



## Child Protection

3<sup>rd</sup> Edition Revised July 2008

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**The Free Church of Scotland - Child Protection Policy**  
**Form for Registering Congregational Co-ordinator**

**This form should be forwarded to the Free Church Offices, 15 N Bank Street, EDINBURGH, EH1 2LS, in an envelope marked "Child Protection" as soon as a the Co-ordinator is appointed, so that he/she can receive relevant mailings. Also, please notify the Offices of any change in the information in this form, or if a new Co-ordinator is appointed.**

Congregation(s) .....

Presbytery .....

Name of Co-ordinator .....

Contact Address .....

.....

.....

Post Code .....

Contact Telephone No. ....

Contact e-mail Address .....

Date of Appointment by Kirk Session .....

Has the Co-ordinator attended a Training Course on Child Protection? **Yes/No**

If **Yes**, organised by whom, and date? (eg. Free Church, Church of Scotland, ACTS, CCPAS, Local Authority)

.....

.....

**Signed** .....

**Session Clerk**

## The Free Church of Scotland - Child Protection Policy

### Form for Registering Depute Co-ordinator

This form should be forwarded to the Free Church Offices, 15 N Bank Street, EDINBURGH, EH1 2LS, in an envelope marked "Child Protection" as soon as a the Co-ordinator is appointed, so that he/she can receive relevant mailings. Also, please notify the Offices of any change in the information in this form, or if a new Co-ordinator is appointed.

Congregation(s) .....

Presbytery .....

Name of Depute Co-ordinator .....

Contact Address .....

.....

.....

Post Code .....

Contact Telephone No. ....

Contact e-mail Address .....

Date of Appointment by Kirk Session .....

Has the Co-ordinator attended a Training Course on Child Protection? **Yes/No**

If **Yes**, organised by whom, and date? (eg. Free Church, Church of Scotland, ACTS, CCPAS, Local Authority)

.....

.....

**Signed** .....

**Session Clerk**



## Child Protection

### Worker Check Sheet

**Name** .....

**Address** .....

.....

**Contact No.** .....

**Job** (eg. Youth Club Leader) .....

		<b>Yes/No</b>	<b>Co-ordinator Signature &amp; Date</b>
Guidelines and Practice	Out	<input type="checkbox"/> <input type="checkbox"/>	.....
Job Description & Declaration	Out	<input type="checkbox"/> <input type="checkbox"/>	.....
Job Description & Declaration	In	<input type="checkbox"/> <input type="checkbox"/>	.....
Job Application	Out	<input type="checkbox"/> <input type="checkbox"/>	.....
Job Application	In	<input type="checkbox"/> <input type="checkbox"/>	.....
Self-Declaration	Out	<input type="checkbox"/> <input type="checkbox"/>	.....
Self-Declaration	In	<input type="checkbox"/> <input type="checkbox"/>	.....
Self-Declaration is Clear		<input type="checkbox"/> <input type="checkbox"/>	.....
References	Out	<input type="checkbox"/> <input type="checkbox"/>	.....
References	In	<input type="checkbox"/> <input type="checkbox"/>	.....
Interview - Yes/No	Successful -	<input type="checkbox"/> <input type="checkbox"/>	.....
Disclosure Application	Out	<input type="checkbox"/> <input type="checkbox"/>	.....
Disclosure Application	In	<input type="checkbox"/> <input type="checkbox"/>	.....
Disclosure Application Sent to Lead Signatory		<input type="checkbox"/> <input type="checkbox"/>	.....
Non-Clear Self-Declaration sent to Lead Signatory		<input type="checkbox"/> <input type="checkbox"/>	.....
Disclosure is Clear		<input type="checkbox"/> <input type="checkbox"/>	.....
Job Offer Confirmed		<input type="checkbox"/> <input type="checkbox"/>	.....
Follow-up Interview after ..... months		<input type="checkbox"/> <input type="checkbox"/>	.....
Worker Confirmed in Post			.....

Notes .....

.....



**Child Protection Check Sheet 4.3 (continued)**

**Name** .....

Any Concerns arising from Information on Application Form? Enter "none" or describe:

.....  
.....

Names of Referees on Application Form .....

Type of Work with Children in the Congregation:-

..... from ..... to .....  
..... from ..... to .....  
..... from ..... to .....  
..... from ..... to .....

Date of leaving .....Reason .....

Any Concerns? If so, describe:

.....  
.....

Any action taken, eg. reported to whom?

.....  
.....

I confirm the Worker knows the contents of this record.

Signed .....CP Co-ordinator Date .....

The Free Church of Scotland - Child Protection Policy

4.4 JDD 2005

**Job Description & Declaration for All Workers with Children and Young People**

Name of **Congregation** .....

Name of **Worker** .....

Name of **Group** .....

**Where** the Group Meets .....

**When** the Group Meets .....

Main **Purpose** of the Group.....

**Age Range** of the Group .....

**Person to whom the Worker is Responsible**.....

**Part A:** *to be completed by the Group Leader, or other Responsible Person*

**Description of the Work to be Undertaken**

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

Signature of the Responsible Person .....

**Part B:** *to be completed by the Worker*

**Declaration:**

I understand the nature of the work I am to do with the above group.

