

“VICTORIOUS”

triumphant | conquerors



Safeguarding Assurance Document



Area 8 Pathfinder and Adventurer
Curriculum Camp 2019

Bardfield Park Scout & Activity Centre
Ixxer Lane Bradfield
Combust
Bury St Edmunds
IP30 0LR

03rd – 06th May



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General Conference of Seventh-Day Adventists Position Statement on Abuse and Family Violence (1995)

Seventh-day Adventists affirm the dignity and worth of each human being and decry all forms of physical, sexual and emotional abuse and family violence.

- ✚ We recognise the global extent of this problem and the serious, long-term effects upon the lives of all involved.
- ✚ We believe that Christians must respond to abuse and family violence both within the church and in the community.
- ✚ We take seriously reports of abuse and violence and have highlighted these issues for discussion at this international assembly.
- ✚ We believe that to remain indifferent and unresponsive is to condone, perpetuate, and potentially extend such behaviour.
- ✚ We accept our responsibility to co-operate with other professional services, to listen and care for those suffering from abuse and family violence, to highlight the injustices, and to speak out in defense of victims.
- ✚ We will help persons in need to identify and access the range of available professional services.
- ✚ When changed attitudes and behaviour open possibilities for forgiveness and new beginnings, we will provide a ministry of reconciliation.
- ✚ We will assist families in grief over relationships that cannot be restored.
- ✚ We will address the spiritual questions confronting abused persons, seeking to understand the origins of abuse and family violence and developing better ways of preventing the recurring cycle.

(BUC Keeping Our Church Family Safe, Child Protection Policy 2009)



Definitions of Abuse

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, 'Working Together to Safeguard Children (1999)' are as follows:

Abuse and Neglect

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.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment 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 insofar as they meet the needs of another person. It may feature age or develop mentally inappropriate expectations being imposed on children. It may involve 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 ill-treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person 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 (eg. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving



children in looking at, or in, the production of pornographic materials, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic or physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised and multiple abuse occurs both as part of a network, or abuse across a family or community, and within institutions such as residential homes or schools. When working in a faith setting there is a need to aware of how spirituality can be used to justify abusive behaviour.

Spiritual Abuse

Spiritual abuse is using God's word or His name to justify human behaviour that is sexual, emotional or physical abuse or neglect. Spiritual abuse is most destructive because it gives children a distorted image of God.



Possible Signs of Abuse

- ✚ **Physical:** unexplained injuries and bruising, or injuries which have not received medical attention. Hidden injuries, bruising which is only discovered when clothes come off.
- ✚ **Sexual:** allegations made by the child or young person. Pre-occupation with sexual matters. Being sexually explicit in words, play or drawing. Reported sleep disturbances with fears and phobias. Being sexually provocative with adults.
- ✚ **Emotional:** nervousness, sudden under-achievement, regression in behaviour. Inappropriate relations with adults/peers, attention seeking, running away/stealing/lying, looking uncared-for.
- ✚ **Neglect:** looking ill-cared for and unhappy, being withdrawn or aggressive. Having lingering health problems or injuries. It should be remembered that many symptoms of distress can point to abuse but there may be other explanations.

It is important that the above signs are not taken as absolute indicators that abuse has taken place. They should cause employees/volunteers to stop and think rather than jumping to conclusions.

Therefore, it is always important to discuss any concerns with the appropriate Responsible person or committee.



Forms and Declarations



Information form for employees/ voluntary workers

To Be Completed by ALL Volunteers

CONFIDENTIAL			
Name of Church			
INFORMATION FORM FOR EMPLOYEES/VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE			
Full Name			
Maiden or Former Name			
Home Address			
Date of Birth			
Telephone Number	Day	Evening	
Church		Church Office Held	
Please give details of previous experience of looking after or working with children and/or young people. Why do you want to work with children? (Continue on a separate sheet if required)			

Reference: Please give the name, address, telephone number, position or relationship of someone who knows you well.



QUALIFICATIONS

Have you already received certified child protection training? Yes No

If YES Please give details of any relevant qualifications or training and present the original certificate to your Child Safety Representative

Empty box for providing details of qualifications or training.

