



# **Ards Elim Church**

## **Safeguarding Policy**

### **2023-24**

Elim Foursquare Gospel Alliance is a registered charity 251549 (England and Wales) and SC037754 (Scotland)

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**Details of your Church:**

**Ards Elim Church**

**Address:**

68-70 Church Street  
Newtownards  
BT23 7NX

**Tel No:** 02891823464

**Email address:** [info@ardselim.co.uk](mailto:info@ardselim.co.uk)

**Website:** <https://www.ardselim.co.uk>

**Charity Number:** 251549

**Insurance Company:**

**Safeguarding Board for Northern Ireland:** t: 028 9536 1810

e: [SBNI.info@hscni.net](mailto:SBNI.info@hscni.net)

**Introduction:****National Leadership Team Statement on Safeguarding:**

The National Leadership Team of Elim are committed to creating healthy churches and safe spaces for all. We recognise the ways in which children and adults can be at risk of harm or abuse, so endeavour to create a culture to minimise opportunities for abuse to occur. This requires having a safeguarding policy that sets out clearly defined principles, standards and guidelines required to keep everyone safe. The policy includes procedures for reporting suspicions or allegations of abuse, as well as practical guidance for safer recruitment, and church wide safeguarding training and supervision for all individuals working with children and adults at risk.

We recognise the need to provide a safe and caring environment for all including children, young people and adults at risk of harm. Children rely on adults to keep them safe, therefore all our churches working with children, either directly or indirectly, should be committed to safeguarding children in their care. We seek to do this by providing a safe, stable, and nurturing environment where children can reach their full potential. Similarly, within our churches there are adults in need of protection, care and support due to vulnerability, whether that is a permanent or temporary state. We are aware too that within our churches there are relationships of trust, which flourish best within healthy churches and environments, where there is openness, transparency and accountability.

As a denomination, Elim is seeking to build healthy churches in the UK and across the world consisting of a rich diversity of cultures that are open to people of all nationalities, ages and backgrounds. Our churches meet together to worship God and to care for one another whilst also seeking to reach out to people in their immediate community, the wider area and across the world. We do this through an extensive variety of activities, which may include, among other things, Sunday services, small groups, educational programmes, medical aid, alleviation of poverty and activities for the elderly, adults at risk of harm, children and young people. As part of our mission we also have departments who seek to prepare and equip people for ministry in the local church, the workplace and for overseas mission.

We firmly believe that safeguarding is everyone's responsibility, and all involved in the life of our churches and activities have a role to play in keeping children, young people and adults safe.

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## **One Church Safeguarding Policy**

This safeguarding policy covers the care and protection of children and adults, through the multiplicity of ways people connect with Elim churches, missions, groups and activities; including through digital platforms online such as social networking services and social media.

### **Statement of our commitment to safeguarding**

Reflecting our mission of being 'One Movement, One Mission' we have produced this overarching safeguarding policy for the protection, care and well-being of everyone across all Elim activities in recognition that we work with children and young people, with adults who may be vulnerable or at risk, with victims and survivors of abuse and neglect and with those who pose a risk of harm to children and adults.

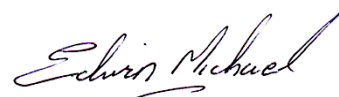
### **Contacting the Safeguarding Teams**

It is imperative that contact be made with the Irish Safeguarding Team as well as the National Safeguarding Team when a local church is faced with any safeguarding issue. They are available in the first instance for advice and support. They should also be contacted where any safeguarding concern has implications for the reputation or good standing of Elim. This is to ensure that any response is open, transparent and involves the statutory safeguarding authorities; it also provides for the necessary quality assurance required by Elim International Centre.

This is for the purpose of ensuring that the appropriate course of action has been taken. Where a safeguarding matter involves a church worker, then such a response may include initiating complaints or disciplinary procedures in addition to following safeguarding protocols.



**Chris Cartwright**  
**General Superintendent**



**Edwin Michael**  
**Irish Superintendent**

**Church Statement: Our Commitment to Safeguarding:**

As the Leadership, we recognise the need to provide a safe and caring environment for children, young people and adults. We recognise the importance of our ministry with children, young people and adults and our responsibility to protect everyone entrusted to our care. We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm. All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse. Adults in our church should be enabled to live fulfilling, autonomous lives, and should have access to every aspect of church life. The care and protection of children, young people and adults involved in church is the responsibility of the whole church. As a leadership, we endeavour to make our church a safe environment for all.

We will review this statement and our policy and procedures annually.

The following statement was agreed by the church leadership:

- We recognise that we all have a responsibility to help prevent the abuse and neglect of children and adults and to report any such abuse or neglect that we discover or suspect.
- We are committed to the safeguarding of children and adults and ensuring their well-being. We recognise that children and adults can be the victims of physical, sexual and emotional abuse, as well as financial and discriminatory abuse and other forms of harm such as exploitation and neglect.
- We endorse and adopt the policy, procedures and guidance set out in this safeguarding policy in accordance with governments' national legislation, statutory guidance and local safeguarding procedures, along with guidance issued by the Irish Leadership Team through the Irish Safeguarding Team, and Elim nationally through the National Safeguarding Team.

### **Working with Safeguarding Authorities**

- We recognise the role that the statutory safeguarding authorities (Social Services and the Police) have in investigating all suspicions and allegations or discovery of child abuse and the abuse of adults and will cooperate fully with all agencies to protect those at risk of harm or abuse:
  - Northern Ireland Health & Social Care Trust (HSC) Children’s Services Gateway Team has lead responsibility for investigating all allegations or suspicions of abuse where there is a concern about a child.
  - Northern Ireland Health & Social Care Trust (HSC) Adult Protection Gateway Services has lead responsibility for investigating all allegations or suspicions of abuse when concerned about the welfare of an adult.
  - Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
  - Having liaised with the statutory authorities, please inform the Irish Safeguarding Team as well as the National Safeguarding Coordinator, Sarah Bale.
- We will follow the requirements for Northern Ireland legislation in relation to safeguarding children and adults and good practice recommendations.
- We will act in accordance with national and local safeguarding guidance such as laid out in Co-operating to Safeguard Children & Young People in Northern Ireland (Department of Health 2017) and the Regional Core Child Protection Policies and Procedures for Northern Ireland (Safeguarding Board for Northern Ireland 2018) and acknowledge that safeguarding children is everyone’s responsibility and that everyone who comes into contact with children and families has a role to play.
- We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding and sharing relevant information.

### **Promoting a Healthy Church Culture**

- We respect the rights of children as described in the UN Convention on the Rights of the Child. We value and respect children and want to hear their voices.
- We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour,

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sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

- We understand the importance of creating a welcoming and inclusive, safe and healthy environment and are committed to ensuring that we meet the requirements of the Equality Act 2010, implementing all other relevant legislation as part of safeguarding.
- We recognise the personal dignity and rights of adults and will ensure all our policies and procedures and practice guidance reflect this, so that adults can have access to every aspect of the life of our church.
- We are committed to supporting parents and families and ensuring that our church is a safe place for all.
- The church has appointed a Safeguarding Coordinator and a Deputy Safeguarding Coordinator as points of reference, to act on all allegations or suspicions of abuse in reporting to the statutory safeguarding authorities. In our commitment to openness, should anyone have a concern that our church or the Safeguarding Coordinator(s) have not dealt appropriately with a safeguarding concern we would encourage that person to make contact with Elim’s National Safeguarding Team or to make a direct referral to Social Services or the Police.

