

EGLISE ARMÉE DES VAINQUEURS “EAV”

SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE

It shall be the goal of the Eglise Armée des Vainqueurs to provide a safe environment for the physical and emotional well-being of all children and vulnerable people participating in activities it runs, including participants in any daily or temporary programs and projects. The Charity’s goal is to inform workers and enforce policies to ensure that all children and vulnerable people are safe and well protected while attending scheduled activities.

Future revisions to this policy may be made with the authorisation of both the trustees and the Safeguarding Coordinator.

II. Definition of “children”

The term “child” or “children” shall include all persons under the age of eighteen (18) years. The term “vulnerable people” shall include all persons with needs for care and support.

Selection and Screening Process

III. Pre-employment procedures for paid and volunteer workers

It is the goal of the Eglise Armée des Vainqueurs herein referred to as to adequately screen the applications of persons desiring to work with children and vulnerable people participating in all church programs, including participants in any daily or temporary childcare programs.

IV. Volunteers must be members of the church

All volunteers who work with children and vulnerable people must first be members of the Eglise Armée des Vainqueurs, they must be DBS checked and abide to Charity’s authority. Under certain circumstances, the Chair, trustees or the Safeguarding Coordinator may authorise an exception to this rule for a specific planned event.

V. Classification of workers

In order to screen workers appropriately for their responsibilities, the staff person responsible for each division will categorise workers into two categories: primary and secondary. These terms refer to the relative levels of responsibility and risk, not to the ages of the children being served.

Primary volunteer workers: Includes all paid staff members plus those volunteers in roles with greater responsibility or risk are classified as primary workers and should meet the primary screening standards. Must be eighteen (18) years of age, DBS checked, interviewed and sign the volunteer application form.

Secondary volunteer workers: Persons who occasionally interact with children and/or do so in less risky circumstances. i.e.: Sunday school teachers and volunteers who see children only in a group setting, on church premises, or who interact with children in the presence of an approved primary worker are classified as secondary workers. This category may also include

parents of participants who help supervise activities. All volunteer workers under the age of eighteen (18) will be considered secondary workers.

VI. Minimum age

All primary volunteer workers must be 18 years of age or older. Younger persons may assist adults, but may not take the place of adult workers. The church may employ responsible teens (under the age of 18) only in positions with and under the direct supervision of an approved adult worker.

VII. Six-month rule

No volunteer will be allowed to work with children in any capacity until they are an actively participating member of the Charity for a minimum of six (6) months. The applicant must have been a regular attendee and involved in Charity activities for that period of time. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children. The six-month rule may be waived with the authorization of the Personnel Committee, as in the case of a new staff member. If waived, trustees must take additional steps to screen the applicant.

VIII. Volunteer applications

Volunteer applicants must complete and sign an *Application for Volunteer Workers Who Will Work with Children*. Applications will be submitted to the administration office. The trustee in charge in which the volunteer will work with will be responsible for the interview process and reference checks. If an applicant needs additional confidentiality, they may choose to submit their application to the trustee in charge directly or to the senior minister.

The Charity keeps confidential all information received in the applicant selection process. Such information will be stored with access afforded only to appropriate Charity staff on a need-to-know basis. If the Charity learns of false, misleading or amended information on an application that could cause potential danger to children or liability to the Charity, that person will be terminated.

IX. References

The trustee in charge of the Charity in which the person will work must check and document at least three (3) references for each primary worker applicant and must conduct a reasonable inquiry into the character of secondary worker applicants. References may be checked by phone, mail or in person.

2. Whenever possible, the three references should include:

- a person who has known the applicant for an extended period;
- a former supervisor; and
- a member of the applicant's immediate family.

Information gained in these checks should be noted directly on the application.

X. Survivors of child abuse

Survivors of childhood sexual or physical abuse need the love and acceptance of the Charity. Their experience with abuse and their recovery process may be pertinent to their work with children. Survivors of abuse may, if they choose, request confidential counselling either from the pastor or from a professional counsellor. It will not necessarily disqualify them from service. The desire of the Charity is to assist and care for survivors of abuse as well as fulfil our obligation to protect the children left in our care.