If NO, are you prepared to undertake appropriate training? Yes No

Please note that if you decline to undertake training if necessary the church may refuse your application or withdraw your authority to work with children and young people.

Are you willing to apply to the Criminal Records Bureau for a disclosure? Yes No

If YES please complete Appendix H and obtain the CRB disclosure form and information details from your Child Safety Representative. Also please complete a Declaration of Criminal Conviction form.

I confirm that there is nothing that should bar me from working with children and young people.

Signed Dated / /

When completed this form must be held in confidence and should be retained by the local Church Child Safety Representative, (with a copy to the appropriate Conference Departmental Director where applicable).

Retention period **up to 3 months**.



PROTECTION OF CHILDREN/YOUNG PEOPLE

DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN

NOTICE TO EMPLOYEES, POTENTIAL EMPLOYEES AND VOLUNTEERS

Your employment, potential employment, or voluntary work for which you are being considered involves substantial opportunity for unsupervised access to children and is exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under that Act. The information you give will be treated in confidence and will only be taken into account in relation to appointments where the exemption applies.

The Organisation is also entitled, under arrangements introduced for the protection of children, to check with the Police for the existence and content of any criminal record of any employee, potential employee or volunteer. Information received from the Police will be kept in strict confidence and will be destroyed immediately after the selection process is completed.

The disclosure of a criminal record will not debar you from employment or volunteer work unless the organisation considers that the conviction renders you unsuitable for this position. In making this decision, consideration will be given to the nature of the offence, how long ago it was committed, what age you were at that time and any other factors that may be relevant.

Any employment or voluntary work will be made subject to the condition that this check does not reveal any conviction that would render the applicant unsuitable to work with children.

Please complete the enclosed form listing all previous convictions, bind-overs, and cautions (if none write NONE). Spent convictions must also be listed pursuant to the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Failure to declare a conviction may disqualify you from employment or voluntary work, or result in summary dismissal if the discrepancy comes to light.

I confirm that I have received, read and understood the above notice.

SIGNATURE : _____

Date: _____

PRINT NAME : _____



PLEASE COMPLETE IN BLOCK CAPITALS

Declaration of Criminal Convictions

(Private and Confidential)

Surname:

First Name:

Title (Mr/Mrs/Ms/Dr) etc.

Date of Birth:

Have you been known by any other name?

Previous Name:

Address:

Post Code

Telephone No: Day

Evening:

If resident at the above address for less than 2 years please give previous address and

Post Code:

Church Office or Job Title:..... Church:

Have you been convicted of any offence? You must include offences which are "Spent" under the provisions of The Rehabilitation of Offenders Act 1974

YES/NO

If 'YES', please give details, continuing on a separate piece of paper if necessary

Signed:

Dated:



Request for Reference

(To be completed for paid/volunteer worker working with children and young people)

Name of Worker: _____

Dear

The above-named person has applied to be a worker (`Group facilitator / Instructor / Security Officer / First Aider /) with the children and young people for **Area 8 Curriculum Camp 2019**.

As I am sure you are aware, before we can accept anyone to work with children and young people, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it as soon as possible. The document can be scanned and email to the persons named below.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent".

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information to not hesitate to contact Kim Roberts-Waldron on 07904 197 510 or Susan Miller-Preston on 07943 60 84 29.

For returns: Please email Ktahir1@yahoo.co.uk / scan and text / post to the above mobile number. No later than 21st April 2019.

Club leaders should retain a copy of the documents in the club folder that will be inspected at camp.

May I take this opportunity for thanking you for your help in this matter.

Yours sincerely,

Kim Roberts-Waldron



Reference Form

(To be completed for paid/volunteer worker working with children and young people)

PRIVATE & CONFIDENTIAL

Reference for: _____

Position: _____

Your name: _____

Occupation: _____

How long have you known this person? _____

In what capacity? _____

COMMENTS ON SUITABILITY OF WORKER.

(In considering whether the person is fit to work with children and young people please consider the following alongside the job application: Previous experience of looking after or working with young children or young people; Ability to provide warm and consistent care; Commitment to treat all children and young people as individuals and with equal concern. The position for which this person is being considered gives substantial access to children and young people. To your knowledge, is there any reason why this person should not be entrusted with care of children and young people? If so, please provide details).

Signed: _____ Date: ___ / ___ / ___

PRINT NAME: -----



The Camper Code of Behaviour for all Adults

(To be signed by all parents/ guardians attending camp who are not staff)

You must:

- ✚ Treat all children and young people with respect
- ✚ Provide an example of good conduct you wish others to follow
- ✚ Ensure that, whenever possible, there is more than one adult present during activities which children and young people or at least that you are within sight or hearing of others
- ✚ Respect a young person's right to personal privacy
- ✚ Encourage young people and adults to be comfortable and caring enough to point out attitudes or behaviour they do not like
- ✚ Remember that someone else might misinterpret your actions, no matter how well-intentioned
- ✚ Recognise that special caution is required when you are discussing sensitive issues with children or young people
- ✚ Operate within the organisation's principles and guidance and any specific procedures
- ✚ Challenge unacceptable behaviour and report all allegations/suspicions of abuse.

You must not:

- ✚ Have inappropriate physical or verbal contact with children or young people
- ✚ Allow yourself to be drawn into inappropriate attention-seeking behaviour/ make suggestive or derogatory remarks or gestures in front of children or young people
- ✚ Jump to conclusions about others without checking facts
- ✚ Either exaggerate or trivialise child abuse issues
- ✚ Show favouritism to any individual
- ✚ Rely on your good name or that of the organisation (faith or charity) to protect you
- ✚ Believe "it could never happen to me"
- ✚ Take a chance when common sense, policy or practice suggests another more prudent approach

Signed: _____ Date: ___ / ___ / _____

PRINT NAME: _____

This document MUST be signed by all adults attending the camp and kept in the club folders.



The Camper Code of Behaviour for Children and Young People

This code has been developed in order to provide children and young people with advice on the behaviour that is expected of them when attending and using the facilities during the Area 8 Curriculum Camp 2019. It has been shaped by the views of children and young people.

Purpose

To ensure children and young people are treated fairly by all adults working with them at the Area 8 Curriculum Camp 2019 and know what is expected of them.

Basic principles

This code of behaviour for children and young people is intended to:

- ✚ identify acceptable behaviour for children and young people;
- ✚ promote self-respect and self-control;
- ✚ raise children's and young people's self-esteem and self-confidence;
- ✚ encourage individual responsibility for behaviour and outline the consequences of poor behaviour;
- ✚ encourage children and young people to recognise and respect the rights of others;
- ✚ encourage cooperation at all times and in all situations;
- ✚ promote the values of honesty, fairness and respect;
- ✚ anticipate and resolve any conflict that may arise;
- ✚ ensure that children and young people are aware of when sanctions will be put into place.

Dos and don'ts

Children and young people are expected to:

- ✚ cooperate with each other
- ✚ be friendly
- ✚ listen to each other
- ✚ be helpful
- ✚ follow this code of behaviour and other rules
- ✚ stick to the e-safety policy and agreement when using the internet, social networking sites, mobile phones etc. **MOBILE PHONES ARE NOT ALLOWED DURING SESSIONS UNLESS REQUIRED FOR THE COURSE.**
- ✚ have good manners
- ✚ join in respect each other's differences
- ✚ treat staff and volunteers with respect
- ✚ report anything that worries or concerns them to:

(Club Director and / or Susan Preston or Kim Roberts-Waldron / Camp Safeguarding representatives with responsibility for hearing concerns from children and young people).



Children and young people shouldn't:

- pick on or make fun of each other
- bully each other
- stare at others
- yell or shout at others
- be abusive
- use equipment to be abusive or to cyberbully – for example, by using mobile phones to send nasty messages, taking and sharing photos without permission, sending nasty emails, or “trolling” (leaving unkind comments on a webpage or social network profile).

Signed: _____ Date: ___ / ___ / ___

PRINT NAME: