



Safeguarding Policy
for Children and Protected Adults

updated December 2025

Contents

Section 1 Details of Church.....	pages 3-7
Contact Details	3
Our Activities	4
Our commitment to safeguarding	4-5
Code of conduct for all volunteers	6-7
Section 2 Prevention.....	pages 8-9
Understanding abuse and neglect	8
Safer recruitment	8
Partnership Working	9
Section 3 Responding to Allegations of Abuse.....	pages 10-15
Reporting and recording allegations	10-12
Detailed procedures- children	12-14
Detailed procedures- protected adults	14-15
Section 4 Pastoral Care.....	page 16
Supporting those affected by abuse	16
Working with offenders	16
Adoption of Policy	page 17
Appendices.....	pages 18-20
1. Incident Reporting Form	18-20
2. Recognising Abuse	20-26
3. Good Practice Guidelines for Youth and Children's Activities	27-32
4. Volunteer Application Process and Role Descriptions	33-45
5. Application forms	46-51
6. Reference forms	52-55
7. Self Disclosure Form	56
8. Digital communication	57
9. Code of Practice for Secure Handling, Use, Storage and Retention of Disclosure Information	58

Section 1

Details of the Church

Tillicoultry Baptist Church SCIO
163 High Street, Tillicoultry FK13 6DS
Telephone 07442115931
Email info@tillicoultrybaptist.org

TBC is a Baptist Church affiliated to the Baptist Union of Scotland. It is registered with the Office of Scottish Charities Regulator; SC0523210

Insurance cover is with Baptist Insurance (www.baptist-insurance.co.uk). Policy number is 31/BPG/9132274. Public Liability cover is £5 million and Employers' Liability cover is £10 million.

Details of the Safeguarding Team

Minister Name: Rev Dee Jess
Email revdee@tillicoultrybaptist.org

Safeguarding Coordinator: Heather Watkins
Email safeguarding@tillicoultrybaptist.org

Additional safeguarding team members
Claire Bawn (elder representative)
Gillian Clark

Church Description and Activities

The following is a brief description of Tillicoultry Baptist Church and the activities we undertake with children and protected adults. Throughout the policy, the term 'child' is used to include all children and young people under the age of 18 years. The term 'protected adult' is used for an adult with care and support needs.

Our Activities

We;

- Meet together on a Sunday for worship and teaching
- Hold activities for children and young people throughout the week
- Operate Tillicoultry Community Larder
- Run Tilliwinks toddler group for children under 3 and their carers
- Participate in other outreach activities throughout the year
- Carry out pastoral care support visits and activities

Our commitment to safeguarding

- a. Our church recognises the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of neglect or of physical, sexual, emotional, financial and spiritual abuse. We recognise our responsibility within these key areas of work;
 - Appointment of children and youth workers, and pastoral care visitors
 - Supervision of activities and practice
 - Response to allegations of abuse or neglect, including those made against leaders or members of the church.
- b. Our church acknowledges its safeguarding responsibilities as outlined in "National Guidance for Child Protection in Scotland 2021 (revised 2023):

Religious leaders, practitioners and volunteers within faith organisations have a unifying priority in relation to the protection of children. They may provide regulated care as well as a wide range of voluntary support services. Faith organisations including churches provide carefully planned activities for children, supporting families under stress and caring for those hurt by abuse in the past,

as well as ministering to and managing those who have caused harm.

Within these varied roles, all reasonable steps must be taken to provide a safe environment that promotes and supports the wellbeing of children and young people. This includes careful selection and appointment of those who work with children. It also means ensuring practitioners and volunteers are confident about how to respond promptly, in line with agreed protocols, when concerns arise about risk of harm to a child from abuse or neglect.

Child protection coordinators and safeguarding advisers should be available for consultation within faith organisations. They will work with social workers and police officers as and when required.

Practitioners and volunteers with church and faith organisations must report concerns about harm to a child to their line manager or safeguarding/child protection coordinator. The safety of the child or adult at risk is the priority.

- c. Our church recognises our responsibility towards protected adults. The Adult Support and Protection (Scotland) Act 2007 defines adults (16 years of age and older) as being at risk of harm if they are:
- unable to safeguard their own wellbeing, property, rights or other interests,
 - at risk of harm (from themselves or others)
 - more vulnerable to being harmed because of a disability, mental health condition, illness or physical or mental infirmity
- d. Our church undertakes to:
- endorse and follow all safeguarding legislation
 - provide ongoing safeguarding training for our workers who have contact with children or protected adults.
 - regularly review our policy and operational guidelines
 - ensure that our premises meet the requirements of the Equality Act 2010 and all other relevant legislation.
 - support the church's safeguarding coordinator in their work and in any action they may need to take in order to safeguard children and protected adults.

General Code of Conduct

When working with Tillicoultry Baptist Church, workers agree to act in the following manner, regardless of whether their position is paid or unpaid.

