised body at the first available opportunity.
6. At the training seminar attendees will sign to say they attended and this is taken as proof that they have read the policy since the contents are part of this training. Attendance sheets then serve as a record of those trained and are stored securely in the Safeguarding drawer should this evidence be required in future.

Appendix 3 - Types of abuse and summary of signs and indicators:

- **Physical:** a vulnerable person's body is hurt or injured.
    - Unexplained or hidden injuries
    - Unexplained bruising
    - Lack of medical attention
    - Fear of returning home
    - Fear of one particular person

- **Emotional:** a vulnerable person doesn't receive love and affection, may be frightened by threats or taunts, or are given responsibilities beyond their capabilities.
    - Reverting to young behaviour
    - Nervousness
    - Attention seeking
    - Running away
    - Stealing
    - Overreaction to mistakes

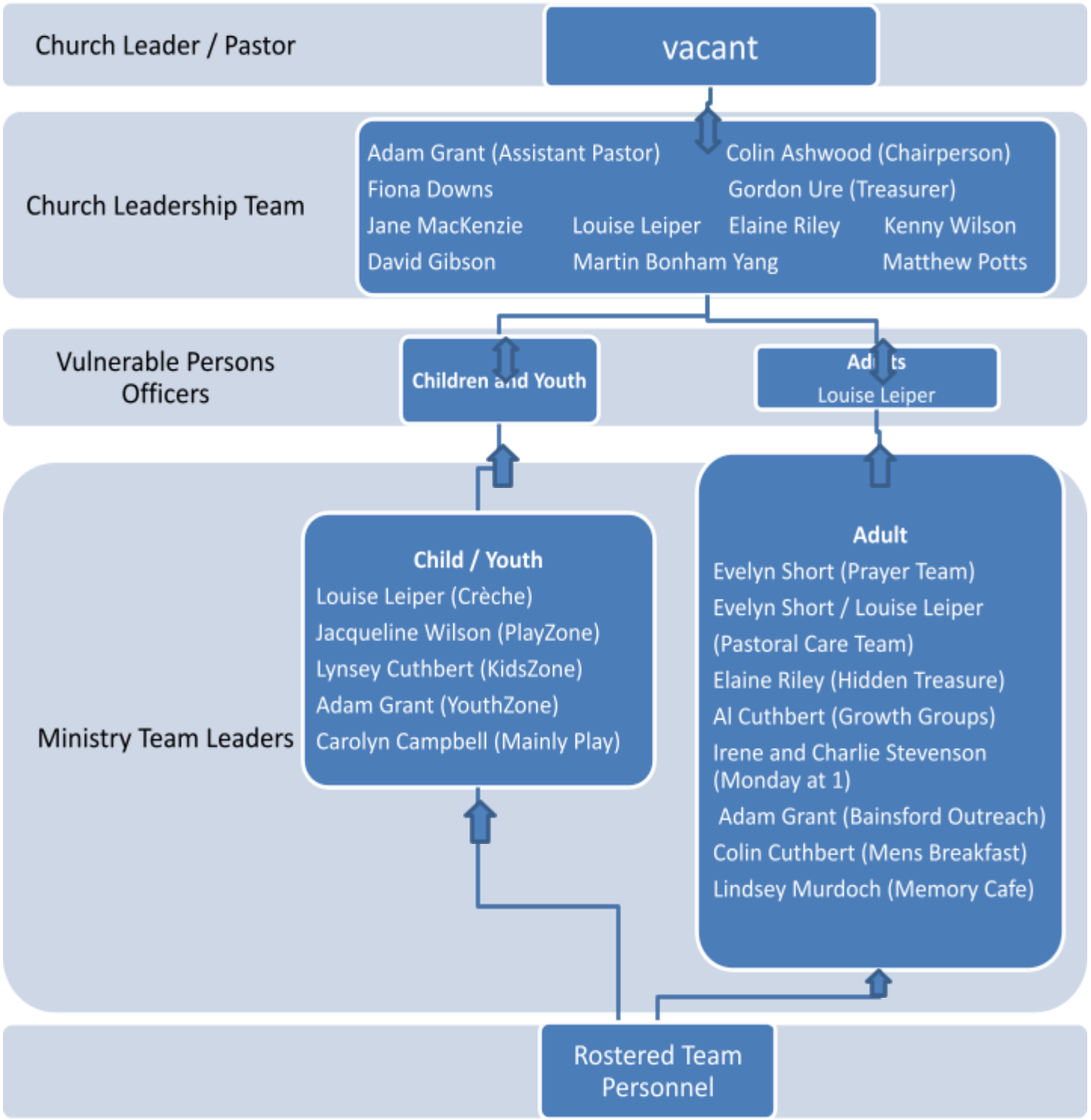
- **Sexual:** vulnerable persons are used to satisfy sexual desires against their will.
    - Preoccupation with sexual matters evident in words, play, drawings, etc.
    - Having secretive relationships with adults or children
    - Tummy pains with no apparent cause
    - Being sexually provocative with adults
    - Being mistrustful of adults

