

Safeguarding Policy and Procedures

Version: 2020-07-17

Preamble

The European Outreach Trust (EOT) is the charitable entity for some of the work of the Sword of the Spirit (SOS) Communities. For the purposes of this policy EOT includes ‘Sword of the Spirit’ and ‘Kairos Europe and the Middle East’. In this policy “we”, “our” or “us” refers to the European Outreach Trust and where the context allows ‘Sword of the Spirit’ and ‘Kairos Europe and the Middle East’.

In this document ‘staff’ refers to employees, persons who are members of other organisations but carry out work for EOT, and volunteers. EOT operates primarily across Europe.

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1. Introduction

- 1.1. EOT is committed to safeguarding all children, young people and vulnerable adults without exception. We will take care that our relationships with them are characterised by respect, modesty, restraint and concern for their welfare, including physical, emotional, social and spiritual wellbeing.
- 1.2. All EOT staff members are expected to have read, understood and to follow the EOT Safeguarding Policy and Procedures.
- 1.3. By definition, in this document:
 - 1.3.1. The terms “child”, “children”, or “young people” refer to any person under the age of 18 and are used more or less interchangeably.
 - 1.3.2. The term ‘vulnerable adult’ is used to mean a person who has needs for care and support or may be unable to take care of him or herself, and as a result of those needs is unable to protect him or herself against significant harm or exploitation.
 - 1.3.3. A “volunteer” or “staff member” means any individual who has been given a service assignment on an EOT programme or in an ongoing manner for EOT. From here onwards they will be referred to as ‘staff’ or ‘staff member’.
 - 1.3.4. The terms ‘will’ and ‘should’ are used as following in this policy:
 - 1.3.4.1. ‘Will’ means something is a requirement or duty that staff must do
 - 1.3.4.2. ‘Should’ means something is good practice that we expect staff to follow unless there is a good reason, consistent with the spirit of this policy, to do otherwise”
- 1.4. All staff of EOT will have some degree of interactions with children in various contexts, including (but not limited to):
 - 1.4.1. Personal relationships with families in Sword of the Spirit community life.
 - 1.4.2. Involvement in youth work (i.e. activities related to our service or mission).
 - 1.4.3. Relating to their own family members.
- 1.5. Staff should primarily seek to spend time with children in family or in service settings, and usually in a group context and/or with other adults present (although one-on-one activities are not excluded). This document however, seeks to address situations where EOT has given a staff member an assignment that involves young people. It does not address a staff member’s personal interactions with young people outside of EOT assignments.
- 1.6. In all interactions with children and young people, Staff will be **encouraged** to follow the following code of conduct and behaviour. When an assignment has been made by EOT, then the staff member **will** follow the following code of conduct and behaviour.

2. Definitions of abuse

- 2.1. Maltreatment of a child/vulnerable adult may be caused by inflicting harm, or by failing to act to prevent harm. Children/vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger (including via the internet). They may be abused by an adult or adults or another child or children.
- 2.2. There are five categories of abuse recognised from a statutory point of view. The following definitions are based on the UK government guidance ‘Working Together to Safeguard Children (2010) in England, and the DHSSPS document ‘Cooperating to Safeguard Children (2003) in Northern Ireland.
 - 2.2.1. *Physical abuse* - Physical Abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, fabricating the symptoms of, or deliberately inducing, illness in a child, or inappropriately giving drugs to control behaviour.
 - 2.2.2. *Sexual abuse* - Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact,

including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can be perpetrated by men, women and children.

2.2.3. *Emotional abuse* - Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

2.2.4. *Neglect* - Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

2.2.4.1. provide adequate food, clothing and shelter (including exclusion from home or abandonment);

2.2.4.2. protect a child from physical and emotional harm or danger;

2.2.4.3. ensure adequate supervision (including the use of inadequate caregivers); or

2.2.4.4. ensure access to appropriate medical care or treatment.