They will:

1. Always put the care, welfare and safety needs of a child/protected adult first, ensuring they are treated with dignity and sensitivity.
2. Respect the individual's right to;
 - Be involved in making choices and decisions which directly affect them
 - Culture (e.g. faith and religious beliefs)
 - Privacy and personal space
3. Value and listen to the children, young people, protected adults and other workers encountered
4. Avoid doing, and discourage others from doing any of the following;
 - Being alone with a child/protected adult where the activity cannot be seen
 - Inappropriate or intrusive touching
 - Ridiculing or making a child or adult a scapegoat
 - Swearing, sexual innuendo, risqué jokes
 - Activities which encourage sexual behaviour
 - Activities which involve excessive physical contact
5. Be aware of the vulnerability of some to being isolated and hurt, and speak to a leader immediately if there is any suspicion that an individual is experiencing bullying or harassment.
6. Listen carefully to anyone who shares that they are being harmed and report this to the safeguarding coordinator as per the safeguarding policy.

7. Ensure risk assessments are completed when planning activities and leader to participant ratios are adhered to as per the safeguarding policy.
8. Only restrain an individual who is at imminent risk of inflicting harm to themselves or others
9. Only discuss concerns about safeguarding with the Safeguarding Coordinator or other member of the Safeguarding Team.
10. Remain mindful of personal safety when visiting others in their homes.
11. Workers should not use social media to connect with children or young people, or request or share personal telephone numbers.

Section 2

Prevention

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

Understanding abuse and neglect

A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult. Appendix 2 provides detail of definitions of abuse and signs and symptoms.

The church accepts its responsibilities to take all appropriate legislative, administrative, social and educational measures to protect children and adults from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation.

Safer recruitment

The elders/trustees will ensure all staff or volunteers who work with children or protected adults will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- Those applying have a clear description of the responsibilities of the role
- Those applying have completed an application form and a self-declaration form
- Those shortlisted have been interviewed
- Safeguarding has been discussed during the recruitment process
- Written references have been obtained, and followed up where appropriate
- A Protecting Vulnerable Groups Disclosure has been obtained

- Qualifications where relevant have been verified
- The applicant has been given a copy of the church's Safeguarding Policy and knows how to report concerns.

Safeguarding training

Our church is committed to on-going safeguarding training for all workers with children or protected adults, developing a culture of awareness of safeguarding issues to help protect everyone. All these workers will receive induction training and undertake recognised safeguarding training on a regular basis.

Codes of Conduct and Good Practice Guidelines

All workers with children and protected adults will be issued with a Code of Conduct and Good Practice Guidelines with regard to children and protected adults. The Code of Conduct can be found in section 1 and the Good Practice Guidelines within the appendices of this document.

Working in Partnership

Where our church enters a partnership with another organisation for any activity involving children or protected adults, the church will discuss with our partners our safeguarding expectations and ensure an appropriate safeguarding agreement is in place for any joint activities.

Hire and Lets of Premises

Where our church lets premises to another group or organisation for activities involving children or protected adults, the church will discuss with them our safeguarding expectations and request that they have an appropriate safeguarding policy before agreeing the let.

Section 3

Responding to allegations of abuse

A person in receipt of an allegation or suspicion of abuse is responsible to record and report this as soon as possible. Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse.

An Incident Reporting Form is provided in Appendix 1

Reporting an allegation of abuse.

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Coordinator:

Heather Watkins, safeguarding@tillicoultrybaptist.org

In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to another member of the Safeguarding Team as listed at the beginning of this document.

If all members of the team are involved in the concern, the report should be made in the first instance to:

thirtyone:eight

PO Box 133, Swanley, Kent, BR8 7UQ

Telephone 0303 003 1111

Alternatively, contact Social Services or Police

Recording Allegations

- a. *On receiving a safeguarding concern the Safeguarding Coordinator must ensure that the person raising the concern creates a written record. The written record should contain the following information. When did the incident take place? Where did the incident take place? Who was involved in the incident?*

What happened in the incident? Where possible this should be recorded using the prescribed form, which is found in Appendix 1.

- b. This written record should be completed and submitted to the safeguarding coordinator at the earliest possible opportunity. Unless there are exceptional circumstances this should be on the same day as the concern has been raised.
- c. The written record of the concerns should be kept in a secure place and only disclosed to relevant parties (normally statutory authorities and the minister of this church.)

Actions by the Safeguarding Coordinator.

The role of the Safeguarding Coordinator is to collate and clarify the precise details of the allegation or suspicion and pass this on to statutory agencies who have a legal duty to investigate. The coordinator will not investigate.

The Safeguarding Coordinator should contact the social work department or Police Scotland, or they may first contact Thirtyone:Eight for advice.

- *Police Scotland – 101*
- *Children’s Services Social Work office hours 01259 225000, out of hours 01786 470500*
- *Adult Services office hours 01259 727010, out of hours 01786 470500*
- *Thirtyone Eight - 0303 003 1111*

The Safeguarding Coordinator will normally need to inform others within the church on the circumstances and/or nature of the concern and any actions taken, for example the minister or other designated trustee. The elder responsible for safeguarding may need to liaise with the SCIO and/or the insurance company in the event of a serious incident.

Concerns must not be disclosed to anyone other than those noted above. This would mean that you should not tell the parents or carers unless advised to do so by the police or social work.

Whilst allegations or concerns of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator should not delay referral to Social Work, the Police or taking advice from Thirtyone:Eight.

The church will support the Safeguarding Coordinator in their role to ensure this policy is adhered to.