I have read the Child Protection Policy & Guidelines produced by the Free Church of Scotland for safeguarding children and young people, including the section on Safe Working Practices.

I understand that it is my duty to protect the children and young people with whom I come into contact.

I know what action to take if abuse is discovered or disclosed.

Signature of Applicant ..... Date.....

## The Free Church of Scotland - Child Protection Policy

### Some Draft Job Descriptions

#### Leader or Organiser of (Summer) Children's Club

- overall responsibility for running all aspects of the Club according to the Policy agreed by the Kirk Session
- obtain permission slips from parents/guardians for attendance and all activities
- check insurance cover
- carry out Health, Safety & Security Policy relating to the Group's use of the premises
- carry out the relevant parts of the Church's Child Protection Policy
- liaise with the Kirk Session through the Youth Elder on all matters of Policy
- plan, arrange for and/or carry out the week's programme
- delegate duties to Group Leaders as appropriate
- develop links with parents as appropriate

**Responsible to** *Kirk Session*

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#### Group Leader at (Summer) Children's Club

- carry out the programme the Club Leader has arranged for your Group;
- oversee all aspects of your group's activities and conduct;
- assist with activities;
- liaise with other Leaders as required;
- delegate appropriate tasks to your Assistant Leader;
- carry out the Church's Health, Safety & Security Policy relating to Children.
- carry out the relevant parts of the Church's Child Protection Policy

**Responsible to** *Club Leader*

---

#### Assistant Group Leader at Children's Club

- help the Group Leader in the delivery of the programme;
- assist individuals with activities;
- be aware of Health, Safety & Security issues.
- carry out the relevant parts of the Church's Child Protection Policy

**Responsible to** *Group Leader*

### **Sunday School Superintendent**

- consult with the Kirk Session regarding suitable syllabus
- communicate agreed syllabus to teaching staff
- encourage staff to attend arranged training days
- supervise staff as appropriate and be available to deal with problems
- develop links with parents as appropriate
- carry out Health, Safety & Security Policy relating to the use of premises
- carry out the relevant parts of the Church's Child Protection Policy

**Responsible to**                    ***Kirk Session***

---

### **Sunday School Teacher**

- responsible for teaching the Class according to the agreed Syllabus
- plan, and teach each Sunday's lesson
- develop links with parents as appropriate
- carry out Health, Safety & Security Policy relating to the class's use of the premises
- carry out the relevant parts of the Church's Child Protection Policy
- consult the Sunday School Superintendent on all matters of Policy

**Responsible to**                    ***Sunday School Superintendent***

---

### **Youth Club Leader**

- overall responsibility for running all aspects of the Group according to the Policy agreed by the Kirk Session
- plan, arrange for and/or carry out the evening's programme
- delegate duties to Assistant Leaders as appropriate
- develop links with parents
- carry out Health, Safety & Security Policy relating to the Group's use of the premises
- carry out the relevant parts of the Church's Child Protection Policy
- liaise with the Kirk Session through the Youth Elder on all matters of Policy

**Responsible to**                    ***Kirk Session***

---

### **Youth Club Assistant Leader**

- assist the Club Leader as directed and as required
- help carry out the evening's programme
- be aware of Health, Safety & Security issues
- carry out the relevant parts of the Church's Child Protection Policy
- liaise with other Leaders as required

**Responsible to**

***Youth Club Leader***

**Sunday Crèche Organiser/Leader**

- organise the running of the crèche each Sunday, ie. rota of Leaders, ensuring Leaders know their duties, have suitable and appropriate materials available for keeping children occupied
- care for and supervise babies and young children in conjunction with and in cooperation with the parent(s)
- if there is a problem in the first instance call the parent(s)
- delegate duties to helpers as appropriate
- be responsible for implementation of the relevant parts of the Health, Safety & Security Policy
- carry out the relevant parts of the Church's Child Protection Policy

**Responsible to**

***Minister/Kirk Session***

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**Crèche Leader**

- care for and supervise babies and young children in conjunction with and in cooperation with the parent(s)
- if there is a problem in the first instance call the parent(s)
- delegate duties to helpers as appropriate
- be responsible for implementation of the relevant parts of the Health, Safety & Security Policy
- carry out the relevant parts of the Church's Child Protection Policy

**Responsible to**

***Crèche Organiser***

---

**Crèche Helper**

- never be alone with a child, ie. the Leader is always present
- with the Leader help care for the babies and young children
- if there is a problem, in the first instance inform the Leader who may call the parent(s)
- be aware of the relevant parts of the Health, Safety & Security Policy
- carry out the relevant parts of the Church's Child Protection Policy

**Responsible to**

***Crèche Leader***



# Child Protection

## Confidential

### Application Form for Paid or voluntary Work with Children and Young People

for the **Position** of .....

in the **Congregation** of .....

The Kirk Session is responsible for the acceptance of, and, where applicable, the accreditation of, all workers with children and young people. Every worker should fill in a copy of this form, which should be retained by the Congregational Child Protection Coordinators. If there is insufficient space to answer any question fully, please continue on a separate sheet. The information will be kept securely and confidentially, unless requested by an appropriate Authority.