- **Neglect:** where one fails to care for/protect a vulnerable person from harm, seriously damaging their health and development.
    - Looking ill-cared for and unhappy
    - Loss of weight / persistent hunger
    - Being withdrawn or aggressive
    - Being tired or listless
    - Having lingering illnesses or health problems

- **Spiritual:** an abuse of power, often in the name of God or religion, which involves manipulating or coercing someone into thinking, saying, or doing things without respecting themselves.
    - People threatening dire consequences or the wrath of God if disobeyed
    - Those under leadership being fearful to challenge or disagree, believing they will lose the leader's / God's acceptance or approval
    - Censorship of decision making and requirements for secrecy and silence

- **Financial:** one uses, manipulates, or coerces another to spend their money in a particular way.
    - Giving financial control to someone through force or manipulation
    - Diminishing the victim's capacity to support him /herself
    - Forces him/her to depend on the perpetrator financially

Appendix 4 – Accountability Flowchart



Appendix 5: Contact details for Vulnerable People Officers

Contact details are as documented on the church contact list distributed to members, or via:

safeguarding@falkirkbaptist.org

If using this email address please only state that you need to discuss something with a Vulnerable Persons Officer or the Pastor and do not include details. The appropriate person will reply and arrange to discuss the situation privately.

Vulnerable Persons Officer (Children and Youth) – Meghan Barbour

Vulnerable Persons Officer (Adult) – Louise Leiper

Disclosure Scotland Admin/ Processing – Rachel Gibson (Church Administrator)

Appendix 6 – Volunteers Application Form And Self Disclosure Form.

Falkirk Baptist Church **Scottish Charity No. SCO50038**
Orchard Street
Falkirk
FK1 1RF

Volunteers Application Form And Self Disclosure Form.

Surname: _____

Forenames: _____

Current Address:

_____

Post code: _____

Tel no. _____

E-mail address: _____

How long have you lived at this address? _____years.

Please give previous addresses with dates (up to 5 years):

Are you already a member of the PVG Scheme? Yes / No

Please circle the work you will be doing:

Crèche/Childcare Children's Church Teacher/Helper Youth Group Worker

Growth Group Leader Pastoral Care Team Thursday Blethers Volunteer

Memory Café Volunteer Bainsford Outreach Monday At One Volunteer

Hidden Treasure Shop Worker Hidden Treasure Shop Shift Leader Mens breakfast

Other (please state)……..

Please list your interests, skills, and also any experience you've had with children, young people or vulnerable adults.

Please list any training you have had on working with children, young people or vulnerable adults (including Safeguarding Training)

Please tell us briefly about your employment history.

Have you ever had an offer to work with children/young people/vulnerable adults declined?
YES / NO

If yes, please give details.