### **Commitment to those Serving Children and Adults**

- We commit to providing safeguarding training and development opportunities for all our workers (paid and voluntary) and will regularly review the training needs. We will also support, resource, monitor and provide supervision to all those who undertake work with children or adults, and those in positions of trust.
- We also commit to providing induction training for all those working with children and adults.
- We take seriously our responsibility for ensuring that everyone is safe in our care and that their dignity and rights are maintained.

### **Safeguarding under Specific Circumstances**

- We commit to supporting, listening to, and working towards healing for everyone affected; either directly or indirectly by any form of abuse.



- We are a welcoming church, which recognises that in following the mission of the church we may have sexual offenders join us. In such circumstances we will talk with the person concerned, and with any safeguarding professional involved to ensure that their involvement in church does not compromise the safety and well-being of children or adults. To ensure this we will take appropriate and proportionate measures, including working with relevant partners to complete a Risk assessment and asking the individual to adhere to a Safeguarding Agreement as and when it is deemed appropriate by the Irish Safeguarding Team or partner agencies. A draft risk assessment is included at Appendix M.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- Where working outside of the UK, concerns will be reported to the International Missions Director who will liaise with the National Safeguarding Team in addressing any safeguarding concerns following the Elim Missions safeguarding procedures.
- Where an allegation or suspicion of abuse is made against someone working with children, or adults, or is in a position of trust, then the safeguarding officer(s) must take the appropriate action to respond and then alert a member of the Irish Safeguarding Team.

The Irish Superintendent and Safeguarding Team can be contacted on:

**Edwin Michael**

**Alan Walker**

**Nigel Elliott**

e: [safeguardingalertNI@elim.org.uk](mailto:safeguardingalertNI@elim.org.uk)

t: 07743 180434

t: 07425 163982

t: 07595 654414

The National Safeguarding Team can be contacted on:

**Sarah Bale ( National Safeguarding Coordinator)**

**[safeguarding@elim.org.uk](mailto:safeguarding@elim.org.uk)**

**07814 783 855 or 01684 588913**

**Grace Saalmans (Assistant National Safeguarding Coordinator)**

**safeguarding@elim.org.uk**  
**07718 479 086**

**Louise Humber (Assistant National Safeguarding Coordinator)**  
**safeguarding@elim.org.uk**  
**07512309580**

### **Working with Elim Nationally**

- Any contact with Social Services or any other Statutory Safeguarding authority must be declared to a member of the Irish Safeguarding Team who will be responsible for advising the National Safeguarding Coordinator, Sarah Bale.
- Where the Safeguarding Coordinator(s) are unsure what action to take, then it is the expectation of the Leadership that advice will be sought from the National Safeguarding Team at Elim International Centre, and that the Safeguarding Coordinator(s) would follow the mechanisms or actions recommended by Elim.
- A copy of our safeguarding policy has been lodged with the Safeguarding Team at Irish Headquarters and all updates to the policy will be sent at least annually.

**Safeguarding Policy**

- It is the expectation that all those working with children and with adults have access to the church safeguarding policy and will have read it and agreed to fully adhere to the policy, procedures and practice guidelines, as condition of continuing in their role.
- The safeguarding policy should also be available to parents, carers and all others within the church.

In providing this detailed statement about safeguarding children and adults within our church, in the services, groups and activities we provide, along with the interaction we have outside of these events, including through social media and other electronic communication means, we hope to demonstrate our commitment to ensuring the safety of all. We endeavour to provide a healthy and safe church culture where the welfare of the child, young person and adult is paramount.

Whilst recognising that the very nature of safeguarding means that we have to respond to allegations both sensitively and confidentially, this does not mean secretively. We strive to be open, transparent and accountable. This means seeking advice and liaising with Social Services, Police and other agencies as necessary.

**Signed by or on behalf of the Leadership**

**Signature**



**Name**  
Tim Whan

**Date of signing**  
23/11/2023

## **Safeguarding Procedures:**

### **Safeguarding Awareness**

Child abuse or abuse against an adult can be a difficult and complex issue to understand. A person may abuse or neglect by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often, the abuser is known or is in a trusted relationship with the child or adult. Research shows that abuse can be perpetrated by males and females, by adults and by children, as well as those in positions of trust and authority. Sadly, people in such positions have misused their power and authority within churches to abuse.

'Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children. In 2022, changes to the law in England, Wales and Northern Ireland were made, extending the definition of 'positions of trust' to include faith group leaders. This refers to faith leaders in any capacity, including volunteers. It is against the law for someone in a position of trust to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over).

The four main categories of child abuse are physical, emotional, sexual abuse and neglect. It is important to note that a child may be suffering from more than one form of abuse. Safeguarding professionals must assess if they need to intervene in order to protect a child and this is based on whether it is felt a child is suffering from, or likely to suffer from, significant harm. There are other forms of abuse (such as child sexual exploitation) which come under these four main headings when instigating a child protection plan.

Adults are in need of protection due to physical, sexual, psychological (which includes emotional abuse) and neglect (including self-neglect) as well as financial, institutional, discriminatory abuse, modern slavery, trafficking and domestic violence. Detailed definitions, signs, and symptoms of abuse, are included in the appendices.

As a Leadership, we will endeavour to ensure that children and adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or

any other matter of concern. As a leadership, we recognise that for many victims/survivors of abuse, where the abuse has taken/takes place within the context of the church or by someone professing a Christian faith, it can have an impact on their spiritual development.

## **Safeguarding Coordinators**

The Leadership have appointed a Safeguarding Coordinator and a Deputy Safeguarding Coordinator to respond to any safeguarding concern or suspicion of abuse. The Leadership fully supports them in their role of acting in the best interest of the child or adult and reporting to the statutory authorities all allegations or suspicions of abuse.

## **Responding to allegations or suspicions of abuse**

All safeguarding concerns should be immediately reported to the **Safeguarding Coordinator** or **Deputy Safeguarding Coordinator** in the church. No one in receipt of a disclosure of abuse, or suspicion of abuse should investigate the matter.

As a Leadership we have nominated:

**Rhonda Cameron**  
**07917690889**  
rhonda\_strevens@hotmail.com

**Safeguarding Coordinator (children & adults)**

They are to act as our **Safeguarding Coordinator** on behalf of the church in dealing with any allegation or suspicion of abuse or neglect, including referring the matter on to the statutory authorities.

In the absence of the **Safeguarding Coordinator**, then the report should be made to the **Deputy Safeguarding Coordinator**:

**Sarah Shannon**  
**07849952526**

**Deputy Safeguarding coordinator (children & adults)**

In the absence of the **Safeguarding Coordinator** or **Deputy Safeguarding Coordinator**, seek advice from your Pastor or member of the Leadership Team, who will then seek advice from a member of the Irish Safeguarding Team or the National Safeguarding Officer.

Where someone has passed information to the **Safeguarding Coordinator** or **Deputy Safeguarding Coordinator** and believe this has not been responded to appropriately, then

they should make a direct referral to Social Services or the Police. As a Leadership, we make this statement to demonstrate our commitment to safeguarding children and adults.

If unsure whether to report a matter to Social Services or the Police, advice should be sought from a member of the Irish Safeguarding Team or the National Safeguarding Team.