XI. Confidential interviews

All applicants desiring to work with children must be interviewed for suitability for the work they desire to do. The leader of the program in which the applicant will work conducts interviews. A team of interviewers may be used. Charity policy concerning prevention and response to child abuse and neglect must be discussed during the interview.

XII. Criminal background check

A criminal background check and child abuse registry check shall be required for all children's worker positions, both employee and volunteer workers. No one who has been convicted of a crime involving misconduct with children will be allowed to work with children. Completing the *Application for Volunteer Workers Who Will Work With Children* authorizes the Charity to conduct these checks. Background checks will be kept confidential in a locked file with access afforded only to appropriate staff on a need-to-know basis.

The **Safeguarding Coordinator** will conduct criminal background checks notifying the appropriate member if a negative report is received.

XIII. Vehicle safety

Persons who drive the Eglise Armée des Vainqueurs owned or privately-owned vehicles for conducting Charity business or transporting children and vulnerable people on a regular basis must maintain a current valid UK driving license, provide proof of insurance in such amounts as may be required by the Charity and comply with all other Charity transportation policies.

XIV. First aid training

It will be the goal of the Charity that most paid employees who work with children will maintain current certification in basic first aid and basic CPR (or the equivalent) as required by applicable licensing requirements or other local regulations. The Charity will pay the cost of this training. Employees will be paid for attending training. Volunteer workers are encouraged, but not required to get training if they frequently accompany children on activities such as recreational activities, camps, retreats, mission trips or any other activity with an element of risk.

3. XV. Identification of workers

All employees or volunteers who are engaged to work with children and vulnerable people must be photographed with copies of those photographs kept in their personnel file.

XVI. Identification badges

All Charity employees and volunteer workers, both primary and secondary, who work with children, are required to wear a photo identification nametag whenever they are supervising children. These tags will be provided by the Charity and will show the worker's name and their picture.

XVII. Acknowledgement of Charity policies

All applicants must acknowledge in writing that they understand the Charity's policies pertaining to the protection of children and vulnerable people that they agree to abide by them. This requirement will be met by having applicants sign the *Acknowledgement of Receipt* form.

Supervisory Requirements

It is the policy of the Charity to provide adequate supervisory control of persons working with children participating in all Charity programs, including daily or temporary childcare programs of the Charity. The following regulations shall be applicable to all primary and secondary workers having contact with children participating in all Charity programs:

XVIII. Safety of children

It is the responsibility of all persons having contact with children participating in Charity programs to promote the emotional and physical safety of the participants giving regard to all factors and circumstances known to them. If in their opinion, an unsafe condition exists; such persons shall immediately take appropriate precautions under the circumstances to protect all children. Nothing contained in any other Charity policy, procedure or instruction shall be construed to relieve persons having contact with children from this responsibility.

XIX Two-adult rule

It shall be the goal of Eglise Armée des Vainqueurs that a minimum of two workers will be in attendance at all times when children and vulnerable people are being supervised during an activity regardless of the number of participants, location or activity. At least one of these must be a primary worker. These two adults cannot be related to one another.

4. Some Youth classes may have only one adult in attendance as the teacher while the class is in session. In these instances, doors to the classrooms will be either removed or will remain open. Windows may be installed between these classrooms for full visibility. At no time should an adult ever be in a room or an enclosed area alone with a child.

XX. Observation of children

Charity activities for children should be scheduled in areas visible from adjoining areas. Such visibility will be maintained by leaving curtains and blinds open and, wherever possible, by leaving the door to the room open. Reasonable exceptions to this rule may be made by the trustee in charge where seclusion is necessary for rest provided two unrelated workers are present in the room at all times.

At no time will an adult meet alone with a child in any room where the door is closed or in an area where they cannot be seen. A clear glass window will be installed in the door of all rooms typically occupied by children and into the door of all offices in the church.