#### 1. Personal Details

**1.1 Personal**  
**We may need to see Birth/Marriage Certificates to check names.**

First Names .....

Surname .....

Maiden or Former Names .....

\*Date of Birth .....

\*Place of Birth .....

\*optional Current Address .....

Post Code .....

Daytime Tel. No. ....

Evening Tel. No. ....

How long have you lived at the above address?  
.....

If less than 3 years, please give previous address(es) in the space opposite.

**1.2 Address History**  
If less than 3 years, please give details of previous addresses with dates.  
.....

From	To
.....	.....
<b>Previous Address (1)</b>	.....
	.....
Post Code	.....

From	To
.....	.....
<b>Previous Address (2)</b>	.....
	.....
Post Code	.....

From	To
.....	.....
<b>Previous Address (3)</b>	.....
	.....
Post Code	.....

**1.3 Christian Experience**

Please tell us about your Christian experience; eg. how long you have been a Christian; which Churches you have attended (with dates, name of Minister, and any activities undertaken).

.....

.....

.....

.....

.....

**1.4 Working with Children**

**1.4.1 Experience**

Please give details of previous experience you may have had of looking after or working with children or young people.

Please give details of any relevant qualifications or appropriate training in either a paid or a voluntary capacity.

.....

.....

.....

.....

.....

.....

**1.4.2 Concerns**

Have you ever had application to work with children or young people declined?

Please tick the appropriate box.

If "YES", you may give details.

.....

.....

**1.4.3 Illness**

Do you suffer, or have you suffered, from any illness(es) which may directly affect your work with children and young people?

If "YES", please give details.

.....

**2. Employment History**

Please tell us about your current and previous employers in the last 3 years in the table below, with the most recent first.

Employer's Name	.....
Address	.....
From/To	..... Job Title
Description of Duties	..... .....
Reason for Leaving	.....

Employer's Name	.....
Address	.....
From/To	..... Job Title
Description of Duties	..... .....
Reason for Leaving	.....

Employer's Name	.....
Address	.....
From/To	..... Job Title
Description of Duties	..... .....
Reason for Leaving	.....

YES		NO	
-----	--	----	--

Employer's Name	.....
Address	.....
From/To	..... Job Title
Description of Duties	..... .....
Reason for Leaving	.....

### 3. References

Please give the names, addresses and telephone numbers of two people who could act as referees for your application; one should be an Office-Bearer in the Church you attend(ed), the other should be someone who has known you for at least 2 years but who is not a relative, eg. an Employer or Youth Leader.

Name ..... Address ..... ..... Post Code ..... Telephone No. .... In what capacity do you know this person? .....	Name ..... Address ..... ..... Post Code ..... Telephone No. .... In what capacity do you know this person? .....
---	---

### 4. Because this post is a "childcare" position, the Free Church requires you to complete a Self-Declaration form, 4.6B. The post also requires an Enhanced Disclosure check.

**I confirm** that I have completed the **Self-Declaration** form and have returned it/am returning it\* to the Congregational Child Protection Co-ordinator in a sealed envelope.

**I confirm** that I understand and agree with an **Enhanced Disclosure** check being carried out should the Free Church of Scotland wish to appoint me to a 'childcare' position in this congregation.

**I confirm that the information I have given in this form is accurate and truthful.**

**Signed** ..... **Date** .....

\* Delete as appropriate.

Please return this Job Application form to the Congregational C P Co-ordinator. It will be seen only by those persons who have direct responsibility for recruiting.

The information you give us on this form will be treated in the strictest confidence.

If you are appointed to the post this form will be held securely and normally will be destroyed within 6 months of you leaving the post/congregation. A minimum of essential information will be recorded on a Worker's Check-sheet and kept securely. Normally you are asked to view this information and to confirm it is accurate.



**5. Protection of Children (Scotland) Act 2003.**

Before signing the statement below, please read the following information carefully.

Section 11 of the Protection of Children (Scotland) Act 2003 creates a new offence which an individual who is disqualified from working with children will commit if they apply for, offer to do, accept, or do any work in a "childcare" position. An employer (including a Voluntary Organisation) will also commit an offence if they knowingly employ a disqualified person in a "childcare" position (paid or unpaid).

Section 17 of the Protection of Children (Scotland) Act 2003 defines "disqualified from working with children". A person is disqualified from working with children if s/he is:

- included (other than provisionally) in the *Disqualified from Working with Children List* established under section 1(1) of PoCSA 2003;
- included (other than provisionally) in the list kept under section 1 of the *Protection of Children Act 1999*;
- included on *List 99* and subject to direction under subsection 1a of section 142 of the *Education Act 2002*;
- subject to a disqualification order within the meaning of the *Criminal Justice and Court Services Act 2000*.

To help us comply with the current Child Protection laws, please complete the following declaration.

\*\*I confirm that I am not subject to any of the disqualifications set out in section 17 of PoCSA 2003 (summarised above).

\*\*I am subject to a disqualification from working with children under .....

I understand that deliberately giving false information can result in prosecution.

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

\*\*Delete as appropriate.