It is the right of any individual to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:Eight. If, for example, the individual with the concern feels that the Safeguarding Coordinator has not responded appropriately, or, where they have a disagreement with the Safeguarding Coordinator as to the appropriateness of a referral, they are free to contact an outside agency directly.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Coordinator will:

- Contact Children's Social Services (or Thirtyone:Eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.

- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services directly for advice.
- Seek and follow advice given by Thirtyone:Eight if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly. They will not speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:Eight if for any reason they are unsure whether or not to contact Children's Social Services/Police.

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

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

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

- Contact the Adult Social Care Team who have legal responsibility to investigate allegations of abuse. Alternatively, Thirtyone:Eight can be contacted for advice.

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Coordinator will:

- Contact Thirtyone:Eight and in discussion with them will consider appropriate action with regards to the scale of the concern.
- Identify support services for the victim i.e. counselling or other pastoral support.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator will:

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

Allegations of abuse against a person who works with protected adults

The safeguarding co-ordinator will:

- Liaise with Adult Social Services to discuss concerns and where appropriate with Disclosure Scotland in regards the suspension of the worker
- Inform the Elder/Trustee responsible for safeguarding

- Make a referral to Disclosure Scotland. A referral must be made within 3 months of any disciplinary measures.

The Adult Support and Protection (Scotland) Act 2007 and the Code of Practice April 2014 places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Services and not the church.

Section 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care and support, working with the statutory authorities as appropriate, to all those who have been affected by abuse who have contact with or are part of the church.

Working with offenders and those who may pose a risk

When someone attending the church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs, the Leadership will take expert advice from Thirtyone:Eight or another appropriate body. This may result in a contract with the person setting conditions and boundaries for their participation in the church, or it may conclude that it is not appropriate for the person to continue involvement in this church. Any boundaries set will be based on risk assessment and there will be a clear expectation that these will be kept.

When applying for a role with Tillicoultry Baptist Church, we will ask applicants about any information which may affect their ability to work with children or protected adults. At interview, or when receiving a PVG disclosure which indicated a conviction or other information about the applicant's conduct, we will take into consideration;

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

Adoption of the policy

This policy was agreed by the leadership and recommended for adoption at a church business meeting. This process will be reviewed annually for agreement at the December business meeting of each year. Agreement and any comments will be included in the minutes of the business meeting.

APPENDIX 1

TILlicOUNTRY BAPTIST CHURCH INCIDENT REPORTING FORM

Details of individual(s) involved in incident or reported incident

Name	
Date of birth	
Address	
Phone number / Email address	

The Incident

What happened? (Nature of concern / disclosure made - use the person's own words if known)

When did it happen? (date, time)

Where did it happen? (specific location)

Who was allegedly involved and in what way? (includes witnesses)

--

Any Action That Has Been Taken

Date and time the local church safeguarding lead (or deputy) was informed

Have the carers or parents / guardians been informed?

If so, when and by whom?

--

Have the statutory authorities been informed?

Name of Organisation	Contact within Organisation	Name of Person reporting Concern	Date report made

Any other action taken:

--

Any future action required:

--

Who is responsible for this?

--

Signatures

Person who observed the abuse or had the abuse reported to them.

_____ Date _____

Designated Safeguarding Person

_____ Date _____

APPENDIX 2 - RECOGNISING ABUSE OF CHILDREN

Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

The Scottish Government's *National Guidance for Child Protection in Scotland 2021 - updated 2023* defines 'child abuse and neglect' as follows:

Abuse and neglect are forms of maltreatment. Abuse or neglect may involve inflicting harm or failing to act to prevent harm. Children may be maltreated at home; within a family or peer network; in care placements; institutions or community settings; and in the online and digital environment. Those responsible may be previously unknown or familiar, or in positions of trust. They may be family members. Children may be harmed pre-birth, for instance by domestic abuse of a mother or through parental alcohol and drug use. (1.33)

This Guidance defines the following categories of abuse.

Physical abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

Emotional Abuse

Emotional abuse is persistent emotional ill treatment that has severe and persistent adverse effects on a child's emotional development. 'Persistent' means there is a continuous or intermittent pattern which has caused, or is likely to cause, significant harm. Emotional abuse is present to some extent in all types of ill treatment of a child, but it can also occur independently of other forms of abuse. It may involve:

- conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person
- exploitation or corruption of a child, or imposition of demands inappropriate for their age or stage of development
- repeated silencing, ridiculing or intimidation
- demands that so exceed a child's capability that they may be harmful
- extreme overprotection, such that a child is harmed by prevention of learning, exploration and social development
- seeing or hearing the abuse of another

Sexual Abuse

Child sexual abuse (CSA) is an act that involves a child under 16 years of age in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of indecent images, in watching sexual activities, using sexual language towards a child, or encouraging children to behave in sexually inappropriate ways.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a person under 18 into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator.

Criminal Exploitation

Criminal exploitation refers to the action of an individual or group using an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity in exchange for something the victim needs or wants, or

for the financial or other advantage of the perpetrator or facilitator. Violence or the threat of violence may feature.

Child Trafficking

Child trafficking involves the recruitment, transportation, transfer, harbouring or receipt, exchange or transfer of control of a child under the age of 18 years for the purposes of exploitation. Transfer or movement can be within an area and does not have to be across borders.

Neglect

Neglect consists in persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of the child's health or development. There can also be single instances of neglectful behaviour that cause significant harm. Neglect can arise in the context of systemic stresses such as poverty, and is an indicator of both support and protection needs.