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

2.2.5. *Exploitation* - Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

3. Code of conduct and behaviour

- 3.1. Staff will protect the modesty and dignity of children and vulnerable adults in all interactions whether physical, verbal or written. This does not exclude all physical contact, provided it is of an age-appropriate nature and degree, and in an appropriate setting. Staff will not engage in abusive or sexually suggestive language or activities.
- 3.2. Staff will avoid situations where they are alone in private with a child/vulnerable adult in a situation where no one else will enter, for example being alone with a child in a home or being alone with a child in a room with door closed. Staff will not sleep in the same room or tent alone with one or more children/vulnerable adults. However, exceptions may be made in the case of immediate family members (such as their children, younger siblings).
- 3.3. When a staff member has found himself/herself alone in a private situation with a child/vulnerable adult as explained in point (3.2) above, he/she will report it promptly to their supervisor. The supervisor will record it in the incident report.
- 3.4. If a staff member becomes aware of another staff member not reporting such incidents as mentioned in 3.3 he/she will themselves report it to the appropriate supervisor. The supervisor will follow up on this and record it in the incident report.
- 3.5. Emergencies, such as providing assistance to a young person in danger, will override some of these principles.

- 3.6. Relationships. Staff members will not have a close association or connection with a Child/Vulnerable adult for whom they have responsibility (including any consenting young person age 16 or over) which could be construed as an inappropriate personal relationship, that has moved beyond friendship.
- 3.7. Transport. Staff members should avoid transporting a Child/Vulnerable adult when they are the only staff member present and will try to ensure that another adult is in the vehicle with them.
 - 3.7.1. Those driving Children/Vulnerable adults will ensure that they drive safely within the law and that seatbelts are worn by all passengers.
 - 3.7.2. Staff members must not go over the legal number of passengers for any given vehicle (which would be unsafe and may invalidate insurance cover).
- 3.8. Photography. The following statements will be adhered to:
 - 3.8.1. Permission (verbal or written) must be obtained from the parents or guardians of all children who may appear in a photograph, video, live stream or webcam image taken at a EOT event before the photograph or footage is published by or on behalf of EOT in any medium;
 - 3.8.2. It will be made clear in any form of consent why and how that Child's image may be used;
 - 3.8.3. Without express consent of the Child's parent or guardian, Children and young people will not be identified by name or other personal details. These details include email, phone or postal addresses;
 - 3.8.4. Staff will not insist that a child participates in photographs, video, live stream or webcam.
 - 3.8.5. Staff members will be cautious in communicating with Children via Social Media or mobile phones and follow EOT's Child Protection Policy and code of conduct and behaviour set out above. Specifically, they will avoid personal conversations over these mediums. Though they can use them for things such as communicating information. A 'Personal Conversation' is a series of ongoing contacts and messages going above and beyond normal human interaction needed for the communication of information related to and for the purpose of programme activities

4. Involvement in youth work

- 4.1. Staff involved in youth events usually do so in the context and under the leadership of one of our partner organisations, and for this purpose are usually seconded to the appropriate Sword of the Spirit community or outreach for that event. Occasionally, a staff member may, by their own decision and in their personal capacity, be involved in youth activities in an organisation such as their local church, or in their local community as a member thereof. The following provisions apply where EOT has made the assignment, and not where the staff member has volunteered in their own time.
- 4.2. The organisation to which the EOT Staff member has been assigned should provide a copy of their Safeguarding Policy to the EOT Designated Safeguarding Lead (see Appendix 1) for their review.
- 4.3. EOT staff members are expected to read and follow that organisations Policy without making exceptions to the EOT Safeguarding Policy (both policies need to be followed).
- 4.4. EOT will not make an *ongoing* assignment of a staff member to do youth work with an organisation that does not have a Safeguarding Policy.
- 4.5. Occasionally a staff member may be assigned to serve at a particular *one-off* youth event sponsored or organised by a body without a Safeguarding Policy
 - 4.5.1. The staff member will nevertheless be expected by EOT to adhere to the EOT [Safeguarding Policy Code of Conduct and Behaviour](#) during that event, and will ensure that they will be able to do so, by seeing that safeguarding issues are included in the planning stages of the event. The staff member will have to withdraw from the entire event if any aspect of the final arrangements are in direct conflict with the EOT

Safeguarding Policy. This is because as an EOT Staff member they represent a UK based charity, and as such they need to follow the laws and best practice approaches of the UK.