### **Role of the Safeguarding Coordinator**

The **Safeguarding Coordinator** or **Deputy Safeguarding Coordinator** will collate and clarify the precise details of the allegation or suspicion of abuse and where abuse is suspected will pass this information onto the statutory authorities who have a legal duty to investigate.

Where the concern is about a child, the **Safeguarding Coordinator** will contact Children's Social Services.

### **Children's Social Services**

**South Eastern Health and Social Care Trust  
Gateway Service 0300 100 0300**

**Out of Hours (Emergency Duty Team): Regional Emergency Social Work (028) 0800 197 9995 5.00 pm to 9.00 am weekdays 24 hours at weekends and bank holidays This is an emergency service to be used only when you need a Social Worker urgently, after hours.**

**The RESWS will provide services for the following groups: Children and young people  
Older people People with mental health problems People with learning difficulties People with physical disabilities Families and carers of all these groups**

Where the concern is about an adult in need of protection, the **Safeguarding Coordinator** will contact Adult Social Services.

### **Adult Social Services:**

**South Eastern Health and Social Care Trust**

**If you ever feel in immediate danger or think someone else may be in immediate danger,  
Dial 999.**

**If you have a concern about a vulnerable adult who you think is being abused and they are  
unable to protect themselves contact:**



**Adult Protection Gateway Team  
Ward 29 Downshire Hospital Site  
Ardglass Road  
Downpatrick**

**Tel: (028) 9250 1227  
(028) 9250 1227**

**Out of Hours (Emergency Duty Team): You can contact the Out of Hours Regional  
Emergency Social Work Service ( 5.00 pm-9.00 am Mon-Fri & 24 hrs at weekends and Bank  
holidays ) Regional Emergency Social Work (028) 0800 197 9995**

Where concerned that a crime may have been committed, or where concerned about the immediate danger of a child or an adult then contact should be made to the Police dialling 999, or through making contact with the Police Child Protection Team.

#### **Police Child Protection Team**

**You can contact the local PSNI on their 101 number or their 999 number if there is immediate danger.**

#### **Practice Guidance:**

##### **Welcoming environment**

Our churches should be safe places for everyone, children and adults, where all feel welcomed, valued, respected and cared for. We can promote this by ensuring that our buildings are accessible, recognising the limitations that the design of some buildings create and addressing this, along with the acoustics and lighting. We should also be careful to use appropriate language and suitable vocabulary that can often reflect people's attitudes towards others.

Church is not simply meeting for collective worship on a Sunday, but can involve many different groups and activities, across the age range, throughout the week, and at different times day and night. We can work with children and young people through children's groups, Sunday school classes, youth meetings, communicating online by text, social media, and app services. Our work with adults at risk of harm can include through foodbanks, money advice, homeless projects, luncheon clubs for older people and we can connect with

young people and adults through Street Pastors and other community outreach projects. Our church activities are not confined solely to a church building and we can meet in people's homes for Bible reading or other activities. Church also involves camping, and residential or outdoor activities. We also provide pastoral care in people's homes and counselling support. With the various activities we are involved in as a church, it is important that we understand the safeguarding considerations and undertake risk assessments for the various activities, enforcing clear guidelines for all in positions of trust in church.

As a church working with children, young people and adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

### **Supervision of Children & Young People**

Levels of supervision must be adequate whether carried out at the church or on a journey/visit. Children must be supervised at all times until they are released (with consent) or collected by a parent or guardian.

When deciding how many workers are required to supervise, the following should be considered:

- the number of participants in the group;
- the nature of the site/venue;
- the activities to be undertaken;
- each individual leader and team member must know the responsibility that they are expected to bear;
- where a party consists of children of both sexes, both male and female supervision must be provided unless otherwise agreed.

The standard recommended ratios are;

- 0 – 2 years - 1 worker to 3 children
- 2 – 3 years - 1 worker to 4 children
- 3 – 7 years - 1 worker to 8 children

- 8 years + - 2 workers (one of each gender) to 20 children and 1:10 thereafter

Group leaders and workers must ensure that –

- A Consent Form (Parental Consent) has been fully completed for every child.
- Where additional activities, other than those normally carried out by the group are to be carried out (e.g trips to centres, parks etc), a Risk Assessment for the venue has been completed and filed in the Church Office and an appropriate Consent Form has been completed by the parent/guardian.
- Leaders must be satisfied that those approved workers who accompany group parties are fully competent to do so.
- Children are not left unsupervised at any venue whether it be indoors or out of doors.
- Any activity using potentially dangerous equipment should be constantly supervised.
- Dangerous behaviour is not permitted by any child or young person.

### **Safer recruitment**

**(preventing harm through screening to ensure only suitable people work with children and adults)**

As a Leadership, we will ensure all workers are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

This includes ensuring that:

- There is a written job description / person specification for the post (templates are available on ElimNET)
- Those applying have completed an application form and a self-declaration form (see appendices H & I)
- Those short-listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- Qualifications where relevant have been verified
- An Access (NI) Check has been obtained in accordance with the position that the person has applied for. A flowchart for this process is attached at Appendix L

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- As a church we will comply with the Code of Practice requirements concerning the fair treatment of applicants and the handling of information. A copy of our Policy Statement on handling data for Access NI checks is included at Appendix J
  - A suitable training and induction programme is provided for the successful applicant
  - The applicant has access to and has read the church safeguarding policy and knows how to report concerns to the **Safeguarding Coordinator**
  - The applicant has completed a probationary period
  - Suitable ongoing support and supervision is provided
  - An annual suitability declaration is completed

The above is not an exhaustive list and will vary depending on the position/role applied for.

**Further details of safer recruitment can be found on ELIMNET.**

### **Responsibilities of all Leaders and Workers**

As a Leadership, we are committed to supporting all workers and ensuring they receive support and supervision. It is important there is a culture of dignity and respect towards those being cared for. This can be achieved by workers:

- understanding our safeguarding policy and good working practice
- listening to children, young people and adults
- respecting boundaries and the privacy of those being cared for
- knowing how to deal with issues of discipline in line with our code of conduct

### **Providing pastoral care**

It is important that anyone seeking pastoral care knows exactly what to expect in terms of good conduct, that those caring for them are accountable and that any boundaries set are respected.

In addition:

- Those providing pastoral care should avoid any behaviour that may give the impression of favouritism
- Workers should be aware of the limits of their own ability and competence and seek further help when dealing with situations outside their expertise

- There should be clear guidelines where workers are involved in any aspect of personal finance such as collecting benefits or pension or going shopping for someone to ensure financial integrity

### **Training and Supervision**

All workers (whether paid or voluntary), will be provided with appropriate training and given the opportunity to develop their skills so that they feel supported and valued in the work they undertake. As a Leadership, we commit to ensuring all workers are supervised (where possible by a named individual who arranges regular meetings) where concerns or issues can be raised, work related or personal. It is also the role of the supervisor to ensure all training needs are met.

### **Confidentiality**

Every effort should be made to ensure that confidentiality is preserved; this needs to be balanced with the need to protect a person who has been or is at risk of abuse. All those working with adults must be clear that it is not possible to keep information about suspected or actual abuse confidential. In order to protect the adult at risk of harm, or others at potential risk means that this will need to be reported to the **Safeguarding Coordinator**.