Do you suffer or have you suffered from any illness which may directly affect your work with children/young people/vulnerable adults? YES / NO

If yes, please give details
……
……

References.
Please give names and addresses of two people who will act as referees for you regarding your suitability as a volunteer worker. Referees should not be relatives or your own doctor. PLEASE USE BLOCK CAPITALS

1	2
Telephone no.	Telephone no.
Email:	Email:
Occupation and relationship to you	Occupation and relationship to you
……	……
……	……

Please complete and sign the **Self Disclosure Form** below and return it in a separate sealed envelope. This will be opened only by the appropriate Vulnerable Persons Officer, and you will have the opportunity to discuss the information you have provided should this be necessary. It will then be held in a secure location for up to 3 months then destroyed. Should a PVG check be necessary (for Crèche/Childcare, Children's Church Teacher/Helper, Youth Group Worker, Pastoral Care Team Member, Hidden Treasure Shop Shift Leader and Memory Café Volunteer) this will be completed online and ID supplied to the church administrator.

Disclosure of Convictions.

Because of the nature of the work, applicants are not entitled to withhold information about convictions, including convictions which for other purposes may be "spent" under the Rehabilitation of Offenders Act (1974).

Has any action ever been taken against you by a local authority in regard to a child under 18 years of age? YES / NO

Have you been cautioned for or convicted of an offence (other than a motoring offence not resulting in disqualifications) in any criminal proceedings in any court in the UK or elsewhere? YES / NO

Have you been found guilty of violent, cruel, indecent or dishonest behaviour in any military disciplinary proceedings? YES / NO

.

Please read this paragraph and sign to say that you agree to abide by it.

I agree to a PVG Scheme Membership Application/Update if required. I understand this is a legal requirement for work with children and young people, and good practice for working with vulnerable adults.

I confirm that all the above information is correct and complete.

I agree to abide by the Safeguarding Policy and Code of Conduct of Falkirk Baptist Church.

If there are things I do not understand in the guidelines, I will check with the appropriate leaders.

If I have reason to be concerned about a vulnerable person, I will speak to the appropriate leaders appointed by the church.

I understand the importance of treating Safeguarding information in a discreet and confidential manner and will not disclose any such information to any unauthorised person either during or after my time as a worker, unpaid/paid with Falkirk Baptist Church.

Signed: _____ Date: _____

FALKIRK BAPTIST CHURCH

Volunteer Reference Statement

I confirm that I have known (please insert volunteers name)

……
……

For (please insert
years/months)……
……

And I know of no convictions/reasons that mean this individual should not take up a voluntary position in Falkirk Baptist Church. I confirm that as far as I am aware they are of a suitable character to volunteer with (Please circle as appropriate)

Creche/ Childrens Work	Young People	Pastoral Care Group
Decaf Cafe	Make And Cake	Hidden Treasure Shop
Monday At One Group	Thursday Blethers	Mens breakfast
Bainsford Outreach	Growth Group	

Other (please state) ……

Referees
Name……
……

Address……
……

Signed
……
……..

Date ……

Appendix 7 - Self-Declaration Form - Child/Youth/Vulnerable Adult Care Paid Position

(Scottish Charity No. SCO50038)

Self-Declaration Form - Child/Youth/Vulnerable Adult Care Paid Position

Private and Confidential

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2003 and the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006. You are therefore required to disclose all unspent convictions, cautions, and any relevant non-conviction information. The rules around what you would need to disclose are complex making it difficult to know what should and should not be disclosed. Please refer toAppendix 1 of our Disclosure With Convictions Policy for advice. We do ask applicants going through our recruitment process to self-disclose, however, we will make our final recruitment decision based on the information contained in a disclosure. A disclosure will not tell us about any convictions which were gained before the age of 12 unless you have applied for an enhanced disclosure or a PVG scheme record and the independent reviewer established by the "Age of Criminal Responsibility (Scotland) Act 2019" has decided that the information should be included or those which are spent and which are not considered appropriate to disclose unless they are subject to exceptions or subject to rules.

Please give details regarding any convictions and cautions under the heading in **Section 1.**

Please give details of any relevant non-conviction information in **Section 2.**

If you have no convictions, cautions, or relevant non-conviction information please go to section 3 and sign the declaration form.

Should you be appointed for the position applied for, you will also be required to provide an Enhanced Disclosure under the terms of the Police Act 1997 (Part v).

Section 1

A) Please give the date and details of the conviction(s) that you were charged with, the sentence that you received and the court where your conviction(s) was heard.

B) Please give details of the reasons and circumstances that lead to your offence(s).

C) Please give details of how you completed the sentence imposed (e.g. did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence, etc.)

D) Has any other organisation(s) supported you to work through any of the above issues?

E) What have you learned from the experience?

Section 2: Non-Conviction Relevant Information

Please complete and sign the attached **Self Disclosure Form** and return it in a separate sealed envelope This will be opened only if you are interviewed, when you will have the opportunity to discuss the information you have provided. Otherwise, the envelope will be returned to you unopened.

Section 3: Declaration

I agree to a PVG Scheme MembershipApplication/Update should you decide to appoint me to the post applied for. I understand this is a legal requirement for work with children and young people, and good practice for working with vulnerable adults.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal.

Signature:_____ **Date:**_____

NB: *The information given in this form will be treated in the strictest confidence. Please seal this form in an*

envelope and return it prior to your interview.

Appendix 8 - Secure Handling, Use, Storage and Retention of Disclosure Information

(Scottish Charity No. SC050038)

Secure Handling, Use, Storage and Retention of Disclosure Information

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy is for Volunteer Scotland Disclosure Services enrolled organisations accessing Disclosure Records for the purpose of assessing individual's suitability for paid and/or unpaid work.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, will ensure the following practice.

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

Falkirk Baptist Church will ensure that an individual's consent is given before seeking a disclosure record and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, Falkirk Baptist Church will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Disclosure information will be stored in a locked non-portable container and we will not retain such information for longer than it is relevant to their needs. Only those authorised to see this information in the course of their duties will have access to this container. Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information may be retained. Recipients of disclosure information may, however, keep a record of the following:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken

Falkirk Baptist Church will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. Falkirk Baptist Church undertakes to make a copy of this policy available to any applicant for a post with Falkirk Baptist Church that requires a Disclosure.

Appendix 9 – Listening to and responding to allegations / disclosures

- ✔ Accept what is being said, no matter how unlikely the story may sound.
- ✔ Keep calm and listen sympathetically, not interrupting the person who is freely recalling events.
- ✔ Be aware that the vulnerable person may not have the vocabulary to explain clearly what it is that distresses them.
- ✔ Look at the person directly.
- ✔ Be honest, letting them know that you will need to tell someone – DO NOT promise confidentiality.
- ✔ Reassure them that they are not to blame for the subsequent abuse even if they have broken a rule.
- ✔ Be aware that the child may have been threatened.
- ✔ Never use leading questions.
- ✔ Never push for information but gently repeat back to the child what they have said to you to ensure that you have heard correctly. The vulnerable person will often respond by giving further detail.
- ✔ Don't bring it round to your own experience i.e. 'yes, I remember that happening to me…' Your story is good but listen to them and maintain current disclosure as priority.
- ✔ Make notes about your discussion as soon as you can following the disclosure / allegation. Write down exactly what the vulnerable person said, what was happening immediately before the discussion, and record the names of any witnesses to what has been said or observed.
- ✔ Make an accurate record of what you said and any responses received.

- ✔ Record times and dates of the events and when you wrote your report.
- ✔ Give your notes to the Vulnerable Person Officer as soon as possible and do not discuss suspicions and allegations with anyone other than those names in this policy.