- 4.5.2. The EOT Designated Safeguarding Lead will tell such organisations that s/he must be informed when a safeguarding issue arises about a EOT staff member. EOT staff members will not be assigned to do youth work in that organisation without such prior agreement.

5. Supervision ratios and background checks

- 5.1. Regional/Zonal events should take the following approach:
 - 5.1.1. Groups of boys and girls will have male and female staff
 - 5.1.2. At least a staff to children ratio of 1:10 (a group of 10 boys and 10 girls should have at least 1 male and 1 female staff member.
 - 5.1.3. Every event that involves children will have at least 1 UK based volunteer who has been through background checks - DBS/Disclosure Scotland/Access NI checks
- 5.2. An individual who is leading one of our programmes will have criminal records checks performed before we offer them a place. We can use the UK agencies to do this. If the overall leader is not resident in the UK then we will ensure there is someone on the leadership team who has had a recent UK criminal records check. This individual will be responsible for safeguarding issues during the programme.
- 5.3. An adult on our programme who has not had a check performed cannot be left alone (without another adult) with a child/vulnerable adult at any time during the programme. This is in addition to [3.2](#) above which addresses situations where “no one else will enter”. To be clear, this means that an adult who has not had a background check performed cannot ‘*on their own*’ lead a small group of children.
- 5.4. If we are running an event/trip where there is no-one from the UK on it and therefore no-one with a Background Check - DBS/Disclosure/Access check (e.g. a Kairos Mission Trip organised by an Host Legal Entity (HLE) in Germany with participants from Poland and Germany) then we will follow the following steps
 - 5.4.1. Have the HLE perform a criminal record check of the trip leaders through their national government agency and provide EOT leadership with a copy, item [5.3](#) will still apply
 - 5.4.2. If it is not possible to do such a check in that country, then we will have the HLE seek character references, however these must be treated with caution. The trip leaders will also fill and sign the form in [APPENDIX 6 - Declaration by worker from abroad applying to serve on a Kairos Programme](#).
 - 5.4.3. Any adult on the trip who has not had a character reference check and filled and signed Appendix 6 cannot be left alone with a child at any time during the programme.

6. Events that are undertaken directly by EOT

- 6.1. On occasions, some youth activity may be organised and undertaken directly by EOT itself, for example a mission trip to a location where we have no Host Legal Entity (e.g. a host community). As part of the planning process for such events:
 - 6.1.1. the staff member responsible for supervising or running the activities with the young people will apply for an Enhanced Disclosure certificate (from the Disclosure and Barring Service in England and Wales, AccessNI in Northern Ireland or Disclosure Scotland) or have one of duration deemed acceptable by the Designated Safeguarding Lead.
 - 6.1.1.1. EOT will use ThirtyOne:Eight (previously the Churches’ Child Protection Advisory Service) as their “Umbrella Body” to process these applications.
 - 6.1.2. A Risk Assessment will be undertaken to ensure that any activity will be conducted safely. The Risk Assessment will be reviewed by the Designated Safeguarding Lead.

- 6.1.3.the parents of invited young people will receive:
 - 6.1.3.1. information outlining the main logistics and activities, and the name of the person to contact (ie the EOT Designated Safeguarding Lead) if they have any concern about the event or one of the staff members behaviour.
 - 6.1.3.2. A way to give consent for their child to attend
- 6.1.4.the young people will be informed about who to contact (i.e. small group leaders or the Event Designated Safeguarding Lead) if they have any concern about individuals behaviour during the event.