### **Self-determination and independence**

Adults have a right to self-determination and independence. No one should be making decisions for anyone except in particular circumstances. Where, for example, the mental capacity of the individual is impaired, where a crime is being committed, or where children may be harmed because of adults' inaction then the matter will need to be reported to the **Safeguarding Coordinator**. Sometimes an adult can put themselves in situations that others would judge to be inappropriate or abusive in the exercising of their own choice and autonomy. In such circumstances, where unsure what actions to take, the **Safeguarding Coordinator** should seek advice from the National Safeguarding Team.

**Supporting those affected by abuse**

As a leadership we are committed to offering pastoral care and support to individuals who are part of our church or who we have contact with who may have been affected by abuse, working with statutory agencies as appropriate.

We recognise that pastoral care needs differ from person to person and by the nature of the harm that a person has endured. Those affected by abuse are often dealing with complex issues, recognising this, we offer pastoral care and support and would seek (providing the individual has given permission) to contact counselling agencies, as required.

**Departments and activities within Elim**

All departments and activities within Elim are expected to adhere to the Organisation's Safeguarding Policy and to develop safeguarding guidelines (procedures and practice guidance) for the protection of children and adults at risk of harm. This includes, but is not limited to; Elim International Missions, Regents Theological College, Limitless Children's and Youth Ministry (including festivals and national and youth events), all Regional Elim Family Gatherings, (Relentless, Wondrous, Ignite and all other Elim festivals and camps).

Wherever an activity is undertaken on behalf of Elim involving children, young people or adults at risk, suitable safeguarding arrangements should be followed.

Where working in partnership with other churches or groups, the Elim church should ensure there is a suitable safeguarding policy, which includes reporting to the Irish Superintendent and the National Safeguarding Team in instances where safeguarding allegations are made against an Elim worker (whether in paid or voluntary employment).

**Responsibilities of Churches**

Each Elim church must:

- Adopt and implement a safeguarding policy and related procedures and practice guidelines

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- Ensure that all those who are in a position of authority or trust or are authorised to work with children, young people or adults have been safely recruited to their role. This means they have been provided with support and supervision in undertaking their roles.
  - All workers also need to have undertaken safeguarding training on appointment and at least once every two years thereafter, and been given a copy of the church safeguarding policy.
  - Appoint a Safeguarding Coordinator and a Deputy Safeguarding Coordinator

The Safeguarding Coordinator should:

- Report all allegations, suspicions or discovery of abuse to the statutory safeguarding authorities concerned with child protection and adult protection e.g. Health & Social Care Trust Children's Services Gateway Team; Health & Social Care Trust Adult Protection Gateway Services; the Police.
- Inform the Irish Safeguarding Team about any safeguarding concern who will in turn inform and/or seek advice from the National Safeguarding Team
- Through the office of the Irish Superintendent, contact the National Safeguarding Team about any safeguarding matter that requires contact with the church insurers or may require reporting to the charity commission. This would include any allegations against workers, including volunteers or injury to a person while under the care of the church or in church premises or any action or inaction that could cause reputational damage to the church or charity.
- Contact the Irish Safeguarding Team, along with the statutory authorities where an allegation or suspicion of abuse involves a church worker.
  - Where the worker is engaged in 'regulated activity', the Irish Safeguarding Team will advise the appropriate agencies.
  - Where a worker with children or adults is removed from regulated activity because of risk of harm, or resigns or retires prior to dismissal, or is dismissed then a referral must be made to Access NI by the Irish Safeguarding Team for barring consideration. This also includes where a worker/volunteer has left

their position because of actions outside of their role, which indicate they may not be suitable to work with vulnerable groups.

- Any allegation, of a safeguarding nature, or concern raised about a worker (including volunteers) whether or not they are engaged in regulated activity must be reported to the Irish Safeguarding Team and the National Safeguarding Team within 1 working day of the allegation being made or concern raised.
- Liaise with the Irish Safeguarding Team regarding any engagement with Police Public Protection Teams, Probation Board NI, and other public protection agencies as requested when working with someone who may present as a current risk to children or adults e.g. a sex offender attending church.

If your church is an Elim Network church (previously known as an ECI Church) then you should:

- Follow the guidance issued above, and additionally, report directly to the Charity Commission or equivalent charity regulator, where dealing with a safeguarding issue deemed to be a serious incident. In addition, they should contact the Irish Safeguarding Team and the National Safeguarding Team, seek advice and make them aware of the safeguarding concern.



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## Elim International Missions

The Elim safeguarding policy applies to all our Elim International Missions workers and volunteers overseas, whether planting or establishing churches within local communities, visiting on short-term mission or placed as a long-term missionary in our many locations around the world.

Whilst recognising that the cultures, within which international missions are often working may adopt different standards to the care and treatment of children, young people and adults at risk, the standards and principles adopted within the UK are expected to apply in international mission situations. The maltreatment of children and young people is contrary to Biblical values and practices and therefore cannot be tolerated.

Due regard will need to be given to the cultures within which activities are taking place, however under the expectation of applying UK standards to the practice of missions' workers, some guidance may be useful.

Workers should:

- be able to recognise situations which may present risks
- plan and organise the work and workplace so as to minimise risks as far as possible and be visible to other adults when working and talking with children
- take particular care for the needs of children with disabilities and vulnerable children as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability
- ensure that others know where interviews of children are taking place and that someone else is around in the building

Workers should **not**:

- spend excessive time alone with children
- take children to their personal home, or stay overnight, especially where they will be alone with you
- leave any person under 18 in charge of any children of any age, nor should children or young people attending any group be left alone at any time
- hit or otherwise physically assault children including the use of corporal punishment
- develop physical/sexual relationships with children

- 
- develop relationships with children which could in any way be deemed exploitative or abusive
  - use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
  - act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.

Any person going on a missions trip must have a satisfactory Access NI check completed within the last 3 years.

### **Responding & Reporting Mechanisms**

The Elim International Director acts as the Designated Safeguarding Coordinator for all mission related activities. They are responsible for safe recruitment including ensuring that Access (NI) checks have been completed, and for ensuring that applicants are fully apprised of the Safeguarding Policy. All incidents, allegations or concerns must be reported to the Director who will then liaise with the appropriate authorities to ensure good practice is followed in relation to the reporting of any allegations of abuse. The Designated Safeguarding Coordinator will seek advice from the National Safeguarding Team about all safeguarding concerns.

Where an allegation is made against a worker (whether located long-term on mission or visiting on short-term mission), the Director must be informed immediately. They will then ensure that appropriate action will be taken including convening a Crisis Management Team, as appropriate.

If an allegation is made against a worker, that worker must be removed from their duties or prevented from having any further contact with children and young people or adults at risk immediately whilst necessary action is taken.

Due regard must always be taken of the laws and frameworks in place within any country in which Elim operates. In many cases, practice, values and beliefs in relation to safeguarding will be different to the UK. However, care must always be taken to ensure that the rights of the individuals concerned are upheld (see the UN Convention on Human Rights and UN Convention on the Rights of the Child).

The local and legal context must be taken into consideration when responding to any safeguarding situation to ensure that actions do not increase the risk of harm to the child, alleged perpetrator, the mission and its personnel, or to the local church. It needs to be considered whether a report of a concern will be responded to appropriately e.g. does the country have safeguarding legislation in place?

Where repatriation of the alleged perpetrator is deemed necessary then the safeguarding authorities within the UK should be informed.

## Appendix A: Terminology

This safeguarding policy covers children and adults. A child is defined as someone under the age of 18; this includes children and young people. As churches operate their children's and youth groups with different age ranges, this policy is not prescriptive and uses the general term of 'child' to describe both children and young people.

An adult is generally defined as someone over the age of 18. The different constituent parts of the UK can have country specific legislation e.g. the age of criminal responsibility. In Northern Ireland, children as young as 10 can be prosecuted for criminal offences and brought before a Court (*proposals to increase this age have recently been consulted on*). In Northern Ireland for example, an 'adult at risk' is defined as someone over the age of 18.

As adult safeguarding systems have developed there has been a move away from using the term 'vulnerable adults', whilst recognising that certain pieces of legislation and different agencies use this term. The term 'adult at risk' is generally now replacing the previously used term 'vulnerable adult' (focusing on the situation rather than the characteristics of the adult themselves). The label 'vulnerable adult' may wrongly imply that some of the fault for any abuse lies with the abused adult. 'Adults' is used in this policy to mean adults in need of protection.

This Safeguarding Policy will use the various terms interchangeably except where referring to specific legislation or government guidance.

Safeguarding is a wider term and encompasses: when referring to children; child protection and the welfare of a child; and when referring to adults; adult protection and welfare. Defining who is an 'adult at risk', or an 'adult in need of care and protection' can be complex as there are many different definitions within legislation; reaching a certain age or having a disability does not necessarily mean that an individual is vulnerable.

The term 'Leadership' is used to refer to the governance arrangement within an Elim church; this may be Pastors, Elders and Deacons, or Senior Leader and team.

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## Appendix B: Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The definitions of abuse below operate in Northern Ireland and are as recommended in the Government's Policy 'Co-operating to Safeguard Children & Young People in Northern Ireland' (Version 2 – August 2017).

### Types of Abuse

Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but can also occur outside of the family environment. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse. Although the harm from the abuse might take a long time to be recognisable in the child or young person, professionals may be in a position to observe its indicators earlier, for example, in the way that a parent interacts with their child.

**Harm from abuse is not always straightforward to identify and a child or young person may experience more than one type of harm or significant harm.** Harm can be caused by:

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Neglect; and
- Exploitation.

**Physical Abuse** is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

**Sexual Abuse** occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

**Emotional Abuse** is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

**Neglect** is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

**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, and can also be sexual in nature.

**Extremism:**

Extremism goes beyond terrorism and includes people who target the vulnerable, including the young, by seeking to sow division between communities because of race, faith or denomination. Justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

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## Appendix C: Signs and Symptoms of Abuse (Children)

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

### Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, or usual children's activities
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures which do not have an accidental explanation
- Cuts/scratches/substance abuse (these can also be indications of self-harm)

### Sexual

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

### Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Depression, aggression or extreme anxiety
- Nervousness or frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults



- Attention-seeking behaviour
- Persistent tiredness
- Running away, stealing or lying

**Neglect**

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

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## Appendix D: Statutory Definitions of Abuse (Adults)

Safeguarding Adults is defined in the Adult Safeguarding Policy for Northern Ireland (Adult Safeguarding: Prevention & Protection in Partnership Policy DHSSPS 2015). This policy is intended to assist organisations, their staff and volunteers who are in contact with or providing services to adults across the statutory, voluntary, community, independent and faith sectors. While it is intended to be applied by managers, employees and volunteers in the course of the delivery of services and organisational activity, it can also be applied by individuals acting as responsible citizens at home and in local communities.

There is an expectation that all organisations and their staff will work in partnership as they apply this policy to their work with adults who may be at risk of harm or in need of protection.

**Abuse** is 'a single or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to another individual or violates their human or civil rights'.

Abuse is the misuse of power and control that one person has over another. Abuse may be perpetrated by a wide range of people, including those who are usually physically and/or emotionally close to the individual and on whom the individual may depend and trust. This may include, but is not limited to, a partner, relative or other family member, a person entrusted to act on behalf of the adult in some aspect of their affairs, a service or care provider, a neighbour, a health or social care worker or professional, an employer, a volunteer or another service user. It may also be perpetrated by those who have no previous connection to the victim.

The main forms of abuse are:

### **Physical abuse:**

Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty.

**Sexual abuse:**

Sexual abuse is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding. Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, grooming, being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities. It may involve physical contact, including but not limited to non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (known as groping). Sexual violence can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.

**Psychological / emotional abuse:**

Psychological / emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, provoking fear of violence, shouting, yelling and swearing, blaming, controlling, intimidation and coercion.

**Financial abuse:**

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

**Institutional abuse:**

Institutional abuse is the mistreatment or neglect of an adult by a regime or individuals in settings which adults who may be at risk reside in or use. This can occur in any organisation, within and outside the HSC sector. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate the dignity and human rights of the adults

and place them at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

**Neglect:**

Neglect occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by another adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time. It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, or failure to intervene in situations that are dangerous to the person concerned or to others particularly when the person lacks the capacity to assess risk.

This policy does not include self-harm or self-neglect within the definition of an 'adult in need of protection'. Each case will require a professional Health and Social Care (HSC) assessment to determine the appropriate response and consider if any underlying factors require a protection response. For example self-harm may be the manifestation of harm which has been perpetrated by a third party and which the adult feels unable to disclose.

**Exploitation:**

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person; to take advantage of another person or situation usually, but not always, for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

This list of types of harmful conduct is not exhaustive, nor listed here in any order of priority. There are other indicators which should not be ignored. It is also possible that if a person is being harmed in one way, he/ she may very well be experiencing harm in other ways.

**Related Definitions**

There are related definitions which interface with Adult Safeguarding, each of which have their own associated adult protection processes in place.

**Domestic violence and abuse:**

Domestic violence and abuse is threatening behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation. Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

**Human trafficking:**

Human trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking can come from all walks of life; they can be male or female, children or adults, and they may come from migrant or indigenous communities.

**Hate crime:**

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.



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## Appendix E: Signs of Possible Abuse (Adults)

### Physical abuse

- Hitting, slapping, pushing, kicking, burning, physical restraint.
- History of unexplained falls, fractures, bruises, burns or minor injuries
- Signs of under or over use of medication and/or use of harmful medication, medical problems left unattended
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact and/or keeps fully covered, even in hot weather
- Person appears frightened or subdued in the presence of a particular person or people

### Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence and Female Genital Mutilation.