**6. Declaration**

**I confirm that all the information I have submitted in this form is correct and complete.**

**I confirm that, except as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been convicted by any Court for a criminal offence.**

**If I am appointed to the post I agree to abide by the Free Church of Scotland's Child Protection Policy & Guidelines.**

**I agree to inform the Free Church of Scotland if I am convicted of an offence after I take up the post.**

**Signed ..... Date .....**

In the event of your being offered the post, an Enhanced Disclosure in terms of the Police Act 1997 (Part V) will be requested.

Please return the completed Self-Declaration form to the Congregational C P Co-ordinator in a sealed envelope marked "Private & Confidential". It will be seen only by those persons who have direct responsibility for recruiting and accessing Disclosures. If you are not appointed to the post this form will be returned to you.



# Child Protection

## Confidential

### Application Form for Existing Workers with Children and Young People

for the **Position(s)** of .....

in the **Congregation** of .....

The Kirk Session is responsible for the acceptance of, and, where applicable, the accreditation of, all workers with children and young people. Every worker should fill in a copy of this form, which should be retained by the Congregational Child Protection Coordinators. If there is insufficient space to answer any question fully, please continue on a separate sheet. The information will be kept securely and confidentially and will not be disclosed to a third party unless requested by an appropriate Authority.

<b>1.1 Personal.</b>	
First Names	..... .....
Surname	.....
Maiden or Former Names	..... .....
*Date of Birth <i>optional</i>	.....
Current Address	..... ..... ..... .....
Post Code	.....
Daytime Tel. No.	.....
Evening Tel. No.	.....
How long have you lived at the above address?	.....
If less than 3 years, please give previous address(es) in the space opposite.	

<b>1.3 Address History</b> If less than 3 years, please give details of previous addresses with dates. .....
--

From	To
<b>Previous Address (1)</b>	..... .....
Post Code	.....

From	To
<b>Previous Address (2)</b>	..... .....
Post Code	.....

From	To
<b>Previous Address (3)</b>	..... .....
Post Code	.....

**2. Working with Children**

**2.1 Experience**

Please give details of previous experience you may have had of looking after or working with children or young people.

Please give details of any relevant qualifications or appropriate training in either a paid or a voluntary capacity.

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

**2.2 Concerns**

Have you ever had application to work with children or ~~young people~~ ~~declined~~?

Please tick the appropriate box.

If "YES", you may give details.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

.....  
.....

**2.3 Illness**

Do you suffer, or have you suffered, from any illness(es) which may directly affect your work with children and young people?

If "YES", please give details.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

.....

**3. Because this post is a "childcare" position, the Free Church requests you to complete a Self-Declaration form, 4.6B.**

**I confirm** that I have completed the Self-Declaration form and have returned it/am returning it\* to the Congregational Child Protection Co-ordinator in a sealed envelope. If the Self-Declaration form shows convictions, or that I am "listed" either provisionally or fully, I understand that the Free Church requires me to complete an Enhanced Disclosure Application form.

(To be fully listed automatically prevents you from working with children).

**I confirm that the information I have given in this form is accurate and truthful.**

**Signed** ..... **Date** .....

\* Delete as appropriate.

Please return this form to the Congregational C P Co-ordinator. It will be seen only by those persons who have direct responsibility for recruiting.  
The information you give us on this form will be treated in the strictest confidence and will be held securely and normally will be destroyed within 6 months of you leaving the post/congregation.  
A minimum of essential information will be recorded on a Worker's Check-sheet and kept securely. Normally you are asked to view this information and to confirm it is accurate.





Child Protection

Request for a Reference

Confidential

Congregation .....

Co-ordinator's name and address

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

Tel. ....

Date : .....

Referee's Name

.....

Dear .....

I have been given your name by ..... as a referee to support her/his application for the position of ..... in this Congregation. I would be grateful if you could complete this short questionnaire. Please return this whole page in the SAE by

.....

Many thanks.

Yours sincerely,

(Congregational Co-ordinator)

In what capacity do you know the Applicant? .....

How long have you known the Applicant?

.....

What experience does the Applicant have in working with children/young people, and what age range was involved?

.....

.....

.....

Please comment on the suitability of the Applicant to work with children/young people, including any reservations you may have. Continue over if desired/.....

.....

.....

.....

.....

.....

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





# Child Protection Policy

## Identification Verification Statement

Revised July 2008 due to revised guidelines from CRBS

**Congregation** .....

**Applicant** .....

**Position(s) applied for** .....  
.....

As a **minimum** it is essential that you see at least **one** item of photographic evidence for verification of the applicant's physical identity and **one** item for verification of the applicant's current address.  
If a photo driving licence is used, an additional item for current address verification should be seen.

I confirm that I have seen the following documents (**not photocopies**) which I have ticked **X** .

- Birth Certificate  0
- Passport  \*
- Driving Licence (with photo)  \* \*\*
- Counter-signed photo  \*
- Current ID Card  \*
- Driving Licence (without photo)  \*\*
- a utility bill  \*\*
- tax correspondence  \*\*
- bank/credit card statement  \*\*
- benefit agency letter or pension book/card  \*\*
- other .....  \*\*

0 It is **not** now essential that birth certificate is seen, but DoB **has** to be verified. If birth certificate is used for ID purposes, details **must** be entered at B14-18.

\* One of these is required for "physical identity verification".

\*\* One of these is required for "current address verification"; apart from the driving licence they should not be more than 3 months old. An envelope will not do.

I realise my "duty of care" in carrying out this identity verification.  
(This means, in the words of the CRBS Code of Practice, "I have taken all reasonable steps to ensure that the Disclosure Applicant is who s/he claims to be".)

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

(Congregational Child Protection Co-ordinator)

## Child Protection Policy

### Guide to Completing the New Disclosure Application

YOU MUST USE **BLUE** or **BLACK PEN** AND WRITE IN **BLOCK CAPITALS**

If you make a mistake use Tippex sparingly and not at all in the signature box.

Read page 2 of the Applicant's Guide carefully, and follow the instructions exactly.

- A1** **Co-ordinator** completes – **X** at Enhanced.
- B1 – B58** **Applicant** completes. B19 – 25 are not shown as mandatory, but you must complete as many as possible if you wish to use them for ID verification. **Ignore B24.**
- B37 etc.** Note that they ask for a 5 year address history.
- C1/2** **Applicant** signs and enters date.
- D1** Put **X** in the 'yes' box if you are a **volunteer**, ie. **NOT** a paid worker.
- D3 etc.** You only complete this if you are a **paid worker**, eg. minister, youth worker, etc. You or your congregation must issue the cheque (at the moment - £20) and include it with the Disclosure Application when you return it to Iain MacLeod, as he is not authorised to pay on your behalf.
- E1** **Co-ordinator** completes as "FREE CHURCH – [NAME OF CONGREGATION]"
- E2** **Co-ordinator** completes as fully as possible, eg. SUNDAY SCHOOL TEACHER, YOUTH CLUB LEADER, CRÈCHE LEADER, CAMPS LEADER, CHURCH ELDER, MINISTER, or indeed a combination – there is ample space.  
**Disclosure Scotland now insists on an accurate Job Description.**  
**Note: You do not now include CHILDCARE or AAR or VOLUNTEER** as this is covered elsewhere.
- E4** **Co-ordinator** – put **X** in the 'no' box (unless exceptionally the 'yes' box is applicable).
- E5 etc.** **Ignore.** Lead Signatory and CRBS complete, except:
- E16** **Co-ordinator** completes as "FREE CHURCH OF SCOTLAND"  
**Please note that the Co-ordinator does NOT sign the Application form.**

### Guide to ID Verification

The Lead Signatory has to counter-sign a covering sheet to confirm:

- i) that the original documentation of the Applicant has been seen and **checked**,
- ii) that your **physical identity** has been **verified**, and
- iii) that your **current address** has been **verified**.

Therefore:

- i) Bring to your meeting with the Co-ordinator **your Birth Certificate** (not a photocopy) to be **checked** against B14 – 18, and Passport, Driving Licence to be **checked** against B20 - 23 if completed.
- ii) This means that the Co-ordinator can also **verify your physical identity** against the photo on your Passport or new-style Driving Licence. If you don't have these, other photographic evidence **MUST** be seen - Works ID card, or a photo signed by a responsible person. **See App.1.3.**
- iii) **To verify your current address bring at least one of the following:**  
driving licence (if it contains your **current** address), a utility bill, tax correspondence, bank or building society statement, benefit agency letter, or similar. These should be current or not more than 3 months old. If the driving licence does **NOT** contain current address, **then 2 other forms of current address ID should be shown, not just one. For a full list see App. 1.3.**  
**The Co-ordinator must be in no doubt that the applicant is who s/he says s/he is.**

**The Co-ordinator then completes and signs the "Identification and Verification Statement"** – App. 4.8. Both it and the Disclosure Application form are sent to the Lead Signatory marked "*Private & Confidential*".

If anything has been declared on the Applicant's Self-Declaration Form, App. 4.6B, it should also be sent to the Lead Signatory. The envelope should be clearly marked, "*Private & Confidential*".

# The Free Church of Scotland

## Congregation Child Protection Review

### Suggested Schedule for Use in Quinquennial Visitation of Congregations

Presbytery of .....

Congregation of.....

	<b>Yes</b>	<b>No</b>
1. Is the Church's Policy Statement on Child Protection displayed prominently on Church premises and/or in other ways made accessible to the Congregation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there currently in place a C P Co-ordinator and a Depute appointed by the Kirk Session?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have the names of the Congregational Co-ordinators been passed to the Free Church Offices for inclusion on the national register of Co-ordinators?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have the present Co-ordinators undergone training by either CCPAS or similar provider?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all appointments of Workers with the young reported to and minuted by the Kirk Session?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is a register of all Workers with the young maintained by the Kirk Session and has this been inspected and found to be up to date and in order?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all completed application forms, job descriptions and other schedules retained on file and have these been viewed by a nominated Elder and found to be in order?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have all Workers with young people been issued with the CCPAS Summary Card "Protecting Children and Young People" or similar?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have all Workers with young people been encouraged to undergo training in Child Protection Procedures?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have all Workers with young people been made aware of the procedures to be followed in the event of an allegation or disclosure of child abuse?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have all new Workers with young people been subject to a disclosure with no relevant convictions revealed?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is strict confidentiality being maintained regarding the retaining and storage of personal data in both paper and electronic form in line with Data Protection guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are the members of the Visitation team satisfied that the Kirk Session is pursuing and implementing the Church's Policy Statement and Guidelines?	<input type="checkbox"/>	<input type="checkbox"/>

Date .....