7. Designated Safeguarding Lead

- 7.1. EOT will have a “Designated Safeguarding Lead” (DSL), i.e. a staff member who is responsible for dealing with safeguarding issues ([see Appendix 1](#)) as well as a deputy who will act when the DSL is unable to do so. They will be appointed by European Outreach Trust Trustees and endorsed by the Kairos Director. The DSL will have four main functions:
 - 7.1.1.To ensure that this Policy is implemented and regularly reviewed (e.g. yearly).
 - 7.1.2.To ensure that any external organisation having service connection with EOT have a Safeguarding Policy which is adequate within the terms of this policy.
 - 7.1.3.To act as an advocate, i.e. someone with whom any young person or adult may talk independently, whether their concerns involve them or someone else.
 - 7.1.4.To ensure that any concern or allegation of abuse is responded to appropriately.
- 7.2. The Designated Safeguarding Lead is responsible for storing securely any written information (see below under “Dealing with concerns or allegations of abuse”). Such records will be retained indefinitely.
- 7.3. If and when required, the Designated Safeguarding Lead may delegate some of these tasks to (or enlist the help of) another appropriately qualified/trained staff member.
- 7.4. Every EOT event that involves children will have a Designated Safeguarding Lead for that event. The event DSL will be someone whom the event organisers have confidence can fulfil the below responsibilities. The Event Director will nominate someone to be the Event DSL. This person will be assessed and if suitable will be appointed by the EOT DSL. They need to have a background check carried out before taking on this role. The event DSL has four main functions:
 - 7.4.1. To ensure that training on child protection is given as outlined below for ‘one off events’.
 - 7.4.2. During the event to act as an advocate, i.e. someone with whom any young person or adult may talk independently, whether their concerns involve them or someone else.
 - 7.4.3. To ensure that any concern or allegation of abuse is responded to appropriately
 - 7.4.4. To communicate any concerns or allegations of abuse to the EOT DSL

8. Training

- 8.1. EOT has staff who serve in an ongoing way and staff who serve at a one-off event
 - 8.1.1. All staff who serve in an ongoing way will have an annual training session. New staff will have it within 10 weeks of starting to work for EOT aiming to ensure awareness about:
 - 8.1.1.1. Issues pertaining to the welfare of children and young people in general.
 - 8.1.1.2. The approaches and procedures contained in the present policy.
 - 8.1.2. All staff who serve at a one-off event involving children will go through a training session before the event that aims to ensure awareness about:
 - 8.1.2.1. Issues pertaining to the welfare of children and young people in general.
 - 8.1.2.2. The approaches and procedures contained in the present policy.