### Sexual abuse

- Being forced to have sexual intercourse or perform sexual acts.
- Indecent exposure or serious innuendos being stated.
- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self-harming

- Emotional distress
- Mood changes
- Disturbed sleep patterns

### **Psychological abuse**

- Bullying, verbal abuse, humiliation, threats of harm.
- Alteration in psychological state e.g. withdrawn, agitated, anxious or tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

### **Financial or material abuse**

- Theft, Fraud, exploitation, forgery, undue influence to hand over money or sign a will or bank withdrawal.
- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills or getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and/or use of Power of Attorney



### **Modern slavery**

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours
- Few personal possessions or identity documents
- Fear of seeking help or trusting people

### **Discriminatory abuse**

- Being treated differently because of age, ethnic origin, religion, sexual orientation, gender or disability.
- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

### **Institutional abuse**

- Repeated instances of poor or inadequate care.
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users
- Neglectful or poor professional practice

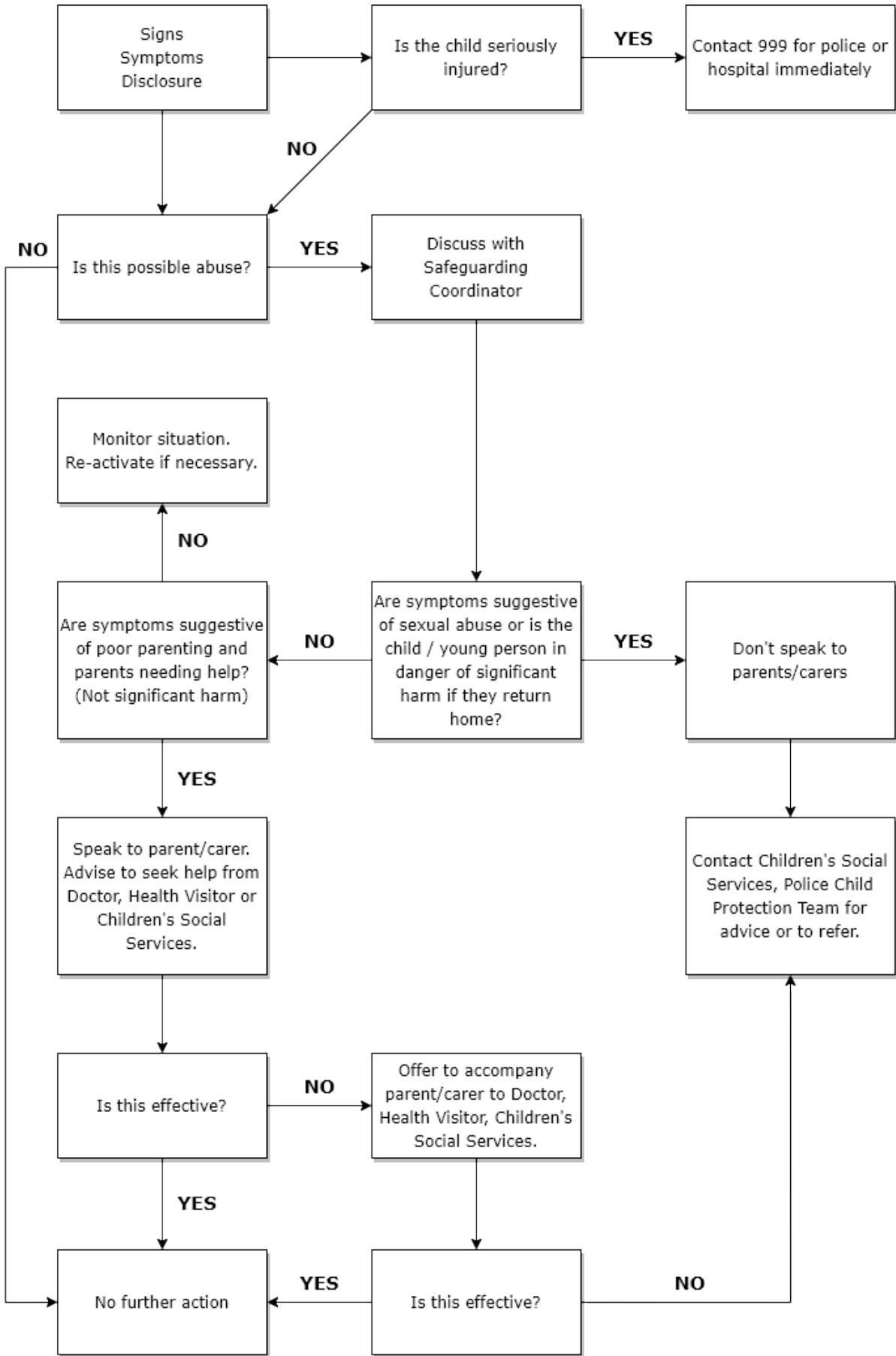
### **Neglect and acts of omission**

- Withdrawal or denial of help and care that is needed causing hardship and suffering.
- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support
- Lack of medication or medical intervention

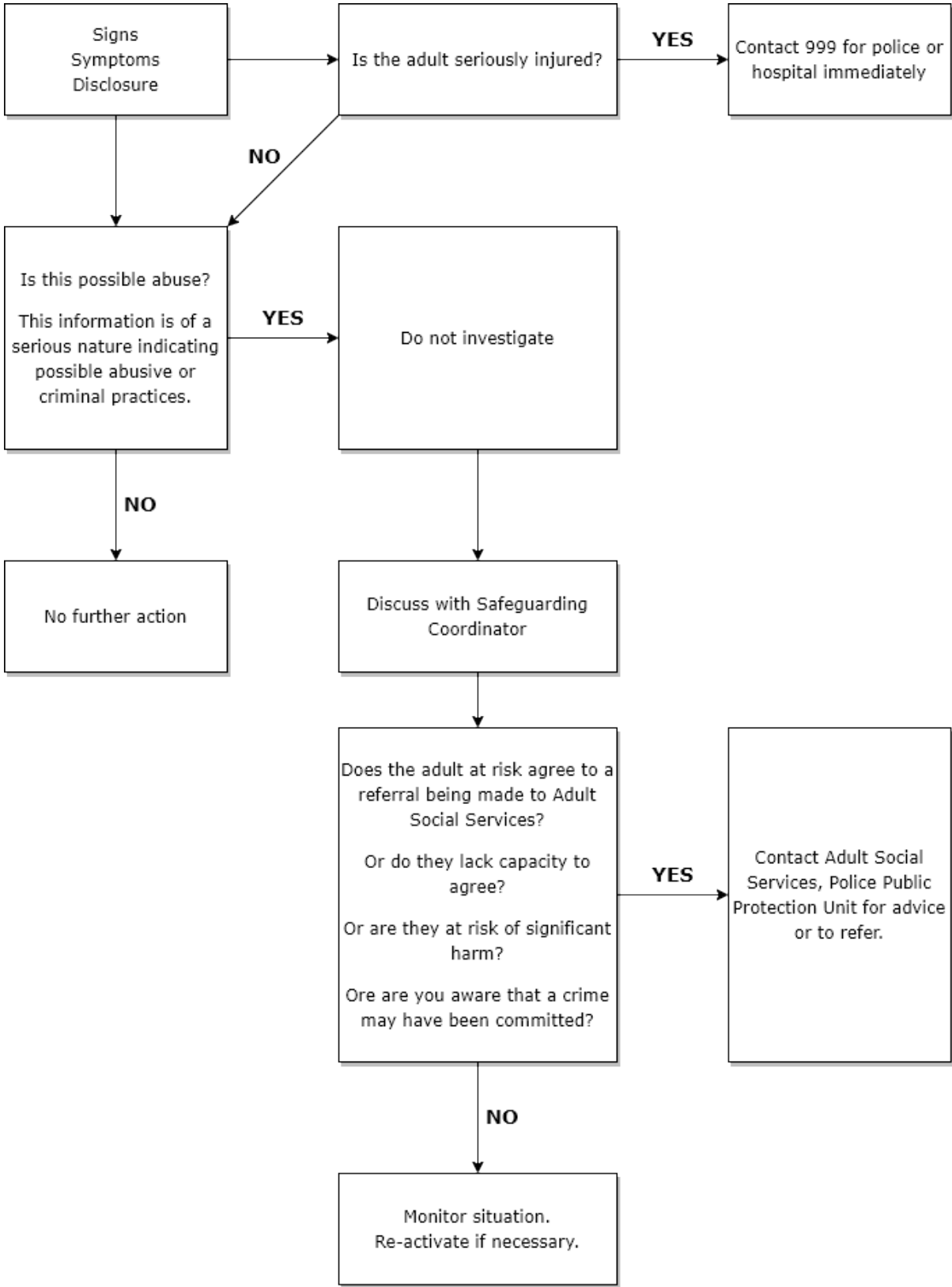
### **Self-neglect**

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss, is dehydrated, is constantly hungry, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example, no heating or lighting)
- Depression