Signature of Convener.....

4.11 SchQVExpl 2005r

**The Free Church of Scotland**  
**Congregation Child Protection Review**  
Quinquennial Schedule – Explanation Sheet

- Question 1      Kirk Sessions are obliged to make all associated with the congregation aware of the Policy Statement approved by the General Assembly of 2003.
- Question 2      Kirk Sessions are required by our Policy to appoint two Child Protection Co-ordinators.
- Question 3      Registration of Co-ordinators is mandatory.
- Question 4      Co-ordinators should undergo training organised either by the Free Church of Scotland, Churches Child Protection Advisory Service, the Church of Scotland Board of Parish Education Child Protection Unit, or similar nationally recognised body. Good practice indicates that a record of this training should be kept.
- Question 5      It is of great importance that the Kirk Session should be fully aware of the identities of all workers and leaders of groups and organisations under its jurisdiction.
- Question 6      Kirk Sessions ought to establish and maintain a Register of all Workers with Children and Young People.
- Question 7      All files are confidential, and are only available to designated individuals of the Kirk Session and Presbytery on a need to know basis.
- Question 8      Summary Cards are available either from the Free Church Offices, or directly from CCPAS.
- Question 9      Training of all Workers with the young should be regarded by Kirk Sessions as essential, and is mandatory under the Policy statement approved by the General Assembly of 2003.
- Question 10     The procedures authorised by the Church as by other voluntary organisations insist that under no circumstances should an event, disclosure or allegation of child abuse be investigated by the minister or members of the Kirk Session or by any leaders of the organisation. All such concerns should be referred to the police or social work department in line with the guidance in the Policy document.
- Question 11     Police checks, known as disclosures, are mandatory for all paid and volunteer workers with children.
- Question 12.     If there is doubt about what the question implies, clarification should be sought immediately from the Free Church Offices for general information, and from the Child Protection Administrator in relation to Child Protection issues.
- Question 13.     Quinquennial visitations of a congregation should have the emphasis of encouragement, enlightenment and enablement.



# Child Protection

Confidential

## Responding to Abuse – Worker’s Action Sheet

Name of Church .....

Name of Group .....

Name of Child/Young Person .....

Address .....

.....

.....

Date of Birth .....

Name of Person Reporting the Incident/Allegation .....

Date and Time of Reporting Incident/Allegation .....

Date and Time of Incident .....

Sequence of Events/Actual Words Used/Observations - *continue on separate sheet if necessary.*

.....

.....

.....

.....

.....

Action Taken (including persons contacted) - *continue on separate sheet if necessary.*

.....

.....

.....

Further Notes

.....

.....

.....

**Date and Time of this Report** .....

**Worker's Signature** .....

**Adapted from and with acknowledgement to CCPAS**



# Child Protection Registration/Permission Form

4.13 PermFm 2007R

**Confidential**

Name of Congregation .....

This form may be used to register children for clubs/events/activities/etc. It is important to keep parents/ carers informed at all times of arrangements, so it would be good practice to return a photocopy of the completed form to them whilst keeping the original. **It should be shredded after it has served its purpose.**

<b>Child's Name</b>	.....
<b>Address</b>	..... .....
<b>Date of Birth</b>	.....
<b>Home Tel. No.</b>	.....
<b>Emergency Contact No.</b>	.....
<b>Doctor's Name &amp; Tel. No.</b>	.....
<b>Allergies/Conditions/Medication</b>	.....

<b>Activity/Meeting/Event***</b>	.....
<b>Where</b>	.....
<b>Date and/or Time</b>	.....
<b>Main Activities</b>	.....

**To be  
completed  
by the  
organiser**

I give my permission for my child to attend the above Activity/Meeting/Event.\*\*\*  
 I will/will not\*\*\* make use of the transport arrangements (see below if applicable).  
 In case of emergency please contact me on the above emergency number.  
 If I cannot be contacted, I am willing for my child to receive hospital treatment if required, including anaesthetic.  
 I understand that every effort will be made to contact me as soon as possible.

Signed ..... Parent/Guardian\*\*\*

Print Name.....Date .....

\*\*\* delete as appropriate

**Transport arrangements** if applicable.

.....

.....

**Permission Form for taking and Using Images of Children**

**Name of Congregation** .....

This form may be used to obtain parental permission for taking photos etc. It is important to keep parents/ carers informed at all times of your intentions, so it would be good practice to return a photocopy of the completed form to them whilst keeping the original. This should be shredded after it has served its purpose, although the fact that permission was/was not given should be recorded on the master register.

<b>Box1</b>	
<b>Child's Name</b>	.....
<b>Address</b>	..... .....
<b>Date of Birth</b>	.....
<b>Home Tel. No.</b>	.....