Appendix 10 - Guidelines for Working with People with Mental Health Issues

In general, the principals of working with those with mental health issues are the same as for working with any individual. For instance:

- ✔ Respect the individual.
- ✔ Listen to them.
- ✔ Accept and validate the person's point of view/feelings (this is not the same as agreeing with them)
- ✔ Do not make promises you cannot be sure you can keep e.g. Not to involve others if someone's safety is at risk.
  However, if the person is in distress there are other issues to consider.
- ✔ Use open questions where possible (questions that can be answered with more than yes / no).

- ✔ Reflect back to them what they are telling you to summarise and ensure you have understood.
- ✔ If the person is expressing suicidal thoughts check whether they have a plan and method in mind and recommend that they seek professional help.
- ✔ Check what may prevent them from acting on these thoughts (e.g. friends / family / pet).
- ✔ Check if they have a mental health professional working with them already.
- ✔ Give the person crisis-line numbers, e.g., **Quiet Waters Counselling and Support – 01324 630643** (32 Glasgow Road, Falkirk, FK1 4HJ).
- ✔ If the person appears to be an immediate danger to themselves or others, you have a duty of care to find them help even if they are refusing it. This may mean calling emergency services or police especially outwith 9am – 5pm.
- ✔ Someone who is self-harming is not necessarily suicidal but should still seek medical advice or the help of a professional mental health worker of they have one. Simple first aid advice to prevent any infections in wounds can be helpful.
- ✔ Help the person explore what kind of things help keep them safe or distract them from difficult thoughts.
- ✔ If you are dealing with someone who is clearly describing delusional ideas to you, do not argue against them but try not to collude with them.
- ✔ Be careful about touching someone unless you know they will accept this well; peoples need for personal space can increase when they are upset.

For further information, see:

- **www.mind.org.uk**
- **www.SAMH.org.uk**
- **www.nhsinform.scot.nhs.uk**

Appendix 11 - Guidelines for talking to / praying with Vulnerable People

- ✔ Pray with or meet with people in an open space / with a door open. Try to meet / pray in a group or 2+ if possible.
- ✔ If praying / meeting alone, same sex is preferred.
- ✔ Remember prayer points should be kept confidential unless permission has been given to share e.g. via the prayer chain or with growth groups or another leader.
- ✔ Never forget that issues shared within prayer situations are other people's sensitive issues.
- ✔ If any sensitive data is written down or recorded then GDPR policy needs to be fully adhered to.

Appendix 12 –Referrals Policy

FALKIRK BAPTIST CHURCH

(Scottish Charity No. SC050038)

Referrals Policy

This policy is relevant to all those involved in making recruitment/disciplinary decisions in Falkirk Baptist Church.

When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where or organisation must notify the Protection Unit at Disclosure Scotland that this has happened. This is called "Making a Referral". If we would have permanently removed the individual, the actions detailed in this policy will continue to apply (even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave).

Two conditions must be met before we let Disclosure Scotland know that something has happened:

- Condition 1 – A person has been permanently removed/removed themselves from regulated work
- Condition 2 – At least 1 of the following 5 grounds apply:

  - Caused harm to a child or protected adult
  - Placed someone at risk of harm
  - Engaged in inappropriate conduct involving pornography
  - Engaged in inappropriate sexual conduct
  - Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that we must let Disclosure Scotland know by making a referral.

When both of these conditions have been met, Falkirk Baptist Church **must** let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

The form for making a referral can be found on Disclosure Scotland's website, along with instructions for completing the form and the Protection Unit can be contacted on 03000 2000 40.

Making a referral is not optional. It is a legal requirement to report circumstances where both conditions are met. This should be done within 3 months of making the decision.

Disclosure Scotland will then use this information to help them decide if someone remains suitable to continue to do regulated work (with children / adults / both), or if they should be removed from regulated work.