**Appendix F: Responding to Safeguarding Concerns (Children)**



**Appendix G: Responding to Safeguarding Concerns (Adults)**





**Appendix H: Application Form For Voluntary Worker**

**Application Form for Voluntary Worker**

Position Applied For:

**Section 1 Personal Details**

Full Name:

Maiden/Former Name(s)

Address:

Postcode:

Daytime Tel No:

Evening Tel No:

Mobile Tel No:

E-mail Address

If you have been at the address above for less than five years please give previous address(es) and dates on an additional sheet of paper.

**Section 2 Employment Details *(complete only if you are applying for a paid post)***

Please list chronologically starting with current or last employer

Employers Name and Address	Date From	Date To	Job Title and Brief Description	Reason for Leaving

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Employers Name and Address	Date From	Date To	Job Title and Brief Description	Reason for Leaving

Continue on a separate sheet if necessary

Are you **currently involved** in children's/youth work with any other organisation      Yes          No   

If yes please give details:

Name of organisation:

Contact person name:

Address:

Postcode

Telephone number:

Email address:

Post employed/ volunteering in:

If you have previously been involved in children's/youth work with any other organisation, please give details:

Organisation Name and Address	Date From	Date To	Brief Description	Reason for Leaving

Continue on a separate sheet if necessary

Have you ever had an offer to work with children, young people or vulnerable adults declined? Yes  No

If yes, please give details

Previous Church Minister/Leader (if you have moved Church within the last 5 years):

Name:

Address:

Contact Telephone Number:

Contact Email Address:

*Continue on a separate page if necessary*

**Section 3    References**

Please give the names and contact details of two people who would be willing to provide you with a personal reference and have known you for at least two years. We reserve the right to take up character references from other people if deemed necessary.

Name:

Address:

Postcode

Telephone number:

Email Address:

Relationship:

Name:

Address:

Postcode

Telephone number:

Email Address:

Relationship:

Please complete the attached self-declaration form, place it in a sealed envelope and return it to the person named on the form with whom you are welcome to discuss any aspects of this procedure.

This position will be subject to an Access (NI) Check.

The information in this application will be kept confidential unless requested by an appropriate authority.



The personal information you supply to us for the purposes of your role may be used in a number of ways:

- To enable us to process your application and follow-up references and your Access NI application.
- To enable us to manage, support and keep in contact about your role and any other church information.
- To help us monitor and improve services.
- For anonymised statistical returns for Elim, funding organisations or statutory authorities.
- We hold your information on our computer systems and paper files. Your information is held securely and confidentially at all times.
- Sometimes we need to share information if there is risk of harm to you or others, but we will do this in accordance with the law.
- For further information on how your data is used, how we maintain the security of your information and your rights to access the information we hold on you, please contact us at [accessni@elim.org.uk](mailto:accessni@elim.org.uk)

I confirm that:

- The information submitted is correct and complete
- I understand and agree to the conditions involving an Access NI Disclosure check.
- I have sent the self-declaration form to the recruiter in a separate, sealed envelope
- I consent for Elim to hold and process my personal information for the purposes of my application and role(s) within the church.

Signed

Date

Appendix I: Self Declaration Form



STRICTLY CONFIDENTIAL

Self Declaration Form

Have you ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules\*; or are you at present the subject of a criminal investigations/pending prosecution?

Yes [ ] No [ ]

If yes, please give full details including nature of the offences and dates, the court where your case was heard and the sentence received. Please continue on a separate sheet if necessary.

Have you ever been the subject of a police investigation that did not lead to a criminal conviction not subject to DBS filtering rules\*?

Yes [ ] No [ ]

If yes, please give full details including the date and details of the investigation, the Police force involved, and disposal(s) if known. Please continue on a separate sheet if necessary.

To your knowledge have you ever had any allegation made against you which has been reported to and investigated by any Social Services/Social Work Department?

Yes [ ] No [ ]

If yes, please give full details. Please continue on a separate sheet if necessary.

\* Information on DBS filtering rules can be found at [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

Has there ever been any cause for concern regarding your behaviour towards children or vulnerable adults or have you ever had any disciplinary action taken against you in either a paid or voluntary position in regards to your behaviour towards children, young people or vulnerable adults?

Yes  No

If yes, please give full details. Please continue on a separate sheet if necessary.

Have you had a DBS (formerly called CRB) carried out within the last three years?

Yes  No

If yes, please give the date of the disclosure, the disclosure number and the organisation who obtained it.

**Declaration**

To help us ensure that we are complying with current safeguarding legislation, please read the accompanying notes and complete the declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

confirm that I am not barred from working with children or vulnerable adult in regulated activities.

I consent to a DBS check should my placement make one necessary. I am aware that details of pending prosecutions, previous convictions, cautions or bindovers against me will be disclosed along with other relevant information which may be known to the police or the Disclosure and Barring Service.

I agree to inform the person responsible for processing DBS checks on behalf of (NAME OF CHURCH) if I am convicted of an offence or if become the subject of a police and/or social services/social work department investigation after taking up my role. I understand that failure to do so may lead to an immediate suspension of my position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return in a sealed envelope marked private and confidential to (NAME OF RECRUITER & ADDRESS OF RECRUITER)**

Elim Foursquare Gospel Alliance  
Charity No. 251549 (England & Wales), SCO37754 (Scotland)

## Appendix J : Policy Statement on handling data for Access NI Checks

### Elim Pentecostal Church in Ireland Policy Statement on handling data for Access NI Checks



#### General Principles

As an organisation using AccessNI to help assess the suitability of applicants for positions of trust, **Elim Pentecostal Church in Ireland** complies fully with AccessNI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information.

We also comply fully with obligations under the Data Protection Act 2018 and other relevant legislative requirements with regards to the safe handling, storage, retention and disposal of Disclosure Information.

#### Consent

As we no longer receive a copy certificate from AccessNI, written consent will be obtained from the applicant when requesting and retaining a (copy of a) Disclosure certificate.

#### Storage and Access

Disclosure information is be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed.

We recognise it is a criminal offence to pass this information to anyone who is not entitled to receive it.

#### Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### Retention

Once a recruitment (or other relevant appointment, regulatory or licensing) decision has been taken, we do not keep Disclosure information for any longer than is necessary. We comply with AccessNI's Code of Practice requirement to ensure that it is not retained longer than is required for the specific purpose of taking a decision on the applicant's suitability.

Disclosure certificates will be returned to the applicant once a decision, recruitment or otherwise has been made and will be retained no longer than the agreed period.

#### Disposal

Once the retention period (3 months from submission of application) has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means i.e., by shredding, pulping or burning.

While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (eg waste-bin or confidential sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police.

However, despite the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the AccessNI unique reference number of the Disclosure Certificate and the details of the recruitment decision.

