

Safer Recruitment, Support & Supervision of Workers

New Road Old Stones Trust (Groundbreakers) will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary.

No person for whom it is known that they have been convicted of a crime against a child or young person will be able to work at New Road Old Stones Trust (Groundbreakers) as a Children's Worker. For further information on this standard in a spiritual context please see **Safe to Grow** (2011) pages 9-10.

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone who is disqualified from working with children and young people to knowingly apply accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a member of the Leadership Team, ministry leaders or Life Group Leaders. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children. It will be made clear to all Children's Workers applicants that New Road Old Stones Trust (Groundbreakers) requires an enhanced Disclosure and Barring Service (DBS) disclosure.

The following Safer Recruitment Processes will be followed:

1. Application Form – all applicants must complete the New Road Old Stones Trust (Groundbreakers) Application Form for Children & Young People's Work. This contains some statements against which the applicant must sign:

- Ⓞ That the applicant has read the New Road Old Stones Trust (Groundbreakers) Children's Safeguarding - Policy and Procedures and agree to adhere to it
- Ⓞ A Criminal Records Statement
- Ⓞ That all the information on the application form is correct and complete

2. Interview – The interview should be completed by Groundbreakers Project Leader and a trustee were applicable. The Groundbreakers Project Leader will liaise with the Designated Person to discuss any applicants prior to accepting them on to team.

3. References - Formal references will be requested in writing using the Reference Request Letter Template.

4. Identity Checks – As part of the DBS disclosure application process, the applicant must provide documentation for proof of identity (passport, driver's license, etc.)

5. Enhanced DBS Disclosures & Barring List – all applicants will be required to complete an Enhanced DBS Check and the Barring List will also be checked. Applicants should be made aware of this. A criminal offence will not necessarily be a bar to a person serving with children or young people. Any decision will be dependent on the nature of the position and the nature and circumstances of the offence(s) and will be taken in discussion with the Designated Person for Safeguarding and the Safeguarding Trustee. New Road Old Stones Trust (Groundbreakers) will always use a risk-based approach to decision making. Those applicants who have lived overseas in the past 5 years for more than 6 months must provide an additional character reference.

6. Training – Following positive references, DBS check and interview, new team members can start as part of the team as long as they are booked on level 2 safeguarding training within the next 6 months. This will then be repeated every 3 years.

7. Probationary period – If the Groundbreakers Project Leader feels at any point that a person should no longer serve on the team, they are able to stop a team member from continuing to serve. Such decisions must be discussed with the Chair of Trustees urgently. A copy of each applicants'

DBS details, application form, references and training dates will be kept on file and updated by New Road Old Stones Trust.

Young Leaders under the Age of 18 Years

In law, young leaders under the age of 18 are children and cannot be treated as an adult member of the team. They should be assigned a mentor who will encourage them and help to develop their skills. There are some practical considerations:

1. A young leader must always be supervised and never left alone with the children
2. They should not be counted in the ratios of staff to children
3. Permission of the Parent/Carer needs to be sought for the young leader just as you would for any other person under the age of 18
4. The Safeguarding Children and Young People - Policy and Procedures applies to the young leader as it does to any child or young person
5. As soon as the young leader turns 18 years of age, New Road Old Stones Trust (Groundbreakers) needs to instigate the above Safer Recruitment Processes even though the Young Person may have been involved in Children's Work for some time

Children's Worker Database

The Designated Safeguarding Officer/Deputy Safeguarding Officer will keep a simple database/spreadsheet that will be held securely and will contain the following information:

1. Name
2. References Gained
3. Date Enhanced DBS Disclosure Completed & Satisfactory and dates of any subsequent DBS Disclosures
4. Dates Safeguarding Training Completed
5. Other demographic details (address, tel number etc) are held by the Treasurer on a simple staffing spreadsheet/database.

Team Building and Supervision

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns, building relationships and identifying other matters that may need clarification and guidance. The Groundbreakers Project Leader will meet regularly with the trustees to review workload, plans, concerns and pray for ministry.

Training

It is important that all workers understand the agreed procedures for protecting children. Safeguarding Children training must be attended at least once every 3 years. For up to date advice on recruitment procedures refer to the following website:

http://www.safenetwork.org.uk/help_and_advice/employing_the_right_people/pages/safer_recruiting.aspx

Parent/Carer helpers

If a child requires supporting by their own parent or carer for an activity, the parent or carer is not required to go through the safer recruitment process. However it needs to be made clear to the parent/carers that they are solely responsible for the care/supervision of their own child. That parent/carers should be supervised when supporting their child in group activities involving other children by a group leader that has gone through the safer recruitment process.

If a parent/carers is helping out at a New Road Old Stones Trust (Groundbreakers) activity on a regular basis (more than once a month) then they will need to go through the safer recruitment process.

If a parent/carer is helping out on rare occasions with a New Road Old Stones Trust (Groundbreakers) activity then they do not need to go through the safer recruitment process, but should hold a DBS check and not be left alone in the care of any children. They must be supervised by a group leader who has been through the safer recruitment process at all times.