Spiritual abuse

This is not referred to in the Scottish Government's Guidance but it is an area of concern in faith communities. Spiritual abuse may be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm.

Who Abuses Children?

An abuser is most often someone known to the child.

Sometimes the abuser may be an adult who holds a position of authority over children

They can be people of any background. It is not safe to assume that anyone can automatically be excluded from being a potential abuser. A person's good name, reputation or position should not be used to protect them. This is not the same as treating each person working with children as being under suspicion; rather, it means

that inappropriate behaviour cannot be tolerated by anyone, however senior or 'experienced' they may be.

Signs of Possible Abuse

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Spiritual

- Exerting inappropriate pressure, justified by scriptural references or spiritual language
- Leaders claim absolute obedience and discourage healthy questioning or accountability
- Misuse of scripture to manipulate, control or lay guilt on others
- Fear, shame or threats of divine punishment are used to coerce behaviour and discourage personal freedom

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

How to Respond to a Child or Adult Wishing to Disclose Abuse

Ensure the physical environment is welcoming, giving opportunity for the child, or adult who has care and support needs, to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities where there are communication difficulties try your best to overcome these barriers by using pictures, gestures, written information, sign language. Do not press for information
- Do not ask leading questions or put words/ideas into the person's mouth
- Make handwritten notes as soon afterwards as possible of exactly what the person said, the date, the time. This may need to be passed on to others.

HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

APPENDIX 3 GOOD PRACTICE GUIDELINES FOR YOUTH AND CHILDREN'S ACTIVITIES

This is a guide to some of the key issues around protecting children and young people in the church. It is not comprehensive and is to be used in conjunction with the Safeguarding Policy. A 'child' is considered to be anyone under 18 years. All youth leaders and team members should adhere to the following guidelines.

Safe Staffing Guidelines

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

A child should not be invited into a worker's home alone. If inviting a group, ensure another adult is in the house and that each parent/carer knows where their child is and when they should return home.

Children should not be given access to church premises unless safely recruited adults are present.

Ensure the building is safe and well lit for children and team members.

Suitable ratios of workers to children should be adhered to, and workers should not be alone with a child or group of children. Alongside this, gender balance should be considered. Ratios given below are sourced from NSPCC guidance (2019)

0-1 years ratio 1:3

2-3 years ratio 1:4

4-8 years ratio 1:6

9-12 years ratio 1:8

13-18 years 1:20

Communication and Interaction Guidelines

Treat all children with dignity and respect. Use age appropriate language and tone of voice and be aware of body language.

In listening situations with a young person, where privacy and confidentiality are important, make sure that another adult knows the conversation is taking place and with whom. If possible, another adult should be in the building, and the young person should know they are there.

Be aware of confidentiality. Normally, children and young people under the age of 18 should be regarded as having as much right to confidentiality as anyone else, therefore:

- Normally private information given in the course of conversation will not be disclosed to outside agencies or individuals without the permission of the child or young person.
- Normally private information given in the course of conversation will not be disclosed to carers or parents without the permission of the child or young person.
- Normally private information will not be shared with co-workers

Leaders should be careful never to promise complete confidentiality and will have to balance the vulnerability and safety of the child or young person and others, over and against the normal practice of keeping information confidential.

When a worker or leader finds themselves out of their depth in terms of the information they are receiving, it is important that they encourage the child or young person to speak to someone with relevant experience offering to accompany them or to speak to someone on their behalf if that would help.

When it is necessary to discipline or control children, this must be done without physical punishment.

Do not let children and young people involve you in excessive attention-seeking that is overtly sexual or physical in nature.

Do not use mobile phones or cameras during activities. This means that no photographs should be taken of the children or young people unless authorized directly by the Youth Leader and appropriate data protection permissions granted.

Guidance on Praying with Children and Young People

Here are four good practice points to consider when praying with children and young people.

- **Obtain Consent and Respect Boundaries:** Always ensure that both children and protected adults have given explicit consent to participate in prayer. Respect their boundaries and avoid pressuring them to engage in activities that they are uncomfortable with.
- **Create a Safe and Comfortable Environment:** Provide a safe and comfortable space for prayer. Make sure that the space is public and that you are in clear view of other team members. Ensure that the environment is free from distractions and that the child or protected adult feels safe and respected. If they have a guardian or youth leader with them it is good practice to involve them in the prayer.
- **Use Age-Appropriate Language and Concepts:** Tailor your prayers to the age and understanding level of the child or protected adult. Use language that is appropriate and avoid introducing complex theological concepts that may be confusing or overwhelming.
- **Avoid Unnecessary Physical Touch:** It is generally best to avoid unnecessary physical contact. If it is appropriate to place a hand on a shoulder consent should be gained from the person being prayed for. Respect personal boundaries and prioritise the emotional well-being of the child or young person.

Good Practice with Colleagues

If you see another member of the team acting in ways which may be misconstrued, be prepared to speak to them or to the Ministry Leader about your concerns. Ministry Leaders should encourage an atmosphere of mutual support and care which allows the whole team to be comfortable enough to discuss inappropriate attitudes or behaviour.

Watch for any child receiving exceptional treatment, being highly favoured or being treated unduly harshly.

If the Ministry Leader has any doubts about any team member's relationships with a child or children, he or she should explore further by talking to him or her and, if necessary, confidentially with other team members as appropriate, and with the child concerned. The matter should not be dropped until the leader is sure there is no possibility of abuse.

Abuse of Trust

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

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

Transportation Guidelines

- All private transport must have current MOT and insurance. These must be checked by the ministry leader annually.
- Seatbelts must be worn at all times when travelling.
- Lifts should not be given to a child on their own. Pick up and drop off should be arranged at a central location e.g. Murray Square.
- Drivers and all adult passengers should be PVG checked.

Keeping parents and carers informed

- All children should be registered for activities and parents/carers should provide details of full name, address, date of birth and emergency contact details.

- Permission forms for emergency medical treatment and for travel arrangements should be completed if children are being cared for in the absence of their primary carer, whether on or off church premises. This information should be readily available to workers.
- Be aware that in some families there may be legal constraints on contact.
- Permission forms should include information about how carers can access the Safeguarding Policy, and information should be provided in writing about the activity, including names and contact numbers for leaders.
- There should be clear information regarding the activities the child will be doing and the time limits of these.
- Arrangements for returning children should be clarified. Where children are collected from activities (which will normally be the case with children at primary school) parents should give clear instructions about who will do this.

Looking after children overnight

- Appropriate risk assessment should be carried out to minimise risks for both leaders and children.
- Males and females should sleep separately. If the group has boys and girls, then it is important to have both male and female workers. Sensitivity may be required where an individual does not conform to gender stereotypes.
- Taking into account the environment, sleeping arrangements should be discussed by the workers and an agreement reached as to how best to arrange this. Children are best protected in an environment where the adults concerned are aware of safeguarding and there is an acceptance of the need to be watchful.
- Particularly when taking away a mixed age group, it is important to remember that some children are abused by other (and often older) children.
- Parents/carers must complete suitable permission forms in respect of their child's medical care, travel and collection arrangements, dietary requirements, participation in activities etc.
- All medical information including emergency contact names and numbers must be taken to the location of the overnight stay.

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

The following checklist will help identify a number of important issues that should be considered for the safety and wellbeing of the children and can inform risk assessments required;

- Ensure there is one person in charge of specific aspects of the programmes e.g. cook, first aider, activities leader.
- First aider must have the knowledge and skills to provide appropriate care.
- Cook must hold at least a basic Food Hygiene Certificate.
- Check insurance cover for any building you will be sleeping in.
- Check the building and be informed about where water, gas and electricity can be turned off. Be aware of fire extinguisher locations and consider an evacuation plan.
- Ensure all parents/carers have returned a health form regarding medical, health and dietary needs
- Consider 'kit' needed for activities and communicate this to carers
- Where outdoor activities are concerned, leaders must have appropriate qualifications, or if the activity is provided by an outside organisation, the leader should check registration with Adventure Activities Licensing Authority.

Health and Safety considerations

In order to safeguard children from harm, appropriate risk assessments should be carried out on an ongoing basis. The Ministry Leaders should encourage all leaders to assess any risks for activities being undertaken, and consider how to mitigate these.

APPENDIX 4 APPLICATION PROCESS

This outlines the recruitment process for those wishing to work with children and young people, or as part of the Pastoral Care team at Tillicoultry Baptist Church. Please read this carefully before progressing with your application. Tillicoultry Baptist Church values its children and we seek to ensure that those who work with them are suited for the role, and are called by God. We also value those who give their time to work with the children. A careful appointment process expresses our valuing of the children of our church and community, and also expresses our value of those who work with them.

Firstly, please pray about becoming involved. If you would like to be considered, you should discuss it with the Ministry Leader for the area you want to work with. They will ask you to fill out the application form and discuss PVG disclosure requirements should your application be progressed.

You may like to consider shadowing before applying. Please also ensure you are familiar with the Safeguarding Policy which is on the church website.

Steps to apply;

- Read the relevant job role description and discuss any queries about the role with the current team leaders
- Fill out the application form (appendix 5) and return to the Ministry Leader who will contact your referee
- Arrange to meet with the Safeguarding Coordinator to discuss the Disclosure application process (PVG). You should provide a completed Self Declaration Form (appendix 6) at this point.
- Complete the online disclosure application which will be initiated by the Safeguarding Coordinator.
- Applicants must share the result of the Disclosure with the Safeguarding Coordinator before the next steps can be completed. This is an online process and guidance will be provided.

- On receipt of the Disclosure and a suitable reference, a decision will be made by the Ministry Lead on whether to appoint or not.
- The completed application form and reference will be passed to the Safeguarding Coordinator for storage along with Disclosure Information. Information will be stored for as long as you remain in the role.

Job Descriptions

Descriptions of the following roles are included under Children and Youth Work;

- Crèche leader
- Creche helper
- JAM group leader
- JAM helper
- Youth leader
- Youth helper
- Tilliwinks helper
- Messy Mondays helper

Under Protected Adults Work;

- Pastoral Care Visitor

Creche Leader

Description of role; Overseeing the provision of the crèche provided for parents attending the morning service at TBC. Responsible to the Children's Ministry Leader, who in turn is responsible to the leadership team.

Role profile;

- Drawing up a rota of volunteers to staff the crèche.
- Identifying new volunteers and assisting them to complete the application process.
- Ensuing that volunteers are familiar with the Safeguarding Policy.

Person specification;

- Volunteers do not need to be members of Tillicoultry Baptist Church but should be of good standing with TBC, having made a commitment to Jesus Christ as personal saviour.
- Be able to enjoy getting to know the children and helping them to learn.
- Be sensitive to the needs of the children and those of their parents/carers.
- Able to manage rota and volunteers to ensure crèche is available.
- Ensure personal information including emergency contact details are recorded and safely stored for children attending crèche.

Creche Helper

Description of role; Supervising and leading play for the preschool children attending the church. Responsible to Creche Leader, who in turn is responsible to the Children's Ministry leader and the leadership team.

Role profile;

- Set up suitable activities and support children to engage with these.
- Assist with snacks and toileting.
- Ensure care is provided within Safeguarding Policy and good practice.
- Take account of specific care instructions e.g. allergies.
- Communicate with Creche leader about availability for rota.

Person specification;

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

JAM Group Leader

Description of role; Overseeing the provision of JAM. Responsible to the Children's Ministry Leader, who in turn is responsible to the leadership team. Responsible for a group of children within the agreed ratios.

Role profile;

- Take responsibility for planning and delivering a Sunday morning session with a group of children.
- Ensure that work is done in line with Safeguarding Policy and good practice guidelines.
- Work within a rota system alongside co-leaders.
- Participate in team training.
- Support JAM helpers to participate in sessions.

Person specification;

- Volunteers do not need to be members of Tillicoultry Baptist Church but should be of good standing with TBC, having made a commitment to Jesus Christ as personal saviour.
- Preferably have some experience of children's work in Christian settings.
- Enjoy getting to know children, helping them to learn and sharing the good news of Jesus with them.
- Be prayerful for and with the children.
- Be able to plan and run a session with support from helpers.
- Understand different learning styles and needs and take account of these.

JAM Group Helper

Description of role; Provide support to JAM leaders to deliver sessions on a Sunday morning. Responsible to the JAM leader and Children's Ministry Leader, who in turn is responsible to the leadership team.

Role profile;

- Provide support in delivering a Sunday morning session with a group of children.
- Ensure that work is done in line with Safeguarding Policy and good practice guidelines.
- Work within a rota system alongside other helpers and leaders.
- Participate in team training.

Person specification;

- Volunteers do not need to be members of Tillicoultry Baptist Church but should be of good standing with TBC, ideally having made a commitment to Jesus Christ as personal saviour.
- Enjoy getting to know children, helping them to learn and sharing the good news of Jesus with them.
- Able to work in a team setting and accept direction from leaders.

Youth Leader

Description of role; Work as part of a team to lead the Youth Work. You would be responsible to the Youth Ministry Leader, who in turn is responsible to the leadership team.

Role profile;

- Take responsibility for planning and delivering sessions as per programme, which may include Sunday mornings and other times during the week.
- Lead discussions around teaching based on the Bible.
- Commit to pray regularly for the young people.
- Ensure that work is done in line with Safeguarding Policy and good practice guidelines.
- Work within a rota system alongside co-leaders.
- Participate in team training.
- Support youth helpers to participate in sessions.

Person specification;

- Volunteers do not need to be members of Tillicoultry Baptist Church but should be of good standing with TBC, having made a commitment to Jesus Christ as personal saviour.
- Preferably have some experience of youth work in Christian settings.
- Able to work well within a team.
- Able to communicate the gospel in a relevant way and at an age appropriate level.
- Enjoy getting to know young people, helping them to learn and sharing the good news of Jesus with them.
- Be able to plan and run a session with support from helpers.
- Understand different learning styles and needs and take account of these.
- Able to participate in regular planning meetings.

Youth Helper

Description of role; Work as part of a team to assist in leading the Youth Work. You would be responsible to the Youth Leaders and Youth Ministry Leader, who in turn is responsible to the leadership team.

Role profile;

- Assist in delivering sessions as per programme, which may include Sunday mornings and other times during the week.
- Participate around teaching based on the Bible.
- Commit to pray regularly for the young people.
- Ensure that work is done in line with Safeguarding Policy and good practice guidelines.
- Work within a rota system alongside other helpers and leaders.
- Participate in team training.

Person specification;

- Volunteers do not need to be members of Tillicoultry Baptist Church but should be of good standing with TBC, ideally having made a commitment to Jesus Christ as personal saviour.
- Able to work well within a team.
- Enjoy getting to know young people, helping them to learn and sharing the good news of Jesus with them.
- Able to participate in regular planning meetings and engage with training opportunities.

Tilliwinks Volunteer

Description of role; Assisting with the provision of Tilliwinks – our community Toddler Group for children from birth to 3yrs of age and their carers; responsible to the Tilliwinks Ministry Leader, who in turn is responsible to the leadership team.

Role Profile:

- assisting with the setting up of a safe play space for babies and toddlers
- welcoming children and carers, and encouraging them to engage in a wide range of play experiences as safely as possible
- helping with provision of a healthy snack
- providing a listening ear to the adults who attend
- providing additional support to adults who attend with more than one child
- encouraging all to participate in music time
- helping to clear away at the end of the session.
- helping to clean the toys as required

Person specification;

- enjoy playing with children and encourage their development
- able to connect well with carers and a good listener
- willing to work as part of a team in line with the Safeguarding Policy

Messy Mondays Group Leader

Description of role; Providing activities for children from Primary 1-7 on a Monday afternoon, 4pm-5pm. Overseeing the provision of Messy Mondays; responsible to the Children's Ministry Leader, who in turn is responsible to the leadership team in TBC. You would be responsible for a group of children working within the agreed ratio of a minimum of 4 helpers per leader.

Role Profile:

- Take responsibility for planning and delivering a Messy Monday session with a group of children.
- Ensure that work is done in line with the Safeguarding Policy, Risk Assessment and good practice.
- Engage in training arranged for the team.

Person Specification:

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

Messy Mondays Helper

Description of role; Providing a supporting role, as required, to the Messy Monday leader running a Monday afternoon session is responsible to the Children's Ministry Leader, who in turn is responsible to the leadership team in TBC. On a week-to-week basis, you would be responsible to the Messy Monday Leader who is running the session.

Role Profile:

- Take responsibility for providing support and help to a group leader delivering a session for a group of children working within the agreed ratios.
- You can expect to help a couple of weeks in the month. Rotas are put together each term, and commitment from all the volunteers enables there to be flexibility to swap.
- Participate in regular training..
- Ensure you work is done in line with our Policies and procedures..

Person Specification:

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

Pastoral Care Visitor

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

Being part of a team visiting adults who are part of the TBC family, who require support and encouragement. Responsible to the Pastoral Care Ministry Leader, who is in turn responsible to the leadership team.

Role profile;

- Be responsible for providing emotional/spiritual support and encouragement to adults, usually through home visiting with another team member.
- Attend regular meetings and engage in training as required.
- Ensure visits are carried out in line with our Safeguarding Policy.

Person specification;

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

Lines of communication.

Regular meetings allow for the team to check on progress, pray for the work, plan and address any pastoral issues that can be discussed in a group setting. All

communication and interaction will be carried out under the guidance within the Safeguarding Policy.

Confidentiality is important. If any member of the Pastoral Care Team has a concern about an adult they are visiting, then the Ministry Lead should be contacted. The eldership may also become involved if required but information should be shared as necessary. If the concern is related to Safeguarding, this should be discussed only with the Safeguarding Coordinator.

APPENDIX 5 APPLICATION FORMS

Application form- Children and Youth Work

We ask all prospective volunteers aged 16 and over to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be stored confidentially.

Personal Details

Full name _____

Any other names used in the past _____

Address _____

Postcode _____

Telephone _____

Email address _____

How long have you lived at the above address? _____ years

Experience and Skills

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

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

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

Yes

No

If yes, please give
details _____

Reference

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

Name _____

Address _____

Email Address _____

Connection with you _____

Disclosure

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

provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exception Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act.

Declaration

I confirm that the submitted information is correct and complete.

Signed _____ Date _____

The Church Charity Trustees of Tillicoultry Baptist Church SCIO are the Data Controller.

Contact the Data Protection Lead : Stuart McQueen 077634 22771 data@tillicoultrybaptist.org. A copy of our data protection and our safeguarding policy can be found on the church website www.tillicoultrybaptist.org.

We are collecting this information to enable the church to properly and safely recruit volunteers to work with children, young people and protected adults. Data Protection legislation allows us to process this information as we regard it as being in the Church's legitimate interest, that is ensuring the safe and proper recruitment of volunteers who wish to work with children, young people and protected adults. If you are unable to supply the information requested, then we will be unable to accept your application to volunteer with Tillicoultry Baptist Church.

Your information provided here will not be shared unless we are required to do so by law. It will be held in paper form which will be kept securely. Only the Safeguarding Coordinator, appropriate Ministry Leader and Church Trustees will have access to this information. The information provided here will be kept until such time as you stop volunteering with the Church. If you are concerned about the way your information is being handled please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office 0303 123 1113 casework@ico.org.uk

Application form- Pastoral Care Visitor

We ask all prospective volunteers for our Pastoral Care Team to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be stored confidentially.

Personal Details

Full name _____

Any other names used in the past _____

Address _____

Postcode _____

Telephone _____

Email address _____

How long have you lived at the above address? _____ years

Experience and Skills

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

Please give details of previous experience of Pastoral Care. Please include details of any relevant qualifications or training either in paid or voluntary role.

Reference

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

Name _____

Address _____

Email Address _____

Connection with you _____

Disclosure

Because of the nature of the duties you will be undertaking, a Protecting Vulnerable Groups (PVG) Disclosure is required from Disclosure Scotland. If you are aware that convictions will be listed, please discuss this with us prior to completing the PVG application. Because of the nature of the work, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exception Order

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

Declaration

I confirm that the submitted information is correct and complete.

Signed _____ Date _____

The Church Charity Trustees of Tillicoultry Baptist Church SCIO are the Data Controller.

Contact the Data Protection Lead : Stuart McQueen 077634 22771 data@tillicoultrybaptist.org.
A copy of our data protection and our safeguarding policy can be found on the church website www.tillicoultrybaptist.org.

We are collecting this information to enable the church to properly and safely recruit volunteers to work with children, young people and protected adults. Data Protection legislation allows us to process this information as we regard it as being in the Church's legitimate interest, that is ensuring the safe and proper recruitment of volunteers who wish to work with children, young people and protected adults. If you are unable to supply the information requested, then we will be unable to accept your application to volunteer with Tillicoultry Baptist Church.

Your information provided here will not be shared unless we are required to do so by law. It will be held in paper form which will be kept securely. Only the Safeguarding Coordinator, appropriate Ministry Leader and Church Trustees will have access to this information. The information provided here will be kept until such time as you stop volunteering with the Church. If you are concerned about the way your information is being handled please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office 0303 123 1113 casework@ico.org.uk

APPENDIX 6 REFERENCE FORM- PASTORAL CARE VISITOR

PRIVATE AND CONFIDENTIAL

_____ has applied to join the Pastoral Care Team at Tillicoultry Baptist Church. His/her responsibilities will include home visiting, on behalf of the church, those identified as requiring support. Please complete the following information as fully as possible. Thank you.

Your name _____

What is your connection to the volunteer? _____

How long have you know the volunteer? _____

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

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

What gifts and experience does this volunteer bring to the role?

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

Do you have any other comments you would like to make about this
volunteer? _____

I understand that my personal details will be held by Tillicoultry Baptist Church only for
so long as is necessary. They will be kept securely and in accordance with the church's
data protection policy and general privacy notice

Signed _____ Date _____

APPENDIX 6 REFERENCE FORM- CHILDREN AND YOUTH WORK

PRIVATE AND CONFIDENTIAL

_____ has applied to work with children/young people at Tillicoultry Baptist Church. His/her responsibilities will include caring for, teaching and mentoring children /young people. Please complete the following information as fully as possible. Thank you.

Your name_____

What is your connection to the volunteer?_____

How long have you know the volunteer?_____

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

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

What gifts and experience does this volunteer bring to the role?

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

Do you have any other comments you would like to make about this
volunteer? _____

I understand that my personal details will be held by Tillicoultry Baptist Church only for
so long as is necessary. They will be kept securely and in accordance with the church's
data protection policy and general privacy notice

Signed _____ Date _____

APPENDIX 7 SELF DISCLOSURE OF CRIMINAL RECORD STATUS

First name(s)_____ Surname_____

This post is exempt from the Rehabilitation of Offenders Act. We will ask applicants to disclose convictions that are unspent under the Rehabilitation of Offenders Act 1974.

Do you have any spent or unspent convictions? (please circle) Yes No

If you have answered yes, you now have two options on how to disclose your criminal record.

Option 1- Please provide details of your criminal record below;

Option 2- You can disclose your record under separate cover provide you mark a cross on the line below and provide details in an envelope accompanying this form. The envelope should be marked CONFIDENTIAL and state your name and post being applied for.

I have attached details of my convictions separately_____ (please mark with an X if appropriate)

Declaration

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offer this role at Tillicoultry Baptist Church.

Signed_____ Date_____

Please return this completed declaration in a sealed envelope to the Safeguarding Coordinator.

APPENDIX 8 GUIDANCE ON USE OF DIGITAL COMMUNICATION

TBC recognises that digital communication is used widely within the church for a variety of reasons including sharing rotas, communication about events etc. Within the context of working with children and protected adults, care must be taken to ensure safeguarding principles are maintained. Some specific examples include;

Virtual Meetings e.g. Zoom

Where children or young people are invited to a virtual meeting, this must be viewed as requiring the same level of safe recruitment of leaders/volunteers as required for face to face meetings. A minimum of 2 adults must be present prior to the meeting beginning and for the duration of the meeting. Attendees should remain in the waiting area until adults are present and leave before the adults sign out. No part of the meeting should be recorded or stored.

Use of group messaging e.g. WhatsApp within TBC groups

WhatsApp groups are used to communicate within a number of church groups e.g. Lifegroups, tea and coffee rota, crèche rota etc. We recognise that to ensure safeguarding is upheld, children and young people should not be included in these WhatsApp groups. This addresses concerns about children and young people's contact details being available to the group including adults. Consideration could be given to including a parent on behalf of a child/young person to allow information to be shared.

APPENDIX 9 CODE OF PRACTICE FOR SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION

The Code sets out obligations for registered bodies, counter signatories and other recipients of disclosure information under the 1997 Act and Protection of Vulnerable Groups (Scotland) Act 2007('the 2007 Act')

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

- Disclosures will only be requested when necessary and relevant to a particular post and the information provided will only be used for recruitment purposes.
- TBC will ensure that an individual's agreement is given before seeking disclosure and will seek their agreement before using disclosure information from any purpose other than recruitment.
- Disclosure information will only be shared with those authorised to see it.
- Where additional disclosure information is provided to TBC and not to the disclosure applicant, TBC will not disclose this information to the applicant but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information will be stored with a locked non-moveable box.
- Disclosure information will be destroyed by shredding.
- No image or photography of the disclosure information will be made, however the following details will be retained;
 - Date of issue of disclosure
 - Name, address and date of birth
 - Position for which the disclosure was requested
 - Disclosure type, number and membership number
 - Recruitment decision made
- TBC will ensure that all members with access to disclosure information are aware of this code and have received relevant training and support. TBC undertakes to give access to a copy of this Code of Practice to any applicant for a post within TBC that requires a disclosure. TBC's Data Protection Policy is available on the website and includes a full privacy notice.