<p><b>Box 2</b></p> <p>(1) ..... intend(s) to</p> <p>(2) .....</p> <p>for use in <sup>(3)</sup> .....</p> <p>during the current Session. Please read Box 3 below which indicates the conditions of use of the images, and then sign in Box 4.</p> <p>(1) Club/Church Group, etc.      (2) take group photos/video/etc.      (3) Church newsletter/local paper/other</p>	<p><b>To be completed by the organiser</b></p>
---	--

<p><b>Box3</b></p> <p><b>Conditions of use</b></p> <p>We will not include details such as full name, address, email address, tel. no. If used on a church web-site or in the church magazines or in the local paper your child will not be identified except by first name, and he/she will be shown in a group, unless with your express permission.</p> <p>Photos, etc. will only be used when participants are suitably dressed – special permission will be sought in the case of children taking part in swimming, athletics, etc.</p> <p>Digital images will not be kept on computer file after they have been printed.</p> <p>Your permission is valid for the period your child attends the above activity/club/group, but can be withdrawn at any time by you.</p>
---

<p><b>Box 4</b>    I give/do not give *** my permission for my child to be photographed, etc. as described.</p> <p>Signed ..... Parent/Guardian***</p> <p>Print Name.....Date .....</p> <p>*** delete as appropriate</p>
--

**Please note: 'Adults/leaders' refers to people acting under the auspices of the Free Church of Scotland.**

**Introduction:** Taking a photograph can be construed as obtaining personal information – the image of the subject – and therefore it should be treated as any other item of personal, confidential information:

- fairly and lawfully processed
- collected and used only for specific purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the person's rights
- secure
- transferred only under strict rules

**General:** This seems to mean in relation to taking photos or other images of a child by an adult by whatever method that:

- consent has to be sought and given (including from and by parents/guardians)
- the purpose has to be made known to the subject(s) and parents/guardians
- if used for publishing this should be stated and the subject and parents/guardians made aware of the implications
- names and addresses should not in general be published
- storage of images on a computer should be short-term and deleted after printing
- images taken on mobile phones should not be sent indiscriminately, and in any case deleted as soon as possible; again technically consent is required

**Consent:** Sixteen is the general age of civil capacity in Scotland. One view is that young people aged 16 or over can fully consent to photographs and parental consent may not be needed; but remember that, regarding Child Protection, children are those under 18 years of age. Therefore it would seem advisable that parental consent should always be sought on behalf of all young people under 18. It would also seem advisable to consult children as to whether they wish to appear in a photo. If the child does not consent, no photograph should be taken to include the child, even if the parent consents. A statement explaining the use of the images should be explained clearly in the request for permission.

**Official Photographer:** Best practice indicates that at church events it is best to organise an 'Official Photographer', who has been accredited by the church, and who should show suitable ID. As such they would normally be expected to have an Enhanced Disclosure.

**Identifying Children:** The names of children should not be included when images are displayed on notice-boards or published. In the case of a 'church directory' of photographs, it would be best if children were grouped in families, and such directories not on permanent display, if the hall is used by organisations outside the church.

**Websites:** To avoid, as far as is possible, the misuse of children's images placed on church websites, a number of issues need to be considered:

- **Informed consent:** any pictures used should have the informed consent of the people in the pictures by means of a signed consent form. The child and the parent need to understand the consequences of placing images on the web. It should be borne in mind that many people still do not comprehend how the web allows anyone to access information and pictures. Names and addresses of children pictured should not be included on the website.
- **Appearance:** Due consideration needs to be given to pictures in respect of certain activities or clothing, for example, swimsuits or athletics dress may not be suitable for use on the Web. Local Child Protection Co-ordinators should be consulted before pictures are published.
- **Confidentiality:** In some instances where children are estranged from one or more parents/guardians, it would be inappropriate to use a picture identifying a child or locality.



**Child Protection**  
**Draft Risk Assessment Form**

4.15 RskAss2007

**Name of Congregation** .....

This form may be used to carry out a risk assessment for a wide variety of general activities associated with Youth Work in the Free Church.

Please note that for certain activities and areas there are specialised requirements and forms, eg. Food Handling, Health & Safety, Electrical Safety, etc.

**Activity/Meeting/Event, etc.** .....

**Where it will take place** .....

**Day, Date, Time** .....

	1	2	3	4
<b>Hazard/Risk</b>				
<b>Who may be at Risk</b>				
<b>How may they be at Risk?</b>				
<b>Level of Risk</b>				
<b>Precautions to be taken</b>				
<b>How implemented?</b>				
<b>Has this been successful?</b>				
<b>Any modifications required</b>				

**Signed** .....

**Position** ..... **Date** .....



**Child Protection**  
**Specimen Risk Assessment Form**

4.15A RskAss2007

**Name of Congregation** .....

This form may be used to carry out a risk assessment for a wide variety of general activities associated with Youth Work in the Free Church.

Please note that for certain activities and areas there are specialised requirements and forms, eg. Food Handling, Health & Safety, Electrical Safety, etc.

**Activity/Meeting/Event**      *Friday Club - Outdoor Football*

**Where it will take place**      *Rough grass outside Church*

**Day, Date and Time**              *Friday, 1 June 07, 1830 h*

	1	2	3	4
<b>Hazard/Risk</b>	<i>Glass on the ground</i>	<i>Windows nearby</i>	<i>Falls</i>	<i>Intruders</i>
<b>Who, what may be at Risk</b>	<i>Children</i>	<i>Window panes</i>	<i>children</i>	<i>Children</i>
<b>How may they be at Risk?</b>	<i>cuts</i>	<i>breakages from balls</i>	<i>twists, breakages, sprains</i>	<i>name-calling, interference in the game</i>
<b>Level of Risk</b>	<i>low</i>	<i>medium</i>	<i>medium</i>	<i>very low</i>
<b>Precautions to be taken</b>	<i>check ground</i>	<i>give as much clearance as possible</i>	<i>warnings at the moment</i>	<i>Mr Smith to patrol</i>
<b>How implemented?</b>	<i>2 leaders check</i>	<i>Move 'goal-posts' away from building</i>		
<b>Has this been successful?</b>	<i>Yes</i>	<i>yes</i>	<i>so far</i>	<i>yes</i>
<b>Any modifications required</b>	<i>No</i>	<i>Keep under review</i>	<i>ensure grass is cut in the future</i>	<i>Keep under review</i>

**Signed** .....

**Position** ..... **Date** .....



# Child Protection

4.16 Rep to Office 2008

**Confidential**

## Form for Reporting an Allegation/Disclosure to the Office

**Name of Congregation** .....

This form may be used to report to the Office that an allegation or disclosure of abuse has taken place and to notify the Office what course of action was taken.

Type of 'incident' (allegation/disclosure etc. of abuse)  
 .....

Date of allegation/disclosure .....

To whom was the allegation/disclosure made? .....

Were notes made? .....

Who has them now? .....

Which statutory authority was contacted and by whom?  
 .....

What decision was made regarding the immediate safety of the young person?  
 .....  
 .....

Was counselling necessary for or offered to the person to whom the allegation/disclosure was made?  
 .....  
 .....

Any other comments  
 .....  
 .....  
 .....

**Signature of Initial Recipient of Allegation/Disclosure** .....

**Signature of CP Co-ordinator** ..... **Sent to Office** .....

Date Received in Office .....

Signature of CAO .....





# Child Protection Policy Summary

**Congregation** .....

**Adopted by Kirk Session on** .....

**The Free Church of Scotland Congregation of** .....

- is committed to value, respect, nurture, protect and safeguard children and young people who are entrusted to its care;
- expects each individual who acts on its behalf to prevent the physical, sexual or emotional abuse of children and young people in its care, and to report any abuse or neglect discovered or detected;
- undertakes to adopt safe recruitment procedures with respect to all who work with children and young people in its care and to train, support and supervise them;
- undertakes to support all those affected by abuse in the Church.
- undertakes to maintain good links with the statutory Child Protection agencies and other appropriate organisations;
- undertakes to review its Child Protection Policy and Guidelines regularly, to communicate these to every person in the Church involved in work with children and young people, and to oversee their implementation.

**In addition we undertake:**

- to use the Child Protection Co-ordinator to oversee on behalf of the Kirk Session Child Protection issues in the Congregation;
- to find out whether an applicant has any convictions for criminal offences against children;
- to issue guidelines on how to deal with allegations of abuse, and the disclosure or discovery of abuse;
- that all new paid staff and volunteers, their line managers or supervisors are trained in the Free Church of Scotland's Child Protection Policy;
- to keep up-to-date with national and local developments relating to protection of children;

**and we recognise that:**

- Social Work and/or the Police has lead responsibility for investigating all allegations or suspicions of abuse;
- where an allegation or disclosure suggests that a criminal offence may have been committed then the Police will be contacted as a matter of urgency.

**We will review this statement annually.**

If you have any concerns regarding Child Protection then speak to one of the following who have been approved as Child Protection Co-ordinators for this Congregation:

..... Child Protection Co-ordinator

..... Depute Child Protection Co-ordinator

A copy of the Free Church Child Protection Policy can be obtained from the above.

**Signed by Session Clerk** ..... **Date** .....



**Child Protection  
Driver Risk Assessment Form**

4.18 DriverRA2008

**Confidential**

**Name of Congregation** .....

*This form may be used to carry out a risk assessment for a potential applicant to drive children and young people on behalf of the Free Church.*

**Name of Applicant** .....

**Date of Birth** .....

**Driving Licence No.** .....

<b>Perceived Hazard/Risk</b> [eg. endorsement(s) on licence]	
<b>Who may be at Risk?</b>	
<b>Level of perceived Risk</b> <i>low/medium/high</i>	
<b>How is risk to be addressed?</b> [eg. condition(s) imposed]	
<b>Comments of supervising Body</b> [eg. Camps/Youth Committee, Session]	eg. satisfied, other conditions imposed, etc.
<b>Has Applicant been fully informed?</b>	
<b>Signature of Applicant</b>	

**Signed** ..... **Position** .....

eg. CP Co-ordinator, Youth Elder, etc.

**Date** .....

The information you give us on this form will be treated in the strictest confidence and will be held securely and normally will be destroyed within 6 months of you leaving the post/congregation. A minimum of essential information will be recorded on a Worker's Check-sheet and kept securely. Normally you are asked to view this information and to confirm it is accurate.