9. Whistleblowing and dealing with concerns or allegations of abuse

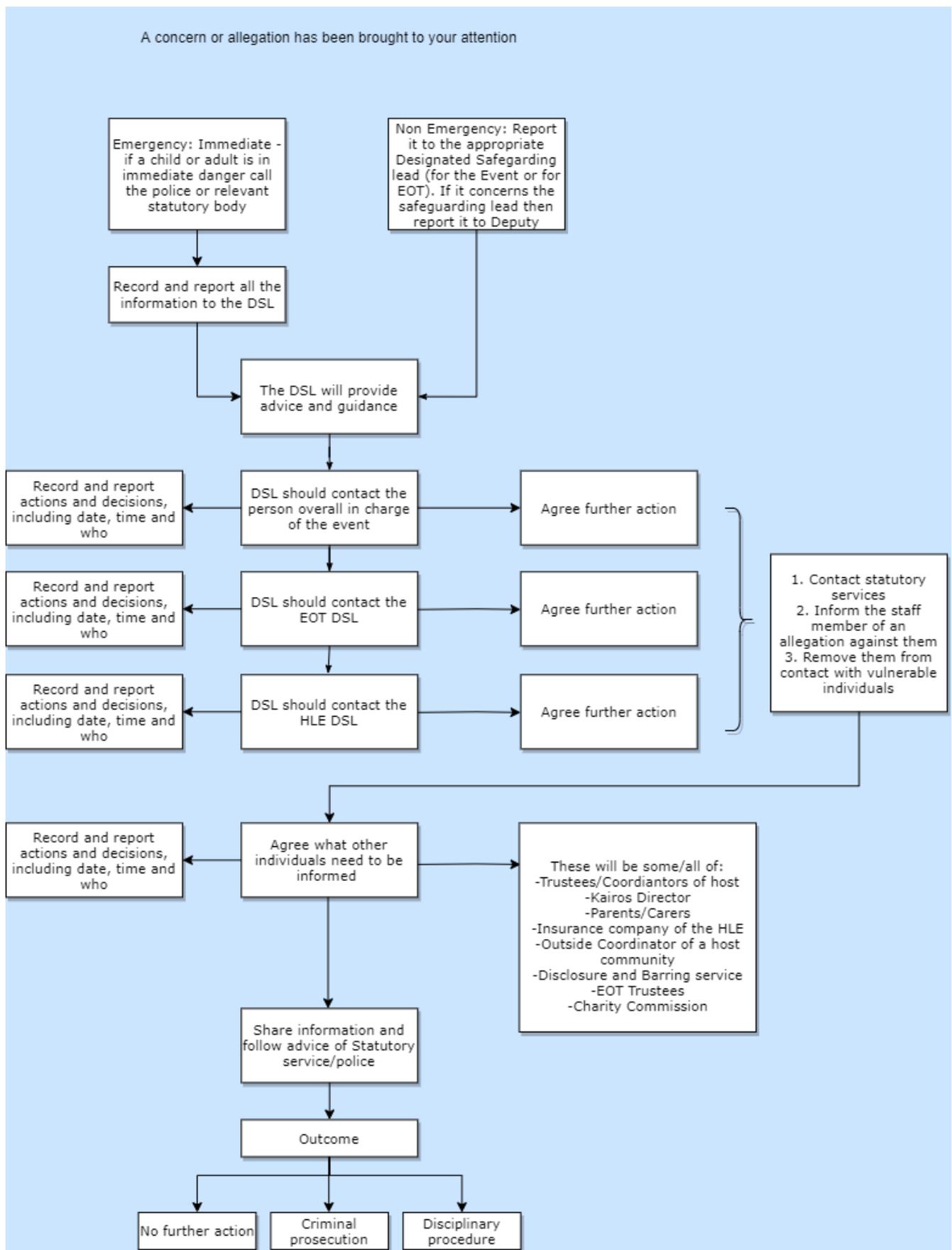
- 9.1. Any concern or allegation in relation to the inappropriate treatment of a child or behaviour of a staff member, whether reported by an adult or young person, will be taken seriously by EOT and responded to appropriately. This includes any breaches of the policy laid out in this document.
- 9.2. Any staff member who hears or is informed of a concern/allegation will contact the appropriate Designated Safeguarding Lead (DSL) as soon as possible. If it concerns an event, contact the Event DSL; otherwise contact the EOT DSL. Under no circumstances will a staff member or young person carry out his/her own investigation into an allegation or suspicion of abuse or discuss it with any person other than the Designated Safeguarding Lead. The staff member will tell the young person that they (the staff member) must report this to the DSL.
- 9.3. As a UK Charity, we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all staff will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the Designated Safeguarding Lead.
- 9.4. If you feel that you cannot raise this with a DSL either at the event or with EOT, or you feel that their response has been inadequate you can raise it with ThirtyOne:Eight (their contact information is in [appendix 3](#)). You can of course also raise any issues directly with an appropriate statutory/government body in the country that the event is taking place in.
- 9.5. The Designated Safeguarding Lead will respond as follows:
 - 9.5.1. If a child is in immediate danger the police will be contacted (dial 999 in the UK or Ireland; 112 in most European countries).
 - 9.5.2. The Designated Safeguarding Lead will ensure that a written statement of the concerns or allegations is made as soon as possible. S/He will also keep a written record of his conversations in dealing with the matter at hand, and of any subsequent decisions and actions. They will add the date and time to each written record.
 - 9.5.3. The Event DSL will contact the Event Director or EOT DSL (where possible both) and agree further action. The HLE's Designated Safeguarding Lead (if they have one) will now be contacted. Advice from ThirtyOne:Eight ([see Appendix 3](#)) can be sought to determine what further action needs to be taken.
 - 9.5.4. If further action is required, the DSL (of the Event or from the HLE) will liaise within 24 hours with the statutory authorities (e.g. local Children's Social Services) to refer the concern/allegation. ([see Appendix 2](#)). ThirtyOne:Eight can offer advice on whether this is required.
 - 9.5.5. If an allegation has been made against a staff member that requires further action it will be dealt with accordingly:
 - 9.5.5.1. The staff member will be informed of being the object of such allegations and if a decision has been made to refer the case to the appropriate statutory/government body.
 - 9.5.5.2. The staff member must be withdrawn immediately from any involvement in youth work, and will be advised against any contact with children or young people on a private basis.
 - 9.5.5.3. These decisions will be reviewed at the time of and in line with the findings and recommendations of the appropriate statutory/government body. Advice will be taken from the appropriate statutory/government body and acted upon regarding whether DBS/Disclosure Scotland/Access NI will now be informed for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs.

- 9.6. The Designated Safeguarding Lead will inform other relevant parties as required. Any information in his/her possession will only be shared with consideration to principles of confidentiality.
- 9.7. Other relevant parties:
- 9.7.1. The directors/trustees of the Host Legal Entity responsible for the event will be informed at the earliest opportunity and kept informed of any further development.
- 9.7.2. The Kairos Director will be informed at the earliest opportunity and kept informed of any further development.
- 9.7.3. Parents/carers: it is good practice to be as open and honest as possible with parents/carers. However, in some circumstances (e.g. due to the nature of the concerns or the worry that contacting parents/carers may place a child or someone else at risk), advice should be sought from statutory services before contacting parents/carers.
- 9.7.4. The Insurance Company of the HLE will be informed as soon as possible.
- 9.7.5. Where the HLE is the legal vehicle for a SOS community, the community's Outside Coordinator will also be informed.
- 9.7.6. Leadership of a community/group that the staff member is part of will also be informed.
- 9.7.7. Disclosure and Barring Service (DBS): a referral to the DBS will be made if applicable, i.e. when a staff member is removed from "regulated activity" because he/she has engaged in harmful behaviour or presents an ongoing risk of harm to a child. (see Appendix 4)
- 9.7.8. EOT Trustees and Charity Commission: EOT Trustees will be informed
- 9.7.8.1. if a "serious incident" has occurred,
- 9.7.8.2. if a EOT staff member is involved,
- 9.7.8.3. or there is some other reason that the EOT trustees may have a direct interest.
- A "serious incident" must then be reported to the Charity Commission, i.e. (as defined by the Commission). This would include any allegation or actual incident of abuse by someone connected with EOT, or in a situation connected with the activities of EOT. ([see Appendix 5](#)). This applies for incidents that occur outside of events. Where an incident occurs at an event the normal process as described above is that the directors/trustees of the HLE will be informed.

10. Offering appropriate care

- 10.1. *Supporting those affected by abuse:* EOT is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who attend the events that EOT is involved in.
- 10.2. *Working with offenders or someone who may pose a risk:* When someone who is (i) attending a Zonal/Regional event and is (ii) known to have abused children, (iii) is under investigation, or (iv) is known or suspected to be a risk to children or adults with care and support needs then;
- 10.2.1. the Leadership of the event will supervise the individual concerned and offer appropriate care.
- 10.2.2. Within the context of its safeguarding commitment to the protection of children and adults with care and support needs, it will set boundaries for that person, which they will be expected to keep.
- 10.2.3. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

11. Flowchart – A Concern or allegation has been brought to your attention



12. APPENDIX 1 - Designated Safeguarding Leads

Name: Mark Jordan
Address: [REDACTED]
Contact:
Mob: [REDACTED]
Email: [REDACTED]
Email: safeguarding-officers@kairos-eme.org

Deputy Designated Safeguarding Lead

Name: Christiane Lewerentz
Address: [REDACTED]
Contact:
Tel: [REDACTED]
Email: [REDACTED]
Email: safeguarding-officers@kairos-eme.org

13. APPENDIX 2 - Some contacts for Local Services in the UK

Each HLE should be aware who they should contact in their country when a Safeguarding Issue is raised.

BELFAST

Safeguarding and Child protection services in Belfast Health and Social Care Trust are undertaken by the Gateway Service, the first point of contact for all new referrals to children's social work service. If you are concerned about the safety or wellbeing of a child or young person, contact the Gateway Service.

How to access the Service

Anyone can contact this service directly in one of the following ways:

By phone:

During office hours (9.00am – 5:00pm): contact Gateway on 028 9050 7000

At all other times (at night, weekends and Bank Holidays) - contact the out-of-hours Emergency Service: 028 9504 9999

In person: Speak to a Duty Social Worker at

Gateway Services
110 Saintfield Road
BELFAST
BT8 6HD

LONDON (W3 area)

If you are concerned about the safety or wellbeing of a child or young person, contact Ealing council's Children and Families department.

In person: for the W3 area: speak to a Duty Social Worker at

Acton Town Hall,
Winchester Street,
High Street, London, W3 6NE

By phone:

During office hours (9.00am – 5:00pm): contact Children and Families 020 8825 8000

At all other times (at night, weekends and Bank Holidays): contact the Emergency Duty Team on 020 8825 8000 or 020 8825 5000

GLASGOW

If you are concerned about the safety or wellbeing of a child or young person, contact Glasgow council's Social Care and Health department.
Email: scdchildrenandfamilies@glasgow.gov.uk

By phone:

During office hours (9.00am – 5:00pm): contact 0141 287 0555

At all other times (at night, weekends and Bank Holidays): Outwith Office Hours Phone 0300 343 1505

14. APPENDIX 3 - Useful Resources for events in the UK or issues outside of events

NSPCC (UK-wide)

The UK's leading charity specialising in child protection and the prevention of cruelty to children. Provides information and advice to adults.

Weston House
42 Curtain Road
London
EC2A 3NH

If you are worried about a child or need advice, contact their free 24/7 adult helpline.

Tel: 0808 800 5000

Email: help@nspcc.org.uk

Website: www.nspcc.org.uk (general public) www.nspcc.org.uk/inform (professionals)

ThirtyOne:Eight

ThirtyOne:Eight has a 24-hour helpline offering advice and support to both adults and young people,

Tel: 0303 003 11 11

Website: <https://thirtyoneeight.org/>

ChildLine (UK-wide)

Counselling service for young people up to 18, who can contact the service with any problem, such as bullying, exam stress, family problems etc.

Tel: 0800 1111

Website: www.childline.org.uk

15. APPENDIX 4 - Other contacts

Disclosure and Barring Service

An individual or organization has a duty to refer if it is a provider of “regulated activity”.

“Regulated activity” is a term defined in law. It depends on the nature and/or frequency of activities, or whether activities take place overnight. For a full definition, see:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/249435/dbs-factsheet-regulated-activity-children.pdf

Referrals and barring:

by post:

DBS referrals and barring
PO Box 181
Darlington
DL1 9FA

Email: dbsdispatch@dbs.gsi.gov.uk

Telephone: 01325 953 795

“We cannot guarantee the security of information until it is in our possession, and will not take responsibility for such information until we receive it. For this reason we recommend sending referrals and related information by registered post. However, queries and other items less than 10MB in size can be emailed to us.” (Quote from DBS website)

16. APPENDIX 5 - Reporting a 'Serious Incident' to the Charity Commission

This is in connection to events that are run by EOT directly. The Charity Commission has a statutory function (in accordance with the Charities Act 2006) to identify any misconduct or mismanagement in the administration of charities.

Under Charity Commission regulations, a Serious Incident occurs where a result has, or could, entail a significant loss of funds or a significant risk to the charity's property, work, beneficiaries or reputation. It should be reported as soon as possible. As far as allegations of abuse are concerned Charity Commission guidance states:

‘You (the place of worship or organisation) should report this if any one or more of the following occur:

There has been an incident where the beneficiaries of your charity have been or are being abused or mistreated while under the care of your charity or by someone connected with your charity such as a trustee, member of staff or volunteer.

There has been an incident where someone has been abused or mistreated and this is connected with the activities of the charity.

Allegations have been made that such an incident may have happened regardless of when the alleged abuse or mistreatment took place

You have grounds to suspect that such an incident may have occurred.’

The Charity Commission states that these are ‘zero tolerance’ issues which would always be investigated by them. Serious incidents also include not having adequate safeguarding policies in place and failure to carry out Disclosure checks on workers and trustees (where legally possible); in summary, anything that could affect the good reputation of the charity.

Those charities whose incomes exceed £25,000 must declare all Serious Incidents as part of their Annual Returns. Failure in the latter respect also signifies failure regarding the charity's legal obligations.

Charities can make a report in the following ways:

Writing to Charity Commission Direct, PO Box 1227, Liverpool L69 3UG

Telephoning 0845 300 0218

Emailing RSI@charitycommission.gsi.gov.uk

The guidance and further information can be found on the charity Commission website:

www.charitycommission.gov.uk

16. APPENDIX 6 - Declaration by worker from abroad applying to serve on a Kairos Programme

This form can be used when we are unable to perform a background check.

Whether in your present country of residence or elsewhere:

- have you ever been investigated in respect of or charged with or convicted of a criminal offence?
- or have you ever been the subject of a court order ‘binding you over to keep the peace’ (to not do specific behaviours)
- or have you ever been subject to criminal proceedings in which the court has found the charge or charges against you to have been proved
- but in respect of which the Probation Act (or any foreign equivalent thereof) has been applied, or are you at present subject to any criminal charges or criminal investigation?

Yes No (If yes to any of the above give details on separate sheet)

2. Have you ever committed any criminal act or been engaged in any criminal conduct for which you have not been prosecuted, whether in your present country of residence or elsewhere?

Yes No (If yes to any of the above give details on separate sheet)

3. Has any court in your present or any other jurisdiction ever found you liable for a civil offence?

Yes No (If yes to any of the above give details on separate sheet)

4. Have you been placed on a sex offenders’ register in your present or any other jurisdiction?

Yes No (If yes to any of the above give details on separate sheet)

I the undersigned, who have applied to serve as:

_____ (office/position for which you are applying)

do hereby certify and warrant that in completing this form and in furnishing all the information contained herein or attached hereto, I am doing so in good faith and I further certify and warrant that all such information is true and accurate and constitutes a full disclosure of all material facts known to me.

Signed

Full name (BLOCK CAPITALS)

Date

When completed and signed, return this form to the Safeguarding Team – SafeguardingTeam@kairos-eme.org

17. APPENDIX 7 - Timeline for safeguarding issues around an event.

| Compliance requirement | Deadline/Date Due |
|--|--|
| 1. You need to contact the EOT Designated Safeguarding Lead to tell him/her that the event is happening and under 18s will be present. | Date (<u>6 months before event</u>): |
| 2. A designated event Safeguarding Lead for the event must be appointed and trained in the role. They will need a background check carried out as per section 5 . | Date (<u>6 month before event</u>): |
| 3. You need to send a copy of the hosting organisation's safeguarding policy to the EOT Safeguarding Lead | Date (<u>2 month before event</u>): |
| 4. When will the safeguarding training for the event staff take place? This must take place before the event starts. | Date (<u>before event starts</u>): |
| 5. The register of attending/receiving safeguarding training must be sent to the EOT Safeguarding Officer (either the physical document or an electronic copy) within one month of the event finishing. | Date: |