Elim in Ireland Safeguarding Team  
Elim Ireland Corporate Offices  
14 Charlestown Avenue, Portadown  
BT63 5ZF

Tel: 028 3833 5511  
Email: [info@elimchurchireland.com](mailto:info@elimchurchireland.com)

Published: **February 2023**

Elim in Ireland is part of the Elim Foursquare Gospel Alliance. Registered Charity: 251549 (Eng & Wales) & SC037754 (Scotland).



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## **Appendix K: List of Persons Requiring Safeguarding Check Completed Through Elim Ireland**

No one is allowed to work with a child, young person or vulnerable adult under any circumstances until all the steps outlined in the safeguarding application process have been completed and the Safeguarding Officer has received a Final Clearance Notification from Irish Headquarters. All those persons working with children, young people, and vulnerable adults must be regular attenders of an Elim church. No one who has ever been convicted of a sexual assault or who has been placed on the Sex Offenders Register is permitted to work with children, young people or vulnerable adults, or to be party to the policy making or staff recruitment for any department of an Elim Church, Nursing Home or Nursery in Ireland.

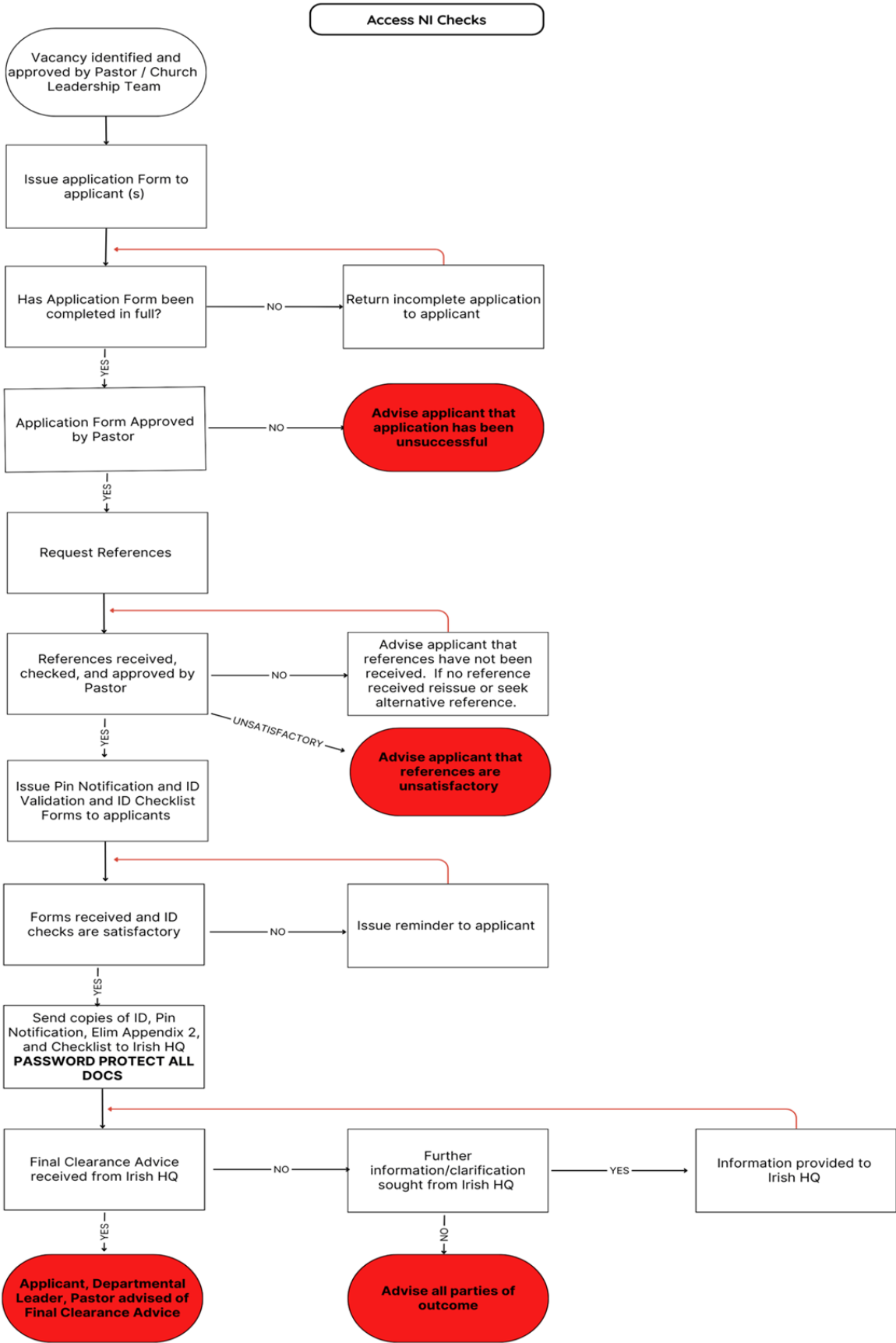
The following is a list of persons who must have an Access NI check completed before commencing any form of work with an Elim Church:

- All Pastors and their spouses
- All Elders and Deacons and their spouses (if spouses are involved in visitation etc).
- All department leaders and helpers.
- All members of the Worship Group including sound/tech team members.
- All members of Stewarding Teams and Prayer Ministry Teams.
- All Small-Group Leaders
- All church employees/volunteers over 16 years of age.
- Interns.


This list is by no means exhaustive. Other persons may require clearance at the request of the Senior Pastor or the Irish Superintendent.


Access (NI) checks must be renewed every 5 years in advance of the expiry date.

Appendix L: Flowchart - Safeguarding Application Process



Appendix M: Safeguarding Behaviour Risk Assessment Template

	<p><b><u>Safeguarding Behaviour Risk Assessment</u></b> <b><u>Church Name &amp; Code</u></b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Name of subject:</td></tr> <tr><td style="padding: 2px;">Date of birth:</td></tr> <tr><td style="padding: 2px;">Date of Assessment:</td></tr> <tr><td style="padding: 2px;">Assessed By:</td></tr> <tr><td style="padding: 2px;">Review Date &amp; Frequency:</td></tr> <tr><td style="padding: 2px;">Agreed &amp; signed (date):</td></tr> </table>	Name of subject:	Date of birth:	Date of Assessment:	Assessed By:	Review Date & Frequency:	Agreed & signed (date):	
Name of subject:									
Date of birth:									
Date of Assessment:									
Assessed By:									
Review Date & Frequency:									
Agreed & signed (date):									
<p><b>Contextual information:</b></p>									
<p><b>Subjects' contact details</b> (address, phone &amp; email):</p>	<p><b>Church information:</b> (address, email etc)</p>								
<p><b>Key church contacts</b> Name, role, phone number/email.</p>	<p><b>Key statutory agency contact information</b></p>								
<p><b>Recommendations (about risk)</b> from statutory agencies</p>									
<p><b>Risk assessment reason (in the subject's own words where applicable)</b></p>									

 <b>Safeguarding Behaviour Risk Assessment</b> <b>Church Name &amp; Code</b>						
Area of concern	Possible risks	Who would be affected by the risk?	What measures can be put in place to manage the risk?	Who is/needs to be aware of these measures?	Further action	

Subject's Signature: \_\_\_\_\_ Designated Safeguarding Lead Signature: \_\_\_\_\_

Church Leadership Signature: \_\_\_\_\_