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the 2 conditions being met, we will consider whether we want to make a referral but the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Where it is necessary to make a referral, this process will be carried out by The Pastor or a member of the Leadership Team. In their absence, the referral process will be carried out by the appropriate Vulnerable Persons Officer. Those who are in a position which may involve carrying out disciplinary action which may result in the removal from regulated work or dismissal of someone in regulated work must ensure they notify The Pastor or, in their absence, a member of the Leadership Team or a Vulnerable Persons Officer of the legal requirement to make a referral where the conditions above have been met.

Failure to make a referral where required, may result in our organisation being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify The Pastor or a member of the Leadership Team / Vulnerable Persons Officer when both conditions for making a referral have been met.

Appendix 13 – Renew Spaces Falkirk Safeguarding Statement

(Scottish Charity No. SC050038)
Renew Spaces Falkirk - Safeguarding Statement

This policy applies to all situations and places where Falkirk Baptist Church serves including, our wellbeing cafe. All hosts at Renew Spaces Falkirk are PVG checked and are accountable to the leadership team of the church. They are Safeguarding trained by the FBC Vulnerable Persons Officers.

In addition, the hosts at Renew Spaces Falkirk can seek the advice of Falkirk Community Mental Health Team and to discuss any concerns. All are welcome at Renew Spaces Falkirk at any of our meetings. As this is a place overtly welcoming of vulnerable adults the family rules of the place are clearly displayed and regularly discussed.

Anyone not complying with these rules around respect and consideration of others will, politely, be asked to leave by the hosts. If after a request to leave there is further trouble the hosts will phone the local police and ask them to attend. In the rare instance of either known risk to others or consistent bad behaviour the hosts can refuse entry with the support of the police. At present Renew Spaces Falkirk is open to adults only. Anyone with young children will be signposted to Make and Cake instead. This will be reviewed on an ongoing basis.

All Renew Spaces Falkirk areas must be kept visible e.g. prayer room door propped open during regular opening hours.

Appendix 14 – Prayer Chain Safeguarding Statement

Prayer Power Line

Falkirk Baptist Church believes strongly in the power of prayer in peoples' lives. The Prayer line is an important ministry to us and exists to circulate any specific prayer requests from church members to other church members who belong to the prayer line. The prayer line is co-ordinated by **Irene Stevenson** and there is a specific email address for requests checked only by Irene to help maintain data protection (prayer@falkirkbaptist.org).

Members can email this address or can text Irene with requests or updates on previous requests. Irene will check with those who contact her that the subject of the request is aware that it is being passed on by email and of the details given as well as the risk of this method of communication, i.e., that Falkirk Baptist Church has no responsibility for, or way of maintaining the security of the email accounts the information is sent to.

The content of the emails will be factual and will not include personal opinions.

Medical or very personal information will be kept to a minimum when emailed on the power line to maintain the confidentiality of the subject of the request and any other individuals involved (e.g. any family or medical staff involved in a situation who may not be aware of this inclusion)

If requested, a first name only will be given and no detail will be included.

Church members can approach the Prayer Chain Co-ordinator to be included in the prayer line and can ask to be removed at any time.

It is expected that they will not discuss the detail of requests with anyone who does not belong to the prayer line.

Appendix 15 – Hidden Treasure Safeguarding Statement

The church will run regular training events.
A copy of FBC's Safeguarding Policy is kept in the General Information Folder in the back shop.
A few of the key issues are:

- Avoid being completely alone with someone considered vulnerable if they are discussing personal issues.
- If a vulnerable individual discloses information to you that suggests they are being abused or mistreated in any way, write down their comments, any responses you gave, and any witness details, as soon as possible and contact one of the church's safeguarding officers.
- Respect confidentiality, but indicate if you are being told about possible abuse that you cannot promise confidentiality on that issue.
- If you are out of your depth when supporting someone, suggest they need to speak to someone with relevant training. You could offer to find contact details and/or accompany them if appropriate.

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