XXI. Ratio of workers to children

It is required that a reasonable ratio of adults to children is maintained at all times involving the supervision of children. The staff member responsible for the division shall be primarily responsible for setting and maintaining a reasonable ratio of workers to children giving due regard to all factors present, including the number and age of the participants, the nature of the activities and the location where the activities are taking place.

XXII. Worker training

Each new worker will be given a copy of the Eglise Armée des Vainqueurs “Reporting Child Abuse and Neglect” booklet and The EAV’s Safeguarding Policy. They must sign a statement indicating they have received and read both before they can begin working with children.

XXIII. Staff oversight

The ministerial staff member responsible for each division shall coordinate with the respective ministry coordinators to ensure on-going supervision of all workers. This should include regular unannounced visits into classes and other program sites.

XXIV. Awareness of church policy

The trustee responsible for each division shall periodically review the definition of child abuse and neglect as defined by law and the Charity’s policy concerning these crimes. These reviews can be conducted either with the workers individually or in groups, at least once a year and following each change in or addition to such policies. Each worker shall acknowledge receipt of a written copy of the policy prior to the time they commence working with children and after each change to such policy. Each worker shall acknowledge participating in the periodic review of the Charity’s policies and procedures. The signed acknowledgements shall be retained in the personnel file of the worker.

5. XXV. Children’s pickup

Children who are six years old or older are permitted to leave the area of the activity at the conclusion of the scheduled activity without further supervision of the workers unless otherwise instructed by the parent or guardian. If their parent or guardian does not pick up a child younger than six on time, their teachers in the children’s area where safe supervision can be continued until the parent or guardian is located will keep the child. A child of twelve years or younger shall not be taken from or allowed to leave the property, either unattended or in a group without specific parental permission.

XXVI. Release of claims

Prior to any activity away, a *Release of Claims* will be necessary to be signed by the child’s parent or legal guardian. Without the form signed and in the possession of the Charity, the child will not be allowed to participate in the away activity.

Reporting and Responding to Alleged Child Abuse or Neglect

XXVII. Reporting policy

It is the policy of the Church to report any incident of child abuse or neglect toward any child in the organisation. This would include participants in temporary programs.

- • Do not treat any suspicion as frivolous.
- • Notify your supervisor immediately. Commence the investigation right away.
- • The staff member in charge should suspend the accused person from the performance of duties involving children until the official investigation has been completed.
- • Cooperate fully with law enforcement officials.
- • The staff or Charity will inform victim and victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigation. If child abuse is confirmed, ask the victim and the victim's family what action they would like to take in the matter and fully cooperate to address their requests within the bounds of a legal and prudent response. (Charity's legal counsel should assist in this determination.)
- • In an instance where child abuse is confirmed, the Charity will immediately dismiss the worker from their position. Termination will be considered appropriate in the circumstances.
- • In instances where evidence is inconclusive, the Charity should take action with the advice of legal counsel in consultation with law enforcement officials depending on the strength of the evidence available and after consideration of the victim and the victim's family's requests.
- • The Charity, in consultation with legal counsel, will determine the amount of information he believes is appropriate to relate to members. Usually commenting in detail on an on-going investigation is not wise.

XXVIII. Reporting obligation

Anyone who has reasonable cause to believe that a child is being physically abused, sexually abused, neglected or is dependent is required to inform **the Safeguarding Coordinator Betty Makiese on: 07936166724** or any of the **trustee Rev Eric Bukasa: 07577441770**, Ev. Steve Punga: **07878892378**, Rev. Bukasa Alex Punga: **07402856446**.

The committee of trustees may decide to contact Coventry Children's Social Care on **02476787980** (Logan Centre, Logan Road, Coventry CV2 1AG).

XXIX. Reports required

Any worker of the Charity who has cause to believe that a child's physical or emotional health or welfare has been or may be adversely affected by abuse or neglect shall report that belief according to the following procedure:

- a. The worker shall report such belief to the coordinator, a trustee or a member of the Charity's staff.
- b. The trustee or staff member will immediately report to one of the following:

- c. The Chair or his agent will notify the parents of the child (unless the parent is the person responsible for the abuse or neglect).
- d. Chair, or the trustees, in consultation with the coordinator will notify the appropriate legal counsel.
- e. The Chair, or his agent, will notify the Charity's insurance agent that an abuse report has been filed with the appropriate local or state agency.

XXXI. Incident report

The person making a report should identify:

- a. The name and address of the child.
- b. The name and address of the person responsible for the care, custody, or welfare of the child.
- c. Any other pertinent information concerning the alleged or suspected abuse or neglect.

XXXI. Confidentiality

All reports of child abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning the alleged event to any person except as necessary to cooperate with any official investigation. Any breach of this confidentiality by an employee of the Charity shall be cause for immediate dismissal. The Chair, in consultation with the official conducting the investigation may authorize limited additional disclosure if necessary to protect other children from harm in the near future, particularly where the person responsible for the abuse cannot be identified, but in no case shall the identity of the victim or the accused person be disclosed except as required by law.

XXXII. Investigation of alleged abuse or neglect

No person shall attempt to conduct a detailed investigation either through examination or interrogation of the child, the accused person or a witness. It is acceptable to obtain a reasonable amount of information to have cause to believe a child has been abused or neglected. Interviews shall be conducted only by authorized officials of the agency, to whom the suspected crime has been reported or, when appropriate, by legal counsel or persons representing the Charity in an official capacity. All employees and volunteers of the church shall cooperate with the official investigation as requested.

XXXII. Suspension of church related duties

A person accused of child abuse or neglect will be suspended from all Charity related duties involving children. This would include all childcare, teaching, transportation or sponsorship duties. The Personnel Committee is not authorised to conduct an investigation of the incident but is allowed to monitor any such investigation and receive confidential information concerning the incident as may be necessary to determine issues concerning continuation of employment and compensation. The person accused should be suspended on 'paid leave' until the investigation is completed. This removal from duty should occur in such a way that an innocent person is not immediately deemed guilty. There are false claims made each year. If the allegation is determined to be unsubstantiated, the employee can be returned to their prior position.

XXXIII. Preservation of records

Copies of all documents relating to an event of abuse or neglect, including a list of all persons known to be present or in the vicinity shall be transferred to the Chair or his agent. They will review them to determine if the documents are complete in accordance with Charity policy. If any documents are missing, they shall make a written notation and transfer the documents to the Charity's administrator who shall retain them until advised that all criminal and civil investigations and actions have been completed.

XXXIV. Charitable care

The Charity's staff shall encourage and assist the child and the parents in securing appropriate counselling, care and support. In the event the abuse or neglect involves a member or employee of the Charity, the staff shall encourage and assist the individual in securing appropriate care and support, including third party counselling, being mindful of the potential for a conflict of interest. All persons shall act towards the child, the parents and the accused in accordance with the principles of Christianity at all times.

XXXV. Liaison with the community

The Chair, or his appointed agent, will serve as the Charity's sole access to the media. The charity should emphasise to the public its position on child abuse, its concern for the victim and the extensive steps being taken to address the safety of all children.

Adopted on 30 September 2018

Board of trustees

1. **Deborah Lwabeya**
2. **Eric Bukasa**
3. **Lorraine Marthe Mary Madeleine Moli**

8. Acknowledgement of Receipt of the Reporting Child Abuse and Neglect Booklet and the Safeguarding children and vulnerable people policy

I have been given a copy of both the Eglise Armée des Vainqueurs's "Reporting Child Abuse and Neglect" booklet and the Charity's safeguarding children and vulnerable people policy. I have read and understand both documents. I understand that my service as an employee of Eglise Armée des Vainqueurs or as a volunteer worker who works with children at The EAV is dependent on my strict adherence to these policies.

NAME (please print):

Signature: _____

Date: